



1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, OCTOBER 28, 2020 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:04PM

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: None

2. Communications from the Public:

3. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Yan (17 Redberry Ridge, Portola Valley)

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

Comments: None.

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

4. Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Yan (17 Redberry Ridge, Portola Valley)

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

Comments: None.

5. Consideration to Accept the Performance Merit Pay Program Results Oct. 1, 2019 to Sept. 30, 2020 and Authorize the District Manager to Disburse the Final Payout

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

Comments: Operations Superintendent Robert Hulsmann gave a presentation on the Performance Merit Pay Program results. He reported the District achieved 100% of the goals which equals a maximum individual merit payout of \$5,000.00.

6. District Manager's Report

1) Administrative:

- a. Speaking with LAFCo on taking the lead on a CEQA review for the Stonegate Annexation in Portola Valley. The Stonegate Annexation will annex approximately 9 parcels into the District. Currently the nine parcels are being served by septic tank.
- b. Staff is waiting to receive a Fujitsu scanner for the Pilot Scanning Project.

2) Finance:

- a. Finance Manager continues to work extensively to address SVCW's credit rating consultant inquiries.
- b. End of the 2019/2020 Fiscal Year audit is underway.
- c. Finance Advisory Group meeting on November 9 at 9am.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. F&L is continuing to work on the Environmental Impact Report and preparing Draft review in October. To date the EIR has cost \$467,449 of the Board approved \$644,745.

b. Construction Capital Improvement Projects (CIP)

- i. Working on Call for Bids for Bay North and Ringwood pipeline replacement.
- ii. Received Maintenance Building Feasibility Study update including 3 potential building layout options.

4) Operations and Maintenance:

a. Performance Merit Pay Program:

- i. Operations Superintendent to present the PMPP results at the October 28th Board meeting.
- ii. Lisandro Marquez has been named Pump Facility Supervisor.

b. Training:

- i. COVID 19 Staff Training scheduled for October.

5) Water Quality:

a. Sharon Heights Golf and Country Club:

- i. Operations going well. To date over 15 million gallons of recycled water has been delivered.
- ii. Anderson Pacific O & M for the SHGCC recycled water plant is going well. All payments are invoiced and paid on time.

b. Bayfront Recycled Water Plant (BRWP):

- i. Finalizing Environmental Impact Report (EIR) draft.
- ii. Staff and Woodard and Curran has met with potential four Bayfront Recycled Water Facility partners, individually, in October.

6) Fleet and Facilities:

a. Vehicle Maintenance:

- i. Staff has met with the City of Redwood City to plan vehicle maintenance services.
- ii. Working on new Service Truck and should be completed by the end of December.

7) Upcoming Events:

- a. **Ribbon Cutting for West Bay SHGCC Recycled Water Plant:** October 27,2020
- b. **Next Regular Board meetings:** October 28, 2020

- c. **Thanksgiving Lunch:** November 10, 2020
 - d. **Special Board Meeting:** November 18, 2020 (only one meeting in November)
- 8) **Misc./Action Items from Previous Meeting:**
- a. **West Bay SSOs:** Zero SSOs for September 2020 (16 months in a row w/o SSO).
 - b. **LAH Contract:** Zero SSO for August. 2 SSO in 2020. Continuing to maintain the collection system and both Publicly Owned Pump Stations.
 - c. **Town of Woodside Contract:** Continuing to maintain High Frequency cleaning downtown and both Publicly Owned Pump Stations.
 - d. **Revenue:** Received approximately \$253,000 from September 16 to October 7, 2020 for permits issued, reimbursements, and services rendered to others.

7. **Consent Calendar**

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Regular meeting October 14, 2020
- B. Approval of the Financial Activity Report/Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for October 28, 2020
- C. Consideration to Approve District's Investment Portfolio Reports Including Transactions of Assets Described Therein as of 9/30/20
- D. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 17 Redberry Ridge, Portola Valley

8. **October 28th Update Report on District Response to Corona Virus**

Comments: District Manager Ramirez reported that staff is being encouraged to work from home when sick.

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

Comments: District Manager Ramirez gave a report on the ribbon cutting event on October 27, 2020.

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

Comments: District Manager Ramirez gave report on horizontal levee project. President Dehn stated that Fryer and Laureta should be aware of the City of Menlo Park's meetings regarding their levee design so the District's design and their design complement each other. District Manager Ramirez reported the meetings with potential partners for the Bayfront facility are going well.

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

Comments: President Dehn reported on Recology's new electric fleet. SBWMA is applying for a PG&E grant. She also reported on Cal-Recycle's new commercial diversion requirements. President Dehn reported public education will require more revenue to support SB 1383.

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

Comments: Director Otte reported that SVCW's refinance is moving forward.

13. Closed Session

Entered closed session at 8:40 p.m. Left closed session at 8:45 p.m.

Reportable action: None.

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Cal. Govt. Code §54956.9(d))

Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SMCS
Case No. 18CIV02183

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

Comments: None.

15. Adjournment Time: The meeting was adjourned at 8:46 PM

/s/ David Walker

Secretary