



1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 13, 2021 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:08 PM

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker by Zoom, Treasurer Thiele-Sardiña, Director Moritz, Director Otte by Zoom

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom

Others Present: Vivian Housen, EJ Shelby, Rich Laureta of Freyer & Laureta, Phil Scott, Robert Porr, Matt Anderson and Teresa Herrera of SVCW, Davd Richarson of Woodard & Curran

2. Communications from the Public: None.

3. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: Roll call vote. All Ayes.

- A. Approval of Minutes for Regular meeting December 9, 2020
- B. Approval of Minutes for Special meeting December 22, 2020
- C. Approval of the Financial Activity Report/Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for January 13, 2021
- D. WBSD Operations and Maintenance Report – December 2020
- E. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2020
- F. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – December 2020
- G. Consideration to Approve District's Investment Portfolio Reports Including Transactions of Assets Described Therein as of 12/31/20
- H. Consideration to Approve Resolution of Intention to Annex Certain Territory (25 Arapahoe Court) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

4. Discussion and Direction on District’s Sustainability Study

Comments: Vivian Housen gave an update of the Sustainability Plan. The plan components includes CIP, LAMP, Lift Stations Re-Hab, SSMP, OERP, Budget, Levee. Board consensus was to finalize The Sustainability Plan as a working document and an executive summary.

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

Motion to Open by :Moritz 2nd by: Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None.

Motion to Closed by :Moritz 2nd by: Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

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

Motion to Approve by :Moritz 2nd by: Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Roll call vote. All Ayes to approve.

7. Approve and Adopt Resolution Supplementing Resolution No. 2231 of the West Bay Sanitary District Board to Consent to the Issuance by Silicon Valley Clean Water of Refunding Bonds to Refund the Existing State Water Resources Control Board Loan

Motion to Approve by: Mortiz 2nd by: Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Matt Anderson of SVCW gave a re-cap on the item which includes a \$200,000 savings on the existing SFR loan. Roll call vote. All Ayes to approve.

8. Consideration to Approve Resolution Authorizing the District Manager to Enter Into an Agreement for On-Call Construction Consultation Services with Freyer & Laureta, Inc. for the North Bay Road and Ringwood Avenue Sewer Project

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

Comments: Roll call vote. All Ayes approve.

9. District Manager’s Report

Comments:

1) Administrative:

- a. Staff has forwarded the fully executed Flow Study Agreement to the Developers in East Palo Alto to conduct the study to see whether the District can accommodate new development flow.
- b. Staff has forwarded the fully executed Sampling Agreement to SVCW.
- c. New intern from Menlo College is doing well with Pilot Scanning Project.

- d. Staff has given SVCW an estimate to conduct CCTV and Cleaning services.
- e. District Manager will be looking into a recognition award for not having any overflow spills in the entire calendar year of 2020.
- f. Winter Newsletter published on January 1, 2021 in the Almanac.

2) Finance:

- a. Staff would like the Board to consider approving the Financial Activity Report/Withdrawal Order on a monthly basis. This would stream line the process and allow the statements and reports to close on a monthly basis rather than intermittently throughout the month. The Financial Activity Report/Withdrawal Order would be brought to the Board for approval on the first Board Meeting following the close of the month.
- b. Staff has been working with SVCW with one final portion of their refinance plan.
- c. Staff met with HF&H to discuss the ongoing Sewer Service Rate Study for 2021.
- d. Consider scheduling a Finance Advisory Group meeting in January.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. The Bayfront Environmental Impact Report Draft is complete the Board authorized the District Manager to commence the 45 day comment period.

b. Construction Capital Improvement Projects (CIP)

- i. Bids for Bay North and Ringwood pipeline replacement are submitted. The lowest bid could be awarded at the December 9, 2020 Board Meeting.
- ii. Aztec, the metal storage building contractor, may begin staging at the FERFF before the end of January 2021.

4) Operations and Maintenance:

a. Collection System:

- i. Crews have completed the 54 inch outfall pipeline to the Menlo Park Pump Station.
- ii. Staff will be recruiting for the vacant Maintenance Worker position.
- iii. Negotiation for the Los Altos Hills and Town of Woodside contracts will commence.
- iv. Joe Richards is now a CWEA Certified Maintenance Worker.

b. Training:

- i. COVID 19 Staff re-Training will be conducted after the next update is completed.

5) Water Quality:

a. Sharon Heights Golf and Country Club:

- i. The District and Sharon Heights O&M meeting continue monthly.
- ii. Operations going well. To date over 20million gallons of recycled water has been delivered.

b. Bayfront Recycled Water Plant (BRWP):

- i. Environmental Impact Report (EIR) comment period is underway.

c. Personnel:

- i. Albert Patino has obtained the Environmental Compliance Inspector Certification.
- ii. Submitted CAL-OSHA Form 300-A. Reporting only one minor injury the entire year.

iii. Staff will begin FOG inspections via ZOOM and telephone.

6) Fleet and Facilities:

a. Vehicle Maintenance:

- i. Redwood City has been repairing vehicles and equipment successfully for the last couple of months.
- ii. Working on new Service Van and should be completed by the end of January.

7) Upcoming Events:

- a. **Regular Board Meeting:** January 13, 2021
- b. **Next Regular Board meetings:** January 27, 2021

8) Misc./Action Items from Previous Meeting:

- a. **West Bay SSOs:** Zero SSOs for December. District did not experience SSOs the entire 2020 year.
- b. **LAH Contract:** Had 3 SSO in 2020. Negotiations for the next contract will begin.
- c. **Town of Woodside Contract:** No SSOs for 2020. Crews cleaned the entire system in 2020. Negotiations for the next contract will begin.
- d. **Revenue:** Received approximately \$201,000 in services rendered for others, Sharon Heights SRF reimbursements, permits, and services fees. In addition, the District received \$15,518,901.93 from San Mateo County for annual sewer service charges.

10. Consideration to Approve One-Time Payroll Adjustment

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

Comments: Board approved a onetime payroll adjustment, as the District moves to an automated payroll system.

11. January 13th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez gave an update stating the front office is now limiting customers inside the lobby to no more than one. Others are asked to socially distance outside while they wait. Staff is working on the new COVID-19 Prevention Plan regarding prevention and reporting outbreaks.

12. Report and Discussion on Sharon Heights Recycled Water Plant

Comments: None.

13. Discussion and Direction on Bayfront Recycled Water Treatment Facility and Status Update

Comments: Dave Richardson gave an update on the cost sharing philosophy on project contributions from the District. The Board agreed to build a plan at .6M gallons per day with the option to add capacity to .8M gallons per day and to continue with funding contribution philosophy.

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

Comments: President Dehn gave an update on SBWMA matters.

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

Comments: Director Otte reported that the next meeting is in two weeks and commended SVCW staff for their debt re-financing efforts.

16. Closed Session

Entered closed session at 9:02p.m. Left closed session at 9:06 p.m.

Reportable action: None.

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

Agency designated representatives: Board President/Legal Counsel

Unrepresented employee: District Manager

17. Consideration to Approve End-of-Year Goals and Objectives Performance Compensation for the District Manager

Motion to Approve by: Moritz 2nd by: Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: President Dehn reported Board consensus is to approve a resolution for 5% of DM annual salary for 2020 performance compensation. Roll call vote. All Ayes to approve.

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

Comments: Secretary Walker asked if the Board would consider having all virtual Board meetings. Board consensus was to continue to offer virtual as an option.

19. Adjournment Time: The meeting was adjourned at 9:16 PM

/s/ David Walker
Secretary