



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

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, FEBRUARY 9, 2022 AT 7:00 P.M.**

**1. Call to Order**

President Dehn called the meeting to order at 7:02 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

Others Present: Rick Simonson & Gabe Sasser – HF&H

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

**3. Public Hearing – Consider Amending the Code of General Regulations for Board Member Compensation**

Motion to Open by: Walker 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: District Manager Ramirez reported the Board members are eligible for up to a 5% increase. However, the Board chose a 4% increase in order to match what staff received on July 1, 2021.

Motion to Close by: Walker 2<sup>nd</sup> by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

**4. Consider Amending the Code of General Regulations for Board Member Compensation**

Motion to Approve by: Walker 2<sup>nd</sup> by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: None.

## 5. **Consent Calendar**

### **CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR**

Discussion/Comments: Director Moritz asked to pull agenda item 5G for further discussion regarding the apparent \$8M withdrawal from the Treatment Plant Reserve fund. Motion to approve Consent Calendar removing agenda item 5G to the next meeting with a clarification on the item.

- A. Approval of Minutes for Regular meeting January 26, 2022
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru January 31, 2022
- C. WBSD Operations and Maintenance Report – January 2022
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2022
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – January 2022
- F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361
- G. Bank of the West Monthly Investment Portfolio Statements (item pulled)
- H. Consider to Ratify Issuance of Class 3 Sewer Permit No. 1611 for the Construction of Recycled Water Facilities for 100 Terminal Ave., Menlo Park (Menlo Park Community Campus)
- I. Consider Authorizing the District Manager to Consent to the Abandonment of Public Utility Easement at 128 Blackburn Avenue, Menlo Park

Motion to Approve by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

## 6. **Consideration to Establish a Public Hearing Date for a 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: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: Rick Simonson of HF&H presented the draft rate study that included a proposed 2% increase for fiscal year (FY) 2022-23. President Dehn asked about noticing the 218 notice with a two year increase. The Board's consensus was to move forward with proposing a rate increase of 2% for FY 2022-23 and FY 2023-24. Staff will work with HF&H on the two year 218 notice.

## **7. District Manager's Report**

Discussion/Comments: District Manager Ramirez reported that the District has contacted the developer of a parcel on Saratoga Ave. in East Palo Alto. The developer constructed an ADU in an easement over the District's sewer main. He is working with the developer to re-route the main around the ADU. He also reported that he has executed a \$12,640 agreement with West Yost to explore grant opportunities for the District. He continued to report that the District has ordered an electric vehicle SUV for the District Manager. He reported that Heath Cortez has been selected as the CWEA's local section Supervisor of the Year. He also reported that the District will begin the Sewer System Management Plan (SSMP) 5 year audit. District Manager Ramirez continued to report the Strategic Goals Committee will meet on February 15<sup>th</sup>. The complete District Manager's written report is in the February 9, 2022 agenda packet.

## **8. February 9<sup>th</sup> Update Report on District Response to Corona Virus**

Discussion/Comments: District Manager Ramirez reported that several employees are back after either quarantining or having been infected with COVID-19. He also reported that the District is updating the COVID-19 response plan and will be conducting training on it later in February.

## **9. Report and Discussion on Sharon Heights Recycled Water Plant**

Discussion/Comments: District Manager Ramirez reported the District is conducting the annual true up for the West Bay/Sharon Heights Recycled Water Plant and has presented the 2022 O&M projections for the plant. The new O&M projections are up 17% from \$444K to \$518K per year. Director Otte asked staff to correct the facility production data from kilograms to thousands of gallons.

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

Discussion/Comments: District Manager Ramirez reported that permitting for the levee is underway. He also reported the District has issued a permit to Meta to install a recycled water pipeline for the new Menlo Park Community Campus. He reported the District is coordinating with SVCW on performing Bayfront entrance improvements to the District's trunk lines while they perform upgrades to the Menlo Park Pump Station.

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

Discussion/Comments: President Dehn reported that Recology has hired Evan Boyd as General Manager. She also reported that the operations agreement for the Shoreway RFP is out for RFP and responses are coming in. Interviews for the potential new operator will begin the week of February 23<sup>rd</sup>. The SBWMA Board will consider awarding the bid in September.

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

Discussion/Comments: Director Otte reported that the SVCW CIP's are on schedule. He also reported that the organic waste pilot program has been successful and will continue at its current level.

**13. Closed Session**

Entered closed session at 8:36 p.m. Left closed session at 8:47 p.m.

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Cal. Govt. Code §54956.9(d)(2):  
(1 potential case)

Reportable action: None.

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

Discussion/Comments: Upcoming items to include: 1) Agenda item 5G - Bank of the West Monthly Investment Portfolio Statements; 2) Public hearing regarding Blue Oaks reimbursement agreement.

**15. Adjournment Time:** The meeting was adjourned at 8:48 PM

/s/ David A. Walker  
Secretary