



1902 - Serving Our Community for nearly 120 Years - 2022

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 9, 2022 AT 7:00 P.M.**

1. Call to Order

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

Roll Call

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

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña

STAFF MEMBERS PRESENT: Ramirez, and Fisher and Condotti by Zoom

Others Present: None

2. Communications from the Public: None.

3. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

- A. Approval of Minutes for Regular Meeting February 23, 2022
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru February 28, 2022
- C. WBSD Operations and Maintenance Report – February 2022
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – February 2022
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – February 2022
- F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361
- G. Bank of the West Monthly Investment Portfolio Statements

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

4. Consider to Approve the Financial Statements FY 2021-22, Second Quarter Ending 12/31/2021

Discussion/Comments: Staff presented the Financial Statements for the quarter ending 12/31/21 highlighting the combined revenues and expenses compared to the approved budget, revenues, and expenses by individual fund showing the change in net position. Staff also reviewed the cash and investment accounts and restricted balances for capital and other reserves.

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

5. District Manager's Report

Discussion/Comments: District Manager Ramirez reported District Counsel is working on an agreement to re-route the District's sewer main around an ADU constructed in an easement of a parcel on Saratoga Ave. in East Palo Alto. He also reported that the Finance Advisory Committee met regarding connection fees. The Board will consider the item at the March 23rd Board meeting. He continued to report that negotiations are underway with the Town of Los Altos Hills for renewal of the maintenance services agreement. He reported that a public hearing will be set regarding the Blue Oaks subdivision reimbursement agreement after an existing permit is finalized. At that time, reimbursement checks will be sent out that will include a notice of public hearing. He also reported that the District has begun the Sewer System Management Plan (SSMP) 5 year audit. District Manager Ramirez continued to report the Strategic Goals Committee met to update to the Strategic Goals Plan. The Board will consider approval of the Strategic Goals Plan at the April 13th Board meeting. The complete District Manager's written report is in the March 9, 2022 agenda packet.

6. March 9th Update Report on District Response to Corona Virus

Discussion/Comments: District Manager Ramirez reported that the District has prepared an update to COVID-19 Response Plan and will hold training on March 10.

7. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported that 4.4 Million Gallons (MG) was treated in February and 1.5MG were delivered. He also reported that a solar power agreement is being developed and will be reviewed by District Counsel.

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

Discussion/Comments: District Manager Ramirez reported that permitting is underway for the levee project. He also reported the District is coordinating with SVCW on performing Bayfront entrance improvements to the District's trunk lines while they perform upgrades to the Menlo Park Pump Station. Negotiations continue with Signature Group for the Willow Village Project recycled water MOU.

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

Discussion/Comments: President Dehn reported on the virtual retreat which was hosted by SBWMA staff.

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

Discussion/Comments: Director Otte reported the next meeting will be on Monday, March 14 and will include the annual budget.

11. Closed Session

Entered closed session at 8:18 p.m. Left closed session at 8:39 p.m.

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Cal. Govt. Code § 54957.6)
Agency designated representative: District Manager
Unrepresented employees: (all unrepresented staff)

Reportable action: None.

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

Discussion/Comments: None.

13. Adjournment Time: The meeting was adjourned at 8:40 PM

/s/ David A. Walker
Secretary