



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

WEST BAY SANITARY DISTRICT
MINUTES OF THE SPECIAL MEETING OF THE DISTRICT BOARD
WEDNESDAY, DECEMBER 4, 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, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Fisher, Heydari AND Condotti 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 November 13, 2024

B. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1616 for the Construction of Wastewater Facilities at 104 Constitution Drive (Menlo Portal, old addresses 110 Constitution Drive and 115 Independence Drive), Menlo Park, California

C. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permits No. 1617 and 1619 for the Sewer Improvements for Menlo Uptown at 141 Jefferson Drive and 180 & 186 Constitution Drive, Menlo Park, California

D. Consider Authorizing the General Manager to Issue Class 3 Permit 24-198 for 6-inch Sewer Main Replacement at 811 Bay Road, Menlo Park, California

E. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 24-198 for Proposed Sewer Easement for 811 Bay Road, Menlo Park, California

F. Consider Resolution Accepting Deed of Easement Pursuant to Class 5 Sewer Permit No. 18033 for the Construction of Wastewater Facilities for 35 Possum Lane, Portola Valley, California

G. Consider Accepting Wastewater Facilities Constructed Pursuant to Class 3 Sewer Permit No. 18032 for the Construction of Force Main Extension, and Class 5 Permit No. 18033 for the Construction of Wastewater Facilities for 35 Possum Lane, Portola Valley, California

Comments: None.

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the District has received the first Bayfront Facility SRF reimbursement for \$832,801. Engineering Tech interviews will be held on Dec. 12th. He also reported Casey Construction continues with CIP Phase II and the design for Phase III is nearly complete. He continued to report on PG&E damage to District fifteen-inch main sewer on Santa Cruz Ave. The Recycled Water Committee will have a design review meeting on Dec. 11th. He also reported the holiday lunch will be on Dec. 10th and the next regular meetings are scheduled for Dec. 11th and Dec. 18th. He also gave an update on East Palo Alto Sanitary District (EPASD) operations and maintenance which included a report noting, 20 service calls, 17 utility markings, 4 mainline stoppages, one spill, and video inspections; that the crew has responded to since October 1. The complete General Manager's written report is in the December 4, 2024, agenda packet.

5. Consider Approving Resolution Adopting FY 2024-25 Updated Budget

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

Discussion/Comments: General Manager Ramirez reported the updated budget includes increased revenue of 3% for the prorated EPASD contract in the amount of \$1,090,449, and the expense of seven new employees to service the EPASD contract, as well as three new vehicles funded out of the Capital budget and depreciated over the next five years.

6. Consider Approving FY 2023-24 Financial Statements, Ending June 30, 2024

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: Finance Manager Fisher reported on the fiscal year 2023-24 financial statements ending June 30, 2024.

7. Report and Discussion on Finance Committee

Discussion/Comments: Director Moritz reported the Finance Committee met to review the draft audit which will be considered for approval on December 11th. Director Thiele-Sardiña reported the audit received a perfect score.

8. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported the annual budget is up 10.5% and has been reviewed with the SHGCC finance team. He also reported the solar project has been put on hold.

9. Discussion and Direction on Bayfront Recycled Water Project and Status Update

Discussion/Comments: District Engineer Heydari reported on the Levee Project. The Board consensus was to bring Levee elevation numbers and or alternatives to the Board for consideration. General Manager Ramirez reported on the status of Bayfront Recycled Water Facility. He also reported on proposed changes for the project including increasing the flow capacity from .6 million gallons per day to 1 million gallons per day.

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

Discussion/Comments: Director Otte reported on the SBWMA budget approval and the approval of 10-year plan.

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

Discussion/Comments: Director Otte reported there will be three new Commission members.

12. Closed Session

A. PUBLIC EMPLOYMENT
Title: Finance Manager

Entered closed session at 9:03 p.m. Left closed session at 9:36 p.m.

Reportable action: None

13. 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 9:37 PM

/s/ David A. Walker
Secretary