



1902 - Serving Our Community for over 120 Years - 2025

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, APRIL 9, 2025 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, AND Condotti by Zoom

Others Present:

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 March 26, 2025
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru March 31, 2025
- C. WBSD Operations and Maintenance Report – March 2025
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – March 2025
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – March 2025
- F. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – March 2025
- G. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- APN 079-112-180 (175 Los Trancos Road, Portola Valley)

Comments: None.

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported HF&H will present an update on the sewer service charge rate study at an upcoming Board meeting. He also reported he will present on EPASD, Town of Woodside, and Town of Los Alto Hills O&M at the April 30th Board meeting. In addition, he reported the District received \$1.7M from San Mateo County for sewer service fees. The next regular meetings are scheduled for April 30th and May 14th, and the Budget Workshop on May 13th. The complete General Manager's written report is included in the April 9, 2025, agenda packet.

5. Consider Authorizing the General Manager to Execute an Agreement for Engineering Design and Construction Support Services for the Middlefield Road and Marsh Road Siphons Replacements Project No. 1771.0

Motion to Approve by: Otter 2nd by: Thiele-Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this item is for design and construction support for emergency repairs to the two 14-inch ductile iron siphons at Middlefield and Marsh Roads in Atherton.

6. Discussion and Direction on Solar Energy PPA for WBSD Sharon Heights Recycled Water Facility

Comments: General Manager Ramirez reported an auditor's evaluation concluded the PPA is considered a lease and could have an impact on the District's financials. Board consensus was to work on solutions to keep the PPA in SHGCC's name.

7. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported 7.2MG of reclaimed water were processed at the plant in March and 2.4MG were delivered. The next O&M meeting will be held on April 15th.

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

Discussion/Comments: General Manager Ramirez reported on the design/build team meeting which included discussion on the operations building, adding square footage, and moving the steel tanks construction ahead of potential tariffs. He also reported the PG&E application has been approved and requires a fee for PG&E of \$370,000.00. Board consensus was to have the current contractor move forward with the underground work and take official Board action on a change order at an upcoming meeting.

9. Report, Discussion and Direction on RethinkWaste (SBWMA)

Discussion/Comments: None.

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

1. Discussion/Comments: Director Otte reported the Commission will decide on the selection process for the new General Manager. He also reported the Commission has revised the Capital Improvement Program (CIP) and will consider \$33M in essential projects as part of the budget for consideration at the April 10th meeting. He went on to report on options for payment of the \$33M which included the following scenarios: 1 – SVCW issues \$33 million in fixed rate bonds. The interest rate on fixed bonds is estimated at 5.0%; 2 – No new debt service. Members instead contribute \$33 million in cash; 3 – No new debt service. SVCW draws from its own CIP Reserves. To lessen the risk of reserves dipping below restricted requirements, this scenario proposes future contributions increase by 15%; 4 – Same as Scenario 3, but no 15% increase (which carries an increased risk if emergency funds are needed). Board consensus was scenario 2.

11. Closed Session

- A. PUBLIC EMPLOYMENT/CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Representatives: General Manager; General Counsel
Employees: Represented and Unrepresented Employees
- B. COVID 19 - CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6)
Agency designated representative: Sergio Ramirez, General Manager
All Employees
- C. PUBLIC EMPLOYMENT
Title: Finance Manager
Recruitment Update
- D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH
LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: General Manager

Entered closed session at 8:22 p.m. Left closed session at 9:22 p.m.

Reportable action: None.

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

Discussion/Comments: The Board requested a report on current reimbursement agreements in Portola Valley. They also requested a breakdown of Casey Construction payments for Point Repair Projects Phase 1, 2, and 3 and a map showing point repair work performed.

13. Adjournment Time: The meeting was adjourned at 9:23 PM

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