



1902 - Serving Our Community for over 115 Years - 2022

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 23, 2022 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, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Fisher, and Condotti by Zoom

Others Present: None

2. Communications from the Public: None.

3. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

- A. Approval of Minutes for Regular Meeting February 9, 2022
- B. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1103 for the Sewer Main Replacement near 949 El Camino Real, Menlo Park, CA

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

4. District Manager's Report

Discussion/Comments: District Manager Ramirez reported that there were zero SSOs in January. He reported that District staff are preparing the annual SRF loan report for the State Water Board on the Sharon Heights Recycled Water Plant. He also reported the District is continuing to work with the developer that built an ADU over a public utilities easement that includes the sewer main. District Counsel is working on an agreement to resolve the issue. He continued to report that staff met with the Strategic Goals Committee. The Committee is revising the goals to include recycled water efforts. The Strategic Goals will be presented for Board consideration in March. District Manager Ramirez reported that staff is preparing a Bayfront recycled water presentation for the Menlo Park City Council for an upcoming meeting in March. He went on to report that PrimePay notified the District they will no longer be supporting their payroll platform and will be moving to ADP in March. District staff are working with ADP to assure a smooth transition. Lastly, District Manager Ramirez reported that CSRMA reached out asking him to consider joining their Executive Board. The complete District Manager's written report is in the February 23, 2022 agenda packet.

5. Consider Authorizing the District Manager to Execute the Amendments to the Easements from Cargill Salt for the Bayfront Entrance Project

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: None.

6. Consider Adopting Resolution Delineating Environmental Findings and Authorizing the District Manager to Call for Bids for the Bayfront Park Sanitary Sewer Improvement Project

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

Discussion/Comments: None.

7. Report and Discussion on Treatment Plant Connection Fees

Discussion/Comments: Finance Manager Fisher reported on the history of the SVCW connection fees and the current balance held by the District. Staff will bring back the item with recommendations for Board approval.

8. Bank of the West Monthly Investment Portfolio Statements

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: Finance Manager Fisher reported on the re-allocation of Operating Reserve investment funds for FY 2021-22 to other reserves. The reallocations were performed based on the Finance Committee's recommendations and Board approval of the Investment Policy.

9. Request for Proposal for Financial Audit Service

Discussion/Comments: Finance Manager Fisher reported that an RFP would be issued for financial auditing services beginning this year, FY 2021-22. The Finance Committee will review RFPs and provide a recommendation to the full Board for approval.

10. February 23th Update Report on District Response to Corona Virus

Discussion/Comments: District Manager Ramirez reported that one staff member is out due to COVID-19. The District is updating its COVID-19 response plan and will provide training in March.

11. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported that the annual SRF report to the State is due on February 28. He also reported that the District Counsel is reviewing a solar power agreement for the plant.

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

Discussion/Comments: District Manager Ramirez reported the District participated in a California Special District Association (CSDA) roundtable on recycled water legislative efforts with Congresswomen Anna Eschoo's staff. He also reported on his recent meeting with Signature Group regarding recycled water from the Bayfront Recycled Water Facility. Signature Group is reviewing a draft agreement. District Manager Ramirez reported that the District is working with SVCW to coordinate the Bayfront Project improvements with their Menlo Park Pump Station project.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte presented a PowerPoint on the recent Commission meeting which included an item on Equipment Information Management Systems, and Effective Records Management. Other items included a change order for the RESCU Program Gravity Pipeline Project, as well as Recycled Water Planning Activities, and Organics Co-Digestion.

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

Discussion/Comments: None.

16. Adjournment Time: The meeting was adjourned at 8:36 PM

/s/ David A. Walker
Secretary