



1902 - Serving Our Community for over 120 Years - 2023

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, OCTOBER 11, 2023 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, Heydari AND Condotti (by Zoom)

Others Present: Dave Hilton – HF&H Inc., Richard Laureta – Freyer & Laureta Inc. (by Zoom)

2. Communications from the Public:

3. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

- A. Approval of Minutes for Regular Meeting September 27, 2023
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru September 30, 2023
- C. WBSD Operations and Maintenance Report – September 2023
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – September 2023
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – September 2023
- F. Consider to Approve Resolution of Intention to Annex Certain Territory (315 Grove Drive Portola Valley) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

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

4. Consider Accepting the HF&H Solid Waste Rate Study, Set a Public Hearing for December 13, 2023 to Review Proposed Solid Waste and Recycling Rates for 2024 and Provide Staff Direction Regarding the Rate Adjustment for 2024 and Mailing the Proposition 218 Notice for a Public Hearing

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

Discussion/Comments: Dave Hilton outlined a rate model for 2024 and 2025.

Motion to establish the 218 notice with a two year rate increase for 2024 and 2025. 1)

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

2) Motion to raise rates as stated: Motion to Approve by: Thiele-Sardiña 2nd by: Walker

Vote: AYE: 4 NAY: 1 Abstain: 0 – Nay Director Moritz. 3) Motion to set public hearing for

December 13, 2023: Motion to Approve by: Thiele-Sardiña 2nd by: Otte Vote: AYE: 5

NAY: 0 Abstain: 0.

5. General Manager's Report

Discussion/Comments: General Manager Ramirez reported LAFCo has added over 20 parcels to the Tax Rate Area that will no longer need to be manually billed by staff. He also reported the vacant Maintenance Worker position has been filled. He continued to report the District will begin using BidNet Direct for project bid services. He also reported on the Bayfront Improvements project and the arborist report and permit requirements. The next regular meeting is November 8th, with October 25th cancelled due to a lack of a quorum. The complete General Manager's written report is in the October 11, 2023 agenda packet.

6. Consider Accepting the Performance Merit Pay Program Results Oct. 1, 2022 to Sept. 30, 2023 and Authorize the General Manager to Disburse the Merit Payout

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

Discussion/Comments: Operations Superintendent Robert Hulsmann gave a presentation on the Performance Merit Pay Program results. He reported District staff achieved 95.53% of the goals which equals a maximum individual merit payout of \$6,209.45 for each regular, full-time employee.

7. Consider Authorizing General Manager to enter into Agreement for Engineering Design and Construction Support Services to Upgrade the District's Pump Stations Telemetry System

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

Discussion/Comments: None.

8. Consider Authorizing General Manager to enter into Agreement for Engineering Design and Construction Support Services for the Point Repair Sanitary Sewer Project Phase II

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

Discussion/Comments: General Manager Ramirez reported on the need to begin design and award construction support services for the Point Repair Sanitary Sewer Project Phase II.

9. Consider Approval of a Resolution Establishing Personnel Policies

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

Discussion/Comments: General Manager Ramirez reported updates to the policy to include additional bereavement leave days and an electric vehicle portion to the policy.

10. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez reported production in September was 8.7MG and 4MG delivered. In addition, he reported the TESCO panel for the Avy Altschul pump station is expected late November or early December.

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

Discussion/Comments: General Manager Ramirez reported the Recycled Water Committee met on October 11th and RFQs are due on October 19th. He also reported Anderson Pacific will begin to clear the Salt-Marsh Harvest Mouse and take Ridgeway's Rail precautions on October 16th in preparation for the Levee project.

12. Report, Discussion and Direction on South Bayside Waste Management Authority (SBWMA) including Solid Waste Franchise Re-Assignment

Discussion/Comments: Director Dehn reported there will be a reimbursement to the franchises that will be used for one-time adjustment for rates. In addition, authorization was approved to purchase the industrial office condo for the new headquarters. President Dehn also reported due to efforts by the District to re-assign the solid waste franchise she has resigned her participation in special committees in order to avoid a conflict of interest.

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

Discussion/Comments: Director Otte reported a schedule has been released showing how the \$15M in the capacity reserve fund will be expended through 2024 on the RESCUE project. In addition, SVCW is in the process of paying off \$250M short term loans, saving approximately \$1M.

14. 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 report on Commuter Benefit Program.

15. Adjournment Time: The meeting was adjourned at 9:15 PM

/s/ David A. Walker
Secretary