



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

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JUNE 12, 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, Haydari, Hulsmann, Fisher AND Condotti by Zoom

Others Present: Vivian Housen – VW Housen & Assoc., Austris Rungis – IEDA, EJ Shalaby – resident.

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 May 22, 2024
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salary and Consideration of Other Financial Matters through May 31, 2024
- C. WBSD Operations and Maintenance Report – May 2024
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – May 2024
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – May 2024
- F. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- APN 079-073-170 (27 Hillbrook Drive, Portola Valley)
- G. Consider Accepting the 8-inch Sewer Main Extension Constructed Pursuant to Class 3 Sewer Permit No. 1615 for 143 Lake Road, Portola Valley, California

Comments: None.

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

4. Presentation by SVCW on Capital Improvement Master Plan and Financial Plan

Discussion/Comments: Matt Anderson and Kim Hackett of SVCW reported on their capital improvement program which included: introduction to SVCW CIP, breakdown of projects, main drivers/biggest projects, cost, and sources of funds. The 2024 breakdown of projects include rehabilitation and infrastructure improvements of \$360M. In addition, regulatory mandates will require \$72M, and process efficiency will need \$14M for a total of \$446M. They reported projects show the District's share alone will be approximately \$120M over the next ten years.

5. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the Levee Project study determined the nesting of birds near the project site were not found. The Board agreed with the General Manager that the Levee Project should continue based on the findings. He also reported the new online permitting system is being tested and the Board will receive a presentation on June 26th. He reported he and the Finance Manager met with Oracle's NetSuite regarding financial software. He also reported he and the Water Quality Manager met with Parkline developer regarding SRI redevelopment and their need for reclaimed water. He continued to report the District is sponsoring the City of Menlo Park 4th of July event and the Tour de Menlo in August. President Dehn requested if an alternate to staff attendance can be done on the July 4th holiday. The next regular meetings are scheduled for June 26th and July 10th. The complete General Manager's written report is in the May 22nd, 2024 agenda packet.

6. Closed Session

Entered closed session at 8:26 p.m. Left closed session at 9:03 p.m.

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives:
General Manager, General Counsel, IEDA
Employee Organization: Exempt Employees, Unrepresented Employees, &
Teamsters Local 350

Reportable action: General Counsel Condotti reported the Board met in closed session to discuss item 6A and there was no reportable action.

7. Consider Approving and Adopting the Memorandum of Understanding Between West Bay Sanitary District and the Sanitary Truck Drivers and Helpers International Brotherhood of Teamsters, Local 350 and Authorize the President of the District Board to Execute the Memorandum of Understanding

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

Discussion/Comments: General Manager Ramirez reported the MOU is for a one-year contract with a 4% increase to salaries. Negotiations will resume in January 2025.

8. Consider Approving Resolution Adopting FY 2024-25 Budget

Motion to Open by: Theile-Sardina 2nd by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: Finance Manager Fisher presented the proposed FY 2024-25 budget which included costs to SVCW increasing 43% to \$18.54, operating revenue will be \$34,577,019 up \$663,000 from the prior year. The Board then passed and adopted the FY 2024-2025 budget.

9. Consider Adopting Resolution Establishing Rates of Pay and Related Compensation Provisions

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

Discussion/Comments: General Manager Ramirez reported rates of pay will increase 4% per MOU agreement and most terms are extended to unrepresented staff.

10. Consider Authorizing the General Manager to Issue the Call for Bids for the Upgrade Pump Stations Telemetry System Project No. 1766.0

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

Discussion/Comments: General Manager Ramirez reported this project is for Flygt MultiSmart to replace the ISAC System. He also reported the engineer's estimate is \$645K and budgeted for \$600K. The bids will have to come back to the Board for approval.

11. Consider Authorizing General Manager to enter into an Agreement with V.W. Housen & Associates for Engineering Design Services for the 2024 Pipe Repair and Replacement Project

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

Discussion/Comments: General Manager Ramirez reported this project is part of the District's 10-year CIP Master Plan. The total design budget for numerous projects in FY 2024-25 is \$700K. The estimated design for this project is \$210K. The Board authorized the General Manager to enter into the agreement, but would like to discuss the purchasing policy at upcoming Board meeting.

12. Consider Authorizing General Manager to enter into an Agreement with V.W. Housen & Associates for Engineering Design Services for the Illinois Forcemain Replacement Project

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

Discussion/Comments: General Manager Ramirez reported this project is part of the District's 10-year CIP Master Plan which identified 3 forcemains. The total design budget for numerous projects in FY 2024-25 is \$700K. The estimated design for this project is \$180K.

13. Consider Replacing the 2015 Ford Transit Connect with a 2024 Ford E-Transit Van

Motion to Open by: Walker 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the FY 2023-2024 budget has \$80K for electric vehicle purchases. Three estimates were received from different sources. The new E-Transit Van cost will be \$60,078.94 which includes \$7K in accessories.

14. Discussion and Consider Authorizing the Board President to Submit Written Nominations to Elect San Mateo LAFCo Alternate Special District Member

Motion to Open by: Thiele-Sardina 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: Board consensus was not to provide nominations but to authorize to transmit ballot by electronic mail.

15. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported in May 10.6 million gallons were processed and 9.3 million gallons were delivered. He also reported full power was provided to the Avy Altschul Pump Station on May 27th. The station pumps approximately 67,000 gallons per day. June's treatment production may increase by 1 million with the additional gallons.

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

Discussion/Comments: General Manager Ramirez reported the RFP was received on June 12th and the Guaranteed Maximum Price (GMP) is \$85.7M. The RFP will be brought to the Recycled Water Committee, then the full Board. The committee will be tasked with evaluating the proposal in order to bring the project under \$80M if possible.

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

Discussion/Comments: General Manager Ramirez reported on a meeting with LAFCo Commissioner Virginia Chang-Kiraly regarding the solid waste franchise re-assignment. He also reported on a letter received from San Mateo County Sustainability department stating they were not interested in pursuing the solid waste franchise re-assignment with the District.

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

Discussion/Comments: None.

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

Discussion/Comments: None.

20. Adjournment Time: The meeting was adjourned at 10:31 PM

/s/ David A. Walker
Secretary