



1902 - Serving Our Community for over 115 Years - 2022

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 28, 2022 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, Secretary Walker, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Hulsmann and by Zoom: Condotti, Beyer

Others Present: James Fisher – Fisher Compliance, Rick Simonson and Dave Hilton – HF&H

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 September 14, 2022
- B. Bank of the West Monthly Investment Portfolio Statements
- C. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 1623 for the Construction of Wastewater Facilities for 229 Grove Drive, Portola Valley, California

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported that Ethics Training for Board members is now available and should be completed by October 10th. He also reported that the Bayfront Sewer Project bids are due on October 18th. He continued to report there is a Master Plan Committee meeting on October 17th. General Manager Ramirez informed the Board the District will sponsor a booth at the Halloween Parade & Carnival on October 29th. He also discussed the next Board meeting will be on Oct. 12th and the holiday luncheon on December 8th. The annual Almanac News letter on December 9th will coincide with the District's 120th anniversary on December 10th. The complete General Manager's written report is in the September 28, 2022 agenda packet.

5. Consider Resolution Approving the 5-Year Audit & Updated Sewer System Management Plan (SSMP) and Authorize Re-Certification of the SSMP for 2022

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

Discussion/Comments: General Manager Ramirez reported this item is an annual Sewer Management Plan update and 5-year audit completed by Fisher Compliance.

6. Consider Approving V&A Consulting Engineers, Inc. Proposal – West Bay Sanitary District Sanitary Sewer Master Plan Update Open Channel Flow Monitoring Services

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

Discussion/Comments: None.

7. Consider Approving Performance Merit Pay Program for FY2022-2023

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

Discussion/Comments: Operations Superintendent Robert Hulsmann presented the proposed program for fiscal year 2022-2023 which included new CIP goals, a new admin./finance goal, and a merit pay increase.

8. Consider Adopting Resolution Establishing Rates of Pay and Related Compensation Provisions

Discussion/Comments: General Manager Ramirez reported this update is necessary due to two title changes and a \$6,900 reduction in the Project Manager salary due to changing job duties.

9. 2023 Solid Waste and Recycling Collection Rate Study Draft Workshop and Direction

Discussion/Comments: Rick Simonson and Dave Hilton of HF&H presented a draft rate study which included several rate scenarios. Board consensus was to look at a rate model at the next Board meeting that reflects a 2023 rate increase of 1% to 2.5% in all carts, and project a 3% increase in 2024 and a 3% increase in 2025.

10. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: None.

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

Discussion/Comments: General Manager Ramirez reported the state's SRF funding for the facility was not approved in the initial fundable list.

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

Discussion/Comments: President Dehn reported the office lease for SBWMA will be extended. She also reported that SBWMA is negotiating and evaluating proposals for the new transfer station contractor.

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

Discussion/Comments: 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 9:06 PM

/s/ David A. Walker
Secretary