



1902 - *Serving Our Community for over 120 Years* - 2024

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, OCTOBER 23, 2024 AT 7:30 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, Reese, Hulsmann, Heydari AND Alex Geise by Zoom

Others Present: Kammy Haynes – CPS HR Services

**2. Communications from the Public:** None.

**3. Consent Calendar**

*Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.*

- A. Approval of Minutes for Regular Meeting of October 9, 2024
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salary and Consideration of Other Financial Matters through September 30, 2024
- C. Consider Approving District Treasury Report First Quarter FY 2024-25

Comments: None.

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

**4. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported District staff continues to assist City of East Palo Alto staff in the reorganization of the EPA Sanitary District. Many of the processes and maintenance schedules are not adequate and are being re-evaluated. Thus far, crews have found 3 mainline stoppages which will be CCTV inspected and accessed for possible repairs. Both the City and West Bay staff are engaged in providing notification to the public and improving the level of service in the community. He also reported the online permitting system is up and running. The next regular meetings are scheduled for November 13<sup>th</sup> and the Thanksgiving Luncheon will be held Thursday November 14<sup>th</sup>. The complete General Manager's written report is in the October 23, 2024 agenda packet.

**5. Consider Accepting the Performance Merit Pay Program Results Oct. 1, 2023, to Sept. 30, 2024 and Authorize the General Manager to Disburse the Merit Payout**

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

Discussion/Comments: Operations Superintendent Robert Hulsmann presented the merit pay program results to the Board which included zero spills for the program year and the safety record of over seven years without a loss time accident. Other highlights included a total program result of 114% of miles of pipe cleaned and 103% of pipe repairs completed. The Board commended staff for the outstanding results and exceeding some of the goals. Due to these outstanding results the Board enquired General Counsel if a payout of 100% could be allowed. General Counsel advised the policy states a payout of 99.02% is to be awarded, according to the written program, so he advised against paying out 100%.

**6. Consider Adopting Updated Resolution Establishing Rates of Pay and Related Compensation Provisions**

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

Discussion/Comments: General Manager Ramirez reported the updated rates of pay will include a new Engineering Technician and the Utility Worker position would be changed to a Maintenance Mechanic. He also reported the seven added positions, including burdened salaries of \$869K, are needed in order to serve the City of East Palo Alto contract. The contract is \$1.7M annually, including options, and would cover the vehicles and materials used for the contract.

**7. Presentation, Discussion and Direction on District Succession Plan 2024**

Discussion/Comments: Kammy Haynes of CPS HR Services presented highlights of the Succession Plan which included the purpose of the study, methodology, a timeline, findings, and next steps. Findings included potential successors for key positions. It was noted that most incumbents projected a seven-to-ten-year retirement forecast. However, the Finance Manager anticipates retiring in the Spring of 2025. An additional note was that the newly approved Engineering Tech would assist the IT Specialist and that Admin Staff were cross trained to assist with accounting duties in order to allow the existing Personnel and Accounting Specialist to focus on human resources duties.

**8. Report and Discussion on Sharon Heights Recycled Water Facility**

Discussion/Comments: General Manager Ramirez reported the pump repairs need are estimated to be approximately \$14K. He also reported the final budget adjustment for the Avy Pump Station is complete and that the Sharon Heights Golf Course is considering purchasing the solar package for the plant rather than pursuing the Power Purchase Agreement.

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

Discussion/Comments: General Manager Ramirez presented construction photos and video to demonstrate the progress of the project. He also reported the Geo tech is on-site testing soil for the Levee and Recycled Water projects.

**10. Report, Discussion and Direction on South Bayside Waste Management Authority (SBWMA) including Solid Waste Franchise Re-Assignment**

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported on approval of the replacement of the Switchgear Battery for \$670,000 and an approval of one new position at SVCW.

**12. Closed Session**

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (Government Code Section 54956.9(d)(2)  
Number of potential cases: 1

Entered closed session at 9:34 p.m. Left closed session at 9:36 p.m.

Reportable action: None.

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

Discussion/Comments: Upcoming items include closed session Succession Plan discussion and a consideration to cancel the November 27<sup>th</sup> Board meeting due to the Thanksgiving holiday.

**14. Adjournment Time:** The meeting was adjourned at 9:37 PM

/s/ David A. Walker

Secretary