



1902 - *Serving Our Community for over 115 Years* - 2023

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JUNE 28, 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, Heydari and Reese, Fisher, Ledesma, and Condotti by Zoom

Others Present: Adrianna Sells – Streamline Inc., James Konugres and Ron Dennis – Central Square, Rob Bartoli – LAFCo, Richard Laureta – Freyer & Laureta Inc.

2. Communications from the Public: None.

3. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments:

- A. Approval of Minutes for Regular Meeting June 14, 2023
- B. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1613 for the Construction of Wastewater Facilities for 305 Cervantes Road, Portola Valley, California
- C. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1613 for the Construction of Wastewater Facilities for 305 Cervantes Rd, Portola Valley, California
- D. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 1628 for the Construction of Wastewater Facilities for 460 Cervantes Road, Portola Valley, California

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported two new electric vehicles and a Vactor Combo unit have arrived. He also reported a Reclaimed Water Code is in draft. He continued to report upcoming agenda items will include Stowe Lane Pump Station and Willow Road Pump Station design projects. In addition, he informed the District will participate in the Redwood City Fourth of July parade driving the 1958 classic water truck. General Manager Ramirez further reported the Operations Superintendent and Assistant Operations Superintendent attended an EV seminar in Fresno highlighting truck and equipment EV. The next regular Board meetings will be held July 12th while the July 26th meeting may be cancelled. The complete General Manager's written report is in the June 28th, 2023 agenda packet.

5. Presentation, Discussion, and Direction on the New District Website

Discussion/Comments: Adrianna Sells of Streamline Inc. gave a presentation on the District's new website including the layout, ADA accessibility, customer survey, and other updated sections with new photos. James Konugres of Central Square gave a presentation on the website's new permitting and payment section. Some of the highlights Mr. Konugres included were Individual Parcel Information, Permit Application, Plan Submittals, Payment Processing, Geographical Information System (GIS) Integration, Contractor License Verification, Inspection Scheduling, and Automatic Notifications throughout the Permit Process. The Board provided feedback that included cleaning up the images, less scrolling of web pages, and rotating smaller photos.

6. Consider Authorizing the General Manager to Enter Into an Agreement Approved as to Form by General Counsel with Central Square for the Online Permitting System

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

Discussion/Comments: General Manager Ramirez reported that the Board of Directors gave direction to staff to move its software platforms to the cloud whenever feasible. Staff began to research different online permitting platforms, including Central Square, to help streamline the permitting process. The District uses Lucity as its asset management software. Lucity is a product of Central Square. He also reported SaaS set up and first year cost would be \$84,215 and annual fee starting the second year would be \$16,500.

7. Presentation and Discussion by San Mateo LAFCo Executive Director on the Solid Waste Divestiture Process

Discussion/Comments: Rob Bartoli of San Mateo County LAFCo reported on the process for the District to start the solid waste divestiture process with the County of San Mateo. Board consensus was to start the process immediately by sending rates to County and LAFCo. The Board also provided direction to contact HF&H for a rate study proposal to include the County's rates and service area maps.

8. Presentation and Discussion on Flow Equalization and Resource Recovery Facility Levee Improvement Project

Discussion/Comments: Richard Laureta of Freyer and Laureta Inc. presented an update on the project that included pre-construction activities and construction schedules.

9. Consider Authorizing the General Manager to Enter Into an Agreement for On-Call Environmental Compliance Support with Kaz & Associates, LLC for the Flow Equalization and Resource Recovery Facility Levee Improvement Project

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

Discussion/Comments: General Manager Ramirez reported the work outlined in the agreement is a requirement by State Water Quality Control Board prior to start of construction. He reported having the District enter into the agreement directly with the consultant would avoid contractor markups. He also stated that the NFWF grant and SRF loan would pay for the cost.

10. Consider Accepting Work by Precision Engineering for the North Bay Road and Ringwood Avenue Sewer Project; and Authorizing the General Manager to Execute the Balancing Change Order and File the Notice of Completion

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

Discussion/Comments: General Manager Ramirez reported 11,110 feet of sewer main was installed and 2,797 feet of reclaimed water main. He also reported 32 manholes were replaced some of which were over 100 years old. Work was conducted in easements and in streets using a combination of pipe bursting, CIPP and open trench repairs. In addition, he reported the balancing change order for \$292,140.17 was for additional work completed.

11. Consider Resolution to Adopt the New West Bay Sanitary District Logo to Include Insignia to Reclaimed Water and Authorize the General Manager to Convert to the New Logo

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

Discussion/Comments: General Manager Ramirez presented the new District logo which includes a more modern look and purple recycled water arrows.

12. Consider Adopting Regulation Amending Various Provisions of the General Code of Regulations

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

Discussion/Comments: General Manager Ramirez reported General Code of Regulations updates included: Section 6 Interference with Easements - Zone of Influence and Prescriptive Easements; as well as, Section 7 Types of Permits - Added Class 5 and 6 Permits for STEP/Grinder Systems and Trenchless Contractors.

13. Consider Adopting Regulation Amending the General Code of Regulations to adopt updated Standard Specifications (Section 400)

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

Discussion/Comments: None.

14. Consider Adopting Resolution Approving Master Fee Schedule (2023)

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

Discussion/Comments: General Manager Ramirez reported rates were last updated in 2020 and the new rates include CPI and staff MOU increases. He reported significant changes include combining permit deposits and fees into one fee, the addition of Class 5 and Class 6 permits, and the addition of private job account deposits for developments and re-development projects.

15. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez reported 5.1MG was treated in May and 400K gallons were used for dust control. He also reported Casey Construction has started work on the Avy Altschul Pump Station. General Counsel Condotti reported Sharon Heights Golf & Country Club has agreed to the terms outlined in the amendment to the Long-Term Agreement and has assured him they will sign it by June 30.

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

Discussion/Comments: General Manager Ramirez reported on the May 31 kick-off meeting for the recycled water project. He also reported bid packets for the Levee Project will go out by June 30, the pre-bid meeting will be on July 11 and the bid opening will be held on July 25.

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

Discussion/Comments: Director Otte reported on the recent retreat. President Dehn reported on the approval of contract for the metal building roof replacement, and the removal and replacement of the underground tanks. She also reported on the approval of the Facility Property Insurance Coverage for policy year 2023/24.

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

Discussion/Comments: Director Otte reported on approval of the reserve policy.

19. Closed Session

Entered closed session at 10:01 p.m. Left closed session at 10:41 p.m.

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/General Counsel
Unrepresented employee: General Manager

Reportable action: President Dehn reported no reportable action.

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

Discussion/Comments: None.

21. Adjournment Time: The meeting was adjourned at 10:42 PM

/s/ David A. Walker
Secretary