



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

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, APRIL 12, 2023 AT 7:00 P.M.

1. **Call to Order**

President Dehn called the meeting to order at 7:01 PM

Roll Call

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

BOARD MEMBERS ABSENT: Secretary Walker

STAFF MEMBERS PRESENT: Ramirez, and Heydari and Condotti by Zoom

Others Present: Ben McGee – CitizenM Hotel, Eileen McLaughlin – CCCR, Noah Shalaby

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 March 22, 2023
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru March 31, 2023
- C. WBSD Operations and Maintenance Report – March 2023
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – March 2023
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – March 2023
- F. Bank of the West Monthly Investment Portfolio Statements

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

4. **General Manager's Report**

Discussion/Comments: General Manager Ramirez reported District staff is working with 1125 O'Brien Drive to install 1 mile of 8" recycled water pipe as part of their construction project. He also reported connection and reimbursement fees of approximately \$28,000 will be refunded to the property owners of 0 Alpine Rd in Portola Valley because their project will not be moving forward. He continued to report the Construction Inspector's vehicle will be replaced with an electric 2022 Ford Lighting Pro. He reported on the design of the new maintenance building and presented an architect's conceptual drawing of the project. He reported staff will attend the CWEA conference between April 19th and 21st. In addition, he reported Office 365 is now live and that the District recently participated in public outreach at the City of Menlo Park's Easter Egg Hunt event. The next regular Board meetings will be

held on April 26th and May 10th in addition to the Budget Workshop on May 3rd at 11:30am. The complete General Manager's written report is in the April 12th, 2023, agenda packet.

5. Presentation by CitizenM Hotel located at 300 Constitution Drive, Menlo Park

Discussion/Comments: General Manager Ramirez reported there was an entitlement transfer from Meta for the new CitizenM hotel in Menlo Park that is being built on Meta property. Ben McGee of CitizenM Hotels presented highlights of the new CitizenM Hotel is located in the Meta campus.

6. Consider Approving Closing of Andrighetto Reimbursement Agreement

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the agreement was created in 2002 with the eligible reimbursement of \$84,618. The balance is now only \$367.72. He offered three options for the Board to consider when closing out this agreement. Board consensus was to close out this agreement and pay the remaining \$367.72 (\$122.57 each) to the three parties originally involved in the agreement.

7. Consider Approving Closing of Boyce Reimbursement Agreement

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

Discussion/Comments: General Manager Ramirez reported the agreement was created in 2004 with the eligible reimbursement of \$99,990. The amount has been collected and is ready to be paid out. He asked the Board to consider directing staff to notify all parties of the final reimbursement payment and that the District has fulfilled its full obligation under the agreement at which time the agreement will be closed. Staff will work with the District's General Counsel on the notification.

8. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez reported on the recent meeting with the school district regarding the easement for the Avy Altschul Pump Station. He also reported bid packets should go out next week for the Avy Altschul project and construction is scheduled to begin on or about June 15th.

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

Discussion/Comments: General Manager Ramirez reported FERRF habitat monitoring will begin soon. He also reported the City of Menlo Park has approved the levee project encroachment agreement and the Bay Conservation Development Commission has approved the levee permit to perform the ecotone levee.

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

Discussion/Comments: President Dehn reported SBWMA's next meeting will be April 27th and they are monitoring upcoming legislative action and reviewing any implications for SBWMA. She also reported the recent SBWMA retreat was cancelled due to a power outage from the recent storms and is likely to be rescheduled in May.

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

Discussion/Comments: Director Otte reported on Monday's Commission meeting in which a topic included an emergency declaration the repair the influent sewer pipeline to the treatment plant. He reported repairs are expected to total approximately \$475,000.

12. Closed Session

Entered closed session at 8:18 p.m. Left closed session at 8:19 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.

13. Consider Approving a Deed of Easement between Las Lomitas Elementary School District and West Bay Sanitary District for the Avy Altschul Pump Station

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: None.

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

Discussion/Comments: Director Moritz requested an update on the new ADP payroll system at an upcoming meeting. In addition, General Manager Ramirez reported an upcoming item will also include a report from the architects for the proposed reconstruction of the existing maintenance building.

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

/s/ David A. Walker
Secretary