



1902 - Serving Our Community for over 120 Years - 2024

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 14, 2024 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:01 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, Hulsmann and Barbara Choi – General Counsel (by Zoom)

Others Present: Gabe Sasser and Rick Simonson – HF&H

2. Communications from the Public:

3. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

- A. Approval of Minutes for Regular meeting January 24, 2024
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters through January 31, 2024
- C. WBSD Operations and Maintenance Report – January 2024 Pg. 3D-1
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2024
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – January 2024
- F. Consideration Authorizing the General Manager to Execute the Quitclaim Deed to a Portion of a Sanitary Sewer Easement from West Bay Sanitary District to Pacific Peninsula Group, of 358 Walsh Road, Town of Atherton, California
- G. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1624 for the Sewer Realignment for 358 Walsh Road, Town of Atherton, California

Comments: None.

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported there will be a STEP/Grinder pump update at the February 28th Board meeting. He also reported the Town of Los Altos Hills continues to replace oversized manhole lids with standard lids. He reported BidNet Direct, the new online bidding platform, is now live and the first bids have been posted and will close on March 5th & 6th. He also reported the LAFCo Commission upheld their decision to make the East Palo Alto Sanitary District a subsidiary district of the City of East Palo Alto during the LAFCo public hearing on February 7th. General Manager Ramirez continued to report he will be on vacation from March 28th through April 6th. The next regular meetings are scheduled for February 28th and March 13th. The complete General Manager's written report is in the February 14th, 2024 agenda packet.

5. Workshop and Discussion on the Sewer Service Charge Rate Study for Fiscal Year 2024/25

Discussion/Comments: Gabe Sasser with HF&H presented draft Sewer Service Charge rate study for fiscal year (FY) 2024-25. Board consensus was to increase rates by 5% for FY 2024-25, 2025-26, and 2026-27. The Board would like to examine the actual cost of the STEP & Grinder Systems and adjust their rate accordingly.

6. Authorize the General Manager to Purchase a Mini Excavator

Motion to Approve by: Walker 2nd by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported staff assessed purchasing an electric excavator, however, the average price was \$80,000. He reported the Board approved a budget for such purchase at \$60,000 in FY2023/24. After careful consideration, staff recommended purchasing a diesel mini excavator through the cooperative procurement process for \$56,649. The cost includes necessary attachments and a transport trailer.

7. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported the plant treated 5.8 MG in January and delivered 175,000 gallons for the month to the pond. He also reported PG&E is scheduled to provide power to the Avy Altschul Pump Station in May.

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

Discussion/Comments: General Manager Ramirez reported there will be an RFP pre-proposal meeting on February 22nd. He also reported the District will begin seeking the grant reimbursement from the National Fish & Wildlife Foundation for the ecotone portion of the levee project.

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

Discussion/Comments: President Dehn reported the transition between SBR and SBI went well. She also reported 100% of commodity revenue is being kept by SBWMA. She further reported on a data breach that occurred in November 2023, adding that nothing significant was compromised and no customer data was exposed.

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

Discussion/Comments: Director Otte reported on the recent storm that occurred in early February. He reported SVCW experienced long and sustained flows. The plant processed 56 MG during the period and was able to use the new large diameter tunnel.

11. Closed Session

Entered closed session at 8:38 p.m. Left closed session at 8:44 p.m.

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives:
General Manager, General Counsel, IEDA
Employee Organization: Exempt Employees, Unrepresented Employees, &
Teamsters Local 350

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 8:46 PM

David A. Walker
Secretary