



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

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, NOVEMBER 13, 2024 AT 7:30 P.M.

**1. Call to Order**

President Dehn called the meeting to order at 7:02 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, Heydari AND Condotti by Zoom

Others Present: None

**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 October 23, 2024
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salary and Consideration of Other Financial Matters through October 31, 2024
- C. WBSD Operations and Maintenance Report – October 2024
- D. Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – October 2024
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – October 2024
- F. City of East Palo Alto/East Palo Alto Sanitary District Operations and Maintenance Report for Work Performed by WBSD – October 2024

Comments: None.

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

**4. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported on responding to an EPASD spill due to a collapsed pipe and the repair of the damaged pipe. He also reported the District has auctioned six vehicles which earned a total of approximately \$114k. He continued to report that onboarding for the four new maintenance workers is underway. He reported the District received the first NFWF reimbursement for \$739k. Next regular meetings are scheduled for December 11<sup>th</sup> and 18<sup>th</sup> with special board meeting on December 4<sup>th</sup>. The complete General Manager's written report is in the November 18<sup>th</sup>, 2024, agenda packet.

**5. Consider Authorizing the General Manager to Execute a No-Cost Change Order (CCO #2) with Casey Construction, Inc. to incorporate the Davis-Bacon Act Terms and Conditions and Federal Wage Determination in the Contract Documents for Avy-Altschul Pump Station Project No. 1761.7**

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

Discussion/Comments: General Manager Ramirez reported the item is a requirement by the State's SRF program.

**6. Consider Authorizing the General Manager to Execute Contract Change Order No. 1 (CCO #1) in the amount of \$48,843.07 with Anderson Pacific Engineering Construction, Inc. for the Design- Build Agreement – Phase 1 for Site Demolition and Preparation Work**

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

Discussion/Comments: General Manager Ramirez reported the change order is to move the conduit for the new headworks and odor control system. The change order cost is \$48,843.07 while the new odor control system savings will be approximately \$500k.

**7. Consider Authorizing the General Manager to Execute an Entitlement Transfer Agreement with MP Oak Gardens Associates, L.P. ("MidPen") and the U.S. Department of Veterans Affairs ("VA")**

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

Discussion/Comments: General Manager Ramirez reported the unused entitlement transfer will be from the VA Hospital to Mid-Pen Housing for a 62-unit veteran housing project. The new housing will bring in \$89,280 in revenue in FY 2025-26.

**8. Discussion and Direction of the Electric Vehicle Plan**

Discussion/Comments: General Manager Ramirez outline the Electric Vehicle (EV) Plan which included transitioning to an EV fleet for light and medium duty vehicles. Items discussed included day-to-day procedures, total cost of ownership, fuel consumption metrics, vehicle availability, and suitability.

**9. Establish December 11, 2024, as the Date of a Public Hearing to Consider Amending the Code of General Regulations to Add Recycled Water Charges**

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

Discussion/Comments: General Manager Ramirez reported a Code update is necessary to incorporate recycled water language and charges.

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

Discussion/Comments: General Manager Ramirez reported 8.8 MG was processed and 5.4 MG delivered to Sharon Heights Golf and Country Club in September. He also reported the proposed annual O&M budget will increase by 10.5%. The next facility O&M meeting will be held on November 19<sup>th</sup>.

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

Discussion/Comments: General Manager Ramirez reported that Meta's Willow Village project plans are currently under review. When the Will-Serve letter is issued for the project, it will include capital contribution fees for recycled water. The Board's consensus was that recycled water fees from Meta are necessary to ensure the Bayfront Recycled Water Project moves forward. The fees must be paid in 2025 to maintain cashflow.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported acceptance of the tunnel construction project, and the front of the plant construction project acceptance is scheduled for next month. He continued to report on a proposed interim project to improve the existing levee.

**14. Closed Session**

- A. PUBLIC EMPLOYMENT/CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representatives: General Manager; General Counsel  
Employees: Represented and Unrepresented Employees

Entered closed session at 9:11 p.m. Left closed session at 9:51 p.m.

Reportable action: None.

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

Discussion/Comments: General Manager Ramirez reported the November 27<sup>th</sup> Board meeting will be cancelled. The next Board meeting will be a special board meeting on December 4<sup>th</sup> followed by two regular meetings on December 11<sup>th</sup> and December 18<sup>th</sup>.

**16. Adjournment Time:** The meeting was adjourned at 9:52 PM

/s/ David A. Walker  
Secretary