



1902 - Serving Our Community for over 115 Years - 2021

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, NOVEMBER 10, 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, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, 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 October 27, 2021
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru October 31, 2021
- C. WBSD Operations and Maintenance Report – October 2021
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – October 2021
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – October 2021
- F. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1132 for the Construction of Wastewater Facilities for 17 Redberry Ridge, Portola Valley, California
- G. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1132 for the Construction of Wastewater Facilities for 17 Redberry Ridge, Portola Valley, California
- H. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – Parcel 2 Lake Road, Portola Valley (080-072-610) Lands of Quellmalz
- I. Bank of the West Monthly Investment Portfolio Statements

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

4. District Manager's Report

Discussion/Comments: District Manager Ramirez reported that the LAFCo Municipal Services Review report should be submitted to the District in January. He also reported that the solar energy quote by Spreak Energy was \$215K. The solar installation would have an annual savings of \$26K. He continued to report that the annual newsletter is being developed to run in the Almanac. The Board consensus was to run a one page ad this year versus a two page ad. He also reported that the November 24 Board meeting will be cancelled and the next meeting will be on December 8. In addition, District Manager Ramirez reported that a Finance Advisory Committee meeting will be scheduled to review the audit. The complete District Manager's written report is in the November 10, 2021 agenda packet.

5. Discussion and Direction on District Board Strategic Goals

Discussion/Comments: The Board discussed their goals and would like to form a committee to review and update the current Strategic Plan. Include climate action and sustainability goals, as well as, goals to support the Sharon Heights Recycled Water Plant, Bayfront Recycled Water Facility, and Woodside Recycled Water Plant. The Board appointed Director Moritz and Director Otte to the Strategic Plan Review Committee.

6. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361

Motion to Approve by: Otte 2nd by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: District Counsel Condotti advised this item should be on the consent calendar moving forward.

7. November 10th Update Report on District Response to Corona Virus

Discussion/Comments: District Manager Ramirez reported that an email has been sent to staff advising them of the COVID-19 vaccination mandate. A staff meeting was held on November 8 to conduct training on the policy and to address any questions.

8. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported that 7.6M gallons of water were treated in October and 2.6M gallons were delivered to the holding pond. He also reported that Sharon Heights Golf & Country Club (SHGCC) staff discharged reclaimed water from the holding pond into the storm drain. District Manager Ramirez presented the time line for the Avy Altschul Pump Station SRF loan process. SHGCC understands the project will be delayed.

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

Discussion/Comments: District Manager Ramirez reported that the project has made it into the third round of grant consideration by the National Fish & Wildlife Foundation. He also reported that the City of Menlo Park has agreed to pay \$140K for the recycled water pipeline for new the Community Center project. Board consensus was to support paying for the difference between a three-inch service line and a twelve-inch recycled water main. The District's share in the cost will be approximately \$338K. Secretary Walker requested a chart be presented to the Board showing a breakdown for these costs.

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

Discussion/Comments: President Dehn reported that SBWMA priorities in 2022 will be the legislation on batteries and plastics. She also reported that the Shoreway Environmental Center Operations Agreement RFP has been posted and closes on January 12.

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

Discussion/Comments: Director Otte reported that the next Commission meeting will be held on November 15. He also reported an unexpected trenchless equipment repair.

12. Closed Session

Entered closed session at 8:43 p.m. Left closed session at 8:53 p.m.

- A. CONF. WITH LABOR NEGOTIATORS (Cal. Govt. Code § 54957.6)
Agency designated representatives: District Manager/Legal Counsel
Represented, Unrepresented & Exempt employees

Reportable action: None.

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

Discussion/Comments: President Dehn reported that she spoke with Deputy City Manager Justin Murphy of the City of Menlo Park who mentioned the shared expense for the Menlo Park Community Campus recycled water pipeline. Mr. Murphy mentioned that the project may have to go to City Council for approval for their portion of the recycled water pipe project.

14. Adjournment Time: The meeting was adjourned at 8:56 PM

/s/ David A. Walker
Secretary