



*1902 - Serving Our Community for over 115 Years - 2022*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, SEPTEMBER 14, 2022 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,  
Director Moritz, Director Otte

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña

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

Others Present: Rich Laureta – Freyer & Laureta

**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 August 10, 2022
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru August 31, 2022
- C. WBSD Operations and Maintenance Report – August 2022
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – August 2022
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – August 2022
- F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361
- G. Consider to Approve Resolution of Intention to Annex Certain Territory (0 Alpine Road, Portola Valley) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing
- H. Consider to Approve Resolution of Intention to Annex Certain Territory (20 Shoshone Place, Portola Valley) 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 2<sup>nd</sup> by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

#### **4. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported that Ethics Training for Board members is now available and should be completed by October 10<sup>th</sup>. He also reported that the Bayfront Sewer Project bids are due on October 18<sup>th</sup>. He continued to report he will be scheduling a Master Plan Committee meeting to discuss updates to the District's Master Plan. General Manager Ramirez informed the Board that the annual audit is underway. He also discussed about an easement encroachment in Atherton where a developer damaged a District sewer main near Walsh Road. General Manager Ramirez reported that Recology is interested in using 3 acres at the District's FERRF facility to storage bins and carts. General Manager Ramirez reminded the Board the next Board meeting is scheduled for September 28<sup>th</sup>. The complete General Manager's written report is in the September 14, 2022 agenda packet.

#### **5. Consider Approving Investment Policy and Resolution**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported that this is an annual update to the Investment Policy and no substantive changes were made.

#### **6. Consider Approving Purchase Card Policy**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: None.

#### **7. Consider Adopting Resolution Recognizing the Achievement of a Five Years Safety Record Without a Lost Time Accident by West Bay Sanitary District Employees**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this item is to recognize West Bay employees' outstanding efforts in not having a loss time accident for 5 years.

#### **8. Presentation and Direction on District Performance Merit Pay Program for FY 2022/2023**

Discussion/Comments: Operations Superintendent, Robert Hulsmann, provided an update and proposed to the Board of Directors two new goals to the program for fiscal year 2022-23 and a change in the payout totals. The Board provided feedback and the item will be brought back for consideration at the September 28<sup>th</sup> Board meeting.

**9. Consider Authorizing General Manager to Enter into a Purchase Order Agreement with Owen Equipment for a Vactor 2100i Hydro-Jet/Vacuum Combination Sewer Cleaning Unit**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this purchase was budgeted for \$500,000 and due to increased costs and estimates an additional \$100,000 is needed for the purchase.

**10. Consider Authorizing General Manager to Extend the Agreement for On-Call Engineering Staff Augmentation Services with Freyer & Laureta, Inc**

Motion to Approve by: Walker 2<sup>nd</sup> by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported that on-call engineering staff augmentation is necessary for 16 weeks until the vacant Associate Engineer position is filled.

**11. Consider Authorizing General 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**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this agreement is to continue and finalize the permitting and agency coordination for the Flow Equalization & Resource Recovery Facility Levee Improvement Project. He stated the Capital Assets Fund allocated a total project amount of \$6,000,000.00. The original work was anticipated to be \$375,791 plus \$37,579 for contingency (10% for additional work) resulting in a total estimate amount of \$413,370. This additional agreement is not to exceed \$238,400.

**12. Consider Authorizing the General Manager to Accept a Proposal from Precision Engineering to Perform an Emergency Sewer Replacement in Linfield Oaks, Menlo Park**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported that District Closed Circuit Television Inspection crews have televised these sewer mains and found the pipeline segments to have severe damage and that the City of Menlo Park is planning to pave the area in the next two months. Staff has obtained an estimate from the District's current contractor, Precision Engineering, who is concluding the *North Bay Road And Ringwood Project* in Menlo Park. The estimate includes an alternative option to install reclaimed water pipe as part of this work. The replacement cost is estimated to be \$425,000. The Reclaimed Water Pipeline will be an additional \$111,000 for a total of \$536,000. The project will be paid for from the Capital Asset Funds.

**13. Consider Authorizing the General Manager to Accept a Proposal from Precision Engineering to Perform an Emergency Sewer Replacement in Bay Shore Park, East Palo Alto**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the estimate is to perform full pipe-burst replacement of the two damaged pipeline segments using trenchless methods. Freyer and Laureta Inc. will prepare basic specifications and maps for the contractor to use. The project includes the replacement of 309 feet of six inch Vitrified Clay Pipe with eight inch High Density Poly Ethaline (HDPE) pipe. The replacement cost is estimated to be \$197,707. Funds will be used from the Capital Asset Fund.

**14. Report and Discussion on Sharon Heights Recycled Water Plant**

Discussion/Comments: General Manager Ramirez reported 9.2 million gallons a day (MGD) was treated in August and 8.1 MGD delivered. Avy & Altschul pump station is moving forward with an appraisal of the easement.

**15. Discussion and Direction on Bayfront Recycled Water Project and Status Update**

Discussion/Comments: General Manager Ramirez reported that SRF funding for the project was not awarded to the District. He also reported on an upcoming meeting with Meta to discuss them funding a portion of the project.

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

Discussion/Comments: President Dehn reported the next meeting is on September 22<sup>nd</sup>. She also reported from the Legislative meeting and noted that there are a number of state bills on the Governor's desk for consideration including AB 2440 Responsible Battery Recycling Act of 2022, SB 1215 Electronic Waste Recycling Act: Battery-Embedded Products, and AB 1985 Organic waste: recovered organic waste product procurement targets.

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

Discussion/Comments: None.

**18. Closed Session**

Entered closed session at 9:45 p.m. Left closed session at 9:46 p.m.

A. Public Employee Discipline/Dismissal/Release (Government Code §54957)

B. LIABILITY CLAIMS

No. of Cases: 1

Claimant: Albano

Claim Against: West Bay Sanitary District

Reportable action: None.

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

Discussion/Comments: None.

**20. Adjournment Time:** The meeting was adjourned at 9:47 PM

/s/ David A. Walker  
Secretary