



1902 - Serving Our Community for over 115 Years - 2023

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 13, 2023 AT 7:00 P.M.**

1. Call to Order

President Pro Tem Moritz called the meeting to order at 7:00 PM

Roll Call

BOARD MEMBERS PRESENT: Secretary Walker, Treasurer Thiele-Sardiña, Director Moritz (President Pro Tem), Director Otte

BOARD MEMBERS ABSENT: Dehn

STAFF MEMBERS PRESENT: Ramirez, AND Condotti and Thompson by Zoom

Others Present: Craig Awbrey - property owner, John Hanna – attorney, Dave Hilton and Rick Simonson – HF&H, Vivian Housen – VH Housen & Assoc., John Paye – resident, Dave Richardson – Woodard & Curran, Emily Mibach – Daily Post, Eileen McLaughlin

2. Communications from the Public: None.

3. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

- A. Approval of Minutes for Regular Meeting August 23, 2023
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru August 31, 2023
- C. WBSD Operations and Maintenance Report – August 2023
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – August 2023
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – August 2023
- F. Review the Revised Staff Report and HF&H Cost Analysis of the Approved Resolution Authorizing South Bayside Waste Management Authority To Acquire Real Property Located At 1245 San Carlos Avenue, Unit E, San Carlos, CA

Motion to Approve by: Thiele-Sardiña 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

4. Connection Fee and Reimbursement Agreement Appeal, 1061 Los Trancos Road, Portola Valley, CA

Motion to Deny Appeal by: Otte 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported on the 2012 Sewers 4 Los Trancos reimbursement agreement where 60 reimbursees paid \$3,009,256.40 or \$50,154.27 each to install the public sewer mains in the Los Trancos area. Part of that agreement is to have new connectors reimburse prior connectors for the sewer system. The property owner of 1061 Los Trancos Road is appealing the supplemental connection fee of \$64,985.48 for the single-family home and \$42,240.56 for ADU. Attorney John Hanna stated he feels these fees are too high and unfair. President Pro Tem Moritz stated the District is obligated, by written contract, to collect these fees and reimburse those who have already paid. The Board heard and denied the appeal 4 to 0.

5. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the 20-year-old Hydro Jetter has been auctioned for \$6,200 and the 11-year-old Combo Vacuum for \$54,300. He also reported the annual audit is underway. General Manager Ramirez reported staff is working with LAFCo to assign approximately 30 parcels to the tax rate area which would allow for these parcels to be billed on the County property tax bill and not manually billed. He also reported the pump station telemetry project is going out to bid. General Manager Ramirez continued to report the District will sponsor and participate in the Tour de Menlo event and participate in the City of Menlo Park Public Works open house, both will be held on September 16th. General Manager Ramirez further reported the next regular Board meetings will be held September 27th and October 11th. The complete General Manager's written report is in the September 13, 2023 agenda packet.

7. 2024 Solid Waste and Recycling Collection Rate Study Workshop, Discussion, and Direction

Discussion/Comments: Rick Simonson and Dave Hilton of HF&H presented various 2024 rate scenarios to the Board. The study revealed that an average 9.36% rate increase is necessary to meet the 2024 revenue requirements. The Board's consensus was to use Solid Waste Reserves to help stabilize rates and raise rates by a lesser percentage than required.

6. Discussion and Direction on the 2023 Master Plan Study

Discussion/Comments: Vivian Housen of VW Housen & Associates reported on the draft 2023 Master Plan. She reported the Master Plan combines the District's three interdependent planning studies to form a single 10-year roadmap that supports the District's strategic plan. She presented topics under consideration which included capacity assurance, linear asset management, pump stations and recycled water. She concluded by reporting the initial draft Master Plan will be ready for review on October 26th, final draft Master Plan in November 2023 and presentation to the Board in December 2023.

8. Discussion and Direction on City of East Palo Alto Request for Proposal for Sanitary Sewer Operation and Maintenance

Discussion/Comments: General Manager Ramirez reported the City of East Palo Alto request for proposals includes 35 miles of sanitary sewer mainline pipe with no pump station responsibility. The requested scope of services includes project management and reporting, collection system O&M cleaning, CCTV, sewer spill response, maintenance of CMMS database and GIS mapping, and inspection/support services. The Board reviewed the proposal and supported the General Manager submitting the proposal to the City.

9. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez reported production in August was 8.1MG and while 2.7MG was delivered to the pond. He also reported the TESCO panel for the Avy Altschul Pump Station is expected in October.

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

Discussion/Comments: General Manager Ramirez reported SCWA habitat monitoring is complete. The Levee Project has been awarded to Anderson Pacific. He also reported the Recycled Water Committee met on August 31st. He concluded by reporting RFQ will be going out soon and interested bidders must seek information through Woodard & Curran.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported on recent SVCW Design Build Institute of American Award. He also reported on a design/build contract to replace the forty-year-old effluent pumps at the treatment plant.

13. Closed Session

Entered closed session at 10:10 p.m. Left closed session at 10:26 p.m.

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Cal. Govt. Code § 54956.9(d)(1))

Name of Case: 1740 Oak. Ave., LP v. West Bay Sanitary District, et al., - SMCS

Case No. 18CIV02813

Reportable action: None.

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

Discussion/Comments: None.

15. Adjournment Time: The meeting was adjourned at 10:27 PM

/s/ David A. Walker
Secretary