



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

/s/ David A. Walker  
Secretary