



1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JUNE 10, 2020 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:02 PM

Roll Call

BOARD MEMBERS PRESENT: Dehn, Walker, Thiele-Sardine (7:05), Moritz, Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Ramirez, Fisher, Condotti via Zoom

Others Present: Chris Lamm – City of Menlo Park via Zoom

2. Communications from the Public: None

8. Consideration of Authorizing the District Manager to Consent to the Abandonment of Right-of-Way at Terminal Ave, Menlo Park

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

Comments: Incoming District Manager Sergio Ramirez outlined to the Board the right-of-way abandonment request by the City of Menlo Park and the conditions stipulated by the District in order to grant the abandonment. Mr. Lamm from the City of Menlo Park reiterated the comments from Mr. Ramirez and explained the need for the item was to reconstruct the Onetta Harris Community Center and thus move the District's sewer outside of the property line.

3. Consideration to Accept Third Quarter Internal Financial Statements & Analysis of Financial Position as of Quarter End March 31, 2019

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

Comments: Director Moritz inquired about the revenue shortfall listed in the report. Finance Manger Debra Fisher explained a large payment for \$8.4M was received in April just after the close of the third quarter. Director Moritz asked staff to report back in August once all revenues are received.

Treasurer Thiele-Sardiña reported for the Finance Advisory Group that all rates including LAIF rates are coming down. He reported the District's Bank of the West investment advisors are diligently looking at investments and investing conservatively. Investing in mutual funds is not a direction the District would like to consider at this time.

4. Consideration of Approving the FY 2020/21 General Fund, Capital Assets Fund, Recycled Water Fund, and Solid Waste Fund Budgets and 10-Year Capital Improvement Plan Projection

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

Comments: None.

5. Consider Adoption of Resolution Establishing Rates of Pay and Related Compensation Provisions

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

Comments: Director Moritz asked for clarification on why there is a discrepancy between the starting pay range and the top pay range with some positions. DM Scott explained over time as salary adjustments are made they are applied to all of the steps within the ranges and over time a wider gap is created as a result. Director Moritz asked that the subject be discussed further next year in early 2021.

6. District Manager's Report

Incoming District Manager Sergio Ramirez reported on the following;

1) Comments: **CIP Project:**

- a. **Design work continuing on FERRF Levee Improvement and 2020 CIP.** Added \$10k design work for getting District pipelines in concurrent to the Bayfront Storm Water project in the access road to the Bedwell/Bayfront Park.
- b. **Cleaning/TVing Large Diameter lines:** Crews are working on cleaning and televising the large diameter sewer lines crew are finding substantial amounts of grit. The 36" on Sand Hill Road completed up to West Menlo.
- c. **NOP for Levee Improvement Project:** Staff held a public Notice of Preparation meeting for permitting agencies and neighboring properties as required for the drafting of the Environmental Impact Report by Zoom on June 3, 2020.

2) **Affiliate Agency/Association News:**

- a. **CMPK:** Building permit application has been submitted for Metal Building at FERRF and is being reviewed now by CMPK. DPW has put in the good word to the Building Department but many are still working from home. Their staff are in different departments which does not help.

3) **Upcoming Events:**

- a. **Board meetings:** Regular Board meeting to be held on June 24 which will include items to amend the Town of Woodside maintenance agreement and a discussion on a Flodar-flowmeter service agreement. Only 1 meeting in July expected.

4) **Misc./Action Items from Previous Meeting:**

- a. **SSOs:** Zero SSO for May. 2020 Total = 0. 12 months in a row w/o SSO.
- b. **LAH:** Zero SSO for May. 1 SSO in 2020.
- c. **Maintenance Worker:** Hector Hernandez started Monday to fill vacant MW position.
- d. **New Operations Superintendent:** In progress 1st round interviews are on June 25.

7. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Regular meeting May 27, 2020
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for June 10, 2020
- C. WBSD Operations and Maintenance Report – May 2020
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – May 2020

9. Consideration of Resolution Appointing the District Manager as the Deputy Secretary/Deputy Treasurer of the District Board, the Chief Fiscal Officer of the West Bay Sanitary District, and Granting the District Manager Authority to Open Accounts and Invest Funds

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

Comments: None.

10. Consideration Authorizing Certain District Officers to Affect the Deposit and Withdrawal of Funds from the Local Agency Investment Fund

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

Comments: None.

11. Consideration of Approving Resolution to Modify the Investment Policy to include the Public Agency Retirement System (PARS) Irrevocable Trust Account and Authorize the District Manager (Chief Fiscal Officer and Plan Administrator for PARS) to make deposits as directed by the Board, as well as withdrawals and reimbursement of expenses paid on behalf of eligible recipients by PERS

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

Comments: None.

12. June 10th Update on District's Corona Virus

Comments: Incoming District Manager, Sergio Ramirez, reported staff is resuming normal pre-COVID 19 work schedules beginning June 8, with the exception of some of the Admin staff. Office hours have opened up to Monday through Thursday 9am to 3pm. President Dehn inquired as to why the office is not open to the public on Fridays. She said that other government buildings had been slow in resuming business to normal efficiency levels and asked for staff to be mindful of that. Incoming District Manager, Sergio Ramirez, suggested opening the front office on Fridays by appointment only. The Board agreed it would be a good idea.

13. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Project Status

Comments: DM Scott updated the Board on the Sharon Heights project. The contractor is making process adjustments and addressing recent odor issues downstream of the treatment plant. DM Scott also reported on staff presenting SHGCC with the operations and maintenance (O&M) costs. The O&M costs appears to be approximately \$35K per month, plus a potential "sinking fund." O&M cost may be updated as the plant becomes fully operational.

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

Comments: President Dehn reported SBWMA is working on a six month budget to convert the JPA to a calendar year budget vs. the existing fiscal year budget. SBWMA approved a new insurance with higher deductibles and lower premiums. President Dehn further reported that refinancing the JPA's debt service has saved over \$400K. Upcoming items will include a discussion on diversion rates.

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

Comments: Director Otte reported SVCW will be meeting on Monday, June 15. Major topics will include a \$42M design for the Redwood City Pump Station. Overall the entire RESCU Project is on-time and on budget. President Dehn inquired if the Air Board permits for the Organics to Energy Project have been discussed lately. Director Otte said they have not.

16. Closed Session

Entered closed session at 8:37 p.m. Left closed session at 9:05 p.m.
Reportable action: None.

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Board President/Legal Counsel
Unrepresented Employee: District Manager
- B. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Chan, Moreno, Vestnys, Pebbles v. WBSD – San Mateo County Court Case No. 19CIV07567
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC
Case No. 18CIV02183

17. Consider to Approve Resolution to Hire Retiring District Manager as Transition Coach

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

Comments: None.

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

Comments: Upcoming items to include are review of all revenue received by August and a discussion on unrepresented employees starting pay ranges and a possible adjustment for next year.

19. Adjournment Time: The meeting was adjourned at 9:06 PM

/s/ David Walker
Secretary