



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

**WEST BAY SANITARY DISTRICT  
AGENDA OF BUSINESS**

**REGULAR MEETING OF THE DISTRICT BOARD**

**WEDNESDAY, MARCH 27, 2024 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 – Amended**

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

**<https://us06web.zoom.us/j/86066593130?pwd=rbM7taSntNk6YLjREaNQlcYNAjuHxK.1>**

**Meeting ID: 860 6659 3130 Passcode: 611420**

1. Call to Order and Roll Call
2. Communications from the Public
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 March 13, 2024 Pg. 3A-1
4. Consider Authorizing General Manager to issue a Request for Proposals for a Design-Build contract for the “Bayfront Recycled Water Facility Project” Pg. 4-1
5. Closed Session
  - 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
  - B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(2)  
(two potential cases)

6. General Manager's Report Pg. 6-1
7. Consider Authorizing General Manager to Amend the Contract Amount With V.W. Housen & Associates for the 2023 Master Plan Study Pg. 7-1
8. Discussion and Direction on the West Bay and Sharon Heights Recycled Water Facility Pg. 8-1
9. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 9-1
10. Report, Discussion, and Direction on South Bayside Waste Management Authority (SBWMA) including the Solid Waste Franchise Re-Assignment Pg. 10-1
11. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 11-1
12. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
13. 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.



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

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MARCH 13, 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, Marquez, Heydari AND Condotti by Zoom

Others Present: Chris Macintosh

**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 February 28, 2024
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters through February 29, 2024
- C. WBSD Operations and Maintenance Report – February 2024
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – February 2024
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – February 2024

Comments: None.

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

**4. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported the City of Redwood City's vehicle maintenance labor cost will increase from \$119 to \$147 per hour but is less than the local Ford dealer. He reported the District property insurance deductible Property Insurance Quote deductibles is currently at \$2,500. Board consensus was to obtain deductible quotes for \$10K and \$100K. He also reported on the small claims court case was rescheduled for May 6, 2024. He further reported the scanning project is going well. After an assessment of what is left to scan, General Manager Ramirez believes there is one more year left of documents to scan. Board consensus was to extend the Part-Time Clerical Assistant to work through April 2025. The next regular meetings are scheduled for March 27<sup>th</sup> and April 10<sup>th</sup>. The complete General Manager's written report is in the March 13<sup>th</sup>, 2024 agenda packet.

**5. Report and Discussion on STEP and Grinder Systems**

Discussion/Comments: Lisandro Marquez reported on the District's STEP and grinder pumps alarm system. He reported as of March 2024 there are 95 STEP and grinder systems in the District and there will be 100 by the end of the year. Of the 95 systems 45 of them now have the new lights and buzzer warning systems. He further reported he plans to have 3 alarms and buzzer systems installed per week, with the goal to have all 95 done by end of July 2024.

**6. Consider Awarding Bid for Point Repair Project – Phase II to Casey Construction**

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

Discussion/Comments: General Manager Ramirez reported this project will replace approximately 13,500 feet of pipes and 98 manholes. It has been budgeted at \$10M which includes an additional \$970,000 for additional work and construction support services. He further reported eight bids were received and Casey Construction, Inc. was the lowest bidder with \$6,472,937.10.

**7. Consider Awarding Bid for the Willow Road Pump Station Rehabilitation Project to Casey Construction**

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

Discussion/Comments: General Manager Ramirez reported 2 bids were received and Casey Construction was the lowest bidder at \$1,060,800.00 and the FY 2023-24 budget is allocated at \$1.7M for this project.

**8. Consultant Activity 2023 – Information Only**

Discussion/Comments: General Manager Ramirez reported on consultant activity for the calendar year 2023 breaking down consultant activity for Freyer & Laureta, Woodard & Curran, BAGG Engineering, West Yost, Anderson Pacific, and V.W. Housen.

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

Discussion/Comments: General Manager Ramirez reported 5.6MG of reclaimed water were produced and 464K gallons were delivered in February. He also reported PG&E is scheduled to provide service to the Avy Altschul Pump Station in May 2024.

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

Discussion/Comments: General Manager Ramirez reported the Board will consider issuing the RFP for the project at the March 27<sup>th</sup> Board Meeting.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported the draft budget has been presented to the Commission and that the District's rate study reflects upcoming debt service for SVCW.

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

Discussion/Comments: None.

**14. Adjournment Time:** The meeting was adjourned at 8:41 PM

---

Secretary

THIS PAGE LEFT INTENTIONALLY BLANK



## WEST BAY SANITARY DISTRICT AGENDA ITEM 4

**To: Board of Directors**

**From: Sergio Ramirez, General Manager**

**Subject: Consider Authorizing General Manager to issue a Request for Proposals for a Design-Build contract for the “Bayfront Recycled Water Facility Project”**

---

### **Background**

In September 2023, the District issued a Request for Qualifications (RFQ) to solicit Statements of Qualification (SOQs) from qualified design-build teams for the anticipated design and construction of the Bayfront Recycled Water Facility. In October 2023, the District received a single SOQ in response to the RFQ, and the SOQ was reviewed and evaluated by the District’s Recycled Water Committee. The Design-Build Entity, led by Anderson Pacific, was determined to be qualified to move forward to the proposal phase of the Project.

In the intervening months, the Recycled Water Committee has worked with Woodard & Curran to complete a Request for Proposals (RFP) for the design and construction of the Bayfront Recycled Water Project, which consists of an influent pump station, influent (raw wastewater) piping, a 0.6 mgd/1.0 mgd (initial/future) capacity recycled water facility, and recycled water storage and distribution facilities. The RFP stipulates that the project will be completed as a design-build agreement with a single Design-Build Entity that will be responsible for the final design, construction, testing and initial operation of the new facilities. The RFP includes both a proposed Design-Build Agreement and detailed technical requirements for the design, construction and permitting of the proposed facilities. Additionally, the RFP defines the roles and responsibilities of the District (and its consultants) and the Design-Build Entity relative to completing the permitting and administration of the Project.

### **Analysis**

The proposal process will require that the shortlisted Design-Build Entity complete a preliminary design of the facilities sufficient for District review and pricing, which is expected to take 3 months to complete. The technical requirements for this design are included within the District’s proposed RFP. As such, timely issuance of the RFP is required to initiate the start of the Proposal process and to reach agreement on the final pricing in order to meet the timeline for the recycled water facility to be in operation.

---

The full Request for Proposal (RFP) is attached, including 3 volumes:

1. Request for Proposals
2. Draft Design-Building Agreement
3. Technical Narrative and Appendices

The Request for Proposal will be distributed only to the one Design-Build Entity shortlisted through the SOQ Process: Anderson Pacific/Water Works Engineers.

### **Fiscal Impact**

Bayfront Recycled Water Project is listed with \$2.25 million capital budget in FY 2023-24; \$1 million for recycled water facility projected management and \$1.25 million for reclaimed water pipelines.

The cost for the Bayfront Recycled Water Facility design and construction is estimated to be between \$55 million and \$66 million dollars. The RFP will require the Design-Build Entity to provide a firm Guaranteed Maximum Price (GMP) for the full scope of the design and construction of the project. The Project is expected to be funded through a combination of State Revolving Fund (SRF) grants (\$5 million), SRF loans (up to \$50 million) and, potentially, State Proposition 1 recycled water loans (up to \$11 million), with all loans having interest rates below 2%. Further, the project costs will be offset by contributions in aid of construction by developers that will utilize the water to serve irrigation, cooling and dual-plumbing needs within their developments. Should actual funding be less than expected, or should the final, negotiated GMP provided by the Design-Build Entity budget exceed expectations, the District can cancel the Project without cost; the RFP does not commit the District to compensating the Design-Build Entity for preparation of its proposal.

### **Recommendation**

The District Board Authorize the General Manager to issue a Request for Proposal (RFP) for a Design-Build Contract for the Bayfront Recycled Water Facility Project.

Link to the Request for Proposals for Design-Build Services for the Bayfront Recycled Water Facility: [WBSD DRAFT RFP FOR DB PRELIMINARY REVIEW](#)



## WEST BAY SANITARY DISTRICT AGENDA ITEM 6

**To:** *Board of Directors*

**From:** *Sergio Ramirez, General Manager*

**Subject:** *General Manager's Report*

---

**1) Administrative:**

- a. The District continues to use the Vallombrosa Center in Menlo Park to accommodate on-call crew staff. This accommodation allows for faster after-hours response to service calls. The nightly rate is \$80. To date the District has spent \$1,830 on lodging in FY23/24.
- b. Staff requested property insurance quotes from CSRMA using a \$10,000 deductible and a \$100k deductible. Property insurance covers real property such as the District's administration buildings, pump stations, and the West Bay Sharon Height's reclaimed water facilities.
- c. The Board agreed by consensus with the General Manager to continue to work on the scanning project for one more year using the part-time clerical assistant and the retired annuitant.

**2) Finance:**

- a. The SRF payment for the West Bay Sharon Heights Recycled Water Facility in the amount of \$662,910.88 is scheduled for 3-29-2024. This is an annual payment that is made to the State.
- b. Staff began the budget process for FY2024/25. An increase in material supplies and outside labor costs should be expected.
- c. The District has been spending the capital budget for the levee improvements and pipe rehabilitation projects. An update will be provided to the Board at the budget workshop in May.
- d. The proposed FY2024/25 – FY2026/27 Sewer Service Charge Public Hearing is scheduled for May 8, 2024.

**3) CIP Projects:**

**a. Capital Improvement Program (CIP):**

- i. The first bids were advertised and administered on the new Bidnet Direct platform. The Point Repair Project came in well below the original engineer's estimate.

**b. Levee Improvement Project:**

- i. Staff is working with the various consultants in preparation of phase II of the Levee Project. The project is scheduled to resume in September of this year if not sooner.

**4) Information Technology (IT):**

- a. The testing period to the new online permit system has begun.

---

**Report to the District Board for the Regular Meeting of March 27, 2024**

- 5) **Operations and Maintenance:**
  - a. **Collection System:**
    - i. The Redwood City Vehicle Maintenance interagency agreement was amended and executed.
  - b. **Pump Facilities:**
    - i. The Pump Facility Supervisor gave an update on the Private STEP/Grider Systems to the Board during the March 13, 2024 Regular Board Meeting.
  - c. **Training:**
    - i. Staff will participate in the annual hands-on Spill Emergency Response training.
- 6) **Water Quality:**
  - a. **Sharon Heights Golf and Country Club (SHGCC):**
    - i. Staff continues to work with PG&E on the installation of electrical services for the Avy Altschul Pump Station.
  - b. **Bayfront Recycled Water Facility (BRWF):**
    - i. The facility's RFP will come to the full Board during the March 27<sup>th</sup> Regular Board Meeting.
- 7) **Fleet and Facilities:**
  - a. **Vehicle Maintenance:**
    - i. The new mini excavator was received on February 29<sup>th</sup> and has been used several times to excavate pipe segments in easements and in narrow streets.
- 8) **Personnel:**
  - i. General Manager will be on vacation from March 28 through April 6, 2024. The Water Quality Manager and Operations Superintendent will be in charge in his absence.
- 9) **Upcoming Events:**
  - a. **Next Regular Board Meetings:** Wednesdays, April 10<sup>th</sup> and April 24<sup>th</sup>.
  - b. **Menlo Park Spring Festival:** the District will sponsor the event on April 6<sup>th</sup>.
- 10) **Misc. Items:**
  - a. **West Bay:** the General Manager will update the Board on miscellaneous items related to District operations.
  - b. **Town of Los Altos Hills:** Town staff continues to implement capital improvement projects.
  - c. **Town of Woodside:** crews will CCTV inspect a quarter of the Town's collection system in the month of April.



## WEST BAY SANITARY DISTRICT AGENDA ITEM 7

**To:** *Board of Directors*

**From:** *Fariborz Heydari, P.E., Project Manager*

**Subject:** *Consider Authorizing General Manager to Amend the Contract Amount With V.W. Housen & Associates for the 2023 Master Plan Study*

---

### Background

On January 11, 2023, the Board authorized the General Manager to enter into an agreement for the District's 2023 Master Plan with V.W. Housen & Associates for \$312,770.00 with an additional item to provide modeling training to District staff for an additional \$12,962, for a total of \$325,732.

### Analysis

V.W. Housen & Associates agreement included teaming up with Woodard & Curran to provide Recycled Water Planning as part of the 2023 Master Plan. Woodard & Curran budget for this task was \$99,472. The phasing options for the recycled water ended up more complex than originally planned by Woodard & Curran. Woodard & Curran performed the following additional work to benefit the recycled water planning phase:

1. Discussing recycled water as a portion of all meetings, instead of limiting this discussion to specific meetings, leading to unexpected but productive meeting hours.
2. Additional research was required to improve peaking factors for pipe sizing.
3. New demands were added to the analysis to support the District's application for federal funding involving Fair Oaks and EPA. These demands were added after the baseline work had been completed.
4. Cost estimates were expanded to include multiple phases. The phasing options were more complex than originally planned, as the initial scope involved identifying future pipeline corridors, and not necessarily the more detailed, phased project requirements that are included in the Master Plan.

Woodard & Curran has requested a budget augmentation of \$17,000. After adding V.W. Housen & Associates markup, the total request is \$18,700. The original project budget was \$325,732. The requested budget increase of \$18,700 is therefore 5.7% of the original project budget.

---

### Fiscal Impact

The additional \$18,700 will be paid from General Engineering, Surveys, Studies (Account Code 54121) which has a current balance of approximately \$60,000.

### Recommendation

The Project Manager recommends that the Board consider authorizing the General Manager to amend the contract amount by \$18,700 with V.W. Housen & Associates.



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 8**

**To: Board of Directors**

**From: Sergio Ramirez, General Manager**

**Subject: Discussion and Direction on the West Bay and Sharon Heights Recycled Water Facility**

A discussion will be held on the Sharon Heights Recycled Water Facility and other events related to the recycled water plant. The Board will have the opportunity to provide direction to staff and legal counsel.

**Recycled Water Facility Production Data:**

<b>2020</b>	<b>Treated</b>	<b>Delivered</b>
August	8.8MG	8.2MG
September	8.2MG	5.1MG
October	7.4MG	4.5MG
November	5MG	1.4MG
December	4.7MG	.55MG
<b>2021</b>	<b>Treated</b>	<b>Delivered</b>
January	4.8MG	.23MG
February	4.4MG	.13MG
March	5.9MG	1.8MG
April	8.5MG	7.6MG
May	9.3.MG	8.2MG
June	9.8MG	8.7MG
July	9.5MG	9.1MG
August	9.4MG	9.0MG
September	9.1MG	6.9MG*
October	7.6MG	2.6MG**
November	5.2MG	0
December	4.7MG	0

<b>2022</b>	<b>Treated</b>	<b>Delivered</b>
January	4.4MG	97,000 gallons
February	4.4MG	1.5MG
March	6.6MG	3.5MG
April	7.6MG	3.8MG
May	9.2MG	7.4MG
June	9.8MG	8.7MG
July	9.6MG	8.1MG
August	9.2MG	8.1MG
September	8.6MG	6.7MG
October	7.9MG	4.6MG
November	5.9MG	310,000 gallons
December	5.4MG	154,690 gallons

<b>2023</b>	<b>Treated</b>	<b>Delivered</b>
January	5MG	0 gallons
February	3.3MG	0 gallons
March	3.5MG	0 gallons
April	4.9MG	32k gals. Dust Control
May	5.1MG	432k gals. Dust Control
June	4.8MG	456k gals. Dust Control
July	6.2MG	1.05MG Dust Control
August	8.1MG	2.7MG (+ 1.5 MG Dust Control)
September	8.4MG	4MG (+ 1.04 MG Dust Control)
October	9.6MG	7.4MG
November	7.7MG	3.7MG
December	7.4MG	970K

<b>2024</b>	<b>Treated</b>	<b>Delivered</b>
January	5.8MG	175K gallons
February	5.6MG	464K

\* Sharon Heights substantially tapered off their water usage for September which is the reason for the large discrepancy between treated and delivered.

\*\* Treatment was reduced in the second half of the month. Rain in late October and an irrigation equipment malfunctions caused water delivery to decrease.

*The following is a disclosure statement required for any document, written report or brochure prepared in whole or in part pursuant to the Finance Agreement with the State Water Resources Control Board for the West Bay Sanitary District Recycled Water Project - Sharon Heights: Funding for this project has been provided in full or in part through an agreement with the State Water Resources Control Board. California's Clean Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds. The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.*



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 9**

**To:            *Board of Directors***

**From:         *Sergio Ramirez, General Manager***

**Subject:      *Discussion and Direction on the Bayfront Recycled Water Project  
and Status Update***

---

A discussion will be held on the District's Bayfront Recycled Water Projects and other events related to the recycled water projects including financing, environmental review, design/build issues and grant applications.

The Board will have the opportunity to provide direction to staff and general counsel.

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY  
DISTRICT AGENDA ITEM 10**

**To: Board of Directors**

**From: Sergio Ramirez, General Manager**

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

---

The District's representative to South Bayside Waste Management Authority (SBWMA), President Fran Dehn, will report on any pertinent items regarding SBWMA business. General Manager Ramirez will report and seek direction on the solid waste franchise re-assignment.

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 11**

**To:            *Board of Directors***

**From:         *Sergio Ramirez, General Manager***

**Subject:      *Report and Discussion on Silicon Valley Clean Water (SVCW)  
Plant***

---

The District's representative to Silicon Valley Clean Water (SVCW), Commissioner George Otte, will report on pertinent items regarding SVCW Operations, CIP and Finance.

---

**Report to the District Board for the Regular Meeting of March 27, 2024**

THIS PAGE LEFT INTENTIONALLY BLANK