



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

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JANUARY 10, 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, Secretary Walker,  
Director Moritz, Director Otte

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña

STAFF MEMBERS PRESENT: Ramirez, Heydari AND Condotti by Zoom

Others Present: None.

**2. Communications from the Public:** None.

**3. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Eng and Kim (350 Grove Drive, Portola Valley)**

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

Discussion/Comments: None.

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

**4. Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Eng and Kim (350 Grove Drive Portola Valley)**

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

Discussion/Comments: None.

**5. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Trig (118 Mapache Drive, Portola Valley)**

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

Discussion/Comments: None.

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

**6. Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Trig (118 Mapache Drive Portola Valley)**

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

Discussion/Comments: None.

**7. Consent Calendar**

**CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR**

Discussion/Comments: None.

- A. Approval of Minutes for Regular meeting December 13, 2023
- B. Approval of Minutes Special meeting January 3, 2024
- C. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters through December 31, 2023
- D. WBSD Operations and Maintenance Report – December 2023
- E. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2023
- F. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – December 2023
- G. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 350 Grove Drive, Portola Valley, Lands of Eng and Kim
- H. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 118 Mapache Drive, Portola Valley, Lands of Trig
- I. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 1165 Los Trancos Road, Portola Valley, Lands of Juelsgaard

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

**8. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported the Central Square permit system is under implementation. He also reported the CIP to replace the 36" sewer trunk pipeline will begin in March. He continued to report there were only 2 sewer spills in 2023. He also reported on recent YouTube and Newsletter public outreach. He continued to report the new District website went live on January 4<sup>th</sup>. The next regular meetings are scheduled for January 24<sup>th</sup> and February 14<sup>th</sup>. The complete General Manager's written report is in the January 10<sup>th</sup>, 2024 agenda packet.

## 9. Ratify Investment Transfer

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

Discussion/Comments: General Manager Ramirez reported on the Finance Committee recommendations to move \$20 million from the Local Agency Investment Fund (LAIF) to BMO Bank Investment Management & Trust Capital Reserve Account.

## 10. Consider Adopting Resolution Approving Master Fee Schedule (2024)

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

Discussion/Comments: General Manager Ramirez reported the only change to the Master Fee Schedule is the addition of a pass-through 3% credit card processing fee.

## 11. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez provided an update on the Avy Altschul Pump Station Project.

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

Discussion/Comments: General Manager Ramirez reported on the status of the Levee Improvement project and provided a time-lapse video of the construction.

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

Discussion/Comments: None.

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

Discussion/Comments: General Manager Ramirez reported the SVCW Manager has been in contact regarding extending the use of the flow equalization ponds on a monthly basis for approximately \$30K per month as needed.

## 15. Closed Session

Entered closed session at 8:16 p.m. Left closed session at 8:25 p.m.

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

Agency designated representatives: Board President/Legal Counsel  
Unrepresented employee: General Manager

Reportable action: General Counsel Condotti reported the Board gave direction to move into open session to consider end-of-year performance compensation for the General Manager in the amount of 13.5% of base salary or \$32,635.44.

**16. Consider Approving End-of-Year Goals and Objectives Performance Compensation for the General Manager**

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

Discussion/Comments: None.

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

Discussion/Comments: The Board would like to receive an estimate of how much of the Town of Portola Valley is connected to the District sewer system.

**18. Adjournment Time:** The meeting was adjourned at 8:28 PM

/s/ David A. Walker  
Secretary