



1902 - Serving Our Community for over 115 Years - 2023

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 11, 2023 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: Vivian Housen – V.W. Housen & Associates; Eileen McLaughlin - CCCR

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 December 14, 2022
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru December 31, 2022
- C. WBSD Operations and Maintenance Report – December 2022
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2022
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – December 2022
- F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported flow monitoring began in November of 2022 and we are expecting good results due to the amount of rain. He reported the annual Waste Discharge Requirement permit from the State has been paid in the amount of \$18,500.00. He also reported the Bayfront Park Sewer Improvement project has been awarded to Ranger Pipeline and construction will begin within a month. He informed the Board recruitment for Associate Engineer will begin shortly. He continued to report a \$20K deposit has been collected for the 1125 O'Brien project for a capacity study on the Willow Road Pump Station. General Manager Ramirez reported the first payment of \$15M in sewer service charges has been received by the San Mateo County Controller's office. He also reported IT is migrating accounting and email software to the cloud. The next regular meetings are January 25th and February 8th. Lastly, General Manager Ramirez reported on the storm response by staff. He discussed with the Board in detail the SSO on Ivy Drive and the performance of the Menlo Park Pump Station which is serviced by SVCW. Board consensus was to notify SVCW and strongly recommend that the valves to the Flow Equalization Facility (FEF) remain automated in order to swiftly move flow to the FEF and that an FEF flow meter be installed during the station upgrade to avoid future SSOs. The complete General Manager's written report is in the January 11th, 2023 agenda packet.

5. Consider Authorizing General Manager to Enter into an Agreement for the District's 2023 Master Plan with V.W. Housen & Associates

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

Discussion/Comments: General Manager Ramirez reported the Master Plan Committee met to review the RFPs for the 2023 Master Plan. The Committee recommended the Board select V.W. Housen & Associates who scored highest and was the best value.

6. January 11th Update Report on District Response to Corona Virus

Discussion/Comments: General Manager Ramirez reported the District is working with General Counsel to update the COVID-19 policy to include new CDC guidelines.

7. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez reported the plant treated 5.4 MGD and delivered 155,000 gallons in December. He also reported that design is underway for the Avy Altschul pump station.

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

Discussion/Comments: General Manager Ramirez reported soil samples will be taken for the levee project by Vista Point. He also reported General Counsel is preparing a project management agreement with Meta to begin the construction design of the recycled water facility. The Board agreed by consensus to execute an agreement with Meta for the Project Management of the recycled water facility.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported the long range financial plan was presented to and approved by the Commission.

11. Closed Session

Entered closed session at 8:27 p.m. Left closed session at 8:58 p.m.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS

Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: General Manager

B. PUBLIC EMPLOYMENT/CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representatives: Sergio Ramirez; Tony Condotti
Employees: All Represented and Unrepresented Employees

C. Property: 1101 Altschul Avenue

Agency negotiator: General Manager/General Counsel
Negotiating parties: District and Los Lomitas Elementary School District
Under negotiation: Price/terms of payment for Avy Altschul Pump Station Easement

Reportable action: General Counsel Condotti reported no reportable action on items B & C. On item A the Board gave direction to move into open session to consider end-of-year performance compensation for the General Manager in the amount of 15% of base salary or \$34,800.

12. Consider to Approve End-of-Year Goals and Objectives Performance Compensation for the General Manager

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

Discussion/Comments: None.

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

Discussion/Comments: None.

14. Adjournment Time: The meeting was adjourned at 9:00 PM

/s/ David A. Walker
Secretary