



1902 - Serving Our Community for over 115 Years - 2021

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JULY 14, 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 (arrived at 7:35 PM), Director Moritz, Director Otte
BOARD MEMBERS ABSENT: None
STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom, Fisher by Zoom
Others Present: None

2. Communications from the Public: None.

3. Public Hearing: Consideration to Approve Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for Fiscal Year 2021/2022

Motion to Open by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

Motion to Close by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

4. Consideration to Approve Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for Fiscal Year 2021/2022

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

5. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Donofrio (20 Sioux Way, Portola Valley)

Motion to Open by: Otte 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

Motion to Close by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

6. **Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Donofrio (20 Sioux Way, Portola Valley)**

Motion to Approve by: Walker 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

7. **Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 20 Sioux Way, Portola Valley (077-310-020), Lands of Donofrio**

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

8. **Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 20 Sioux Way, Portola Valley**

Motion to Approve by: Otte 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

9. **Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Mitic (155 Grove Drive, Portola Valley)**

Motion to Open by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

Motion to Close by: Moritz 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

10. **Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Mitic (155 Grove Drive, Portola Valley)**

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

11. **Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 155 Grove Drive, Portola Valley (077-310-020), Lands of Mitic**

Motion to Approve by: Walker 2nd by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

12. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 155 Grove Drive, Portola Valley

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

13. Consent Calendar

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Regular meeting June 23, 2021
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru June 30, 2021
- C. WBSD Operations and Maintenance Report – June 2021
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – June 2021
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – June 2021
- F. Consideration to Approve District's Investment Portfolio Reports Including Transactions of Assets Described Therein as of 6/30/21
- G. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1606 for the Construction of Wastewater Facilities for 30 Holden Court, Portola Valley, California

14. District Manager's Report

Comments: District Manager Ramirez summarized his report by stating the District has not experienced sanitary sewer overflows (SSOs) since the last meeting. He continued to report that the root foaming in Ladera will have to be scheduled in December so it does not cause a problem to the recycled water plant on Sandhill Road. District Manager Ramirez also reported that HF&H will submit an estimate to conduct the Solid Waste Rate Study for 2022. The Board asked if the Solid Waste Rate Study was necessary this year and wanted to know if the District can use last year's projections to set the new rates rather than conducting another rate study. He also reported that the next step in the levee project is to enter into a contract with Freyer & Laureta Inc. to assist with design permitting and then bid the levee reconstruction project. District Manager Ramirez reported that Menlo Country Club is interested in partnering with the Town of Woodside and the District to build a recycled water facility on their property similar to the Sharon Heights facility. The complete District Manager's report is in the July 14, 2021 agenda packet.

15. Consideration to Approve the Sale of Remaining SHGCC Bonds in the Recycled Water SRF Reserve Investment Account to the Recycled Water Cash Flow Reserve, Close the Account, and Authorize the District Manager to Transfer Funds to the Recycled Water SRF Money Market Account

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

Comments: The Board briefly discussed the request by Sharon Heights Golf & Country Club (SHGCC) to move their deposit to a money market account. The Board approved the final liquidation of the account.

16. July 14th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez reported staff is working with legal counsel and Du-All Safety to update the Covid-19 Response Plan and that training will take place in July on the updated plan.

17. Report and Discussion on Sharon Heights Recycled Water Plant

Comments: District Manager Ramirez reported the flow study at Avy and Altschul is complete and data shows approximately 95,000 gallons per day (GPD) flow through the area. The District and SHGCC have obtained an estimate to construct a “second pick point” pump station. The Board will have to consider approving the full design and eventually the construction of a pump station. He also reported that SHGCC staff has filled the storage pond on a few occasions with potable water which did not leave enough room to supply them with recycled water. The Board asked District staff that moving forward staff report on how much water was recycled as well as how much was actually delivered to the storage pond.

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

Comments: District Manager Ramirez reported that the District has submitted the formal application for the State Revolving Fund loan. He also reported that Silicon Valley Clean Water is in support of the Bayfront Recycled Water Facility. He continued to report that staff has met with developers, and based on those meetings, the Board should consider establishing a connection fee to recover the capital cost for constructing the new facility and pipeline distribution system. The Board directed the District Manager to work on developing a financial plan to analyze the cost implications of building the recycled water infrastructure. The plan could help establish a recycled water capacity connection fee and rate structure.

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

Comments: None.

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

Comments: Director Otte reported that SVCW WIFIA loan agreements are moving forward.

21. Closed Session

Entered closed session at 8:42 p.m. Left closed session at 8:59 p.m.

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: District Manager/Legal Counsel
Unrepresented & Exempt employees: 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

Reportable action: District Council Condotti reported that the Board directed the District Manager to proceed with a class and compensation study of unrepresented and exempt staff by CPS HR Services.

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

Comments: President Dehn summarized that the next Board meetings will be held on July 28th and August 18th. The August 11th and 25th Board meetings will be cancelled. She also summarized that, internal workshops for Portola Valley annexations and reimbursement agreements will be held in September.

23. Adjournment Time: The meeting was adjourned at 9:04 PM

David A. Walker
Secretary