



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

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, AUGUST 27, 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,
Director Moritz, Director Otte

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña

STAFF MEMBERS PRESENT: Ramirez AND Chu, Condotti by Zoom

Others Present: Matt Zucca – Manager, SVCW

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 August 13, 2025

Comments: None.

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

4. Report and Discussion by Silicon Valley Clean Water (SVCW) Manager

Comments: Manager Matt Zucca of SVCW presented a summary of capital improvements including plant upgrades, biogas augmentation using organics, a capital expenditure timeline, and shared funding.

5. General Manager's Report

Discussion/Comments: General Manager Ramirez reported on the recent meeting with NetSuite who will provide additional training to staff. NetSuite is now 95% implemented. In addition, he reported that PG&E will require two easements on Marsh Road and at the FERRF. He also reported that the new generator at the Willow Pump Station requires a BAAQMD permit. Upcoming community events include the City of Menlo Park Public Works Open-House on September 27th and the City's Halloween event on October 25th. He also reported back to the Board on the formatting of the 218 notices to include all property owners' parcels on one notice. It was determined that the notices need to be specific to each parcel and do not have the necessary space to add additional parcel information. The complete General Manager's written report is included in the August 27, 2025 agenda packet. The next Board meetings will be held on September 10th and 24th.

6. Discussion and Direction on District 2018 Residential Flow Study

Discussion/Comments: General Manager Ramirez reported on the 2018 Residential Flow Study which included the average gallon per day flow rate over the four-year period. The study showed a small discrepancy in flows between Single Family and Multi Family residences. He added the report stated more data should be accumulated to confirm any trends. Board consensus was to move forward with conducting another residential flow study to update data.

7. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported the monthly O&M meeting was held on August 19th. He also reported 10.3MG was processed in July and 8.8MG delivered.

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

Discussion/Comments: General Manager Ramirez reported on a recent injury to a contractor's employee. The investigation as to the cause is still ongoing.

9. Report, Discussion and Direction on RethinkWaste (SBWMA)

Discussion/Comments: None.

10. Report, Discussion and Direction on Silicon Valley Clean Water (SVCW) Plant

Discussion/Comments: Director Otte reported next meeting is on September 11th.

11. Closed Session

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

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR
NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: General Manager

Entered closed session at 9:04 p.m. Left closed session at 9:26 p.m.

Reportable action: None.

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

Discussion/Comments: None.

13. Adjournment Time: The meeting was adjourned at 9:27 PM

/s David A. Walker
Secretary