



1902 - Serving Our Community for over 110 Years - 2021

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 27, 2021 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 (via Zoom), Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: District Manager Ramirez, Finance Manager Fisher, District Counsel Condotti by Zoom

Others Present: Rick Simonson and Gabe Sassar with HF&H, Resident E.J. Shalaby.

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: None.

- A. Approval of Minutes for Regular meeting January 13, 2021
- B. Consideration to Approve Grant Deed of Easement 35 Sioux Way, Portola Valley
- C. Consideration of Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1086 for the Construction of Wastewater Facilities for 155 Cherokee Way, Portola Valley, California

4. Workshop and Discussion on the Sewer Service Charge Rate Study for Fiscal Year 2021/22

Comments: HF&H reported on the draft Sewer Service Charge Rate Study. It was reported that the District is in need of a rate increase in order to meet revenue requirement for future capital expenditures. The Board of Directors reviewed the 10 year Capital Improvement Project schedule, including the expenditures needed to raise the Levee at the Flow Equalization Resource Recovery Facility due to sea level rise. District Manager Ramirez reported the need to perform pipeline improvements at the entrance of Bayfront Park due to large diameter concrete pipelines that have recently shown degradation. President Dehn asked staff to remain engaged with the City of Menlo Park and the County of San Mateo with their paving and other projects in order to coordinate work. HF&H continued to report on the District's reserves and the need to refund the reserves to the District's target levels. The Board of Directors requested HF&H to study a 2.5% increase in anticipation of major future capital expenditures at FERFF and the Silicon Valley Clean Water (SVCW) regional treatment plant. HF&H will bring a revised report for the Board to consider at the February 24, 2020 Regular Board Meeting.

5. Consideration to Approve Transfer of Sharon Heights Golf & Country Club SRF Deposit to Money Market Account

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

Comments: The Board considered refunding, at Sharon Heights request, the over deposit for the recycled water facility, as well as moving the Sharon Heights funds from an investment account into a “no risk” money market account. Sharon Heights has also requested refunding back to the investment account’s gains and interest accrued from the account. According to District Counsel, the Board could refund the over deposit. As for moving the funds into a money market account, it is the District’s discretion as to where the money is held. In addition, according to the Long Term Agreement (LTA) any gains and interests accrued shall be kept in the account for the duration of the SRF loan. After some discussion, Treasurer Thiele-Sardiña made a motion to refund the over deposit and that the funds will be moved to a money market account, as requested, but only after the funds have been liquidated without a loss or when the funds have reached their short term maturity. In addition, the gains and interest will be kept in the account as stated in the Long Term Agreements. A rollcall vote was taken with 4 Ayes 0 Nays and 1 Abstained (due to a ZOOM conference call disconnection by Secretary Walker.)

6. District Manager’s Report

Comments:

1) Administrative:

- a. Menlo Country Club has been inquiring about building a recycled water facility on their property and is seeking West Bay’s involvement. The matter will be discussed with the San Mateo County LAFCo.
- b. SVCW has been using the FEF to regulate flow routinely this month.
- c. District Manager will be looking into a recognition award for not having any overflow spills in the entire calendar year of 2020.
- d. Staff is reviewing a system to streamline CCTV lateral video’s that are submitted to the District for review by private plumbers and homeowner. The new system requires the plumber to pay \$30 to upload the video file to the Cloud where District Staff can review the file free of charge. This reduces staff contact with the public and stores the video for easy viewing by the District and homeowners. The new system is named Forward Lateral.
- e. The Board should consider approving a resolution for the work Anderson Pacific has done on the Recycled Water Facility.
- f. District Manager Ramirez reported on a new system, Forward Lateral, which allows plumbers to upload private laterals CCTV videos. The new system would make things more automated and lessen contact with plumbers especially during COVID-19. Forward Lateral is being integrated with the HomeServe Insurance group and could further enhance that program. The Board requested the Pilot Project proceed but would like an update at a later date including the true cost of the program and gained staff efficiency.

- 2) **Finance:**
 - a. Staff is making an adjustment to the last monthly SRF payment from the SHGCC to reflect the new final SRF loan balance.
 - b. Payroll has been working on the new Prime Pay module to streamline payroll.
 - c. Staff met with HF&H to discuss the ongoing Sewer Service Rate Study for 2021.
- 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. A preconstruction meeting was held on January 21th for Bay North and Ringwood pipeline replacement project.
 - ii. The metal storage building contractor, Aztec, may begin staging at the FERFF before the end of January 2021.
- 4) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. Crews have begun the 2021 cleaning schedule.
 - ii. The two newest maintenance staff will begin to prepare for the Commercial Driver's License.
 - b. **Training:**
 - i. COVID 19 Staff will be training on the new COVID Prevention Plan.
- 5) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club:**
 - i. The District and Sharon Heights O&M meeting continue monthly.
 - ii. Staff has begun to deliver SHGCC samples to SVCW as a trial.
 - b. **Bayfront Recycled Water Plant (BRWP):**
 - i. Environmental Impact Report (EIR) comment period is underway.
 - ii. Board direction was given to staff to begin to plan for a .6MGD recycled water facility at Bayfront with the option to upsize to .8MGD.
 - c. **West Bay:**
 - i. Staff will begin FOG inspections via ZOOM and telephone.
 - ii. Staff will begin to sample near Bayfront Park to support future projects in the area.
 - iii. Staff will retain the "As-Needed Services" of the current Anderson Pacific, Chief Plant Operator (CPO) to help support the District's CPO for the first part of 2021.
- 6) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. Redwood City has been repairing vehicles and equipment successfully for the last few of months.
 - ii. Working on new Service Van and should be completed by the end of January.
- 7) **Personnel:**
 - i. As of February 1st the District will be fully staffed with a new Maintenance Worker.

- 8) **Upcoming Events:**
 - a. **Regular Board Meeting:** January 27, 2021
 - b. **Next Regular Board meetings:** February 10, 2021
- 9) **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:** It was the Board's consensus at the January 13th, 2021 Regular Board Meeting to receive the Financial Activity Report (aka. Withdrawal Order), capturing a full month, at the first meeting of the month. The next Financial Activity Report is due to the Board at the February 10th, 2021 Regular Board Meeting.

7. **January 27th Update Report on District Response to Corona Virus**

Comments: District Manager Ramirez reported staff will be conducting training on the new COVID-19 Prevention Plan.

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

Comments: District Manager Ramirez reported over 20 million gallons of recycled water have been delivered to-date.

9. **Discussion and Direction on Future Recycled Water Projects and Status Update**

Comments: District Manager Ramirez reported staff will be meeting with developers to explain the estimated cost for the Bayfront Recycled Water Facility. A report was also given about a potential recycled water facility at the Menlo Country Club in the Town of Woodside. Meetings will be scheduled with LAFCo and San Mateo County about the potential venture.

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

Comments: President Dehn reported the next meeting is scheduled on January 28.

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

Comments: Director Otte reported the directional drilling is going well. Approximately, half of the tunnel has now been bored.

12. Closed Session

Entered closed session at 9:02 p.m. Left closed session at 9:07 p.m.

Reportable action: No Reportable Action.

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: District Manager

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

Comments: None.

14. Adjournment Time: The meeting was adjourned at 9:10 PM

/s/ David A. Walker
Secretary