



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

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, FEBRUARY 8, 2023 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, Fischer, and Anthony Condotti and Stephanie Duck by Zoom

Others Present: None

**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 Krashinsk and Liu (35 Possum Lane, Portola Valley)**

Motion to Open by: Otte 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: None.

Motion to Close by: Moritz 2<sup>nd</sup> 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 Krashinsk and Liu (35 Possum Lane, Portola Valley)**

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

Discussion/Comments: None.

**5. Public Hearing - Annexing Certain Territory within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Ramies and Abedrabbo (115 Sausal Drive, Portola Valley)**

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

Discussion/Comments: None.

Motion to Close by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

6. **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 Ramies and Abedrabbo (115 Sausal Drive, Portola Valley)**

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

Discussion/Comments: None.

7. **Public Hearing to Consider Amending the Code of General Regulations for Board Member Compensation**

Motion to Open by: Walker 2<sup>nd</sup> by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: None.

Motion to Close by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

8. **Consider Amending the Code of General Regulations for Board Member Compensation**

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

Discussion/Comments: None.

9. ***Consent Calendar***

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

Discussion/Comments: None.

- A. Approval of Minutes for Regular Meeting January 25, 2023
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru January 31, 2023
- C. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361
- D. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 35 Possum Lane, Portola Valley, Lands of Krashinsk and Li
- E. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 115 Sausal Drive, Portola Valley, Lands of Ramies and Abedrabbo
- F. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 1625 for the Construction of Wastewater Facilities for 20 Shoshone Place, Portola Valley, California
- G. WBSD Operations and Maintenance Report – January 2023
- H. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2023
- I. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – January 2023

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

## 10. General Manager's Report

Discussion/Comments: General Manager Ramirez reported on the recent sanitary sewer overflow (SSO) in the Town of Los Altos Hills and District's response. He reported recruitment is open until filled for the Associate Engineer. He also reported the Albern Street pipebursting project has begun. He informed the Board a flow study is underway for the Willow Pump Station which is funded by the 1125 O'Brien project. He continued to report that a \$3.2M sewer service charge payment was made to the District by the County of San Mateo. Next Board meetings will be on Feb. 22<sup>nd</sup> and March 8<sup>th</sup>. The complete General Manager's written report is in the February 8<sup>th</sup>, 2023 agenda packet.

## 11. Report by the Finance Advisory Committee

Discussion/Comments: Finance Manger Fisher reported on the meeting with the Finance Advisory Committee and Bank of the West investment group.

## 12. Consideration to Approve the District Reserve Policy

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

Discussion/Comments: Finance Manager Fisher reported on changes to the policy which include:

- Increase to Capital Projects Reserve from \$6M to \$8M;
- Increase to Emergency Capital Reserve from \$5M to \$6M;

## 13. Discussion and Direction on Teleconferenced Board Meetings

Discussion/Comments: Legal Counsel Stephanie Duck reported on Assembly Bill 361 (AB 361) and Assembly Bill 2449 (AB 2449) which provides for changes in teleconferencing provision in the Ralph M. Brown Act (Brown Act). Board consensus was to continue to teleconference Board meetings for the public and follow traditional Brown Act requirements for Board Members. The traditional Brown Act teleconferencing rules require a quorum of the District Board to meet in person in the District's jurisdiction, the posting of the Board members' remote location on the District Board's meeting notice and agenda, and public access to each teleconferencing location.

## 14. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez reported the plant produced 5M gallons for the month of December and delivered 0 gallons. He also reported the design for the Avy/Altschul pump station is underway and is planned to go out for bid in March.

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

Discussion/Comments: General Manager Ramirez reported the Army Corps has granted conditions of approval for the project. He also reported that soil samples have been taken and a project management agreement has been sent to Meta/Signature Group to finalize.

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

Discussion/Comments: None.

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

Discussion/Comments: None.

**18. Closed Session**

Entered closed session at 8:30 p.m. Left closed session at 8:47 p.m.

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
(Cal. Govt. Code § 54956.8)  
Property: 1101 Altschul Avenue  
Agency negotiator: General Manager/General Counsel  
Negotiating parties: District and Los Lomitas Elementary School District  
Under negotiation: Price/terms of payment for Avy Altschul Pump Station Easement

Reportable action: None.

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

Discussion/Comments: None.

**20. Adjournment Time:** The meeting was adjourned at 8:47 PM

/s/ David A. Walker  
Secretary