



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

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, AUGUST 13, 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 (remotely)

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Heydari AND Hulsmann, Chu, Condotti by Zoom
Others Present:

2. **Communications from the Public:** Property owner, Sandra Simons, expressed concern over the District billing residential multi-family units a flat fee similar to larger single family homes. She suggested the District consider billing by square footage, water use, or a combination of both.

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 July 23, 2025
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru July 31, 2025
- C. WBSD Operations and Maintenance Report – July 2025
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – July 2025
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD - July 2025
- F. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – July 2025
- G. Consider Authorizing the General Manager to Issue Class 5 Sewer Permit No. 25-604 for the Replacement of Existing Wastewater Facilities for 128 Carmel Way, Portola Valley, California
- H. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 25-576 to Replace Existing 6-Inch Sewer Main with New 8-Inch HDPE Pipe Via Directional Drilling at 175 Britton Avenue, Atherton, California Pg.
- I. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 25-592 for New 6” Main to 940 Altschul Avenue in Menlo Park, California

Comments: Item 3H was pulled from the consent calendar for Board discussion. Board consensus was to issue the permit after a formal agreement has been signed.

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 5 - President Dehn, Secretary Walker, Treasurer Thiele-Sardina, Director Moritz, Director Otte NAY: 0 Abstain: 0

4. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Katz and Der Yuen (10 Los Charros Ln., Portola Valley)

Motion to Open by: Thiele-Sardina 2nd by: Walker Vote: AYE: 5 - President Dehn, Secretary Walker, Treasurer Thiele-Sardina, Director Moritz, Director Otte NAY: 0 Abstain: 0

Comments: None.

Motion to Close by: Thiele-Sardina 2nd by: Walker Vote: AYE: 5 - President Dehn, Secretary Walker, Treasurer Thiele-Sardina, Director Moritz, Director Otte NAY: 0 Abstain: 0

5. Consider Adopting Resolution Ordering Annexation of Certain Parcel in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board- Lands of Katz and Der Yuen (10 Los Charros Ln., Portola Valley)

Motion to Approve by: Thiele-Sardina 2nd by: Walker Vote: AYE: 5 - President Dehn, Secretary Walker, Treasurer Thiele-Sardina, Director Moritz, Director Otte NAY: 0 Abstain: 0

Comments: None.

6. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 10 Los Charros Ln., Portola Valley (079-060-120), Lands of Katz and Der Yuen

Motion to Approve by: Thiele-Sardina 2nd by: Walker Vote: AYE: 5 - President Dehn, Secretary Walker, Treasurer Thiele-Sardina, Director Moritz, Director Otte NAY: 0 Abstain: 0

Comments: None.

7. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the State has approved the final Avy Altschul Pump Station retention payment of \$95K. In addition, he reported the 8-year safety record is now under 100 days due to a loss-time injury. He also reported he has received a few phone calls regarding the District's flat fee for residential sewer service charges. He suggested the board consider a residential flow study. Board consensus was to review the previous study and determine if a new study is needed. General Manager Ramirez reported on the District's recent sponsorship of Menlo Park's Summer Concert Series and showed images of the events. The next Board meetings will be August 27th and September 10th and the Goals Presentation will be held on August 20th.

8. Consider Authorizing the General Manager to Purchase a Pump Truck, Utility Truck and a Hybrid Engineering Vehicle

Motion to Approve by: Thiele-Sardina 2nd by: Walker Vote: AYE: 5 - President Dehn, Secretary Walker, Treasurer Thiele-Sardina, Director Moritz, Director Otte NAY: 0 Abstain: 0

Comments: General Manager Ramirez reported this item is to purchase 3 budgeted vehicles which include a Pump Truck, Utility Truck and Hybrid Engineering Vehicle.

9. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported the monthly O&M meeting is scheduled for August 19th.

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

Discussion/Comments: General Manager Ramirez gave a status update on the timeline of the project. In addition, he reported the US Environmental Protection Agency's Office of Inspector General will conduct an inspection of the project on August 19th.

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: None.

13. Closed Session

A. PUBLIC EMPLOYMENT
(Cal. Govt. Code § 54957)
Title: Finance Manager

B. Conference with Legal Counsel – Anticipated Litigation (Government Code §54956.9(d)(2).) Significant exposure to litigation (one potential case to be discussed)

Entered closed session at 8:04 p.m. Left closed session at 8:36 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: None.

15. Adjournment Time: The meeting was adjourned at 8:37 PM

/s/ David A. Walker
Secretary