



1902 - Serving Our Community for over 115 Years - 2021

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JULY 28, 2021 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:00 PM

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker,
Director Moritz, Director Otte

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña

STAFF MEMBERS PRESENT: Ramirez, Werness, Darcy Pruitt/ABC Law by Zoom

Others Present: Dave Richardson – Woodward & Curran, Kip Praul –
Menlo Country Club

2. Communications from the Public: None.

3. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Regular meeting July 14, 2021
- B. Consider Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Main Abandonment and New Manhole at 100 Terminal Avenue, Menlo Park, CA
- C. Consider Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1608 for the Construction of Wastewater Facilities for 20 Sioux Way, Portola Valley, California
- D. Consider Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1605 for the Construction of Wastewater Facilities for 30 Cheyenne Point, Portola Valley, California
- E. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1102 for the Construction of Wastewater Facilities for 40 Sioux Way, Portola Valley, California
- F. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 193 Meadowood Drive, Portola Valley (077-211-110), Lands of Oak Hills Ranch LLC
- G. Consider Resolution of Intention to Annex Certain Territory (193 Meadowood Drive) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

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

4. District Manager's Report

Comments: District Manager Ramirez reported that staff participated in mutual aid training with the Menlo Park Fire District. The training was on trench rescue. Menlo Park Fire District has said that if a trench rescue is needed in the District, they will call West Bay Sanitary District for support. He also reported that he gave a talk in Morro Bay at a CWEA event on the 1904 pipeline that is being replaced on Ringwood Ave. in Menlo Park. He was asked to speak on the exfiltration matter or lack thereof. He went on to give an update on the proposed Solid Waste Rate Study. The board requested a full staff report to analyze whether a rate study should be performed this year or not. The complete District Manager's written report is in the July 28, 2021 agenda packet.

5. Consider Authorizing District Manager to Execute the Agreement for Engineering Services from Freyer & Laureta, Inc. for the Permitting and Agency Coordination for the Flow Equalization & Resource Recovery Facility Levee Improvement Project and Authorize the District Manager to Approve up to Ten Percent Contingency for Additional Work on an As-Needed Basis

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

Comments: District Manager Ramirez reported that staff will need assistance in the permitting process. Rich Laureta, with Freyer and Laureta, added that the permitting will require coordination with several regulatory agencies.

6. Consider Approving to Support the Menlo Country Club Recycled Water Facility by applying for a State Water Resources Control Board Water Recycling Grant (50:50 cost share with the State)

Amended motion to proceed in supporting the project with a condition that a mutually agreeable MOA be established as well as a formal resolution.

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

Comments: District Manager Ramirez asked for direction on supporting the Woodside Recycled Water Facility. Dave Richardson with Woodard Curran, representing Menlo Country Club, was present and asked for support in applying for a planning grant through the state. The Board discussed the matter and eventually agreed to support the application with a condition that it does not obligate the District to build such recycled water facility. District Manager Ramirez reported that several steps would be required before moving to construction and that the matter would come back to the Board. Director Otte requested that a Memorandum of Agreement (MOA) be established prior to applying for the grant. Direction was given to District Manager Ramirez to proceed in supporting the project with a condition that a mutually agreeable MOA be established as well as a formal resolution.

7. Consider Approving Extension of Financial Audit Contract Fiscal Year 2020-21

Amended motion to approve the final extension with the current auditor with a condition that the District conduct a request for proposals next year.

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

Comments: District Manager Ramirez reported that staff was seeking approval to exercise the third year option of the contract. The Board approved the final extension with the current auditor with a condition that the District conduct a request for proposals next year.

8. Consider Approving Purchase a 2022 Ford F550 ½ Inch Jetter

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

Comments: None

9. July 28th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez reported that District staff are updating the response plan.

10. Consider Approving Engineering Services Proposal for a Pump Station Design Project at Avy Ave. & Altschul Ave. in Menlo Park

Amended motion to approve the engineering services proposal with the condition an updated proposal be submitted and that the agreement reflects the cost of \$78,500 for the project.

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

Comments: District Manager Ramirez reported that the recent flow study data shows 98K gallons of flow and that Sharon Heights Golf & Country Club (SHGCC) has agreed to pay for the new pump station. He also reported that SHGCC will fully reimburse the District the \$78,500 cost of the project design. The Board approved the engineering services proposal with the condition an updated proposal be submitted and that the agreement reflects the cost of \$78,500 for the project.

11. Report and Discussion on Sharon Heights Recycled Water Plant

Comments: District Manager Ramirez reported that 52M gallons of recycled water have been delivered to SHGCC and a total of 120M gallons have been processed. The Board requested an ongoing recycled water production and delivery report going forward.

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

Comments: District Manager Ramirez reported that meetings with developers have been productive. The meetings have included conversations regarding the developers making early developer contributions in aid of construction, so that the project may be funded ahead of development. He also reported that staff met with HF&H regarding the creation of a financial plan for the Bayfront project.

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

Comments: President Dehn reported that SBWMA discussed potential regulations and public policies. She also stated that the Organic to Energy Pilot Project is completed and proved to be successful. She continued to report that the Recology fleet will need to be upgraded by 2025.

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

Comments: None.

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

Comments: None.

16. Adjournment Time: The meeting was adjourned at 8:56 PM

/s/ Edward P. Moritz
Secretary Pro Tem