



1902 - Serving Our Community for over 120 Years - 2023

**WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS**

**REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, DECEMBER 13, 2023 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025**

Board Members

Fran Dehn, President
David Walker, Secretary
Roy Thiele-Sardiña, Treasurer
Edward P. Moritz, Member
George Otte, Member

General Manager

Sergio Ramirez

District General Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at:

<https://us06web.zoom.us/j/86725615742?pwd=8VwBabZqwsDIlvBwmQKyBw0bVcP72b.1>

Meeting ID: 867 2561 5742 Passcode: 183235

1. Call to Order and Roll Call
2. Communications from the Public
3. Public Hearing: Consideration of Proposed Solid Waste/Recycling Collection Rates for the Years 2024 and 2025 Pg. 3-1
4. Consider Resolution to Approve Solid Waste/Recycling Collection Rates and “Rates for Other Services” Effective January 1, 2024 and Effective January 1, 2025 Pg. 4-1
5. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District’s On-Site Wastewater Disposal Zone – Lands of Poute (315 Grove Drive, Portola Valley) Pg. 5-1
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 Poutre (315 Grove Drive Portola Valley) Pg. 6-1
7. 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 November 8, 2023 Pg. 7A-1
 - B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru November 30, 2023 Pg. 7B-1
 - C. WBSD Operations and Maintenance Report – November 2023 Pg. 7C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – November 2023 Pg. 7D-1

- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – November 2023 Pg. 7E-1
 - F. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 18156 for the Construction of Force Main Extension, and Class 5 Sewer Permit No. 18157 for the Construction of Wastewater Facilities for 115 Sausal Drive, Portola Valley, California Pg. 7F-1
 - G. Monthly Investment Portfolio Statements – October 2023 Pg. 7G-1
 - H. Monthly Investment Portfolio Statements - November 2023 Pg. 7H-1
 - I. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 315 Grove Drive, Portola Valley (079-020-030), Land of Michael William Poutre and Janeen Michelle Poutre Pg. 7I-1
 - J. Consider Approving Closing of Tidmarsh Reimbursement Agreement Pg. 7J-1
 - K. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1624 for the Sewer Realignment required for 358 Walsh Road, Town of Atherton, California Pg. 7K-1
 - L. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 18156 for the Construction of Force Main Extension, and Class 5 Sewer Permit No. 18157 for the Construction of Wastewater Facilities for 115 Sausal Drive, Portola Valley, California Pg. 7L-1
8. General Manager's Report Pg. 8-1
 9. Discussion and Direction by the Finance Advisory Committee Pg. 9-1
 10. Consider Adopting the District's Audited Financial Statements for the Year Ended June 30, 2023 Pg. 10-1
 11. Consider Approving the Financial Statements FY 2022-23, Year Ending 6/30/2023 Pg. 11-1
 12. Consider Approving the Financial Statements FY 2023-24, 1st Quarter Ending 9/30/2023 Pg. 12-1
 13. Consider Approval of the Revised Purchasing Policy and Resolution Pg. 13-1
 14. Consider Accepting the 2023 Wastewater Collection System Master Plan by V. W. Housen & Associates Pg. 14-1
 15. Consider Authorizing the General Manager to Issue the Call for Bids for the Willow Road Pump Station Project No. 1764.0 Pg. 15-1
 16. Consider Authorizing the General Manager to Issue the Call for Bids for the Stowe Lane Pump Station Project No. 1763.0 Pg. 16-1
 17. 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 Flow Equalization and Resource Recovery Facility (FERRF) Levee Improvement Project Pg. 17-1
 18. Consider Accepting Reclaimed Water Facilities Constructed Pursuant to Class 3 Permit No. 1611 at 100 Terminal Ave., Menlo Park (Menlo Park Community Campus), and Accept the Public Utility Easement and Approve the Reimbursement for such Facilities Pg. 18-1

19. Consider Approving an Amendment to Agreement with Woodard & Curran to Prepare a Recycled Water Feasibility Study and Facilities Plan for the Woodside Recycled Water Facility, in collaboration with Menlo Country Club Pg. 19-1
20. Consider Resolution to Elect President, and Secretary to the District Board, Appoint a Treasurer and Consider Appointment of Committee Appointees and Alternates Pg. 20-1
21. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 21-1
22. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 22-1
23. Report and Discussion on South Bayside Waste Management Authority (SBWMA) including Solid Waste Franchise Re-Assignment Pg. 23-1
24. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 24-1
25. Consider Authorizing the General Manager to Enter Into an Agreement for Construction Support Services for the Bayfront Park Sanitary Sewer Project in Menlo Park, San Mateo County Pg. 25-1
26. Closed Session
 - A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Name of Case: Tony Chan, et al. vs. West Bay Sanitary District – SMCC No. 19 CIV 07567
 - B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: General Manager
27. Consider Approving End-of-Year Goals and Objectives Performance Compensation for the General Manager Pg. 27-1
28. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
29. Adjournment

The West Bay Sanitary District does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet can be provided in a format to accommodate special needs. If you require a copy of the agenda or related materials in an alternative format to accommodate a disability, or if you wish to attend this public meeting and will require special assistance or other special equipment, please call the District at (650) 321-0384 at least five days in advance and we will make every reasonable attempt to provide such an accommodation.