



*1902 - Serving Our Community for over 115 Years - 2022*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JANUARY 12, 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, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

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

Others Present: EJ Shalaby, Dave Richardson – Woodward & Curran, Suzanne Ansari – CPS HR

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

**3. Closed Session**

Entered closed session at 7:04 p.m. Left closed session at 7:29 p.m.

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

Reportable action: None.

**4. Consent Calendar**

**CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR**

Discussion/Comments: None.

- A. Approval of Minutes for Regular meeting December 8, 2021
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru December 31, 2021
- C. WBSD Operations and Maintenance Report – December 2021
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2021
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – December 2021
- F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361

- G. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1604 for the Construction of Wastewater Facilities for 160 Fawn Lane, Portola Valley, California
- H. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1604 for the Construction of Wastewater Facilities for 160 Fawn Lane, Portola Valley, California
- I. Consider Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1614 for the Construction of Wastewater Facilities for 214 Grove Drive, Portola Valley, California
- J. Bank of the West Monthly Investment Portfolio Statements

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

**5. Consider Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Extension Required for the Connection of 143 Lake Road Parcel 2, Portola Valley**

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

Discussion/Comments: District Manager Ramirez reported on this item and highlighted that the property owners chose to connect and extend the mainline despite not entering into a reimbursement agreement.

**6. Consider Approving Resolution and Endorse Staff's Filing of CEQA Exemption with San Mateo County, consistent with filing of SRF Loan Application before end of 2021 with the State Water Resources Control Board for the Construction of the Avy Altschul Pump Station**

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

Discussion/Comments: None.

**7. Consider to Approve the Financial Statements FY 2021-22, First Quarter Ending 9/30/21**

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

Discussion/Comments: Finance Manager Fisher gave the first quarter financial report to the Board stating that the District's net position as of June 30, 2021 was \$144,001,153 with a change in the net position of \$441, 837 for a total of \$144,442,990 as of September 30, 2021.

**8. Consider Approving District Treasury Report Second Quarter FY 2021-22**

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

Discussion/Comments: Finance Manager Fisher reported that all reserves continue to be at or close to the target balance.

**9. District Manager's Report**

Discussion/Comments: District Manager Ramirez reported that the sewer service charge and connection rates workshop will be held on January 26. He also reported that the annual newsletter appeared in the December 31<sup>st</sup> edition of the Almanac. He continued to report on the results from the recent public outreach on the Facebook and YouTube platforms. He reported that the Metal Storage Building roof is now complete and the electrical portion is beginning. He also reported that there were two sanitary sewer overflows (SSOs) in December. One of the overflows was from a pipeline that should have been root foamed. In addition, District Manager Ramirez would like to evaluate the root foam program to determine its potential future use. The complete District Manager's written report is in the January 12, 2022 agenda packet.

**10. Discussion and Direction over the Draft Memorandum of Understanding Establishing Principles of Agreement Initial Funding for Purchase of Recycled Water Treatment Facility System Capacity**

Discussion/Comments: District Manager Ramirez reported on the draft principles of the MOU agreement. The MOU describes contributions in aid of construction. Overall the Board was pleased with the draft MOU.

**11. January 12<sup>th</sup> Update Report on District Response to Corona Virus**

Discussion/Comments: District Manager Ramirez reported that all employees and Board Members have provided proof of vaccination by the December 30<sup>th</sup> deadline.

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

Discussion/Comments: District Manager Ramirez reported that the plant produced 4.7M gallons in December and due to wet weather 0M gallons were delivered. He further reported that the SRF application for the Avy Altschul Pump Station project received a primary score of 7, secondary score of 3, and project readiness score of 3 for a total of 14 from the State. He also discussed installing solar power for the plant and the need for easements from Sharon Heights should it move forward. The District Manager and District Legal Counsel will work on the necessary documents and agreements.

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

Discussion/Comments: District Manager Ramirez reported that the Project Manager contract for the project will be approximately \$1M. He also reported that Meta is reviewing the agreement for the recycled water pipe to the Menlo Park Community Campus.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported that the Commission approved the Capital Improvement Program for 2022. He also reported the Long Range Financial Plan has been approved and should be delivered to the District's rate study consultant.

**16. Closed Session**

Entered closed session at 9:09 p.m. Left closed session at 10:02 p.m.

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Cal. Govt. Code §54956.9(d)(2):  
(1 potential case)
  
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS  
Agency designated representatives: Board President/Legal Counsel  
Unrepresented employee: District Manager

Reportable action: None.

**17. Consider to Approve End-of-Year Goals and Objectives Performance Compensation for District Manager**

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

Discussion/Comments: President Dehn reported the Board's consensus was to approve an end of year compensation for the District Manager of 10% of his base annual salary.

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

Discussion/Comments: Upcoming items will include a public hearing study session on reimbursement agreement, review and analysis of the root foam program, and consider the construction of a new maintenance building.

**19. Adjournment Time:** The meeting was adjourned at 10:07 PM

/s/ David A. Walker  
Secretary