



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

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JUNE 26, 2024 AT 7:00 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, Reese, Beyer, Heydari, Ledesma AND Condotti by Zoom

Others Present: John Zirelli – Recology, Rich Laurretta – Freyer and Laurretta, and Eileen McLaughlin - CCCR

**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 June 12, 2024

Comments: None.

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

**4. Presentation and Discussion on Central Square Permitting System**

Discussion/Comments: Office & Communications Manager Reese presented the test version of the new online permitting system to the Board. He presented how it will look on the new website, the system's home page, the new user account page, and the permit application. Director Otte suggested a change to make the ACH payment fee of \$0.99 cleared to the customer. Reese also reported staff training begins the week of July 8<sup>th</sup> with a go-live date of July 15<sup>th</sup>. President Dehn requested an update on the system in December 2024.

## 5. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the Levee Project study determined the nesting of birds near the project site were not found. The Board agreed with the General Manager that the Levee Project should continue based on the findings. He reported he and the Finance Manager met with Oracle's NetSuite regarding financial software. He also reported he and the Water Quality Manager met with Parkline developer regarding SRI redevelopment and their need for reclaimed water. He continued to report the District is sponsoring the City of Menlo Park 4<sup>th</sup> of July event and the Tour de Menlo in August. President Dehn requested an alternative means to participate rather than staff attending the July 4<sup>th</sup> holiday. The next regular meetings are scheduled for June 26<sup>th</sup> and July 10<sup>th</sup>. The complete General Manager's written report is in the May 22, 2024 agenda packet.

## 6. Consideration to Adopt Resolution Approving Addendum No. 1 (Installation of the Oyster Reefs) to the 2021 Final Environmental Impact Report for the West Bay Sanitary District Flow Equalization & Resource Recovery Facility Levee Improvements Project (SCH No. 2020050414)

Motion to Open by: Thiele-Sardina 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this item is an addendum to the EIR to include oyster reefs as part of the Levee Project. Eileen McLaughlin of CCCR requested a copy of the addendum once it's approved. General Manager Ramirez stated he will email it to Eileen once it's approved.

## 7. Consider Authorizing the General Manager to Execute an Agreement for On-call Construction Observation Services

Motion to Open by: Otte 2<sup>nd</sup> by: Thiele-Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this agreement will be for inspection services for various construction projects.

## 8. Consider Authorizing the General Manager to Execute an Agreement for On-call Construction Consultation Services for SFPUC Coordination, Point Repair Project – Phase I

Motion to Open by: Otte 2<sup>nd</sup> by: Thiele-Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the agreement is to prepare plans for asbestos cement pipe replacement over the SFPUC pipeline.

**9. Consider Authorizing the General Manager to Enter Into an Amended Agreement for Construction Support Services for the Bayfront Park Sanitary Sewer Project in Menlo Park, San Mateo County**

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

Discussion/Comments: General Manager Ramirez reported the Bayfront Project has required extensive coordination with Caltrans, other agencies, and Ranger Pipeline. The project was awarded in October 2022. The construction support will be from May through December 2024. The original estimate was \$87.9K and was revised to \$58K.

**10. Establish July 10, 2024, as the Date of a Public Hearing to Consider Amending the Code of General Regulations for Board Member Compensation**

Motion to Open by: Thiele-Sardina 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: None.

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

Discussion/Comments: General Manager Ramirez presented an update on the Spreck Energy solar project.

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

Discussion/Comments: General Manager Ramirez reported the Recycled Water Committee met on June 25<sup>th</sup>. He also reported the project's financial plan cites early contribution-in-aid of construction would be \$127 per gallon for early connectors to the recycled water facility. The cost is based on the \$76.6 million construction estimate. Later contributors will require a larger fee to recover any additional cost and interest.

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

Discussion/Comments: President Dehn reported the next meeting will be on June 27<sup>th</sup>. Director Mortiz reported he has arranged a meeting with the Town of Atherton regarding their solid waste provider Green Waste.

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

Discussion/Comments: None.

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

Discussion/Comments: Board would like to add an upcoming item on landscape services. General Counsel Condotti reported he will ask the Board to consider an upcoming item on bringing outside counsel to assist with construction agreements and construction litigation items.

**16. Adjournment Time:** The meeting was adjourned at 8:31 PM

/s/ David A. Walker  
Secretary