



1902 - Serving Our Community for over 115 Years - 2022

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JULY 13, 2022 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, Kitajima, and Beyer and Tori Thompson by Zoom

Others Present: Jim Fisher – Fisher Compliance, present by Zoom: Rich Laureta – Freyer & Laureta, Eileen McLaughlin – CCCR

2. Communications from the Public: None.

3. Public Hearing: Consider Approving Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for the Fiscal Year 2022/2023

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

Discussion/Comments: None.

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

4. Consider Approving Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for Fiscal Year 2022/2023

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

Discussion/Comments: None.

5. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

- A. Approval of Minutes for Regular Meeting June 22, 2022
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru June 30, 2022
- C. WBSD Operations and Maintenance Report – June 2022

- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – June 2022
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – June 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: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

6. Report and Discussion with Fischer Compliance on the Sewer System Management Plan Five Year Audit

Discussion/Comments: Jim Fisher of Fisher Compliance presented the Sewer System Management Plan Five Year Audit. He presented highlights which included a background, audit procedure, audit findings, District benchmarking report, and conclusions. District Manager Ramirez informed the Board the final draft will come before the Board for consideration in August or September.

7. District Manager's Report

Discussion/Comments: District Manager Ramirez reported that the candidate filing period for the November 2022 election begins on July 18 for both San Mateo and Santa Clara Counties. He also reported the District will be a sponsor of the August 19th Menlo Park concert series at Belle Haven School. He continued to report an offer letter has gone out for the Utility Worker position and recruitment will begin for the Associate Engineer position. District Manager Ramirez informed the Board the annual goals lunch will be on July 20th. He also reminded the Board the next Board meetings are scheduled for July 27th and August 10th. Board consensus was to cancel the August 24th Board meeting. The complete District Manager's written report is in the July 13, 2022 agenda packet.

8. Consider Adoption of Resolution to Approve Amendment #8 to the Agreement for Root Foaming Services with Duke's Root Control Inc., and Authorize the District Manager to Execute Said Amendment

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

Discussion/Comments: District Manager Ramirez reported the new agreement will treat 22.5 miles of sewer pipelines. The root foaming services is budgeted for \$245,000 and the agreement will not exceed \$235,966.90.

9. Consider Authorizing District Manager to enter into an Agreement with Freyer & Laureta, Inc. for Master Plan Request for Proposal Preparation Services

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

Discussion/Comments: District Manager Ramirez reported that a 10-year Master Plan must be prepared and the first step is to send out Request for Proposals (RFP). This agreement would include preparations for the RFPs. He added that the agreement will not exceed \$48,620.

10. Consider Authorizing District Manager to enter into Agreement for Engineering Design Services with Freyer & Laureta Inc. for the Point Repair Sanitary Sewer Improvements Project

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

Discussion/Comments: District Manager Ramirez reported that this agreement includes site surveys and investigation, construction documents and permitting. He went on to report this project contains unique characteristics that include multiple spot repairs and multiple job sites. It also uses both open trench and trenchless repairs and coordination with paving projects are necessary. This design agreement is included in the FY 2022-23 budget in the amount of \$350,000.

11. Review and Consideration to Approve the Conflict of Interest Code and General Rules of Office for the District Board

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

Discussion/Comments: None.

12. July 13th, 2022 Update Report on District Response to Corona Virus

Discussion/Comments: District Manager Ramirez reported General Legal Counsel has reviewed an updated policy which includes requirements for traveling outside the state and return to work testing. President Dehn requested that staff look at San Mateo County Health Department requirements as well.

13. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported that 9.8 million gallons a day (MGD) were treated and 8.7 MGD were delivered to the course in June. He also reported the Recycled Water Committee met on July 7th and the District will meet next with Sharon Heights Golf & Country Club on July 21st.

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

Discussion/Comments: District Manager Ramirez reported Meta has agreed to a project management agreement for the project, but has not signed the agreement because of land use issues with the City of Menlo Park for the Willow Village development.

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

Discussion/Comments: President Dehn reported on the SBWMA insurance coverage and reported that SBWMA is looking at options for self-coverage due to the cost of insurance in the open market. She also reported on capital improvement needs at the Shoreway facility.

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

Discussion/Comments: Director Otte reported the MOU has been approved with Brown & Coldwell potable water reuse project.

17. Closed Session

Entered closed session at 8:53 p.m. Left closed session at 9:08 p.m.

- 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.* –
SMCSC Case No. 18CIV02183

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

Reportable action: None.

18. Consider Resolution Authorizing the President and Secretary of the District Board to Restate Employment Agreement Between the West Bay Sanitary District And Sergio Ramirez (General Manager)

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

Discussion/Comments: None.

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

Discussion/Comments: None.

19. Adjournment Time: The meeting was adjourned at 9:10 PM

/s/ David A. Walker
Secretary