



1902 - Serving Our Community for over 120 Years - 2026

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JUNE 10, 2026 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:01 PM

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, Director Moritz, and Director Otte

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña

STAFF MEMBERS PRESENT: Heydari, Ramirez, Condotti, and by Zoom: Chu, and Reese
Others Present: David Richardson, and Michael Miller by Zoom

2. Communications from the Public: None

3. Status Update on Collection of Unpaid Fees Associated with Accessory Dwelling Units

Comments: General Manager Ramirez reported that 120 notices were sent, and due to the Board's direction, all new notices have been paused. Additionally, 32 letters rescinding previously issued notices will be mailed. The District collected \$132,970 in connection fees and \$320,481 in sewer service charges. Approximately \$132,000 will be refunded.

4. 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 May 27, 2026
- B. WBSD Operations and Maintenance Report – May 2026
- C. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – May 2026
- D. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – May 2026 Pg. 4D-1
- E. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – May 2026 Pg. 4E-1

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: Director Moritz noted that the EPASD report reflected a relatively modest number of cleaning activities and sewer overflows. He asked whether routine cleaning is now being conducted on a regular basis and whether all five maintenance staff members are still needed. General Manager Ramirez responded that the District is now able to perform routine cleaning on an annual basis and is currently undertaking more construction projects for EPASD. The Operations Superintendent will give a presentation in July that will address staffing.

5. General Manager's Report

Comments: General Manager Ramirez reported that the draft budget was reviewed with the Finance Committee. He stated that the District is continuing to work on permits for Marsh Road and that the City of Menlo Park continues to insist that the District assist with the levee project. He also reported that the new Operator II employee begins work on June 15 and that Casey Construction will be starting two construction projects.

Additionally, General Manager Ramirez noted that Santa Clara LAFCO is conducting a Municipal Service Review (MSR). Also, the District met with staff from the existing Meta campus to discuss their water needs and onsite water system. He concluded by noting that the next Board meetings are scheduled for June 24 and July 8.

6. Fiscal Year 2026/27 Budget Discussion and Direction on General, Capital, Recycled Water, and Solid Waste Funds as well as the District's Reserves

Comments: Finance Manager Chu presented the Fiscal Year 2026/27 budget and summarized the revisions made during the budget workshop. The major changes to the proposed budget are highlighted below. The budget will be moved for approval at the next meeting.

	General Fund- Final FY2026-27	General Fund- Budget Workshop FY2026-27	Budget Variance	Budget Variance %
OPERATING REVENUES				
Sewer Service Charges	40,313,862	36,643,796	3,670,066	10%
Permit & Inspection Fees	257,500	257,500	-	0%
Unpaid ADUs Sewer Service Charges	354,852	354,852	-	0%
Unpaid ADUs Connection Fees	154,944	154,944	-	0%
Connection Fees	500,000	500,000	-	0%
Other Operating Revenue	2,251,564	2,251,564	-	0%
TOTAL OPERATING REVENUES	43,832,722	40,162,656	3,670,066	9%
OPERATING EXPENSES				
Salaries & Benefits	8,811,619	8,792,423	19,196	0%
Materials & Supplies	1,043,375	1,043,375	-	0%
Insurance	388,615	388,615	-	0%
Contract Services	948,207	1,172,249	(224,042)	-19%
Professional Services	900,200	1,000,429	(100,229)	-10%
Repairs & Maintenance	730,652	882,778	(152,126)	-17%
Utilities	406,280	406,280	-	0%
Other Operating Expenses	674,744	703,919	(29,175)	-4%
Depreciation	-	-	-	-
Total WBSD Operating Expenses	13,903,692	14,390,067	(486,375)	-3%
Sewage Treatment Plant (SVCW)	-	-	-	-
TOTAL OPERATING EXPENSES	13,903,692	14,390,067	(486,375)	-3%
OPERATING INCOME (LOSS)	29,929,030	25,772,589	4,156,441	16%
NON-OPERATING REVENUES (EXPENSES)				
Investment Income	600,000	638,529	(38,529)	-6%
Investment Fees	(34,229)	(34,229)	-	0%
Interest Expense	-	-	-	-
Other Non-Operating Income	41,922	41,922	-	0%
Other Non-Operating Expenses	(70,000)	(70,000)	-	0%
TOTAL NON-OPERATING REVENUES (EXPENSES)	537,693	576,222	(38,529)	-7%
CAPITAL CONTRIBUTIONS				
Grants	-	-	-	-
SH Capital Contribution	-	-	-	-
TOTAL CAPITAL CONTRIBUTIONS	-	-	-	-
CHANGE IN NET POSITION	30,466,723	26,348,811	4,117,912	16%

7. Consider Approving District Treasury Report Third Quarter FY 2025-26

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: NAY: Abstain:

Comments:

8. Consider Authorizing the General Manager to Enter Into an Agreement for On-Call Geotechnical Observation and Testing Services and Special Inspections with BAGG Engineers for \$23,715.00 for the Grade 4 & 5 Pipe Repair and Replacement No. 1768.0

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: The Board approved Agenda Item# 8.

9. Consider Authorizing the General Manager to Enter Into an Agreement for On-Call Geotechnical Observation and Testing Services and Special Inspections with BAGG Engineers for \$30,715.00 for the Point Repair Project Phase III-B Replacement and Rehabilitation of Sanitary Sewer Mains Project No. 1774.0

Motion to Approve by: Otte 2nd by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: The Board approved Agenda Item# 9.

10. Discussion and Direction on Multi-Family Flow Monitoring Program

Comments: General Manager Ramirez reported that the District conducted a flow study in 2015-2018 for single family and multi-family residential units. The study included testing for BOD and TSS and found little discrepancy between the two unit types, so the District decided not to establish a separate rate for multi-family units. He also reported that the District initiated a new flow study in April and May 2026 at four different sites. The report, including analysis and recommendations, is expected to be completed within the next 30 days.

11. Discussion and Direction on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported that 10.2MG of recycled water was processed and 7.5MG was delivered during May 2026. A plant upset occurred for approximately 7 to 9 days, reducing flow by half due to unexpected influent flow. The District is investigating the cause upstream of the plant.

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

Discussion/Comments: General Manager Ramirez reported that HF&H is revising the recycled water study. Existing potable water customers may pay recycled water connection fees through their recycled water bill. There will be a public hearing in July to set the recycled water rates. Then, letters of determination will be prepared.

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

Discussion/Comments: President Dehn reported that an emergency in-person Board quorum meeting will be held on Monday, June 15, 2026, at 2:30 PM in San Carlos to make a decision regarding renewal of their insurance policies. All consent items will be pulled into the agenda, and the Board will also consider whether to waive the July and August meetings.

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

Discussion/Comments: Director Otte reported that a meeting is scheduled for June 11, 2026 with a light agenda. Key items include approval of annual salaries for employees and the purchase of a water sampling wagon/trailer.

15. 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)

Entered closed session at 8:40 PM Left closed session at 9:05 PM

Reportable action: None

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

Discussion/Comments: Director Moritz requested a map showing the locations of where the contractor, BAGG and all future contractors will be performing work.

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

David A. Walker

SECRETARY