



1902 - Serving Our Community for over 120 Years - 2025

**WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, AUGUST 27, 2025 AT 7:00 P.M.
RONALD W. SHEPHERD ADMIN. BUILDING,
500 LAUREL ST., MENLO PARK, CA 94025**

Board Members

Fran Dehn, President
David Walker, Secretary
Roy Thiele-Sardiña, Treasurer
Edward P. Moritz, Member
George Otte, Member

General Manager

Sergio Ramirez

District General Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at:

<https://us06web.zoom.us/j/83417450711?pwd=W1bu1rqymVz1g9cIC8y6lil0TkrTlg.1>

Meeting ID: 834 1745 0711 Passcode: YnK8bV

1. Call to Order and Roll Call
2. Communications from the Public
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 Pg. 3A-1
4. Report and Discussion by Silicon Valley Clean Water (SVCW) Manager Pg. 4-1
5. General Manager's Report Pg. 5-1
6. Discussion and Direction on District 2018 Residential Flow Study Pg. 6-1
7. Discussion and Direction on Sharon Heights Recycled Water Facility Pg. 7-1
8. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 18-1
9. Report, Discussion, and Direction on RethinkWaste (SBWMA) Pg. 9-1
10. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 10-1

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

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

13. Adjournment

The West Bay Sanitary District does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet can be provided in a format to accommodate special needs. If you require a copy of the agenda or related materials in an alternative format to accommodate a disability, or if you wish to attend this public meeting and will require special assistance or other special equipment, please call the District at (650) 321-0384 at least five days in advance and we will make every reasonable attempt to provide such an accommodation.



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

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, AUGUST 13, 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 (remotely)

BOARD MEMBERS ABSENT: None

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

2. **Communications from the Public:** Property owner, Sandra Simons, expressed concern over the District billing residential multi-family units a flat fee similar to larger single family homes. She suggested the District consider billing by square footage, water use, or a combination of both.

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 23, 2025
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru July 31, 2025
- C. WBSD Operations and Maintenance Report – July 2025
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – July 2025
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD - July 2025
- F. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – July 2025
- G. Consider Authorizing the General Manager to Issue Class 5 Sewer Permit No. 25-604 for the Replacement of Existing Wastewater Facilities for 128 Carmel Way, Portola Valley, California
- H. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 25-576 to Replace Existing 6-Inch Sewer Main with New 8-Inch HDPE Pipe Via Directional Drilling at 175 Britton Avenue, Atherton, California Pg.
- I. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 25-592 for New 6” Main to 940 Altschul Avenue in Menlo Park, California

Comments: Item 3H was pulled from the consent calendar for Board discussion. Board consensus was to issue the permit after a formal agreement has been signed.

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 5 - President Dehn, Secretary Walker, Treasurer Thiele-Sardina, Director Moritz, Director Otte NAY: 0 Abstain: 0

4. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Katz and Der Yuen (10 Los Charros Ln., Portola Valley)

Motion to Open by: Thiele-Sardina 2nd by: Walker Vote: AYE: 5 - President Dehn, Secretary Walker, Treasurer Thiele-Sardina, Director Moritz, Director Otte NAY: 0 Abstain: 0

Comments: None.

Motion to Close by: Thiele-Sardina 2nd by: Walker Vote: AYE: 5 - President Dehn, Secretary Walker, Treasurer Thiele-Sardina, Director Moritz, Director Otte NAY: 0 Abstain: 0

5. Consider Adopting Resolution Ordering Annexation of Certain Parcel in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board- Lands of Katz and Der Yuen (10 Los Charros Ln., Portola Valley)

Motion to Approve by: Thiele-Sardina 2nd by: Walker Vote: AYE: 5 - President Dehn, Secretary Walker, Treasurer Thiele-Sardina, Director Moritz, Director Otte NAY: 0 Abstain: 0

Comments: None.

6. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 10 Los Charros Ln., Portola Valley (079-060-120), Lands of Katz and Der Yuen

Motion to Approve by: Thiele-Sardina 2nd by: Walker Vote: AYE: 5 - President Dehn, Secretary Walker, Treasurer Thiele-Sardina, Director Moritz, Director Otte NAY: 0 Abstain: 0

Comments: None.

7. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the State has approved the final Avy Altschul Pump Station retention payment of \$95K. In addition, he reported the 8-year safety record is now under 100 days due to a loss-time injury. He also reported he has received a few phone calls regarding the District's flat fee for residential sewer service charges. He suggested the board consider a residential flow study. Board consensus was to review the previous study and determine if a new study is needed. General Manager Ramirez reported on the District's recent sponsorship of Menlo Park's Summer Concert Series and showed images of the events. The next Board meetings will be August 27th and September 10th and the Goals Presentation will be held on August 20th.

8. Consider Authorizing the General Manager to Purchase a Pump Truck, Utility Truck and a Hybrid Engineering Vehicle

Motion to Approve by: Thiele-Sardina 2nd by: Walker Vote: AYE: 5 - President Dehn, Secretary Walker, Treasurer Thiele-Sardina, Director Moritz, Director Otte NAY: 0 Abstain: 0

Comments: General Manager Ramirez reported this item is to purchase 3 budgeted vehicles which include a Pump Truck, Utility Truck and Hybrid Engineering Vehicle.

9. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported the monthly O&M meeting is scheduled for August 19th.

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

Discussion/Comments: General Manager Ramirez gave a status update on the timeline of the project. In addition, he reported the US Environmental Protection Agency's Office of Inspector General will conduct an inspection of the project on August 19th.

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

Discussion/Comments: None.

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

B. Conference with Legal Counsel – Anticipated Litigation (Government Code §54956.9(d)(2).) Significant exposure to litigation (one potential case to be discussed)

Entered closed session at 8:04 p.m. Left closed session at 8:36 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 8:37 PM

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

**Subject: *Report and Discussion by Silicon Valley Clean Water (SVCW)
 Manager***

The Silicon Valley Clean Water Manager, Matt Zucca will give a brief report on SVCW.

THIS PAGE LEFT INTENTIONALLY BLANK



To: Board of Directors
From: Sergio Ramirez, General Manager
Subject: General Manager's Report

1) Administrative:

- a. The U.S. EPA Office of Inspector General (OIG) overseeing the State Revolving Fund inspected the Bayfront Recycled Water Facility project on August 19. The OIG specifically focused on domestic preferences requirements, such as American Iron and Steel (AIS) and Build America Buy America (BABA) requirements. The District's contractor Anderson Pacific was able to satisfy the majority of their requests. A few follow up items will be transmitted to OIG via email in the coming days. Overall, the inspection was a success.
- b. Staff presented the annual Goals Presentation to the Board of Directors on August 20.
- c. A meeting with Oracle NetSuite is scheduled on Monday, August 25 to discuss additional training for staff and the conclusion of the NetSuite implementation.

2) Finance:

- a. The District submitted four reimbursements to the State for "Soft Costs" incurred for the Bayfront Recycled Water Facility for a total of \$2.3 million. This leaves a reimbursement balance of approximately \$4.3 million for soft costs and approximately \$60 million for construction costs. Staff are preparing submission No. 5 which will include all construction costs incurred from August 2, 2024, through June 30, 2025.
- b. The Finance Manager will be retiring on September 4th and transitioning to the new Finance Manager is going well.

3) Capital Improvement Program (CIP):

a. Levee Improvement Project:

- i. The contractor began to underground the PG&E power lines in front of the FERRF. PG&E requested two easements for the power lines underground location. One will need to be issued by the District and the other by the City of Menlo Park.

b. Point Repair Project:

- i. Casey Construction is obtaining encroachment permits in advance of the point repair Phase III-A project construction.

c. Telemetry Replacement Project:

- i. Blocka Construction completed approximately 30% of the work on the publicly owned pump stations - Telemetry Replacement Project.

- 4) **Information Technology (IT):**
 - a. The IT continues to support the permitting system and the new NetSuite implementation process.
- 5) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. Crews have completed the first round of cleaning in the East Palo Alto Sanitary District. The only exception are the sewer trunklines on the Palo Alto Golf Course.
 - b. **Pump Facilities:**
 - i. The new generator for the Willow Pump Station was installed. The District is waiting for the Bay Area Air Quality Management District permit. The air quality management district stated they were backed up in processing permits. Due to the critical nature of Willow Pump Station, the installation was completed so to have electrical redundancy and avoid wastewater spills during a power outage.
 - c. **Training:**
 - i. The crew continues to attend the off-site commercial driving school program to obtain their Class A license. Approximately, four more maintenance workers require their commercial driver's license.
- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. An Operations and Maintenance Committee meeting was held on August 12 at SHGCC.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. The contractor and staff held a meeting at the Menlo Park Pump Station to coordinate the construction of the new influent recycled water pump station for the Bayfront Facility. A second meeting is scheduled on Wednesday August 27 to review the influent pump station's layout.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. Staff purchased one of three vehicles budgeted and approved by the Board in the FY25/26 budget.
- 8) **Personnel:**
 - a. Staff will begin recruiting one additional temporary maintenance worker.
- 9) **Upcoming Events:**
 - a. **Next Board Meetings:**
 - i. Regular Board Meetings - Wednesdays, August 27 and September 10.
- 10) **Misc. Items:**
 - a. **West Bay:** The General Manager will update the Board on miscellaneous items related to District operations.
 - b. **Town of Los Altos Hills:** The Town experienced a spill because of power outage. Unfortunately, Town personnel did not notify West Bay crews regarding the power outage.
 - c. **Town of Woodside:** Staff will perform FOG inspections for the town next month.
 - d. **East Palo Alto:** Staff will perform FOG inspections for the city next month.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6**

To:*Board of Directors*

From:*Sergio Ramirez, General Manager*

Subject:*Discussion and Direction on District 2018 Residential Flow Study*

General Manager Ramirez and Water Quality Manager Beyer will lead a discussion on the District's residential 2018 flow study and request Board direction on a future study.

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Discussion and Direction on the West Bay and Sharon Heights Recycled Water Facility

A discussion will be held on the Sharon Heights Recycled Water Facility and other events related to the recycled water plant. The Board will have the opportunity to provide direction to staff and legal counsel.

Recycled Water Facility Production Data:

2025	Processed	Delivered
January	5.3MG	663K gallons
February	5MG	532K
March	7.2MG	2.4MG
April	9.1MG	5.8MG
May	8.6MG	8.1MG
June	9.6MG	9MG
July	10.3MG	8.8MG

2024	Processed	Delivered
January	5.8MG	175K gallons
February	5.6MG	464K
March	6.5MG	1.5MG
April	8.1MG	4.4MG
May	10.6MG	9.3MG
June	10.7MG	9.9MG
July	11.3MG	9.9MG
August	10.7MG	9.3MG
September	7.8MG	7MG
October	8.8MG	5.4MG
November	4.6MG	530K
December	5.3MG	82K

2023	Processed	Delivered
January	5MG	0 gallons
February	3.3MG	0 gallons
March	3.5MG	0 gallons
April	4.9MG	32k gals. Dust Control
May	5.1MG	432k gals. Dust Control
June	4.8MG	456k gals. Dust Control
July	6.2MG	1.05MG Dust Control
August	8.1MG	2.7MG (+ 1.5 MG Dust Control)
September	8.4MG	4MG (+ 1.04 MG Dust Control)
October	9.6MG	7.4MG
November	7.7MG	3.7MG
December	7.4MG	970K

2022	Processed	Delivered
January	4.4MG	97,000 gallons
February	4.4MG	1.5MG
March	6.6MG	3.5MG
April	7.6MG	3.8MG
May	9.2MG	7.4MG
June	9.8MG	8.7MG
July	9.6MG	8.1MG
August	9.2MG	8.1MG
September	8.6MG	6.7MG
October	7.9MG	4.6MG
November	5.9MG	310,000 gallons
December	5.4MG	154,690 gallons

2021	Total Processed	Total Delivered
Yearly Total	88.2MG	56.26MG (*) (**)
2020	Total Processed	Total Delivered
August-Dec.	34.1MG	19.75MG

* Sharon Heights substantially tapered off their water usage for September which is the reason for the large discrepancy between treated and delivered.

** Treatment was reduced in the second half of the month. Rain in late October and an irrigation equipment malfunctions caused water delivery to decrease.

The following is a disclosure statement required for any document, written report or brochure prepared in whole or in part pursuant to the Finance Agreement with the State Water Resources Control Board for the West Bay Sanitary District Recycled Water Project - Sharon Heights: Funding for this project has been provided in full or in part through an agreement with the State Water Resources Control Board. California's Clean Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds. The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

**Subject: *Discussion and Direction on the Bayfront Recycled Water Project
and Status Update***

A discussion will be held on the District's Bayfront Recycled Water Projects and other events related to the recycled water projects including financing, environmental review, design/build issues and grant applications.

The Board will have the opportunity to provide direction to staff and general counsel.

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Report, Discussion, and Direction on RethinkWaste (SBWMA)*

The District's representative to RethinkWaste (SBWMA) President Fran Dehn, will report on any pertinent items regarding RethinkWaste (SBWMA) business.

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To:*Board of Directors*

From:*Sergio Ramirez, General Manager*

Subject:*Report and Discussion on Silicon Valley Clean Water (SVCW)
Plant*

The District's representative to Silicon Valley Clean Water (SVCW), Commissioner George Otte, will report on pertinent items regarding SVCW Operations, CIP and Finance.

Report to the District Board for the Regular Meeting of August 27, 2025

THIS PAGE LEFT INTENTIONALLY BLANK