



1902 - Serving Our Community for over 120 Years - 2025

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 8 2025 AT 7:30 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:02 PM

President Dehn made motion to allow Treasurer Thiele-Sardiña to attend by zoom due to illness. Director Moritz seconded the motion. Roll call vote: AYE: 5 NAY: 0 Abstain: 0

Roll Call

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

BOARD MEMBERS ABSENT: None

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

Others Present: Rich Laurretta – Freyer & Laurretta, Jim Fischer – Fischer Compliance

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 December 18, 2024
- B. WBSD Operations and Maintenance Report – December 2024
- C. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2024
- D. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – December 2024 Pg
- E. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – December 2024

Comments: None.

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the Telemetry Project is scheduled to begin soon. He reported on the Point Repair Project Phase II and that staff will be adding two line segments to the project in the Stanford Park area. He continued to report on the recruitment of the Associate Engineer and Engineering Technician. Staff began to perform maintenance in EPASD on January 2 and discovered a plugged main near Menalto Ave. in Menlo Park. The next regular meetings are scheduled for January 22 and February 12. He also reported on recent public outreach efforts which included an annual newsletter in the Almanac and three YouTube video ads. The ads received a total of 82,707 customer views. The complete General Manager's written report is in the January 15, 2025, agenda packet.

5. WBSD Sewer System Management Plan (SSMP) Audit Presentation by Fischer Compliance

Discussion/Comments: Jim Fischer with Fischer Compliance reported the audit of the District's SSMP. The presentation included audit background, procedures, findings, and recommendations. He also reported the District received a clean audit.

6. Consider Approving Master Fee Schedule (2025)

Motion to Approve by: Moritz 2nd by: Otte Roll Call Vote: AYE: 5 NAY:0 Abstain: 0

Comments: General Manager Ramirez reported the Master Fee Schedule was increased by 4% to reflect an increase in salaries. As well as Flow Equalization Facility Pond storage fees and reclaimed water connection charges.

7. Discussion and Direction on Public Comment Policy

Discussion/Comments: General Manager Ramirez and General Counsel Condotti reported on options for public comment via Zoom at Board meetings. Board consensus was to move forward with future meetings with the following rules: 1) Eliminate chat feature in Zoom; 2) Default microphone to off position; 3) Raise hand to allow public comment via Zoom; 4) President of Board may set public comment time limit when necessary.

8. Report on Levee Improvement Project

Discussion/Comments: General Manager Ramirez and District Engineer Heydari reported on several items related to the project including FERRF elevation levels and the need to raise the driveway entrance from 9.3 ft. to 13 ft. They also presented the original scope of work to the Board and the FEMA national flood hazard layer. Freyer and Laureta Engineering will work on the revised design.

9. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported the 2024 plant met the LTA requirement of 154-200 acre/ft. He also reported the plant processed 293.1 acre/ft in December and delivered 177.8 acre/ft. to the pond.

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

Discussion/Comments: General Manager Ramirez reported General Counsel is preparing an amendment to the Phase I agreement for upcoming Board consideration.

11. Report, Discussion and Direction on South Bayside Waste Management Authority (SBWMA)

Discussion/Comments: None.

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

Discussion/Comments: None.

13. Closed Session

- A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(3):
1 potential case

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

Entered closed session at 8:44 p.m. Left closed session at 8:52 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: Board consensus was to have staff run the District newsletter in the Almanac News again on Jan. 31.

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

/s/ David A. Walker
Secretary