



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

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JULY 24, 2024 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, Treasurer Thiele-Sardiña, Director Moritz (Secretary pro-tem), Director Otte

BOARD MEMBERS ABSENT: Secretary Walker

STAFF MEMBERS PRESENT: Ramirez, Fisher, Heydari AND Condotti by Victoria Thompson via zoom

Others Present: Dave Richardson – Woodard & Curran

**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 July 12, 2024
- B. Approval of Minutes for Special Meeting July 17, 2024
- C. WBSD Operations and Maintenance Report – June 2024
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – June 2024
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – June 2024

Comments: None.

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

**4. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported District landscape options will be brought to the Board at an upcoming meeting. He reported Casey Construction has begun work on Point Repair Project Phase II. He also reported online permitting system is set to go live in August. He continued to report succession plan interviews are concluding and the succession plan should be complete for Board review by October. He reported the candidate filing period for the November election is July 15<sup>th</sup>-August 9<sup>th</sup>. The next regular meetings are scheduled for August 14<sup>th</sup> and September 11<sup>th</sup> with the August 28<sup>th</sup> meeting cancelled. The goals luncheon will be on August 6<sup>th</sup>. The complete General Manager's written report is in the July 24, 2024 agenda packet.

**5. Authorize the General Manager To Execute an Interagency Agreement for Sanitary Sewer System Operations and Maintenance Services with the City of East Palo Alto**

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

Discussion/Comments: General Manager Ramirez reported terms of this agreement was discussed by the Board during the July 17, 2024 special Board meeting. It is a 5-year agreement, effective August 1, 2024. San Mateo County LAFCo has issued a condition of approval to the City of East Palo Alto. Motion was made and the Board approved the Sanitary Sewer System Operations and Maintenance Services for the City of East Palo Alto agreement and authorized the General Manager to execute the agreement following review by General Counsel, to confirm exhibit B properly includes the entire West Bay response to the City's request for proposals.

**6. Consider Authorizing the General Manager to Enter Into an Agreement for On-Call Geotechnical Observation and Testing Services and Special Inspections with BAGG Engineers for the Point Repair Project Phase II Replacement and Rehabilitation of Sanitary Sewer Mains Project No. 1767.0**

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

Discussion/Comments: General Manager Ramirez reported this agreement is for required compaction testing for Point Repair Project Phase II. The contract amount is for \$100,000 over the project period.

**7. Consider Authorizing the General Manager to Execute an Agreement for Engineering Design Services for the Phase III Point Repair Sanitary Sewer Improvements Project No. 1770.0**

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

Discussion/Comments: General Manager Ramirez reported this is a 6-month project and the agreement is for the design of Point Repair Project Phase III. The \$350,000 design cost is budgeted in 2025 CIP construction. A motion was made to approve with direction to review the condition and age of pipe.

**8. Adoption of an Updated Authorizing Resolution for the Execution and Delivery of a Construction Installment Sale Agreement and Grant between West Bay Sanitary District and State Water Resources Control Board to Finance the Bayfront Water Recycling Facility**

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

Discussion/Comments: General Manager Ramirez reported this is a resolution update required by the State of California for the Bayfront Recycled Water Facility.

**9. Consider Approving District Treasury Report Fourth Quarter FY 2023-24**

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

Discussion/Comments: Finance Manager Fisher presented the treasury report for the fourth quarter fiscal year 2023-24. Highlights included total District fund of \$90,604,522 which includes total reserve investments of \$65,558,687.70.

**10. Consider Approving Financial Software Proposal**

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

Discussion/Comments: Item approved pending General Council review.

**11. Discussion and Direction on San Mateo County Grand Jury Report – “Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts”**

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

Discussion/Comments: Board consensus was to draft a response to the Grand Jury.

**12. Review and Consideration to Approve the Conflict-of-Interest Code and General Rules of Office for the District Board**

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

Discussion/Comments: The Board had no changes to the Conflict-of-Interest Code and General Rules of Office for the District Board.

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

Discussion/Comments: General Manager Ramirez reported 10.7MG were processed and 9.9MG were delivered in June. He also reported General Counsel is finalizing the solar agreement.

**14. Discussion and Direction on Bayfront Recycled Water Project and Status Update  
A. Consider Authorizing the Award of Design-Build Agreement – Phase 1 to Design-Build Entity (Anderson Pacific Engineering Construction, Inc., with Waterworks Engineers) for Site Demolition and Preparation Work**

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

Discussion/Comments: General Manager Ramirez reported item 14A was discussed during the July 17, 2024 special meeting. Phase 1 is set to go through January 2025. He also reported Meta requires issued permits prior to funding the project.

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

Discussion/Comments: President Dehn reported General Counsel has been asked to review the “out clause” in the agreement with Recology. The General Manager will meet with the Town of Atherton City Manager to discuss solid waste franchise re-assignment.

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

Discussion/Comments: Director Otte reported on the price of hydrochloric used at the plant has increase substantially in the past 4-years. A pilot program will begin looking into a processing digester gas and reprocess the gas too hydrochloric.

**17. Closed Session**

Entered closed session at 9:33 p.m. Left closed session at 10:01 p.m.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS

Agency designated representatives: Board President/Legal Counsel

Unrepresented employee: General Manager

Reportable action: None.

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

Discussion/Comments: Treasurer Thiele-Sardiña asked for clarification at the next board meeting on filing requirements for annual form 470 with San Mateo and Santa Clara Counties.

**19. Adjournment Time:** The meeting was adjourned at 10:04 PM

/s/ David A. Walker

Secretary