



1902 - Serving Our Community for over 115 Years - 2022

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, OCTOBER 12, 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, Hulsmann, and by Zoom Reese and Condotti

Others Present: Rick Simonson and Dave Hilton HF&H, Evan Boyd – Recology, Eileen - CCR

2. Communications from the Public: None.

3. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Kaveh (1195 Westridge Drive, Portola Valley)

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

Discussion/Comments: None.

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

4. Consider 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 Kaveh (1195 Westridge Drive, Portola Valley)

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña 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 September 28, 2022
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru September 30, 2022
- C. WBSD Operations and Maintenance Report – September 2022
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – September 2022
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – September 2022
- F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361
- G. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 1195 Westridge Drive, Portola Valley (079-011-050), Lands of Kaveh

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

6. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the District is considering Engineering Data Software Inc. as a new tax roll billing system to replace the much older Computer Optimization of Sewer Maintenance Operations (COSMO) program. He also reported that the Bayfront Park Sanitary Sewer Improvements Project bids are due on October 18th. He continued to report there is a Master Plan pre-proposal meeting on October 17th. General Manager Ramirez informed the Board the District will sponsor a booth at the Halloween Hoopla on October 29th as part of our outreach efforts. He also discussed that the next Board meetings will be on Oct. 26th and November 9th, as well as, the Thanksgiving Lunch on November 8th and the Holiday luncheon on December 8th. Lastly, he also reported the annual Almanac Newsletter on December 9th will coincide with the District's 120th anniversary on December 10th. The complete General Manager's written report is in the October 12, 2022 agenda packet.

7. 2023 Solid Waste and Recycling Collection Rate Study Draft Workshop and Direction

Discussion/Comments: Rick Simonson of HF&H presented the draft rate study report which included a slight increases of rates in 2023 for most residential carts.

8. Consider Accepting the HF&H Solid Waste Rate Study, Set a Public Hearing for December 14, 2022 to Review Proposed Rates for the Year 2023 and Provide Direction by Minute Order Regarding the Rate Adjustment and Proposition 218 Notice for a Public Hearing

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

Discussion/Comments: None.

9. Consider Accepting the Performance Merit Pay Program Results from Oct. 1, 2021 to Sept. 30, 2022 and Authorize the General Manager to Disburse the Final Payout

Motion to Approve by: Thiele-Sardiña 2nd by: Moritz 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 98% of the goals which equals a maximum individual merit payout of \$4,900.00 for each regular, full-time employee.

10. Consider Authorizing the General Manager to Consent to the Abandonment of Public Utility Easement at 1715 Bay Laurel Drive, Menlo Park

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

Discussion/Comments: General Manager Ramirez reported this is a public utility easement which is not used for a District sewer main.

11. October 12, 2022 Update Report on District Response to Corona Virus

Discussion/Comments: General Manager Ramirez reported the District's engineering consultant tested positive for COVID-19. It appears no District employees were in close contact with the person.

12. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez reported that 8.6 million gallons was treated in September and 6.7 MGD delivered. He also reported \$200,000 was approved in a SRF loan for the Avey Altschul Pump Station along with a \$300,000 grant.

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

Discussion/Comments: General Manager Ramirez reported the California Water State Revolving Fund loan was approved in the amount of \$37 million. He also reported an additional \$15 million was approved for the project from the Water Recycling Funding Program Grant. This reflects the estimated \$52 million total cost of the Recycled Water Facility and distribution system. The Board of Directors were very pleased with the State Water Board.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported the Commission approved a \$600,000 change order for piping to one of the plant's digesters.

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

Discussion/Comments: None.

17. Adjournment Time: The meeting was adjourned at 8:28 PM

/s/ David A. Walker
Secretary