



1902 - Serving Our Community for over 115 Years - 2022

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 23, 2022 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, Fisher, Beyer, and Condotti by Zoom

Others Present: Rick Simonson and Gabe Sasser – HF&H, Greg Vontz – Sharon Heights Golf & Country Club (SHGCC), Jono Stevens – Spreck Energy

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 March 9, 2022
- B. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – APNs 080-084-320 and 080-084-330 (1061 Los Trancos Road, Portola Valley and Adjacent Vacant Lot)
- C. Consider Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Main Improvements for 110 Constitution Drive and 115 Independence Drive, Menlo Park, CA

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

4. Discussion and Direction on the West Bay - Sharon Height's Recycled Water Facility's Solar Power Plan

Discussion/Comments: Greg Vontz with SHGCC presented on the plan to add solar power to the recycled water facility. Mr. Vontz explained how PG&E cost have been much higher than anticipated. He went on to explain the solar plan would help to off-set PG&E costs. Treasurer Thiele-Sardiña asked what the off-peak costs would be among other technical details of the project. Board consensus was to have District Counsel Condotti prepare an agreement for the solar power plan with SHGCC.

5. Report by Finance Advisory Committee

Discussion/Comments: Director Moritz reported the Committee reviewed the draft Connection Fee Rate Study and everything seems to be in compliance. Director Moritz also reported that the Committee has reviewed the Request for Proposals for a new auditor.

6. Discussion, Direction and Consideration to Accept the Sewer Connection Fee Report by HF&H Consultants, and Establish a Public Hearing Date for April 27, 2022 to Review Proposed Sewer Connection Fees

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

Discussion/Comments: Gabe Sasser of HF&H Consultants presented the highlights of the draft Connection Fee Rate Study that included the calculation of proposed fees, comparison of connection fees with member agencies, and the recommendations to the Board.

7. District Manager's Report

Discussion/Comments: District Manager Ramirez reported District Counsel has prepared 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 staff is currently working on the FY 2022/23 budget. He continued to report that dental, vision and LTD rates will drop by 3.5% overall for the next year. He reported recruitments are underway for a Utility Worker and an Engineering Tech. District Manager Ramirez continued to report there are supply chain issues with ordering the new Hydro Jet Cleaner previously approved by the Board. The purchase will be delayed to next fiscal year. He also reported the candidate filing period for November 7, 2022 elections will be occurring sometime after June 2022. District Manager Ramirez proposed the Budget Workshop be held on May 4 at 12pm. Board consensus was to hold the Budget Workshop on May 9 at 11:30am. The complete District Manager's written report is in the March 23, 2022 agenda packet.

8. March 23rd Update Report on District Response to Corona Virus

Discussion/Comments: District Manager Ramirez reported Staff was trained on the updated COVID-19 Response Plan on March 10th. The major update is that masks are no longer required at this time unless staff is helping the public.

9. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported that design of the Avy Altschul Pump Station is underway and that easements are being worked on with the school district.

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

Discussion/Comments: District Manager Ramirez reported that United States Army Corps of Engineers (USACE) and Friends of Bedwell Bayfront Park sent the District correspondence regarding the project which staff is preparing a written response. He also reported that staff is finalizing the MOU with Signature Group for the recycled water facility to serve the Willow Village project.

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

Discussion/Comments: District Manager Ramirez reported that customers have contacted him regarding Senate Bill 1383 compliance. Thus far customers seem to want to comply.

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

Discussion/Comments: None.

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

Discussion/Comments: Upcoming items to include a preview of the City of Menlo Park Counsel PowerPoint presentation on the proposed recycled water facility.

14. Adjournment Time: The meeting was adjourned at 8:47 PM

/s/ David A. Walker
Secretary