



*1902 - Serving Our Community for over 120 Years - 2023*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, NOVEMBER 8, 2023 AT 7:00 P.M.**

**1. Call to Order**

President Dehn called the meeting to order at 7:00 PM

**Roll Call**

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, Director Otte

BOARD MEMBERS ABSENT: Director Moritz

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

Others Present: EJ Shalaby by Zoom

**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 October 11, 2023
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru October 31, 2023
- C. WBSD Operations and Maintenance Report – October 2023
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – October 2023
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – October 2023
- F. Consider Approving District Treasury Report Fourth Quarter FY 2022-23
- G. Consider Approving Resolution of Intention to Annex Certain Territory (118 Mapache Drive Portola Valley) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing
- H. Consider Approving Resolution of Intention to Annex Certain Territory (350 Grove Drive Portola Valley) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

Motion to Approve by: Thiele-Sardiña 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

#### 4. **General Manager's Report**

Discussion/Comments: General Manager Ramirez reported the Central Square permit system is now under implementation. He also reported the Bayfront Project tree removal will take place and will not be assessed the \$85,000 fee from the City of Menlo Park in exchange for planting twelve new trees as part of the Bayfront Recycled Water Facility landscape plan. He continued to report LAFCo will hold a hearing regarding the East Palo Alto Sanitary District on November 15<sup>th</sup> at 6pm. He reported on the Commuter benefit program in which 9 employees are participating. The program has removed 6 vehicles from the road. He continued to report that District crews installed a passive overflow pipe connecting two manholes in East Palo Alto in preparation for the anticipated heavy rainy season. The next regular meetings are November 22<sup>nd</sup> and December 13<sup>th</sup>, with the Thanksgiving lunch on November 15<sup>th</sup> and Holiday lunch on December 12<sup>th</sup>. The complete General Manager's written report is in the November 8<sup>th</sup>, 2023 agenda packet.

#### 5. **Consider Authorizing General Manager to Enter Into an Agreement for Design for the Proposed Reclaimed Water Infrastructure Within the O'Brien Drive and Menlo Park Labs (previously Menlo Business Park (MBP)) in Menlo Park**

Motion to Approve by: Otte 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the design work is for a recycled water pipeline on O'Brien Drive. The agreement will not exceed \$108,000 and is included in the entire project budgeted for \$2.5M.

#### 6. **Consider Authorizing Certain District Officers to Affect the Deposit and Withdrawal of Funds from the Local Agency Investment Fund**

Motion to Approve by: Thiele-Sardiña 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the LAIF resolution is required when making changes to the account. Changes will include adding the new title General Manager, removing the Projects & IT Manager and adding the Operations Superintendent.

#### 7. **Report and Discussion on Sharon Heights Recycled Water Plant**

Discussion/Comments: General Manager Ramirez reported October production was 9.6MG while 7.4MG was delivered to the golf course. He also reported the Avy Altschul Pump Station panel is expected on November 17.

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

Discussion/Comments: General Manager Ramirez reported there was one response for the Bayfront Facility RFQ from Anderson Pacific and the next step is to perform the RFP. He also reported limestone has been applied to pond 3 to stabilize soil prior to sheet pile driving for the Levee Project.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported upcoming items include approval of rebuilding the Fixed Film Reactor which is projected to cost approximately \$35M.

**11. Closed Session**

Entered closed session at 8:09 p.m. Left closed session at 8:52 p.m.

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Cal. Govt. Code § 54956.9(d)(1))  
Name of Case: 1740 Oak. Ave., LP v. West Bay Sanitary District, et al., - SM CSC  
Case No. 18CIV02813
- B. THREAT TO PUBLIC SERVICES OR FACILITIES  
(Cal. Govt. Code § 54957)  
Consultation with: General Counsel

Reportable action: None.

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

Discussion/Comments: None.

**13. Adjournment Time:** The meeting was adjourned at 8:53 PM

/s/ David A. Walker  
Secretary