



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

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, DECEMBER 10, 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: Heydari and Ramirez, AND Ledesma, Chu, Beyer, and Condotti by Zoom

Others Present: Dave Richardson with Woodard & Curran, and by Zoom: Taylor Gordon with Streamline, Rich Laureta with F&L, Gabe Sasser and Rick Simonson with HF&H, and citizen Michael (attend on Zoom.)

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 November 19, 2025 Pg. 5A-1
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru November 30, 2025 Pg. 5B-1
- C. WBSD Operations and Maintenance Report – November 2024 Pg. 5C-1
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – November 2025 Pg. 5D-1
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – November 2025 Pg. 5E-1
- F. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – November 2025 Pg. 5F-1

Comments: None

Motion to Approve by: Thiele-Sardiña 2nd by: Otte Vote: AYE: 5 NAY:0 Abstain:0

4. **Presentation and Discussion on Recycled Water Rates**

Comments: HF&H gave a presentation on their analysis of recycled water rates, connection fees, O&M costs, and etc. The Board requested a sensitivity analysis to be conducted.

5. Discussion and Direction on the Proposed Recycled Water Code and Set a Public Hearing to Adopt the Code

Discussion/Comments: Dave Richardson from W&C presented the recycled water code which can compel people to connect to WBSD as the recycled water purveyor. He also discussed some rules and regulations and showed a pipeline map and table with potential customers. The Board gave considerable feedback to be considered as part of the new code. The date for the recycled water code public hearing will be scheduled for the second meeting of January or early February.

6. General Manager's Report

Discussion/Comments: General Manager Ramirez reported on the syphon replacement pre-con meeting which is scheduled for Dec 11th. He also reported that the SRF reimbursement No.5 for \$14.8M is scheduled to arrive towards the end of the year to the first part of January and that SRF reimbursement No.6 for \$6M will be submitted within the next week. He continued to report on the efforts being made to address the ghost ADUs. He finished reporting that the December 24th meeting is canceled, December 17th is the Finance meeting, and the next Board meeting is January 14th.

7. Consider Adopting the District's Audited Financial Statements for the Year Ended June 30, 2025

Motion to Approve by: Dehn 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: CPA Paul Pham from Chavan & Associates were that they did not find any deficiencies in WBSD's internal controls, currently didn't find anything under non-compliance to report, and that the District had a clean audit.

8. Consider Adopting Resolution Establishing Rates of Pay and Related Compensation Provisions

Motion to Approve by: Thiele-Sardiña 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: General Manager Ramirez said the resolution eliminates retention pay.

9. Presentation and Discussion on ADA Website Requirements

Comments: Taylor Gordon with Streamline, the Special District Manager for WBSD's website, presented how to make it easier to make WBSD's website ADA compliant. The discussion included website and document accessibility for visually impaired users, highlighting a product called Doc Access View, which provides auditory cues and descriptions of images. The service is offered on a subscription basis.

10. Authorize the General Manager to Enter into Amendment One for Engineering Design and Construction Support Services with Freyer & Laureta, Inc. (F&L) for the Laurel Avenue-Hwy 101 Crossing Improvements Project No. 1773.0 for \$314,603 with up to 10% Contingency

Motion to Approve by: Walker 2nd by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Rich Laureta with F&L discussed design and coordinating pipeline under the 101 highway.

11. Consider Resolution to Elect President and Secretary to the District Board, Appoint a Treasurer, and Consider Appointment of Committee Appointees and Alternates

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

Comments: President Denn opened the motion, and the board voted to stand the same as it is now.

12. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported **SHGCC Recycled Water Facility** is turned down to the minimum and the projected O&M for 2026 was presented to them. He also reported SHGCC has signed the solar agreement, but they are waiting on the City of Menlo Park to approve their plans.

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

Discussion/Comments: General Manager Ramirez reported there was a design meeting on Dec. 3rd, and preparations are underway to construct the influent pump station and distribution system in 2026.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported the Commission meeting will be held December 11th.

16. 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 9:39 P.M. Left closed session at 10:50 P.M.

Reportable action: None

17. Consider Resolution to Elect President and Secretary to the District Board, Appoint a Treasurer, and Consider Appointment of Committee Appointees and Alternates

Motion to Approve by: _____ 2nd by: _____ Vote: AYE: NAY: Abstain:

Comments: Item continued to next Board meeting.

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

Discussion/Comments: The board would like to discuss and amend WBSD's mission statement at another meeting in the future.

19. Adjournment Time: The meeting was adjourned at **10:51 PM**

/s/ David A. Walker
Secretary