



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

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, SEPTEMBER 24, 2025 AT 7:00 P.M.

**1. Call to Order**

President Dehn called the meeting to order at 7:01 PM

**Roll Call**

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, and Director Moritz

BOARD MEMBERS ABSENT: Director Otte

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

Others Present: None

**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 September 10, 2025
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru August 31, 2025
- C. WBSD Operations and Maintenance Report – August 2025
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – August 2025
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD - August 2025
- F. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – August 2025

Comments: None

Motion to Approve by: Moritz 2<sup>nd</sup> by: Thiele- Sardiña Vote: AYE: 4 - President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, and Director Moritz NAY: 0 Abstain: 0

**4. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported the Finance Manager is working with the auditors and that a single audit will be necessary. The single audit is required because of grant funding received by the District during FY24/25. He continued to report F&L is preparing the description and plat for the PG&E easement at FEF. The Phase 3-A Point Repair project has begun. The next upcoming events and meetings are Public Works Open House on Sept. 27<sup>th</sup>, Halloween Event on Oct. 25<sup>th</sup>, Board Meetings on Oct. 8<sup>th</sup> and 22<sup>nd</sup>, Thanksgiving Luncheon on Nov. 13<sup>th</sup>, and the Christmas Luncheon on Dec. 9<sup>th</sup>.

**5. Consider Approving Performance Merit Pay Program (PMPP) for 2025-2026**

Discussion/Comments: Operations Superintendent reported the program began in September 2012 and that goals are primarily focused on reducing spills and maintaining above and beyond goals. A motion was made by Director Moritz and seconded by Secretary Walker to remove the Sewer Service Charge manual billing goal #9, and to add more weight to in-house spot repairs' goal # 6. The motion passed 4 to 0 with one board member being absent. The PMPP pay out for the current year is predicted to come in at 92.72%

Motion to Approve by: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 4 - President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, and Director Moritz NAY: 0 Abstain: 0

**6. Consider Authorizing the General Manager to Execute an Agreement for Engineering Design and Construction Support Services for the Laurel Avenue-Hwy 101 Crossing Improvements Project No. 1773.0**

Discussion/Comments: General Manager Ramirez reported the proposal for the design of the pump station was approximately \$173,177 and asked to appropriate \$190K. A motion was made by Director Moritz and seconded by Treasurer Thiele-Sardina to not construct a new pump station and instead approved Tasks 1 & 2 not to exceed \$50,000. The motion passed 4 to 0 with one board member being absent. Staff will report back with the feasibility of reinstalling the sewer main back under Highway 101.

Motion to Approve by: Moritz 2<sup>nd</sup> by: Thiele- Sardiña Vote: AYE: 4 - President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, and Director Moritz NAY: 0 Abstain: 0

**7. Consider Authorizing the General Manager to Execute an Agreement for Engineering Design and Construction Support Services for the Willow Pump Station Discharge (Ivy Drive) Capacity Improvements Project No. 1772.0**

Discussion/Comments: General Manager Ramirez reported the existing gravity sewer main is approximately 2.5 feet deep and 2,456 feet long. The gravity sewer will be converted to a force main with the project. The project will require SFPUC coordination. The Capital Asset Fund for Fiscal Year 25/26 has an approved design budget of \$300,000. The total proposed design and construction support services for this project is \$191,167. The total appropriation requested is \$210,000 which includes approximately 10% contingency.

Motion to Approve by: Thiele- Sardiña 2<sup>nd</sup> by: Moritz Vote: AYE: 4 - President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, and Director Moritz NAY: 0 Abstain: 0

**8. Consider Authorizing the General Manager to Enter Into an Agreement for On-Call Geotechnical Observation and Testing Services and Special Inspections with BAGG Engineers for the Point Repair Project Phase III-A Replacement and Rehabilitation of Sanitary Sewer Mains Project No. 1770.0**

Discussion/Comments: General Manager Ramirez reported the BAGG proposal was \$43,900 and asked to appropriate \$50K. He also reported the Phase 3-A Point Repair project was budgeted at \$5M and the bid came in at \$3.9M, which leaves a balance of \$1M.

Motion to Approve by: Walker 2<sup>nd</sup> by: Thiele- Sardiña Vote: AYE: 4 - President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, and Director Moritz NAY: 0 Abstain: 0

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

Discussion/Comments: General Manager Ramirez reported on the O&M meeting which included a discussion on pond management and adjusting levels.

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

Discussion/Comments: General Manager Ramirez reported on the design build team meeting which included working heavily on the design of headworks and advanced treatment. Staff is working with the City of Menlo Park to schedule a meeting to coordinate recycled water efforts in the mutual service areas.

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

Discussion/Comments: President Dehn reported Rethink Waste has an RFP out for finance services. She continued to report there will be a study session in October for the budget, the meeting will be a joint meeting with the TAC. The SB 54 Plastics Pollution Prevention and Packaging Producer Responsibility Act 45-day public comment period will end Oct. 7, 2025. SB 54 aims to reduce plastics in the environment and will require producers of plastics to take more responsibility over their products.

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

Discussion/Comments: General Manager Ramirez reported SVCW staff requested a volunteer resolution be adopted by the West Bay Board. The Board requested a list of volunteer positions and activities. The Board also requested to have SVCW staff report the need for such policy.

## 13. Closed Session

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

Entered closed session at 8:31 p.m. Left closed session at 8:43 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: Lawn looks good. Bring Cost to board. Agenda item showing dollar amounts. President Dehn requested projects, agreement and purchases costs be included of staff reports moving forward.

## 15. Adjournment Time: The meeting was adjourned at 8:45 PM

/s/ David A. Walker  
Secretary