



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

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, DECEMBER 11, 2024 AT 7:30 P.M.**

**1. Call to Order**

President Dehn called the meeting to order at 7:03 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, Fisher, Condotti

Others Present: Austris Rungis – IEDA(Zoom), Joe La Mariana – SBWMA, Paul Phan – Chavin & Assoc.

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

**3. Public Hearing to Consider Amending the Code of General Regulations to Add Recycled Water Charges**

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

Discussion/Comments: General Manager Ramirez reported the change to the code included recycled water charges to establish a one-time upfront capital payment based on MGD of peak month. The charge is currently \$127.67 per gallon of average day peak month demand based on the HF&H Financial Plan. It also establishes cost for on-going O&M which will be shared among the customers of reclaimed water service.

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

**4. Consider Amending the Code of General Regulations to Add Recycled Water Charges**

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

Discussion/Comments: None.

## 5. 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 Special meeting December 4, 2024
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru November 30, 2024
- C. WBSD Operations and Maintenance Report – November 2024
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – November 2024
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – November 2024
- F. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – November 2024

Comments: None.

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

## 6. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the District joined OMNIA Partners co-op purchasing group to save \$1300/\$668 a week or \$30k per year. He reported Engineering Tech interviews will be held on Dec. 12<sup>th</sup>. He also reported Casey Construction finished Willow Pump Station, but was waiting for the new generator and fencing. Casey Construction will continue to the Stowe Lane Pump Station next. Ramirez continued to report eight manholes in downtown Menlo Park have been baited for rodents. He also reported there will be a report to the Board on the Levee Project on January 8<sup>th</sup>. The next regular meetings are scheduled for Dec. 18<sup>th</sup> and Jan. 8<sup>th</sup>. The complete General Manager's written report is in the December 11, 2024, agenda packet.

## 7. Consider Adopting the District's Audited Financial Statements for the Year Ended June 30, 2024

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

Discussion/Comments: General Manager Ramirez reported this year's audit conducted by Chavan & Associates received a perfect score. There was an increase in net position of \$9.4 million for the year.

**8. Consider Resolution to Elect President and Secretary to the District Board, Appoint a Treasurer, and Consider Appointment of Committee Appointees and Alternates**

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

Discussion/Comments: The Board re-elected: Fran Dehn, President; David Walker Secretary; Roy Thiele-Sardiña, Treasurer; George Otte, SVCW Commissioner; Ned Moritz, SVCW Alternate; Fran Dehn, SBWMA Board of Directors, George Otte, Alternate SBWMA Board; Ned Moritz and Roy Thiele-Sardiña, Finance Advisory Committee; Fran Dehn and Roy Thiele-Sardiña, Recycled Water Advisory Committee. The Strategic Goals Committee will be selected at a later meeting.

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

Discussion/Comments: General Manager Ramirez reported 4.6MG of reclaimed water was processed and 530K were delivered. He also reported staff performed some unexpected repairs which included air diffusers and pipe brackets. The work was performed in-house.

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

Discussion/Comments: General Manager Ramirez reported Levee Project Phase II is 65% complete. The next step is planting the ecotone and clarifying entrance improvements. He also reported there will be a Bayfront Recycled Water Facility Project update from the Design Build team at the December 18<sup>th</sup> Board meeting. Project Management proposal was reduced from \$2.2M to \$1.6M and the final Construction Design Build cost for phase II was reduced from \$85.6M to \$84.7M, reducing the overall cost of the project by \$1.5M combined.

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

Discussion/Comments: President Dehn introduced SBWMA Executive Director, Joe La Mariana. Mr. La Mariana gave a brief update on SBWMA projects.

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

Discussion/Comments: Director Otte reported on the approval of a \$4M increase in the budget for Organics to Waste program which will help both the SVCW and SBWMA.

**13. 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. PUBLIC EMPLOYMENT

Title: Finance Manager

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS

Agency designated representatives: Board President/Legal Counsel Unrepresented

Employee: General Manager

D. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(3): 1 potential case

Entered closed session at 8:26 p.m. Left closed session at 10:01 p.m.

Reportable action: General Counsel Condotti reported the Board met in closed session to discuss the items on the posted agenda. There was no reportable action although the Board did direct an item be brought forward as Item 14 to consider the annual performance-based compensation for the General Manager in the amount 15% of his base salary or \$37,639.80.

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

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

Discussion/Comments: None.

**15. Discussion and Direction by the Finance Advisory Committee**

Discussion/Comments: Treasurer Theile-Sardina reported the District is moving bond maturities into BMO's more liquid funds with interest rates from 4.7% to 5.2%.

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

Discussion/Comments: None.

**17. Adjournment Time:** The meeting was adjourned at 10:05 PM

/s/ David A. Walker  
Secretary