



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

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JULY 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, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Beyer AND Tompson by Zoom

Others Present: Dave Richardson – Woodward & Curran

**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 June 26, 2024
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salary and Consideration of Other Financial Matters through June 30, 2024
- C. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1628 for the Construction of Wastewater Facilities for 460 Cervantes Road, Portola Valley, California
- D. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 18369 for the Construction of Force Main Extension, and Class 5 Sewer Permit No. 18368 for the Construction of Wastewater Facilities for 350 Grove Drive, Portola Valley, California

Comments: None.

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

**4. Public Hearing: Consider Approving Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for the Fiscal Year 2024/2025**

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

Discussion/Comments: President Dehn asked for public comments and there were none.

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

**5. Consider Approving Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for Fiscal Year 2024/2025**

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

Discussion/Comments: Secretary Walker reviewed the charges and asked for clarification at the next Board meeting regarding the “missing water account” list in the report.

**6. Public Hearing: Consider Amending the Code of General Regulations for Board Member Compensation**

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

Discussion/Comments: There were no public comments.

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

**7. Consider Amending the Code of General Regulations for Board Member Compensation**

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

Discussion/Comments: Motion to approve increase by 4% to match staff's recent increase. Motion seconded to approve from \$260 per meeting to \$270 per meeting.

**8. General Manager's Report**

Discussion/Comments: General Manager Ramirez discussed the admin buildings landscaping and the need for a new landscaper. Staff will look into a drought resistant landscape design. He reported the succession plan interviews took place July 8<sup>th</sup> and 9<sup>th</sup>. He also reported the District and Meta met regarding the Willow Village project. He continued to report candidate filing period is set for the November election is July 15<sup>th</sup> – August 9<sup>th</sup>. The next regular meetings are scheduled for July 24<sup>th</sup> and August 14<sup>th</sup> with a special meeting at 5pm on July 17<sup>th</sup>. The complete General Manager's written report is in the May 22, 2024 agenda packet.

**9. Consider Authorizing the General Manager to Execute Contract Change Order No. 1 (CCO #1) in the amount of \$40,000 with Casey Construction, Inc. for the Avy-Altschul Pump Station Project No. 1761.7**

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

Discussion/Comments: General Manager Ramirez reported this item is for additional work which includes a 4-inch tee, fencing, gate and concrete. work.

**10. Consider Authorizing the Board President to Submit Ballot for San Mateo LAFCo Alternate Special District Member for Term Ending May 2028**

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

Discussion/Comments: No motion to approve. Board consensus was to take no action.

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

Discussion/Comments: General Manager Ramirez reported 10.7MG were processed in June and 9.9 delivered. He also reported the PPA is under review and SHGCC will provide a \$20,000 deposit to legal review of the PPA.

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

Discussion/Comments: General Manager Ramirez reported the District is fully funded in the amount of \$66.6M from the project's SRF loan, \$5M in grant and \$11.6M from California Water Recycled. He also reported Meta has budgeted approximately \$33M. Meta is not willing to commit for funding the project until they have two significant permits in hand. The permits are from SFPUC and Caltrans. General Manager Ramirez proposed to Meta to meet and work on an agreement or MOU before Fall in order to move forward.

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

Discussion/Comments: President Dehn reported SBWMA expects to be out of their office and in the new one by Labor Day. She also reported they are working on a long-range plan. She stated SBWMA has been able to cut their insurance premium by \$700,000 with better coverage and lower deductibles. Director Moritz reported he met with one Town of Atherton Council Member to discuss the District's solid waste franchise. The Town requested additional information but plans on further meetings with the District.

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

Discussion/Comments: Director Otte reported the next Commission meeting is on Monday July 15<sup>th</sup>.

**15. 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 8:16 PM

/s/ Edward P. Moritz  
Secretary (pro tem)