



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

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 11, 2024 AT 7:30 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 Moritz (arrived 7:15pm)

BOARD MEMBERS ABSENT: Director Otte

STAFF MEMBERS PRESENT: Ramirez, 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.

Approval of Minutes for Regular Meeting August 14, 2024

- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salary and Consideration of Other Financial Matters through August 31, 2024
- C. WBSD Operations and Maintenance Report – August 2024
- D. Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – August 2024
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – August 2024
- F. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- APN 079-054-020 (241 Georgia Lane, Portola Valley)
- G. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- APN 080-072-210 (Vacant Lot at El Nido Rd., Portola Valley)

Comments: None.

Motion to Approve by: Walker 2nd by: Thiele-Sardiña Vote: AYE: 3 NAY: 0 Abstain: 0

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported a meeting is schedule with City of East Palo Alto and the District to discuss the new maintenance service agreement. He reported recruitment is underway for maintenance workers. He also reported forms 700 and 470 need to be filed with the Board members primary County. He continued to report the new online permitting system is live and he reported ethics training is due by September 30th. The next regular meetings are scheduled for September 25th, October 9th, and October 23rd. The complete General Manager's written report is in the September 11, 2024 agenda packet

5. Discussion and Direction on Landscape Services

Discussion/Comments: General Manager Ramirez presented options for new admin building outside landscaping. Options included entirely new drought resistant landscaping for approximately \$106K, repairing existing irrigation, and hiring new landscaper for an additional \$250 a week. He also reported the District has posted signs and begun to water the lawn with recycled water. Board direction was to conduct more research before switching landscapers.

6. Authorize the General Manager to Enter into a Purchase Order Agreement with Golden Gate Isuzu Truck for a 2024 Pipe Hunter Jetter with Jet-Eye Camera System

Motion to Approve by: Walker 2nd by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this item is budgeted for \$280k. The co-op quote was \$284,533 but it can be purchased for less from Golden Gate Truck for \$279,505. The not to exceed cost of \$284,505.97 would include additional safety lights and equipment.

7. Consider Adopting Resolution Recognizing the Achievement of a Seven Year Safety Record Without a Lost Time Accident by West Bay Sanitary District Employees

Motion to Approve by: Walker 2nd by: Thiele-Sardiña Vote: AYE: NAY: Abstain:

Discussion/Comments: General Manager Ramirez reported on the achievement of seven years or 62,400 hours without lost time accidents. Due to this accomplishment the District's ex-mod rate has dropped from 1.22 to .80.

8. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported 10.7MG was processed in August and 9.3MG delivered. He also reported the Avy Altschul Pump Station final budget adjustment submittal for SFR is complete. The State's decision to adjust the final budget should be in the next 30 days.

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

Discussion/Comments: General Manager Ramirez reported demo continues for Phase I of the project. Staff held a meeting with the Project Manager and contractor Anderson Pacific on September 10th. Anderson Pacific is working with PG&E to disconnect service to the site.

10. 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 is September 12th. General Manager Ramirez reported he met with Atherton's City Manager to discuss the solid waste franchise re-assignment. He also reported that the last commercial customer to comply with SB1383 agreed to get a required organics bin.

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

Discussion/Comments: General Manager Ramirez reported on the approval of the PPA with EcoGreen to alter existing lighting and approval of the STAR project master service agreement and task order for \$1.2M and \$250K.

12. Closed Session

Entered closed session at 8:23 p.m. Left closed session at 8:57 p.m.

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

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code § 54956.9(d)(1))
Name of case: Tony Chan, et al., v. Town of Atherton, et al. – SMSC Case No. 19CIV07567

Reportable action: None.

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

Discussion/Comments: None.

16. Adjournment Time: The meeting was adjourned at 8:49 PM

/s/ David A. Walker
Secretary