



1902 - Serving Our Community for over 115 Years - 2023

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 22, 2023 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:03 PM

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, Director Moritz

BOARD MEMBERS ABSENT: Director Otte

STAFF MEMBERS PRESENT: Ramirez, 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 8, 2023
- B. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1067 and Class 3 Sewer Permit No. 1069 for the Construction of Wastewater Facilities for 1300 El Camino Real, Menlo Park, California
- C. Bank of the West Monthly Investment Portfolio Statements

Motion to Approve by: Thiele-Sardiña 2nd by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the Levee Project will go out to bid in March. He reported the 2023 Master Plan kickoff meeting with V.W. Housen & Assoc. will be on February 28th. He also reported the Albarni Street pipe bursting project was completed. He informed the Board the flow study for the Willow Pump Station which is funded by the 1125 O'Brien project has been completed. Results showed the pump station can accommodate the project and has approximately 65,000 gallons per day of remaining capacity. General Manager Ramirez continued to report on the need to update the District's website. The update would include features such as built-in calendar/meetings and minutes, improve District transparency, and the ability to pay for permits and fees on-line amount other features. The cost is approximately \$250 is a setup fee and a \$650 monthly fee for maintenance. Board consensus was to proceed with the website update. The complete General Manager's written report is in the February 22nd, 2023 agenda packet.

5. Consider Approval of the Financial Statements FY 2022-23, Second Quarter Ending 12/31/2022

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: Finance Manager Fisher reported on the financial statements fiscal year 2022-23 second quarter ending 12/31/2022.

6. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1088 for the Construction of Wastewater Facilities for 155 & 167 Lake Road, Portola Valley, CA

Motion to Approve by: Walker 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported these two parcels were the last two parcels to pay into the Blue Oaks reimbursement agreement. Payouts for the Blue Oaks agreement average \$27, to over 100 customers, and takes a great amount of staff time. General Manager Ramirez requests Board direction on setting a public hearing to retire the agreement. Board consensus was to set a public hearing for March 22nd to retire the agreement and send hearing notices with the final checks to those involved with the agreement.

7. Consider Authorizing General Manager to Extend the Agreement for Engineering Staff Augmentation Services with Freyer & Laureta, Inc.

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

Discussion/Comments: General Manager Ramirez reported this agreement is needed to assist with the vacant Associate Engineer position.

8. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez reported an easement appraisal has been presented to Sharon Heights Golf & Country Club for the Avy/Altschul pump station. He continued to report the State pre-approved the Avy/Altschul Pump Station SRF loan in the amount of \$975,000 which includes grants. He expects the project to go out to bid in March.

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

Discussion/Comments: General Manager Ramirez reported the California State Lands Commission has prepared a lease agreement for the levee. He also reported he continues to work with Meta and the Signature Group for a \$951,000 project management agreement for the Bayfront recycled water plant.

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

Discussion/Comments: None.

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

Discussion/Comments: 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 8:13 PM

David A. Walker
Secretary