



*1902 - Serving Our Community for over 110 Years - 2021*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, FEBRUARY 10, 2021 AT 7:00 P.M.**

**1. Call to Order**

President Dehn called the meeting to order at 7:03 PM

**Roll Call**

BOARD MEMBERS PRESENT: President Dehn, Treasurer Thiele-Sardiña, Director Moritz by Zoom, Director Otte

BOARD MEMBERS ABSENT: Secretary Walker

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom

Others Present: Dave Richardson Woodard & Curran

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

**3. Consent Calendar**

Motion to Approve by: Otte 2<sup>nd</sup> by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

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

Comments: None.

- A. Approval of Minutes for Regular meeting January 27, 2021
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru January 31, 2021
- C. WBSD Operations and Maintenance Report – January 2021
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2021
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – January 2021
- F. Bank of the West Monthly Investment Portfolio Statements
- G. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 60 Valencia Court, Portola Valley (079-122-170) Lands of Gray

#### 4. District Manager's Report

##### 1) Comments: **Administrative:**

- a. West Bay Staff held a meeting and discussion with the San Mateo County, LAFCo, Town of Woodside, and Menlo Country Club regarding a potential Menlo Country Club recycled water facility.
- b. The California Sanitation Risk Management Authority (CSRMA) has completed the annual Final Premium Audit and will return \$8,596.00 to the District. In addition, CSRMA will return a dividend to the District of about \$21,917.00.
- c. Staff is preparing a letter of appreciation for the work Anderson Pacific performed on the Recycled Water Facility.

##### 2) **Finance:**

- a. The Board Packet includes the monthly Financial Activity Report for the Board's review and approval.
- b. The Finance Manager and District Manager have instructed Bank of the West to liquidate the SHGCC deposit account but not at a loss otherwise allow the investment to reach maturity. Bank of the West has stated some of the account will reach maturity this spring.
- c. Payroll has been working on and verifying deductions and contributions on the new Prime Pay module in order to streamline payroll.
- d. Staff will be reviewing the latest draft to the HF&H Sewer Service Rate Study for 2022.

##### 3) **CIP & IT Projects:**

###### a. **Levee Improvement Project:**

- i. The Bayfront Environmental Impact Report Draft is complete. The Board authorized the District Manager to commence the 45 day comment period which has now ended. F&L is gathering comments from approximately 6 entities and responding accordingly.

###### b. **Construction Capital Improvement Projects (CIP)**

- i. District Manager has sent the notice to proceed to Precision Pipeline for the North Bay and Ringwood pipeline replacement project. The contractor is required to start construction by March 15, 2021.
- ii. The metal storage building contractor, Aztec, should begin staging at the FERFF before the end of February 2021.

#### 4) **Operations and Maintenance:**

##### a. **Collection System:**

- i. The Pipeline Inspection crew is CCTV inspecting in the Flood Circle area.
- ii. The two newest maintenance staff will begin to prepare for the Commercial Driver's License.

##### b. **Training:**

- i. COVID 19 Staff trained on the new COVID Prevention Plan on February 2nd.

#### 5) **Water Quality:**

##### a. **Sharon Heights Golf and Country Club:**

- i. The District and Sharon Heights O&M meeting continue monthly.
- ii. Staff has begun to deliver SHGCC samples to SVCW as a trial.

##### b. **Bayfront Recycled Water Plant (BRWP):**

- i. Environmental Impact Report (EIR) comment period has concluded.
- ii. Staff met with Facebook and the Signature Group regarding the plan for a .6MGD recycled water facility at Bayfront with the option to upsize to .8MGD.

##### c. **West Bay:**

- i. Staff will begin FOG inspections by visiting facilities and then following up by email.
- ii. Staff will begin to sample near Bayfront Park to support future projects in the area.
- iii. Staff has retained the "As-Needed Services" of the previous Anderson Pacific, Chief Plant Operator (CPO) to help support the District's CPO for the first part of 2021.

#### 6) **Fleet and Facilities:**

##### a. **Vehicle Maintenance:**

- i. Redwood City has been repairing vehicles and equipment successfully for several months.
- ii. Working on new Service Van and should be completed by the end of February.

#### 7) **Personnel:**

- i. As of February 1st the District is now fully staffed after approximately 4 years of attrition and promotions.

#### 8) **Upcoming Events:**

- a. **Regular Board Meeting:** February 10, 2021
- b. **Next Regular Board meetings:** February 24, 2021

#### 9) **Misc./Action Items from Previous Meeting:**

- a. **West Bay SSOs:** Zero SSOs for January 2021.
- b. **LAH Contract:** Had 3 SSOs in 2020. Negotiations for the next contract will begin.
- c. **Town of Woodside Contract:** No SSOs for 2020. Crews cleaned the entire system in 2020. Negotiations for the next contract will begin.
- d. **Revenue:** The District received approximately \$121,000.00 in revenue from services rendered. In addition, the District received \$3,292,019.08 from the San Mateo County Assessor's Office. The District paid \$636,710.00 to SVCW for the January O&M and Capital expenses. In addition, the District made three SVCW bond payments for \$753,550.42 (2014 Bonds), \$502,875.00 (2015 Bonds), and \$ 634,418.75 (2018 Bonds).

**5. February 10<sup>th</sup> Update Report on District Response to Corona Virus**

Comments: Updated training on the Response Program was provided on February 2.

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

Comments: District Manager Ramirez reported that no recycled water was delivered in January due to the rain. The second plumbing loop has been added by SHCCC so that they may now irrigate more of the course staff. Met with Stanford University regarding possible recycled water use.

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

Comments: District Manager Ramirez reported the EIR comment period has concluded. Dave Richardson of Woodard Curran presented an update on the project via Zoom.

**8. Discussion and Direction on Menlo Country Club Recycled Water Project and Status Update**

Comments: District Manager Ramirez stated that LAFCo will require an application to extend the District's sphere of influence to the Fair Oaks area and establish an "Out of Area" service agreement with Menlo Country Club. Apparently, the Fair Oaks Sanitary District does not have the ability to provide recycled water.

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

Comments: President Dehn reported there will not be a Board meeting until March. SBWMA has appointed the new Board positions. SBWMA reviewed the new outreach program. She also reported that SBWMA does not have a mechanism to transport recyclables to the commodity markets because of the lack of shipping services. SBWMA is looking into other options.

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

Comments: None.

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

Comments: None.

**12. Adjournment Time:** The meeting was adjourned at 8:20 PM

/s/ David A. Walker  
Secretary