



*1902 - Serving Our Community for over 115 Years - 2023*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MAY 10, 2023 AT 7:00 P.M.**

**1. Call to Order**

President Dehn called the meeting to order at 7:06 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, Fisher, and Condotti and Bergeron by Zoom

Others Present: None

**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 April 26, 2023
- B. Approval of Minutes for Special Meeting May 3, 2023
- C. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru April 30, 2023
- D. WBSD Operations and Maintenance Report – April 2023
- E. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – April 2023
- F. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – April 2023

Motion to Approve by: Moritz 2<sup>nd</sup> by: Thiele-Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

**7. Presentation on ADP Payroll System**

Discussion/Comments: Finance Manager Fisher and Personnel and Accounting Specialist Bergeron gave a presentation on the District's implementation of ADP online payroll system.

#### 4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported Ranger Pipelines is in the process of securing materials for the Bayfront Sewer Project. He also reported the new Associate Engineer will start mid-June. He continued to report the second tax roll installment has been received from San Mateo County in the amount of \$7.5M. He also reported the call for bids for the Levee Project will be in late May. In addition, he informed the Board staff is working with Streamline on a website upgrade. General Manager Ramirez reported staff are working on a solution for a newly discovered District sewer mains and cross connections within the Atherton storm drain system. The Board asked General Manager Ramirez to send written correspondence to the Town of Atherton regarding the cross connection and to inform them of their liability for cost and any sanitary sewer overflows (SSOs). The next regular Board meetings will be held on May 24<sup>th</sup> and June 14<sup>th</sup>. The complete General Manager's written report is in the May 10<sup>th</sup>, 2023, agenda packet.

#### 5. Consider Approving District Treasury Report Third Quarter FY 2022-23

Motion to Approve by: Thiele-Sardina 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: Finance Manager Fisher reported the District had \$81,786,187 in cash and investments, including \$2,233,431 in restricted accounts, as of March 31, 2023.

The District allocated an additional \$361,837 of LAIF funds for the Operating Reserve, as approved in the FY 2022-23 budget, to meet six months of expenditures. There was \$3.95 million in transfers in the approved FY 2022-23 Budget. The board approved additional transfers on June 22, 2022, December 14, 2022, and February 8, 2023, for a total of \$15.2 million in transfers in FY 2022-23. \$10 million in transfers were made to achieve the target balance in all reserves on December 20, 2022. An additional \$3 million in transfers was made February 10, 2023 to achieve higher targets for Capital Projects and Emergency Capital Reserves.

The District had total funds of approximately \$22.4 million above the total \$57 million target reserve balances, combining all District unrestricted accounts, as of March 31, 2023. All reserve accounts have achieved the individual targets approved by the board.

The investment portfolios have been set up with the rate of return goal of 2%. Current District yields in the Investment Reserves average 2.12%. LAIF's yield was 2.74% for the third quarter.

**6. Consider Approving the Financial Statements FY 2022-23, Third Quarter Ending 3/31/2023**

Motion to Approve by: Dehn 2<sup>nd</sup> by: Thiele-Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: Finance Manager Fisher reported The District had \$186,805,628 in total assets as of March 31, 2023, with total liabilities of \$18,727,157, for a Net Position of \$165,618,427, with Deferred Outflows and Inflows of Resources of \$262,201 and \$2,722,245, respectively. The District had a gross Revenue of \$24,981,881 and gross Expenditures of \$20,754,429, for a total \$5,678,652 increase in Net Position, including non-operating income and expense, through the quarter ending March 31, 2023 for all Funds. The District also expended \$1,902,216 on capital construction.

**8. Consideration to Approve Purchase of Two 2023 F150 Lightnings (EV)**

Motion to Approve by: Thiele-Sardina 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: None.

**9. Discussion and Direction on the Capital Improvement Program**

Discussion/Comments: General Manager Ramirez reported on the District's Capital Improvement Program (CIP.) Following the discussion period, the Board asked to see the carryover dollar amounts as part of the budget and the difference of cost between the CIP projected costs and revised estimates. The Board would like the District to coordinate projects with the City of Menlo Park to help reduce costs.

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

Discussion/Comments: General Manager Ramirez reported the school board will consider approval of the easement for the Avy Altschul Pump Station later in May. He also reported General Counsel is reviewing the update to the long-term agreement with SHGCC. He reported bids are due for the project on May 16 and staff have begun to procure equipment.

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

Discussion/Comments: General Manager Ramirez reported habitat monitoring is underway by SCWA. Freyer and Laureta are preparing the bid packet for the Levee Project. In addition, he reported Woodard & Curran are coordinating a kickoff meeting that will include the Recycled Water Committee for the Bayfront Recycled Water Project.

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

Discussion/Comments: President Dehn reported Board meetings are now in-person and held at the San Mateo County Transit District Office in San Carlos. The next meeting will be a retreat held at Canada College on May 25<sup>th</sup> in which she cannot attend. She asked if another Board member wished to attend. Mr. Otte asked to have information on the retreat emailed to him. President Dehn also reported the SBWMA updated their employee policy and was approved at the last meeting. In addition, she reported the administrative building restoration is nearly complete after suffering water damage during the winter storms.

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

Discussion/Comments: Director Otte reported the pipeline repair is estimated at \$550,000. He also reported that SVCW General Manager's review is underway, and negotiations are complete for the union.

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

Discussion/Comments: Treasurer Thiele-Sardina requested an agenda item be placed in a future meeting to discuss LAFCo assisting with the divestiture of Solid Waste franchise.

**15. Adjournment Time:** The meeting was adjourned at 9:12 PM

/s/ David A. Walker  
Secretary