



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

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JULY 23, 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, Beyer, Heydari, Chu, AND Condotti & Geise by Zoom

Others Present: Jim Fisher – Fisher Compliance, Nick – Express Plumbing

**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 July 9, 2025
- B. WBSD Operations and Maintenance Report – June 2025
- C. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – June 2025
- D. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD - June 2025
- E. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – June 2025
- F. Consider Resolution Accepting Deed of Easement Pursuant to Class 5 Sewer Permit No. 18290 for the Construction of Wastewater Facilities for 315 Grove Drive, Portola Valley, California
- G. Consider Accepting Wastewater Facilities Constructed Pursuant to Class 5 Permit No. 18290 for the Construction of Wastewater Facilities for 315 Grove Drive, Portola Valley, California
- H. Consider Approving District Treasury Report Fourth Quarter FY 2024-25

Comments: None.

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

#### 4. Closed Session

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (Cal. Govt. Code § 54956.9(d)(2))  
(One Potential Case)

Entered closed session at 7:03 p.m. Left closed session at 7:15 p.m.

Reportable action: None.

#### 5. Consider Awarding and/or Rejecting Bid for Middlefield Road and Marsh Road Siphons Replacement Project No. 1771.0

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

Comments: General Manager Ramirez asked if there were any questions based on the staff report. There were none. Public comment open for this item. There was no public comment. General Counsel Condotti reported the recommended action is set-forth on page 5-4 of the agenda report and is as follows: 1) adopt the attached Resolution and authorize the General Manager to award the contract for the Middlefield Road and Marsh Road Siphons Replacement Project No. 1771.0 to the low responsible bidder, EPS Inc. dba Express Plumbing for \$759,080; 2) apportion an additional \$228,000 for 30% contingency (rounded to 1,000) for additional work for a total project amount of \$987,080; 3) record Notice of Exemption with San Mateo County; and 4) find JDB & Sons Construction, Inc. non-responsible under Public Contract Code § 20803 for the reasons set forth in the agenda report.

#### 6. General Manager's Report

Discussion/Comments: General Manager Ramirez reported that the finance department is making progress on NetSuite. He also reported the telemetry project has begun and three stations are in transition. He also reported the District is currently fully staffed. General Manager Ramirez reported on a repair to the FEF pond overflow pipe, and that a Point Repair Project III-A contingency is being added. The next Board meetings will be held on August 13<sup>th</sup> and August 27<sup>th</sup> with the Goals Luncheon scheduled on August 20<sup>th</sup>. The complete General Manager's written report is included in the July 23, 2025, agenda packet.

#### 7. Consider Authorizing the General Manager to Execute Contract Quantity Balancing Adjustment Credit Change Order No. 1 (CCO #1) in the amount of (\$1,134,120.00) with Anderson Pacific Engineering Construction, Inc. (APEC) for the FERRF Levee Improvements Project No. 1762.0

Motion to Approve by: Otte 2<sup>nd</sup> by: Thiele-Sardina Vote: AYE: NAY: Abstain:

Comments: General Manager Ramirez reported the project amount is \$15,095,950 and a balancing adjustment credit is needed in the amount of \$1,134,120 for the project. The change order reconciles the contract quantity adjustments for FERRF Levee Improvements Project due to quantity overruns or underruns (and a scope deletion).

**8. Consider Resolution Approving the 5-Year Audit & Updated Sewer System Management Plan (SSMP) and Authorize Re-Certification of the SSMP for 2025**

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

Comments: Jim Fisher of Fisher Compliance reported on the highlights of the SSMP which included preparing for longer-term compliance, additional SSMP elements, and section 5 and attachments D and E1 providing all requirements.

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

Discussion/Comments: General Manager Ramirez reported 9.6MG was processed in June and 9MG delivered.

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

Discussion/Comments: General Manager Ramirez reported potholing is going well and crews are continuing to pour concrete. In addition, staff are working on Letters of Commitment to submit to the State to finalize the Final Budget Agreement (FBA.) Once the FBA is completed, construction related reimbursements for the project will begin.

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

Discussion/Comments: General Manager Ramirez reported the electronic annual report for SB 1383 regulations has been submitted to the State of California.

**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

Entered closed session at 8:16 p.m. Left closed session at 8:20 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 8:22 PM

/s/ David A. Walker  
Secretary