



*1902 - Serving Our Community for over 115 Years - 2021*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, APRIL 14, 2021 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, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom

Others Present: Vivian Housen – Housen & Associates, Court Skinner - Public Works City of East Palo Alto, Victoria Wong with Mid-Pen Housing.

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

**3. Consent Calendar**

Motion to Approve by: Otte 2<sup>nd</sup> by: Walker 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 March 24, 2021
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru March 31, 2021
- C. WBSD Operations and Maintenance Report – March 2021
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – March 2021
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – March 2021
- F. Consideration to Approve District's Investment Portfolio Reports Including Transactions of Assets Described Therein as of 3/31/21
- G. Consideration of a Resolution of Intention to Annex Certain Territory (4 Navajo Place, Portola Valley) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

**4. Consideration to Accept the East Palo Alto Developers Sewer System Capacity Study by V. W. Housen & Associates**

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

Comments: Vivian Housen presented the second draft of the capacity study showing updates per the Board's request. The Board discussed the possibility of annexing certain territories if it would help East Palo Alto Sanitary District. Victoria Wong, Project Manager with Mid-Pen Housing thanked the Board for entertaining the possibility of serving their project. Director Moritz questioned V.W. Housen & Associates on the conceptual cost of construction and asked if they could easily be doubled. Ms. Housen responded with, yes they could when going out to actual construction.

**5. District Manager's Report**

Comments: District Manager Ramirez reported that the Investment Policy and Personnel Policy updates are under review and will be ready for Board consideration later in April or early May. He reported that there appears to be about a \$2M shortage in Commercial Revenue for FY 21/22 due to lower commercial flows because of the COVID-19 pandemic. He also reported, Aztec Consultants now has a building permit for the metal storage building at FERFF.

**1) Administrative:**

- a. Personnel Policy is being updated and should be ready by the April 28<sup>th</sup> meeting.
- b. Housen and Associates will have a draft EPA Sewer System Capacity Study.
- c. District Manager is working with the Office Manager to reorganize the Administrative Staff to provide admin support to all department heads.

**2) Finance:**

- a. The Finance Advisory Committee met to review the new Purchasing Policy. The Purchasing Policy will be brought to the full Board for approval on April 14, 2021.
- b. Staff has been working on the draft Budget for FY2021/22. Commercial Revenue will be \$2M dollars less than the prior year due to the COVID-19 Stay at Home Order.
- c. Sewer Service Charge 218 Notice were mailed by March 10<sup>th</sup>. The 218 Public Hearing will be held on April 28, 2021.

**3) CIP & IT Projects:**

**a. Levee Improvement Project:**

- i. The comment letter to the Bayfront Environmental Impact Review have been delivered. The anticipated date for the final EIR should be by early May.
- ii. District Manager Ramirez has been working with SCWA on a Fish and Wildlife grant opportunities to help fund the Levee Improvement Project. A preliminary application has been submitted asking for approximately \$5,000,000 in grant funding towards the Levee Improvement Project. The SCWA requires a 50% match minimum.

**b. Construction Capital Improvement Program (CIP)**

- i. Staff has obtained a Building Permit from the City of Menlo Park for the Aztec Building at the Flow Equalization Facility. Unfortunately, due to Menlo Park requirements and recent construction cost inflation, change orders will be

necessary. The IT & Project's Manager are doing their best to mitigate those change orders.

- ii. Precision Pipeline has begun construction work on this year's CIP project. The first construction site was on Gilbert Ave. in Menlo Park. They are currently working on easement pipelines off of Van Buren Road in Menlo Park.
- iii. Freyer & Laureta is working on the Bay Front Improvement projects including the Influent Pump Station. They are also working on other grant opportunities.

#### 4) **Operations and Maintenance:**

##### a. **Collection System:**

- i. The new Unit 208 Service Truck is on the road. Staff is looking for feedback on the new unit messaging.

##### b. **Training:**

- i. California Water Environment Association (CWEA) certification is continued to be endorsed by Management Staff.
- ii. Twenty two of the twenty four maintenance staff are now certified in CWEA Collection System Maintenance.

#### 5) **Water Quality:**

##### a. **Sharon Heights Golf and Country Club (SHGCC):**

- i. There may be a need, in the near future, to restate each party's respective roles according the Long Term Agreement (LTA). As of late, SHGCC has been advocating to sell the recycled water to other users. SHGCC has been made aware by the District Manager that the Recycled Water Plant in owned and operated by West Bay and new users must be advocated by West Bay and not SHGCC.
- ii. The recycled water plant has been operating well. The golf course pond is full, however, Staff is regularly asking SHGCC to better predict their water requirements.
- iii. The first Annual Report is due to the State by late April 2021. Water Quality staff would like support in generating the District's first report. Staff reached out to Silicon Valley Clean Water for support, however, their Staff suggested the District reach out to the City of Redwood City because they do not produce such report. The Water Quality Manager and District Manager recommend the District enter into an agreement with West Yost for support services for an amount not to exceed \$10,000.00. The amount is approved in the professional support services budget for FY2021/22.

##### b. **Bayfront Recycled Water Facility (BRWF):**

- i. Environmental Impact Report (EIR) could be certified by late April/ early May 2021.
- ii. The Recycled Water Team met with the Recycled Water Ad Hoc Committee and District Counsel in a workshop to address several BRWF issues. Staff received direction to continue building the plant and proceed with a Recycled Water Code.

##### c. **West Bay:**

- i. Staff is continuing to evaluate personnel needs to support the Chief Plant Operator (CPO) with the District's recycled water efforts, due to regulatory requirements and staffing overlap; as well as the STEP and Grinder Pump Systems. A Utility Maintenance Worker is being considered to support both the pump station crew and the Chief Plant Operator.

6) **Fleet and Facilities:**

a. **Vehicle Maintenance:**

- i. Maintenance Operations Staff Managers are reviewing the need for an additional hydro cleaning machine for collection system maintenance.

7) **Personnel:**

- i. The District's new Modification (Ex-Mod) factor is .79 well below the industry's standard. The Ex-Mod factor is the factor by which a standard workers compensation premium is multiplied to reflect an insured's actual loss experience.

8) **Upcoming Events:**

- a. **Regular Board Meeting:** April 14, 2021
- b. **Next Regular Board meetings:** April 28, 2021. Treasurer Thiele-Sardiña will be absent.

9) **Misc./Action Items from Previous Meeting:**

- a. **West Bay SSOs:** Zero SSOs for March 2021.
- b. **LAH Contract:** LAH requested a contract extension for one year with a 3% rate increase. The District Manager is working on negotiating a 4% increase in order to recoup the Teamsters negotiated labor increase of 4% in the most recent contract.
- c. **Town of Woodside Contract:** Staff is negotiating a 4% increase rather than the customary 3% yearly increase. The 4% is based on labor negotiations.
- d. **Revenue:** The District received an additional \$1.5 million dollars from the San Mateo County Assessor's Office for FY20/21 tax roll.

6. **Consideration to Approve the Revised Purchasing Policy and Resolution**

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

Comments: District Manager Ramirez presented the revised Purchasing Policy to the Board.

7. **Consideration to Accept the District's 2020 Performance Measurement Report**

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

Comments: District Manager Ramirez reported on the highlights of the report which included zero SSOs in 2020, increased coverage in newspaper articles, and a much lower Experience Modification Factor rate of 76%. A vast majority of measures rated satisfactory or above. One item in the "Watch" category includes the number of claims which was four for the 2020 year, up from only two in the previous year. The Board suggested staff add a dollar amount to the number of claims to have a better gauge on the impact of such claims.

**8. April 14<sup>th</sup> Update Report on District Response to Corona Virus**

Comments: District Manager Ramirez reported that the front office is now open to the public Monday thru Friday 9AM-3PM and that administrative staff will be returning to work full time in the office effective May 3<sup>rd</sup>.

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

Comments: District Manager Ramirez reported that there was a recent Comcast communications outage in which the plant was unable to produce recycled water for about 12 hours.

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

Comments: District Manager Ramirez reported that EIR response letters have been sent out. He also reported that a meeting with the Recycled Water Committee was held to discuss the Bayfront Recycled Water efforts and recycled water code. The recycled water code will be reviewed by District Counsel. District Manager Ramirez and District Counsel will begin to work with developers on agreements for the proposed recycled water treatment plant at Bayfront.

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

Comments: President Dehn reported that SBWMA will host a virtual retreat on April 22<sup>nd</sup>. She also reported that a JPA amendment will be brought to the Board for approval at next Board meeting on April 28<sup>th</sup>.

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

Comments: Director Otte reported that the SVCW Commission will be considering approval of the operating and capital budget. As well as, a new administrative policy to reflect claims procedures.

**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 8:50 PM

/s/ David A. Walker  
Secretary