



*1902 - Serving Our Community for 120 Years - 2022*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MAY 25, 2022 AT 7:00 P.M.**

**1. Call to Order**

President Dehn called the meeting to order at 7:01PM

**Roll Call**

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker,  
Director Moritz, Director Otte

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña

STAFF MEMBERS PRESENT: Ramirez, Fisher, Condotti by Zoom

Others Present: Jennifer Frasier, Chris Buja

- 2. Communications from the Public:** Resident Chris Buja asked the Board to reconsider the way it expands its system. He suggested a way to simplify the reimbursement agreement process could be by the District retiring current reimbursement agreements. He explained the District could buy them out and in the future have West Bay install systems directly. President Dehn thanked Mr. Buja for his comments and asked if he would put them in writing to District Manager Ramirez. Resident Jennifer Frasier supported Mr. Buja's comments and noted that she is connected to the system and the process for her was incredibly complicated. She asked that the District proactively make the connection process simpler in Portola Valley.

**3. Consent Calendar**

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

Discussion/Comments: None.

- A. Approval of Minutes for Special Meeting May 9, 2022
- B. Approval of Minutes for Regular Meeting May 11, 2022
- C. Consider Approving Resolution to Call for Elections – County of Santa Clara
- D. Consider Approving Resolution to Call for Elections – County of San Mateo
- E. Consider Approving Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1603 for the Construction of Wastewater Facilities for 25 Arapahoe Court, Portola Valley, California
- F. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1603 for the Construction of Wastewater Facilities for 25 Arapahoe Court, Portola Valley, California

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

#### 4. District Manager's Report

Discussion/Comments: District Manager Ramirez reported the Bayfront Entrance Improvement Project bids have been opened, but unfortunately only one bid was received. The bid was double the engineer's estimate. He also reported the Town of Los Altos Hills has approved a 5-year maintenance service agreement with the District. The Board will consider the agreement in June. He continued to report that an SSMP audit presentation to the Board will take place in June or July. District Manager Ramirez informed the Board that the District was awarded Best Sustainability Project for the recycled water treatment facility by the American Public Works Association. He continued to report the LAFCo municipal services review hearing will be held on June 15<sup>th</sup>. He also reminded the Board the next Board meetings are scheduled for June 8<sup>th</sup> and June 22<sup>nd</sup>. The complete District Manager's written report is in the May 25, 2022 agenda packet.

#### 5. Consider Authorizing District 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: None.

#### 6. Consider Establishing Date and Time of Public Hearing to Consider Annual Tax Roll Sewer Service Charge Report for Fiscal Year 2022/2023

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

Discussion/Comments: Secretary Walker reviewed the draft FY 2022/2023 Sewer Service Charge Report.

#### 7. Report by Finance Advisory Committee

Discussion/Comments: Director Moritz reported on highlights of the meeting that included discussion and updates on investments, a review of the financial audit proposals, and a review of the property deductibles.

#### 8. Consider Approving the Financial Audit Proposal by Chavan and Associates for Fiscal Year 2021-22 to 2023-24 and Authorize the District Manager to Enter Into an Agreement for Audit Services

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

Discussion/Comments: The Board reviewed the proposals and selected the lowest bidder Chavan and Associates to conduct the financial audits fiscal years 2021-22 to 2023-24.

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

Discussion/Comments: District Manager Ramirez reported the 7 day average for the plant is 267,000 gallons per day (GPD) with a goal of up to 300,000 GPD. He added that flows are still down at Oak Ave. In April 7.6 million gallons per day (MGD) were treated and 3.8 MGD were delivered to the golf course. Some treated water went to waste because the Club's storage pond was full.

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

Discussion/Comments: District Manager Ramirez reported the Army Corps permitting is underway. He continued to report the District is finalizing an interim permit for Meta's recycled water facility.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported the Commission will begin in-person meetings on June 13<sup>th</sup>.

**13. Closed Session**

Entered closed session at 8:08 p.m. Left closed session at 8:55 p.m.

- A. 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.* –  
SMCSC Case No. 18CIV02183
  
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR  
NEGOTIATORS  
Agency designated representatives: Board President/Legal Counsel  
Unrepresented employee: District Manager

Reportable action: General Counsel Condotti reported that Board President Dehn and he will confer and meet with District Manager Ramirez regarding item 13B.

**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 discussion on reimbursement agreements and review of District retention policy.

**15. Adjournment Time:** The meeting was adjourned at 8:57 PM

/s/ David A. Walker  
Secretary