



1902 - *Serving Our Community for over 120 Years* - 2025

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, FEBRUARY 12, 2025 AT 7:00 P.M.

**1. Call to Order**

President Dehn called the meeting to order at 7:03 PM

**Roll Call**

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker,  
Director Moritz, Director Otte

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña

STAFF MEMBERS PRESENT: Ramirez, Heydari and Reese, Beyer, Condotti by Zoom

Others Present: Austris Rungris - IDEA

**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 January 22, 2025
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters through January 31, 2025
- C. WBSD Operations and Maintenance Report – January 2025
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2025
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – January 2025
- F. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – January 2025

Comments: None.

Motion to Approve by: Walker 2<sup>nd</sup> by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

**4. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported the District has won the CSRMA Worker's Compensation Excellence Award. He also reported the District received a \$1.5 million reimbursement from NFWF. In addition, he reported the Finance Manager recruitment closes on February 24<sup>th</sup> and 11 applications have been received to date. COVID 19 policy training was conducted. He continued to report mandatory vaccination is still in the policy. General Manager Ramirez will work with General Counsel to determine if this requirement is necessary. The next regular meetings are scheduled for February 26<sup>th</sup> and March 12<sup>th</sup>. The completed General Manager's written report is in the February 12, 2025, agenda packet.

## **5. Discussion and Direction on Public Outreach Events 2025**

Comments: General Manager Ramirez and Office & Communications Manager Reese presented a proposed 2025 list of public outreach events for the Board's consideration. Board consensus was to sponsor and participate in the Halloween Hoopla event, sponsor porta-potties during certain events, and participate in East Palo Alto Sanitary District (EPASD) events as long as the fees were covered by the City of East Palo Alto or EPASD.

## **6. Report and Discussion on Finance Advisory Committee Meeting**

Comments: Director Moritz reported the Committee reviewed the revised Investment Policy and there were no changes. He discussed the District's cash and investment position which combines the capital project and capital emergency reserves. LAIF is at a higher yield of 4.37% compared to fixed investments of an average of 2.2%. He further reported that the Bayfront Recycled Water Facility financing will be at a critical point in 2027 and will require participants of the recycled water program to contribute to the financing of the facility. The Finance Committee recommended reducing CIP spending to a more normal \$10 to \$12 million rather than the aggressive \$20 million annual rate.

## **7. Consider Approving District Treasury Report Second Quarter FY 2024-25**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Walker Vote AYE: 4 NAY: 0 Abstain: 0

Comments: Finance Manager Fisher reported the second quarter fiscal year 2024-25 report.

## **8. Consider Approving Investment Policy and Resolution**

Motion to Approve by: Walker 2<sup>nd</sup> by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: Finance Manager Fisher reported there were no changes to the policy from the previous year.

## **9. Consider Approving Revised Reserve Policy**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: Finance Manager Fisher reported on highlights of the revision which included setting the Capital Reserve target to \$14M, by combining the Capital Project Reserve and Emergency Capital Reserve. Additionally, clarifying language was added to include reserve procedures, and an update for monitoring reserve levels.

## **10. Authorize the General Manager to Enter into Amendment One for Engineering Design and Construction Services Agreement with Freyer & Laureta, Inc. dated October 11, 2023, for the Point Repair Sanitary Sewer Project Phase II Project 1767.0**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: General Manager Ramirez reported the amendment will add 2 pipelines to the Phase II design. The design and engineering support is estimated at \$25,700, not to exceed \$27,800.

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

Discussion/Comments: General Manager Ramirez reported 5.3MG was processed in January and 663K delivered. The District submitted the Avy Altschul Pump Station SRF reimbursement in the amount of \$950K. He also reported the facility solar project has been put on hold by Sharon Heights Golf and Country Club.

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

Discussion/Comments: General Manager Ramirez reported levee surveys are not required in order to continue work on the levee.

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

Discussion/Comments: None.

**14. 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 a \$60 million bond issuance. He also reported that after the next meeting's presentation by SVCW's staff, he would like the Board to discuss the fixed or variable bond options.

**15. Closed Session**

- A. PUBLIC EMPLOYMENT/CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representatives: General Manager; General Counsel  
Employees: Represented and Unrepresented Employees
- B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(3): 2 potential cases

Entered closed session at 8:30 p.m. Left closed session 9:23 p.m.

Reportable action: None.

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

Discussion/Comments: None.

**17. Adjournment Time:** The meeting was adjourned at 9:24 PM

/s/ David A. Walker  
Secretary