



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

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, SEPTEMBER 25, 2024 AT 7:30 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, Hulsmann, Heydari AND Alex Geise by Zoom

Others Present: None

**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 September 11, 2024
- B. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 18156 and Class 5 Permit No. 18157 for the Construction of Wastewater Facilities for 115 Sausal Drive, Portola Valley, California
- C. Consider Accepting Wastewater Facilities Constructed Pursuant to Class 3 Sewer Permit No. 18156 and Class 5 Permit No. 18157 for the Construction of Wastewater Facilities for 115 Sausal Drive, Portola Valley, California

Comments: None.

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

**4. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported the District has entered into an agreement with PG&E to use the FERRF Helipad, so that they may inspect their power lines in the peninsula. He reported recruitment for Maintenance Workers resulted in fifty practical exam participants, twenty-four of them were interviewed and seven finalists. He also reported the District's Utility Worker has accepted a job offer with Silicon Valley Clean Water. The Succession Plan will be presented to the Board in October. He continued to report the new online permitting system has gone live and has processed approximately 50 permit applications and plan reviews since launching on August 19<sup>th</sup>. The next regular meetings are scheduled for October 9<sup>th</sup> and October 23<sup>rd</sup>. The complete General Manager's written report is in the September 25, 2024 agenda packet.

**5. Consider Approving Performance Merit Pay Program for 2024-2025**

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

Discussion/Comments: Operations Superintendent Bob Hulsmann presented the 2024-2025 program to the Board. Highlights included the goals continue to focus on reducing spills. He also reported the same goals will be maintained for the District while taking on a new interagency agreement.

**6. Consider Authorizing the General Manager to Amend the Agreement dated June 28, 2023 with Kaz & Associates, LLC for SWPPP Compliance Construction Support Services for the FERRF Recycled Water Facility Improvement Project 1763.0**

Motion to Approve by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_ Vote: AYE: \_\_\_\_\_ NAY: \_\_\_\_\_ Abstain: \_\_\_\_\_

Discussion/Comments: This item was tabled pending General Counsel review.

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

Discussion/Comments: General Manager Ramirez reported 10.7MG was processed and 9.3MG delivered in August. He also reported a solar agreement for the plant will be coming to the Board once finalized.

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

Discussion/Comments: General Manager Ramirez reported PG&E disconnected service as part of the demolition phase. He also reported the piles for the Levee Project are in design. In addition, General Manager Ramirez reported on the need for specialty inspections for the recycled water facility. Board direction was to bring an agreement for consideration at an upcoming meeting.

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

Discussion/Comments: President Dehn reported the next meeting will be held on September 26<sup>th</sup>. General Manager Ramirez reported HF&H is reviewing the approved 2025 rates that were approved in 2024.

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

Discussion/Comments: Director Otte requested the District perform public outreach on SVCW's nutrient removal efforts. General Manager Ramirez suggested preparing an article for the annual newsletter.

**11. Closed Session**

Entered closed session at 8:53 p.m. Left closed session at 9:00 p.m.

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (Government Code Section 54956.9(d)(2))  
Number of potential cases: 2

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.

**16. Adjournment Time:** The meeting was adjourned at 9:01 PM

/s/ David A. Walker  
Secretary