



1902 - *Serving Our Community for over 120 Years* - 2026

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MARCH 25, 2026 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, and Director Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Heydari, and Condotti

Others Present: Dave Richardson with W&C, and by Zoom: Chu, Reese, Gabe Saser and Rick Simonson with HF&H, and Citizen Michael G.

**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 11, 2026
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru February 28, 2026

Comments: None

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

**4. Discussion and Direction on Collection of Unpaid/Past Due Sewer Service Charges and Connection Fees Associated with Accessory Dwelling Unit**

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

Comments: General Manager Ramirez reported District staff found discrepancies between the District, and the cities' and towns' ADU records. As a result, some property owners have not paid connection fees or sewer service charges. The Districts' General Counsel recommended collecting five years in arrears. A certified mail notification letter will be sent to property owners for their unpaid fees allowing them to pay within 60 days. The District will continue to update the board on the progress.

A motion was made by Treasurer Thiele-Sardiña to direct staff to continue ongoing efforts to collect unpaid sewer service charges and connection fees associated with ADUs constructed without West Bay review or approval. The motion passed 5/0.

## 5. General Manager's Report

Discussion/Comments: General Manager Ramirez reported there were two bid openings: Phase 3B and Grade 4 & 5 Repairs. There were over 27 applications for the Operator II position, and 8 interviews will be conducted next week. The District received the SRF Reimbursement of \$14,750,799 for the Bayfront Recycled Water Facility. Form 700s is due on April 1<sup>st</sup>. Staff is continuing to develop a CIP schedule for 2026/27 which will be shared with the Board at the next meeting in April. He continued to report the District will be attending the Belle Haven Resource Fair on Saturday, March 28<sup>th</sup>. The next board meetings are scheduled for April 8<sup>th</sup> and 22<sup>nd</sup>. The Budget Workshop is scheduled for May 5<sup>th</sup>.

## 6. Consider Adoption of a General Regulation Amending the Code of General Regulations Adding a New Article X "Recycled Water" to the West Bay Sanitary District Code of General Regulations and Renumbering Articles X "Enforcement" through XIII "Code of Regulations in Force" as Articles XI through XIV, Respectively

Motion to Approve by: Walker 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Dave Richardson with Woodard & Curran gave a summary on the many steps taken to develop the new recycled water article to be added to the Code of Regulations. The new article will allow customers to receive recycled water in approved areas per the State's Recycled Water Guidelines.

## 7. Consider Approving Recycled Water Facility Connection Fees and Rates Report, Providing Notice, and Setting Public Hearing to Approve Rates Pg. 7-1

Motion to Approve by: Thiele-Sardiña 2<sup>nd</sup> by: Dehn Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Gabe Sasser & Rick Simonson with HF&H presented on the projected connection fees and recycled water rates. The rates are competitive compared to Menlo Park and CalWater. The Board accepted the recycled water connection fees and rates report and directed staff to return at a future meeting with a proposed public hearing notice, following the required 45-day mailed notice pursuant to Prop. 218. General Counsel will prepare the notice in April.

## 8. Consider Authorizing the General Manager to Execute an Agreement for Engineering Design and Construction Support Services with Freyer & Laureta, Inc. for \$25,000 for the FERRF Pump Station Replacement Project No. 1776.0 Feasibility Report

Motion to Approve by: Walker 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None.

## 9. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported the recycled water process is beginning to ramp up in preparation for spring and summer. He also reported the Club will host the LPGA tournament beginning on March 20<sup>th</sup>.

## 10. Discussion and Direction on Bayfront Recycled Water Project and Status Update

Discussion/Comments: General Manager Ramirez reported the City of Menlo Park is asking the District to collaborate on the Marsh Road Levee. The Board made it clear that it is not interested in spending any more funds on raising a levee since the District spent \$13 million and did not ask Menlo Park to share in the cost. The District is still waiting on Menlo Park to issue a PG&E easement. General Counsel has drafted a Temporary Easement Agreement to help expedite the Encroachment Permit required by Menlo Park.

#### **11. Report, Discussion and Direction on RethinkWaste (SBWMA)**

Discussion/Comments: None

#### **12. Report, Discussion and Direction on Silicon Valley Clean Water (SVCW) Plant**

Discussion/Comments: Director Otte reported SVCW is continuing to receive more information regarding the damaged fan and on the process to remedy the issue. He also reported an employee satisfaction study was conducted and found the senior management is extremely happy, but the satisfaction rate declines with operators and other staff.

#### **13. Closed Session:**

- A. Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation pursuant to Cal. Gov't. Code §54956.9(d)(2):  
(one or more potential cases)
- B. PUBLIC EMPLOYMENT  
(Cal. Govt. Code § 54957)  
Title: Finance Manager
- C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Unrepresented employee: General Manager

Entered closed session at 8:41 p.m. Left closed session at 8:59 p.m.

Reportable action: None

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

Discussion/Comments:

#### **15. Adjournment Time:** The meeting was adjourned at 9:02 PM

/s/ David A. Walker  
Secretary