



1902 - Serving Our Community for over 115 Years - 2021

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MAY 26, 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, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom, Finance Manager - Debra Fisher, Projects and IT Manager - Bill Kitajima

Others Present:

2. Communications from the Public: None.

3. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Special meeting May 5, 2021
- B. Approval of Minutes for Regular meeting May 12, 2021
- C. Consideration of a Resolution of Intention to Annex Certain Territory (20 Sioux Way) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing
- D. Consideration of a Resolution of Intention to Annex Certain Territory (155 Grove Drive) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing
- E. Bank of the West Monthly Investment Portfolio Statements
- F. Consideration of Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1102 for the Construction of Wastewater Facilities for 40 Sioux Way, Portola Valley, California
- G. Consideration of Resolution Authorizing the District Manager to Execute Quitclaim Deed of Sanitary Sewer Easement at 27 Sargent Lane, Atherton, California
- H. Consideration of Resolution Accepting Deed of Easement for District Main Sewer Facilities at 27 Sargent Lane, Atherton, California

4. **Report on Insurance Market Update & Insurance Renewals FY 2021-22**

Comments: Seth Cole with Alliant reported on the District's increased insurance costs for FY 2021-22. Director Otte asked if the deductibles will be going up. Mr. Cole reported the deductibles are not going up but the premiums will go up by 20%. Mr. Cole also reported that property insurance premiums for the District building will be \$17,000/year and SHGCC will increase from \$12,000/year to \$26,300/year. Board consensus was to look at increasing deductibles from \$5K and \$25K to higher limits. The Finance Committee will look at insurance deductible options in order to lower premiums.

5. **District Manager's Report**

- 1) Comments: District Manager Ramirez reported that LAFCo approved the Municipal Service Review (MSR). Finance Manager Fisher will schedule a meeting with the Finance Committee to review the Reserve Policy. LAIF balances will be discussed in detail during the next Board meeting followed by the consideration of the FY 2021-22 Budget. District Manager Ramirez reported that the County of San Mateo has not been reasonable in coordinating the CIP on Ringwood Ave.
- 2) **Administrative:**
 - a. Personnel Policy has been updated and approved by the Board of Directors at the Regular Board Meeting on May 12, 2021.
 - b. The LAFCo Commission approved the Municipal Service Review between the City of East Palo Alto, East Palo Alto Sanitary District, and West Bay Sanitary District on May 19, 2021.
 - c. The proposed FY21/22 budget will be presented to the Board on June 9, 2021 Regular Board Meeting.
- 3) **Finance:**
 - a. The Finance Manager will report on the Local Agency Investment Fund (LAIF) account at the June 9, 2021 Board Meeting.
 - b. The Finance Advisory Committee will be scheduled to review the Reserve Policy once District Counsel has reviewed the revised draft policy.
 - c. The new Money Market Account has been opened for the WBSD/SHGCC facility funds.
- 4) **CIP & IT Projects:**
 - a. **Levee Improvement Project:**
 - i. Now that the Environmental Impact Review for the Levee Improvement and Bayfront Recycled Water Treatment Facility Project at the Flow Equalization and Resource Recovery Facility (FERRF) has been certified and approved, staff will continue to work on the SRF loan application. The Financial and Technical packet to the application should be approved by the Board in the June timeframe.
 - ii. District Manager will share the presentation to be given at the Society for Ecological Restoration International Conference for the Bayfront Ecotone Levee project. The conference is scheduled virtually and will take place in June 2021.

b. Construction Capital Improvement Program (CIP)

- i. Aztec Consultants has mobilized in preparation to build the Metal Storage Building at the Flow Equalization Resource Recovery Facility.
- ii. Precision Pipeline continues to work on this year's CIP project. Staff has been working with San Mateo County to coordinate the work on Ringwood Avenue with the County's resurfacing project. The County has not been reasonable in their coordination efforts. The Projects and IT Manager is working on an alternative plan.
- iii. Freyer & Laureta is working on the Bay Front Improvement projects including the Influent Pump Station.

5) Operations and Maintenance:

a. Collection System:

- i. Crews have been working on the Town of Woodside's collection system.

b. Training:

- i. Safety training has been ongoing with the assistance of a DuALL Safety consultant.

6) Water Quality:

a. Sharon Heights Golf and Country Club (SHGCC):

- i. The recycled water plant has been operating well. Staff is regularly working with SHGCC staff to better predict their water requirements.

b. Bayfront Recycled Water Facility (BRWF):

- i. After approving the EIR, the next step will be to enter into developer agreements with developers in the Bayfront Area. District Counsel is working on the Draft Recycled Water Code to be shared with the City of Menlo Park.

c. West Bay:

- i. Staff is evaluating other agencies' Operator in Training programs.

7) Fleet and Facilities:

a. Vehicle Maintenance:

- i. After reviewing the option to lease a hybrid vehicle, it makes sense to do so and will be proposed in the Budget.

8) Personnel:

- i. District Manager is reorganizing a portion of the Admin Staff.

9) Upcoming Events:

- a. **Regular Board Meeting:** May 26, 2021
- b. **Next Regular Board meeting:** June 9, 2021

10) Misc./Action Items from Previous Meeting:

- a. **West Bay SSOs:** Zero SSOs for April 2021.
- b. **LAH Contract:** LAH had one SSO in April.
- c. **Town of Woodside Contract:** Staff received the amended agreement for FY21/22.
- d. **Revenue:** Late notices have been sent to rate payers who are over 90 days late in paying the Sewer Service Charge for FY20/21. These rate payers are billed manually. To-date the District is owed approximately \$19,000.

6. Consideration to Approve Resolution Approving Amendment No.8 To The Maintenance Service Agreement Between West Bay Sanitary District And The Town Of Woodside For Sanitary Sewer Maintenance Services And Authorize The District Manager To Execute the Amended Agreement On Behalf Of The District

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

Comments: None.

7. Consideration to Establish Date and Time of Public Hearing to Consider Annual Tax Roll Sewer Service Charge Report for Fiscal Year 2021/2022

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

Comments: None.

8. May 26th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez reported that according to voluntary data, approximately 70% of West Bay staff have been vaccinated. Staff continues to follow Health Department guidelines.

9. Report and Discussion on Sharon Heights Recycled Water Plant

Comments: District Manager Ramirez reported that reserve funds are now in the money market account. He also reported a flow study will be performed for the recycled water facility in order to see if it is feasible to add wastewater flows to the recycled water facility.

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

Comments: District Manager Ramirez reported that District Counsel Condotti is currently working on the recycled water code. The new recycled water facility is estimated at approximately \$53M. Developer agreement will have to reflect the cost of the facility. He also reported the SRF application has been submitted to the State.

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

Comments: President Dehn reported no meeting was held in May.

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

Comments: Director Moritz reported on a finance presentation that featured retiring more debt. Director Otte reported the Tunnel Project is on schedule and that a change order for the plant's pump station was approved.

13. Closed Session

Entered closed session at 8:45 p.m. Left closed session at 9:41 p.m.

Reportable action: None.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS

Agency designated representatives: District Manager/Legal Counsel
Unrepresented & Exempt employees: Unrepresented & Exempt Staff

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Cal. Govt. Code §54956.9(d))

Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC
Case No. 18CIV02183

14. Consideration to Adopt Resolution Establishing Rates of Pay and Related Compensation Provisions

Motion to Approve by: _____ 2nd by: _____ Vote: AYE: _____ NAY: _____ Abstain: _____

Comments: Board consensus was to continue this item until the June 9th Board meeting.

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 9:43 PM

/s/ David A. Walker
Secretary