1902 - Serving Our Community for over 120 Years - 2026

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 9, 2026 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, and Director Otte
BOARD MEMBERS ABSENT:	None
STAFF MEMBERS PRESENT:	Ramirez, Hulsmann, Chu, and Cortez, AND by Zoom: Reese and G.C. Alex Geise
Others Present:	By Zoom: EJ Shalaby, Michael Miller, and Gabe Sasser with HF&H

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 August 26, 2026
B. WBSD Operations and Maintenance Report – August 2026
C. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – August 2026
D. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD– August 2026
E. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – August 2026

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

Comments: None

4. General Manager's Report

Comments: General Manager Ramirez reported that Proposition 218 notices were sent to customers in the Bayfront area, and letters of determination were also issued. The District met with Cal Water, which expressed interest in becoming a retailer of recycled water.

The District submitted its third reimbursement request to the State, and SRF reimbursements for Nos. 8, 9, and 10 are being processed. The Board should receive the flow study and analysis for SRF and MFR by September 23. Board members are required to complete ethics training by September 30. The Finance Committee met to discuss ADU fees and cash flow software. The next Board meetings are scheduled for September 23, October 14, and October 28.

5. Presentation by Operation and Maintenance to add Pipelines to the CIP Project

Comments: Operations Supervisor Cortez reported his findings regarding the pipelines. He recommended adding 19 line segments, totaling 4,291 linear feet and approximately 11 manholes. The most recent construction bid was $397 per linear foot, including manholes. The Board provided direction to add the line segments presented to the CIP design project.

6. Consider Authorizing the General Manager to Purchase a Service Utility Truck

Motion by: Moritz 2nd by Thiele-Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Operations Superintendent Hulsmann reported that the current 2020 vehicle/truck has 93,000 miles and is on a five-year replacement plan because it is required to be on the road daily, both day and night. He received a quote of $117,000 to replace the vehicle, with an additional $10,000 contingency, for a total budget of $130,000. The Board approved Agenda Item No. 6.

7. Consider Approving the 2026-2027 Performance Merit Pay Program

Motion by: Moritz 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Operations Superintendent Hulsmann provided an overview of the program. The District is increasing its cleaning goal from 170 miles to 180 miles while maintaining existing goals and managing the new interagency agreement. The Board approved Agenda Item No. 7 and increased the payout by $100, with a maximum incentive of $6,600 per person if the District achieves 100% of its program goals.

8. Discussion and Direction on the District's Succession Plan

Comments: General Manager Ramirez reported that, over the next five to seven years, a significant number of District employees will become eligible for retirement. In 2024, the District worked with CPS HR Consulting to identify key and critical positions requiring succession planning, including the Finance Manager, Associate Engineer, Information Technology Analyst, and Personnel and Accounting Specialist positions.

The District has experienced some staff movement and has successfully implemented succession planning for positions such as Water Quality Manager and Engineering Technician.

General Manager Ramirez presented the organizational chart and discussed the use of job interest cards for employees to indicate their areas of interest. The cards are intended to help identify employees who may be interested in advancing within the organization and provide opportunities for training and development to prepare potential candidates for future vacancies.

The Board expressed interest in seeing an improved organizational structure and organizational chart.

9. Consideration Approving the Accountant Job Description and Authorizing Staff to Recruit and Fill the Position

Motion by: Moritz   2nd by: Thiele-Sardina Vote: AYE: 4 NAY: 0 Abstain: 1

Comments: Finance Manager Chu gave a presentation on how the Finance Department has evolved and outgrown its current structure. She discussed how adding an Accountant position to the team would assist the department and benefit the District in addressing its current and future needs.

The District developed a job description for the position and worked with CPS HR Consulting to review and benchmark the position against comparable Accountant positions to ensure consistency.

The Board approved Agenda Item No. 9. The job posting and recruitment process are anticipated to begin in October, with an expected start date of February 1.

10. Adopt the Regulation Approving West Bay's Standard Recycled Water Standard Specifications Pursuant to Section 1002.02 of the District's Code of Regulations Subject to Final Review and Required Signatures and Seal of the District Engineer.

Motion by: Otte   2nd by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: General Manager Ramirez reported a minor modification to the resolution included in the Board packet. The modification was recommended by General Counsel Alex Geise.

The Board approved Agenda Item No. 10.

11. Presentation, Discussion, and Direction on the HF&H Technical Report Regarding Accessory Dwelling Unit Rates

Comments: Gabe Sasser of HF&H presented the ADU sewer service charge study and analysis. The initial draft study recommended an ADU fee that is approximately 47.6% of the Single Family Sewer Service Charge.

The Finance Committee recommended moving forward with the proposed recommendation from HF&H and proceeding with additional studies for multifamily unit rates. The Board agreed and asked that the consultant consider studying all of the rates and their implication to the overall budget and needs of the District.

General Manager Ramirez stated the infrastructure capacity fee, multifamily unit, and single-family unit rates should all be studied before issuing a Proposition 218 notice when establishing the District's new rates.

12. Discussion and Direction on Sharon Heights Recycled Water Facility (SHRWF)

Discussion/Comments: General Manager Ramirez reported that 11.1 MG of recycled water was processed and 9.0 MG was delivered. The pond was full on several occasions. Additionally, the router for the pump station was stolen, resulting in the pond being out of communication with the treatment facility.

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

Discussion/Comments: General Manager Ramirez reported that the influent pump station is still under construction. The Marsh Road permit and PG&E permit will be discussed in closed session.

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

Discussion/Comments: President Dehn stated there was nothing to report because there was no meeting this month.

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

Discussion/Comments: Director Otte reported there will be a meeting on September 10, 2026. General Manager Ramirez stated there has been some movement on amending the JPA and that SVCW is requesting updates on planned growth and flow capacity the District may need over the next 15 to 20 years.
General Manager Ramirez continued to report that a large development is coming into the Redwood Shores area, and the area is already exceeding its wet-weather capacity. He stated that Redwood City is interested in leasing the FEF for wet weather capacity or purchasing capacity at the SVCW plant. The Board directed the General Manager to continue to discuss leasing capacity to Redwood City and other agencies.

16. Closed Session

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation pursuant to Cal. Gov't. Code §54956.9(d)(2):
(1 potential case)

B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation Pursuant to Govt. Code § 54956.9(d)(4)
(1 potential case)

Entered closed session at 9:47 PM Left closed session at 10:06 PM

Reportable action: None

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

18. Adjournment Time: The meeting was adjourned at 10:09 PM

/s/ David A. Walker
Secretary