



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

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MAY 28, 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:

STAFF MEMBERS PRESENT: Ramirez, Heydari, AND Reese, Condotti by Zoom

Others Present: Austris Rungis - IEDA

**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 the Minutes for Special meeting May 13, 2025
- B. Approval of Minutes for Regular meeting May 14, 2025
- C. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru April 30, 2025
- D. Consider Approving FY 2024-25 Financial Statements, Quarter Ending March 31, 2025

Comments: None.

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

**4. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported on several items including the FY 2025-26 budget that will be considered for approval at the June 25<sup>th</sup> meeting. He added, NFWF officials visited the Levee Project site on May 20. He continued to report, District staff attended the American Public Works Association awards ceremony with the District's Levee Project named as Project of the Year in the sustainability category. The next regular meetings are scheduled for June 11<sup>th</sup> and 25<sup>th</sup>. The complete General Manager's written report is included in the May 28, 2025, agenda packet.

**5. Consider Establishing Date and Time of Public Hearing to Consider Annual Tax Roll Sewer Service Charge Report for Fiscal Year 2025/2026**

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

Comments: General Manager Ramirez reported on the estimated top ten sewer service users. The Board requested a breakdown of residential and commercial charges. They also requested a comparison of charges prior to the COVID 19 shutdown to current flows.

**6. Consider Authorizing the General Manager to Issue the Call for Bids for the District's Capital Improvement Project- Middlefield Road and Marsh Road Siphons Replacements Project No. 1771.0**

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

Comments: General Manager Ramirez reported on the need of this emergency repair. He also reported the engineer's estimate for the project is \$1M.

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

Discussion/Comments: General Manager Ramirez reported 9.1MG was processed in April and 5.8MG were delivered to the pond. He also added, the Avy Altschul Pump Station is back online.

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

Discussion/Comments: General Manager Ramirez reported on the recent City of Menlo Park planning commission meeting where Meta and Signature Group gave an update on the Willow Village Project. Meta was questioned about using reclaimed water from the Bayfront Recycled Water Facility. The Meta representative mis-spoke that the Bayfront Recycled Water Project was not under construction and there are issues being worked out with salinity. Both statements were not correct. Fortunately, a representative from Signature Group stated that the Willow Project is committed to using reclaimed water from West Bay. Board consensus was to give an update on the project to the City of Menlo Park City Counsel so to provide an update with accurate information.

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

Discussion/Comments: President Dehn reported on three items which were discussed during a recent meeting. They included proposed plans for MRF automation, discussion on the organics to energy program, and site electrical analysis findings for the Shoreway Center.

**10. Report, Discussion & Direction on Silicon Valley Clean Water (SVCW) and Discussion on SVCW CIP Program and Financing**

Discussion/Comments: General Manager Ramirez reported on the TEC meeting and let SVCW staff know the District's cash in lieu contribution cannot exceed \$6.245M otherwise the District will fall below the 20% ratio required by the State. SVCW agreed to restructure payments to stay within an appropriate ratio. Director Otte reported that the Commission will consider the approval of the new General Manager at the May 29<sup>th</sup> meeting.

**11. Closed Session**

A. PUBLIC EMPLOYMENT/CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representatives: General Manager; General Counsel  
Employees: Represented and Unrepresented Employees

B. PUBLIC EMPLOYMENT  
Title: Finance Manager  
Recruitment Update

Entered closed session at 8:08 p.m. Left closed session at 9:04 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: General Manager Ramirez reported Board Member compensation, including the maximum number of monthly meetings, will be considered in July.

**13. Adjournment Time:** The meeting was adjourned at 9:07 PM

/s/ David A. Walker  
Secretary