



1902 - Serving Our Community for over 120 Years - 2026

**WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MAY 13, 2026 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 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/86959517883?pwd=IYtefObRQ0LSkiJ9V6qX59iQllgCKy.1>

Meeting ID: 869 5951 7883 Passcode: 940372

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 April 22, 2026 Pg. 3A-1
 - B. WBSD Operations and Maintenance Report – April 2026 Pg. 3B-1
 - C. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – April 2026 Pg. 3C-1
 - D. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – April 2026 Pg. 3D-1
 - E. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – April 2026 Pg. 3E-1
4. Discussion and Direction on Collection of Unpaid Fees Associated with Accessory Dwelling Units Pg. 4-1
5. General Manager's Report Pg. 5-1
6. Resolution Authorizing Opening of an additional LAIF Account for Vehicle and Equipment Reserves Pg. 6-1
7. Consider Approving Resolution to Call for Elections – County of San Mateo - November 3, 2026 Pg. 7-1

8. Consider Approving Resolution to Call for Elections – County of Santa Clara - November 3, 2026
Pg. 8-1
9. Discussion and Direction on Sharon Heights Recycled Water Facility Pg. 9-1
10. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 10-1
11. Report and Discussion on RethinkWaste (SBWMA) Pg. 11-1
12. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 12-1
13. Closed Session
 - A. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation
Significant Exposure to Litigation pursuant to Cal. Gov't. Code §54956.9(d)(2):
(3 potential cases)
 - B. CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Negotiators: General Manager/General Counsel
Unrepresented Employees pursuant to Cal. Gov't Code §54957
14. Comments or Reports from Members of the District Board and Consider Items to be Placed on
Future Agenda
15. 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* - 2026

**WEST BAY SANITARY DISTRICT
CHECKLIST OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, April 22, 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, and by Zoom: General Counsel Alex Geise, Heydari, and Reese

Others Present: By Zoom: Michael and Pamela Levine

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 April 8, 2026

B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru March 31, 2026

Comments: None.

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

4. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Krishnan and Ram (1265 Westridge Dr., Portola Valley)

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

Comments: General Manager Ramirez reported 1265 Westridge Drive is annexing and connecting to an existing 3" main.

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 Krishnan and Ram (1265 Westridge Dr., Portola Valley)

Motion to Approve by: Walker 2nd by: Moritz Vote: AYE: 5 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- 1265 Westridge Dr., Portola Valley (077-033-080), Lands of Krishnan and Ram

Motion to Approve by: Otte 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None

7. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Chang and Lin (1345 Westridge Dr., Portola Valley)

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

Comments: General Manager Ramirez reported 1345 Westridge Drive is annexing and extending the 3" main by approximately 700 feet.

8. 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 Chang and Lin (1345 Westridge Dr., Portola Valley)

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

Comments: None

9. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 1345 Westridge Dr., Portola Valley (077-033-140), Lands of Chang and Lin

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

Comments: None

10. Discussion and Direction on Collection of Unpaid/Past Due Sewer Service Charges and Connection Fees Associated with Accessory Dwelling Unit

Discussion/Comments: General Manager Ramirez reported 115 notices have been mailed and inquiries were received from the CA Housing and Community Development, and from Office of Assembly Member Marc Berman.

11. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the District made an offer to a candidate for the Operator II position, the crews attended the CWEA Conference and conducted a pipe patched training for attendees, the Single Family and Multi-Family Flow Study began on April 13th. He continued to report the budget meeting is scheduled for May 5th, the next board meetings are May 13 and 27.

12. Report and Discussion on the Capital Improvement Program Schedule

Discussion/Comments: General Manager Ramirez discussed and shared a map showing the different Capital Improvement Projects (CIP). Full details of the CIP schedule were shown from District Engineer Heydari's spreadsheet.

13. Discussion and Direction on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported that 5.9MG of recycled water were processed and 3.9MG were delivered in March 2026.

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

Discussion/Comments: General Manager Ramirez reported the District received an additional \$10 million from the state in grant funds.

15. Report, Discussion, and Direction on RethinkWaste (SBWMA) (Start right 0:12:52)

Discussion/Comments: President Dehn reported the next scheduled meeting is April 22, 2026, at 2:00 PM. The Ad hawk Committee will meet to discuss the fees paid to San Carlos for use of the land at the transfer facility.

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

Discussion/Comments: Director Otte reported that he and General Manager Ramirez reviewed the proposed changes to the JPA. He also reported the Plant's odor fan investigation is ongoing.

17. Closed Session:

- A. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation pursuant to Cal. Gov't. Code §54956.9(d)(2):
(one or more potential cases)

Entered closed session at 8:14 PM Left closed session at 8:22 PM

Reportable action: None

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


Discussion/Comments: None

19. Adjournment Time: The meeting was adjourned at 8:22 PM



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 3B**

To: Board of Directors
From: Bob Hulsmann, Operations Superintendent
Subject: WBSD Operations and Maintenance Report – April 2026

	Basin PM Pipe Cleaning	High Freq. PM Pipe Cleaning	Un-Sche. Pipe Cleaning	WBSD CCTV Insp.	Pipe Patch Repairs	Open Trench Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls- Unit 208			
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Qty.	Cat. 1	Cat. 2,3,4	Call Outs	Sch PM	Jnsch. PM	USA's
January	20.6	3.8	0.0	1.9	9	5	64	0	0	0	69	0	0	331
February	16.7	5.1	0.2	3.6	6	7	64	0	0	0	56	13	0	283
March	24.4	0.2	0.3	4.5	16	1	64	1	0	0	63	0	0	359
April	11.7	2.2	0.2	5.6	7	6	64	0	0	0	67	2	0	415
May														
June														
July														
August														
Sept.														
Oct.														
Nov.														
Dec														
Yr to date	73.4	11.3	0.7	15.6	38.0	19.0	256.0	1.0	0.0	0.0	255.0	15.0	0.0	1388.0
2026 Goals	120.0	50.0	n/a	45-50	50-65	90	n/a	<10	<	4	n/a	n/a	n/a	n/a
2025 Results	147.4	40.0	5.2	**51.6	**67	*90	811	0	0	3	744	83	1	4248
2024 Results	148.9	45.8	n/a	**40.9	**75	99	821	4	0	0	741	106	3	1894
2023 Results	127.7	47.1	8.5	**45.4	52	94	821	0	0	2	832	85	11	3416
2022 Results	120.9	53.6	7.5	**40.3	**92	100	774	0	1	2	858	97	2	3161
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4	944	n/a	n/a	2294
2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0	1012	89	5	2362

**= Including LAH, TOW, & EPASD

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 3C**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – April 2026

Town of Los Altos Hills O & M Report 25/26										
	Basin PM Pipe Cleaning	High Freq. PM Pipe Cleaning	Un-Sche. Pipe Cleaning	WBSD CCTV Insp.	Pipe Patch Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month								Cat. 1	Cat. 2&3s	Call Outs
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.			
January-26	1.1	1.2	0.0	0.9	0	4	0	0	0	0
February-26	1.1	0.1	0.0	1.0	2	4	0	0	0	0
March	0.7	1.7	0.0	1.1	0	4	0	1	0	0
April	1.3	1.3	0.0	1.1	2	5	0	0	0	0
May	2.2	1.6	0.1	1.2	2	5	0	0	0	0
June	1.0	0.3	0.0	1.3	6	5	0	0	0	0
July	2.1	1.1	0.0	1.1	3	4	0	0	1	0
August	0.8	0.8	0.0	1.1	0	4	0	0	0	0
Sept.	1.2	0.9	0.0	0.1	0	4	0	0	0	0
Oct.	1.1	1.1	0.0	1.2	0	4	0	0	0	0
Nov.	1.3	0.8	0.0	0.1	0	4	0	0	0	0
Dec	1.0	1.6	0.0	0.9	0	4	0	0	0	0
** Yr to date	14.9	12.5	0.1	11.1	15.0	51	0	1	1	0
FY25/26Goals	10.6	14.4	n/a	8.1	n/a	52	n/a	n/a	n/a	n/a

	Goal	Total	Remain
Cleaning	25	27.5	-2.5
Inspection	8.1	11.1	-3.0

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 3D**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – April 2026



Yearly Summary Report

4/2/2026
1:22 PM

Dates Between 4/1/2025 and 3/31/2026

Month	Basin PM Pipe Cleaning (miles)	High Freq PM Pipe Cleaning (miles)	Unscheduled Pipe Cleaning (miles)	CCTV Inspection (miles)	Pump Stations Preventive Maintenance Qty	Pump Stations Unscheduled Repairs Qty	SSO Cat 1	SSO Cat 2 & 3	Service Calls Call Outs
January	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
March	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
April	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
June	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
December	4.48	0.0	0.0	1	8	0.0	0.0	0.0	0.0
Totals	4.48	0.8	0.0	1	96	0.0	0.0	0.0	0.0

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 3E**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: East Palo Alto Sanitary District/City of East Palo Alto - Operations and Maintenance Report for Work Performed by WBSD – April 2026

EPASD O & M Report 2026										
	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	CCTV Insp.	Pipe Patch Repairs	Open Trench Repair	USA Mark	SSO	SSO	Service Calls
Month								Cat. 1	Cat. 2,3,4	Call Outs
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.			
Jan	4.4	0.7	0.2	4.0	0	1	44	0	0	7
February	1.1	0.2	0.4	0.8	2	1	19	0	0	8
March	3.6	0.4	0.0	2.8	2	0	53	0	0	9
April	5.5	2.0	0.3	1.3	1	1	70	0	0	5
May										
June										
July										
August										
Sept.										
Oct.										
Nov.										
Dec										
*Yr to date	14.6	3.3	0.9	8.9	5	3	186	0	0	29
2026 Goals	70	10	n/a	35	12	12	n/a	n/a	n/a	n/a
2025 Results	58.0	7.3	1.5	28.3	17	8	732	0	1	110

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

**Subject: *Discussion and Direction on Collection of Unpaid Fees
 Associated with Accessory Dwelling Units***

Staff will present an update on the collection of unpaid Sewer Service Charges and Connection Fees associated with ADUs.

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

Report to the District Board for the Regular Meeting of May 13, 2026

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

1) Administrative:

- a. The Recycled Water Rates study was accepted by the full Board on April 8. A Public Hearing to approve the proposed rates will be set for the July timeframe.
- b. Notice of Determination Letters to potential users of recycled water are being developed by the District's General Counsel.

2) Finance:

- a. The District received disbursement payments number 6 and 7 were received for a total of \$13,175,325. Disbursement number 8 has been upload to the state for approval in the amount of \$11,573,321. Disbursements are to fund the Bayfront Recycled Water Facility project.
- b. The budget workshop was held on May 5. Staff is revising the draft budget after receiving direction from the Board.

3) Capital Improvement Program (CIP):

a. Levee Improvement Project:

- i. The City of Menlo Park is expected to issue an easement to PG&E to underground the powerlines on Marsh Road for the Bayfront Recycled Water Facility.

b. Repair Project:

- i. The Notice to Proceed for the Spot Repair High Frequency List Phase 3B was issued to Casey Construction.

c. Construction in Progress:

- i. Stowe Lane Pump Station is under construction and should be completed by July.

4) Information Technology (IT):

- a. IT and Operations staff continue to implement the new CMMS.

5) Operations and Maintenance:

a. Collection System:

- i. The Construction Crew participated in the California Water Environment Association - Annual Conference in Sacramento by conducting a training seminar on trenchless PipePatch. The training included a live demonstration of a repair in front of approximately 100 attendees.

b. Pump Facilities:

- i. The new telemetry system is working well. Alarms are being received in a timely manner.

- c. **Training:**
 - i. Staff will be training on the District's Spill Emergency Response Plan on May 12.
- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. Staff is ramping up production of recycled water.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. The District is considering sponsoring the State Water Board Title 22 reports for existing potable water customers. This will encourage customers to switch to recycled water. The Title 22 report cost could be recovered in the recycled water bill over time.
 - c. **Flow Study:**
 - i. A flow study began on April 13 to review the flow and loadings in Multi-family Complexes and Single-Family Residences areas.
 - d. **FOG Inspections:**
 - i. Water Quality staff continue to perform FOG inspections.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The Vehicle and Equipment Replacement program is being updated as part of the budget setting process.
- 8) **Personnel:**
 - a. The Operator II will begin employment with District on June 15.
- 9) **Upcoming Events:**
 - a. **Next Board Meetings:**
 - i. Board Meetings Schedule: Wednesdays May 13 and May 27.
- 10) **Misc. Items:**
 - a. **West Bay:** The General Manager will update the Board on miscellaneous items.



WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Resolution Authorizing Opening of an additional LAIF Account for Vehicle and Equipment Reserves*

RECOMMENDATION

Adopt a resolution authorizing the West Bay Sanitary District to open an additional account in the Local Agency Investment Fund (LAIF) for the purpose of segregating and managing Vehicle and Equipment Reserve funds.

BACKGROUND

The West Bay Sanitary District (District) currently maintains an active account in the State of California's Local Agency Investment Fund (LAIF) for the investment of surplus operating funds. LAIF is administered by the State Treasurer's Office and provides a secure and liquid investment option for public agencies.

LAIF allows agencies to maintain multiple accounts, provided each account is authorized by a separate resolution adopted by the governing board and submitted to the State Treasurer's Office along with a completed New Account Form.

DISCUSSION

Staff recommends establishing a separate LAIF account dedicated exclusively to Vehicle and Equipment Reserves. This approach aligns with sound financial management practices and offers several key advantages:

- **Improved Financial Transparency**
Segregating Vehicle and Equipment Reserves into a dedicated account clearly distinguishes these restricted funds from general operating reserves, improving financial reporting and audit clarity.
 - **Enhanced Fiscal Accountability**
A separate account ensures that funds set aside for capital replacement are not inadvertently used for other operational purposes.
 - **Better Long-Term Planning**
-

Report to the District Board for the Regular Meeting of May 13, 2026

Maintaining a distinct reserve account supports long-term capital planning by allowing staff and the Board to more easily track the accumulation and use of funds designated for vehicle and equipment replacement.

- Consistency with Best Practices
Public agencies commonly segregate reserve funds to ensure proper stewardship and compliance with adopted reserve policies.

The proposed account will function as a regular LAIF account, subject to the standard program parameters:

- Maximum balance of \$75 million per account
- Limit of 15 transactions per month

The District's existing LAIF account will continue to be used for general operating reserves and cash flow management, while the new account will be used solely for Vehicle and Equipment Reserve funds.

FISCAL IMPACT

There is no cost to establish an additional LAIF account. The creation of a separate account will not impact overall investment earnings but will improve tracking and management of reserve funds.

NEXT STEPS

Upon Board approval:

1. Staff will submit the adopted resolution to the State Treasurer's Office.
2. Staff will complete and submit the New LAIF Account Form for the new account.
3. Staff will coordinate with LAIF to establish the additional account and transfer designated Vehicle and Equipment Reserve funds into it.

ATTACHMENTS

1. Draft Resolution Authorizing Additional LAIF Account
2. LAIF New Account Form

PROPOSED MOTION

Adopt the resolution authorizing the opening of an additional Local Agency Investment Fund (LAIF) account for the purpose of segregating and managing Vehicle and Equipment Reserve funds.

RESOLUTION NO. _____(2026)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST BAY SANITARY DISTRICT AUTHORIZING THE ESTABLISHMENT OF AN ADDITIONAL LOCAL AGENCY INVESTMENT FUND (LAIF) ACCOUNT FOR VEHICLE AND EQUIPMENT RESERVES

WHEREAS, pursuant to Section 16429.1 of the California Government Code, the Local Agency Investment Fund (LAIF) was established to enable local agencies to deposit funds for investment by the State Treasurer; and

WHEREAS, the West Bay Sanitary District (the "District") currently maintains an existing LAIF account for the investment of surplus operating funds; and

WHEREAS, LAIF permits local agencies to establish multiple accounts, provided that each account is authorized by a resolution of the governing board; and

WHEREAS, the Board of Directors desires to enhance financial transparency, accountability, and long-term capital planning by segregating Vehicle and Equipment Reserve funds into a dedicated investment account; and

WHEREAS, the Board of Directors finds that establishing a separate LAIF account specifically for Vehicle and Equipment Reserves is in the best interest of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the West Bay Sanitary District, County of San Mateo, State of California, as follows:

1. Authorization of Additional LAIF Account

The District is hereby authorized to establish an additional account in the Local Agency Investment Fund. This account is in addition to, and shall not replace or modify, the District's existing LAIF account.

2. Purpose of Account

The additional LAIF account shall be used exclusively for the deposit and investment of monies designated as Vehicle and Equipment Reserve funds.

3. Authorized Officers

The following officers or their successors in office are hereby authorized to order the deposit or withdrawal of monies in the LAIF account(s):

- General Manager

4. Administration and Compliance

The officers of the District are hereby authorized and directed to complete and submit all required documentation to the State Treasurer's Office, including the New LAIF Account Form, and to take all actions necessary to establish and maintain the additional account in accordance with LAIF requirements.

5. Segregation of Funds

The District shall maintain the integrity of the Vehicle and Equipment Reserve funds by depositing such funds into the designated LAIF account and using them solely for their intended purpose.

6. Effective Date

This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 13th day of May, 2026, by the following votes:

Ayes:

Noes:

Absent:

Abstain:

President of the District Board of the
West Bay Sanitary District of San
Mateo County, State of California

Attest:

Secretary of the District Board of the
West Bay Sanitary District of San Mateo
County, State of California



**California State Treasurer's Office
Local Agency Investment Fund (LAIF)**

New Regular Account

Date: _____
 Agency Legal Name: _____
 Attention (title only): _____
 Mailing Address: _____
 Phone Number: _____

Only the following individuals of this agency whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF.

Name	Title

Banking Information

Bank Name, Branch Number, Address & Phone Number	Account & ABA (Routing) Number*	LAIF Bank
	Account #: ABA #:	
	Account #: ABA #:	

***Subject to verification by the State Treasurer's Office. 1) Bank account must be in the agency's name. 2) Attach an original voided check or bank statement showing the name on the account and the full bank account number. 3) Attach a bank reference letter.**

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

_____ Signature	_____ Signature
_____ Print Name and Title	_____ Print Name and Title
_____ Phone Number	_____ Phone Number

Please provide email address to receive LAIF email notifications.

Name	Email

Please email the completed form for review to laif@treasurer.ca.gov and allow 2 days for a response.
DO NOT mail the original form until you receive approval.
 Mail the approved form to: CA State Treasurer's Office
 Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001

STO-LAIF-4010
 Revised 7/2024

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WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Consider Approving Resolution to Call for Elections – County of San Mateo November 3, 2026*

Background

In 2026 there are two Board seats up for 4-year terms: Roy Thiele-Sardina and Edward P. Moritz. All candidates must file forms with the San Mateo County Registration & Elections Division office. The candidate-filing period opens on Monday, July 13 and closes on Friday, August 7. County of San Mateo Registrar of Voters (ROV) requires a resolution calling for elections by each governing body and a District information sheet to be completed and returned to the County Elections Office by July 1, 2026.

Analysis

Candidate statements will be limited to 200 words. The District cost of the candidate statements shall be borne by the District and in the event of a tie vote the winner will be selected by lot as stated in the attached resolution.

Fiscal Impact

The County Elections office is preparing the cost of the candidate statements (which are covered by the District) and are yet to be determined for the November election.

Recommendation

The General Manager recommends the Board accept the resolution to call for elections in San Mateo County including selecting the District's preferred options put forth in the resolution.

RESOLUTION NO. _____ (2026)

A RESOLUTION OF THE WEST BAY SANITARY DISTRICT CALLING FOR AN ELECTION TO BE HELD ON NOVEMBER 3, 2026 FOR THE ELECTION OF TWO MEMBERS OF THE GOVERNING BOARD

The Governing Board of the West Bay Sanitary District hereby resolves as follows:

WHEREAS, an election has been ordered to be held on November 3, 2026 in the West Bay Sanitary District for the purpose of electing members of its Governing Board (“Board”) (the “Election”); and

WHEREAS, pursuant to Section 1001 of the Elections Code of the State of California, there is an established General Statewide election to be held on the same date as the Election; and

WHEREAS, pursuant to Part 3, Consolidation of Elections, and commencing with Section 10400 of the Elections Code of the State of California, an election for members of the Board may be either completely or partially consolidated with another election held on the same day, if in the same territory, or in territory that is part the same; and

WHEREAS, pursuant to Section 1002 of the Elections Code of the State of California, the Board desires to adopt this resolution to request that the Board of Supervisors of the County of San Mateo permit the County’s Chief Elections Officer & Assessor–County Clerk–Recorder (the “Chief Elections Officer”) to render specified services to the West Bay Sanitary District relating to the conduct of the November 3, 2026 election.

NOW, THEREFORE, BE IT RESOLVED

Section 1. An election is hereby called to be held in and for the West Bay Sanitary District on November 3, 2026 to elect two members of the Board for a full term of 4 years each;

Section 2. Pursuant to Elections Code 10002, the Board hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & Assessor–County Clerk–Recorder (the “Chief Elections Officer”) as the County Elections Official for the purpose of rendering services in the conduct of the Election.

Section 3. The Election will be conducted at large.

(If at-large) Each governing board member shall reside in the jurisdiction and shall be elected by the registered voters of the entire jurisdiction.

(If by district) Each governing board member shall reside in the sub district area where she or he seeks to represent and shall be elected by the registered voters of the entire jurisdiction (at-large).

Section 4. Pursuant to Elections Code 10509, not less than 125 days prior to the date of the election, the jurisdiction secretary shall deliver a notice to the Chief Elections Officer. The notice shall bear the secretary's signature and the district seal and shall also contain both of the following:

- (a) The elective offices of the jurisdiction to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.
- (b) Whether the jurisdiction or the candidate is to pay for the publication of a candidate statement.

Section 5. Pursuant to Elections Code 10522, not less than 125 days prior to the date of the election, the West Bay Sanitary District shall deliver to the Chief Elections Officer a map showing the boundaries of the jurisdiction and the boundaries of the divisions of the jurisdiction, if any, within the County and a statement indicating in which divisions a member of the Governing Board is to be elected and whether any elective officer is to be elected at large at the next general district election.

Section 6. The General Manager of the West Bay Sanitary District, or his/her designee, is hereby authorized and directed to enter an Elections Service Agreement with

the Chief Elections Officer regarding the Election to outline the detailed services to be provided by both the West Bay Sanitary District and the Chief Elections Officer.

Section 7. The Chief Elections Officer will send an itemized invoice to the West Bay Sanitary District for all services provided pursuant to the Elections Service Agreement after the Election is conducted and all related costs are determined, and the General Manager of the West Bay Sanitary District, or his/her designee, is hereby authorized and directed to submit payment on the full amount of the invoice to the County of San Mateo within forty-five (45) days of the date of the invoice.

Section 8. Pursuant to Elections Code 13307, each candidate for the Governing Board to be voted in the Election may prepare a candidate statement on the appropriate form provided by the Chief Elections Officer. Such statement shall be limited to 200 (number of words) words. The prorated costs of printing, mailing, and translating the statements shall be paid by the West Bay Sanitary District.

I hereby certify the foregoing Resolution was duly and regularly passed and adopted by the Governing Board of the West Bay Sanitary District at a regular meeting thereof held on this 13th day of May, 2026, by the following votes:

AYE:

NOES:

ABSTAIN:

ABSENT:

President of the District Board of the West Bay Sanitary
District of San Mateo County, State of California

Attest:

Secretary of the District Board of the West
Bay Sanitary District of San Mateo County,
State of California



WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Consider Approving Resolution to Call for Elections – County of Santa Clara November 3, 2026*

Background

In 2026 there are two Board seats up for 4-year terms: Roy Thiele-Sardina and Edward Moritz. Candidates must file forms with the County of Santa Clara. *The candidate-filling period opens on Monday, July 13 and closes on Friday, August 7.*

County of Santa Clara Registrar of Voters (ROV) requires a resolution calling for elections by each governing body and a District information sheet to be completed and returned to the County Elections Office by July 1, 2026.

Analysis

The candidate statements will be limited to 200 words. The District cost of the candidate statements shall be borne by the District and in the event of a tie vote the winner will be selected by lot as stated in the attached resolution.

Fiscal Impact

The District may be responsible for cost up to \$5,409 plus \$1,655 per candidate. The District approves a line item in the General Fund Budget for Election Expense purposes.

Recommendation

The General Manager recommends the Board accept the resolution to call for elections in Santa Clara County including selecting the District's preferred options put forth in the resolution.

RESOLUTION NO. _____ (2026)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST BAY SANITARY DISTRICT CALLING A GENERAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026 AND REQUESTING CONSOLIDATION AND PERFORMANCE OF SERVICES FROM THE COUNTY OF SANTA CLARA REGISTRAR OF VOTERS

WHEREAS, pursuant to Section 1001 of the Elections Code of the State of California, there is an established General Statewide election to be held on Tuesday, November 3, 2026; and,

WHEREAS, pursuant to Part 3, Consolidation of Elections, and commencing with Section 10400 of the Elections Code of the State of California, such election may be either completely or partially consolidated and held on the same day, if in the same territory, or in territory that is part the same; and,

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That, pursuant to Section 10403 of the Elections Code of the State of California, the **Board of Directors** of the West Bay Sanitary District calls an election to be held on Tuesday, November 3, 2026; and requests the Board of Supervisors of the County of Santa Clara to completely consolidate the election with the General Statewide election. The consolidated election will be held, regulated, and conducted in accordance with the provisions of the law.

Section 2, pursuant to Sections 10507 and 10508 of the Elections Code of the State of California, a general election is necessary for purposes of filling governing board seats for the offices listed below and to be voted upon at such election.

Title of Each Office (Director / Governing Board Member)	Length of Term (4-year full-term or 2-year short-term)	Number of Seats (1, 2, 3 etc.)	At-Large or District Number
Director	4-year full term	1	At-Large
Director	4-year full term	1	At-Large

Section 3. That pursuant to Sections 10002 and 10520 of the Elections Code of the State of California, the West Bay Sanitary District requests the services of the Board of Supervisors of the County of Santa Clara and the Registrar of Voters of the County of Santa Clara to render such services to the special district as requested by the Board Clerk, and shall reimburse the county for the costs incurred by the County of Santa Clara Registrar of Voters in conducting the general election for the special district. The special district requests the County of Santa Clara Board of Supervisors to permit the County of Santa Clara Registrar of Voters to prepare the special district's election materials. The election services to be performed shall include the preparation, printing and mailing of official ballots and county voter information guides; the establishment of precincts,

election ballots, return mail envelopes, ballot drop boxes, vote centers, election officers, and producing such publications as are required by law in connection therewith; the furnishing of ballots, envelopes, and other necessary supplies and materials for voting places; the canvassing of the returns of the election; the furnishing of the results of such canvassing to the Board Clerk; and, the performance of other election services as may be requested by the Board Clerk.

Section 4. That the **Board of Directors** of the West Bay Sanitary District requests the Board of Supervisors of the County of Santa Clara to hold and conduct the election in the manner prescribed in Section 10418 of the Elections Code of the State of California, and to further provide that the Registrar of Voters canvass the returns of the election. The County of Santa Clara is hereby authorized to certify the returns of the election.

Section 5. That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted upon in the West Bay Sanitary District on November 3, 2026, may prepare a candidate's statement on an appropriate form provided by the Registrar of Voters office. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate. The West Bay Sanitary District shall be required to pay for the cost of printing, translating, and distributing said candidate's statement. Each candidate who files such a statement shall not be required to pay in advance his or her pro rata share of the estimated costs of printing, handling, and mailing said candidate statement, and such estimated costs shall be determined by the Registrar of Voters.

Section 6. That pursuant to Sections 10551 and 15651 of the Elections Code of the State of California, the method of determining the winner or winners in the event of a tie vote (two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Santa Clara Registrar of Voter, the Board of Directors of the West Bay Sanitary District, in accordance with Section 15651(a), any tie vote shall be resolved by: by lot.

Section 7. In all particulars not recited in this resolution, the special district election shall be held and conducted as provided by law for holding special district elections.

PASSED AND ADOPTED by the Board of Directors of the West Bay Sanitary District, State of California, on the 13th of May 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President
Board of Directors of the West Bay Sanitary District

ATTEST:

Secretary
of the Board of Directors of the West Bay Sanitary District

APPROVED AS TO FORM AND LEGALITY:

Anothony Condotti
General Counsel

INFORMATION SHEET
(To be returned with Resolution)

NAME OF DISTRICT

West Bay Sanitary District

DISTRICT CONTACT

Sergio Ramirez/General Manager

Address

500 Laurel St., Menlo Park, CA 94025

Phone #

650-321-0384

Fax #

650-321-4265

Email

sramirez@westbaysanitary.org

DISTRICT OFFICE DATES AND HOURS OF OPERATION

Monday – Friday 9am-3pm

PREFERRED NEWSPAPER PUBLICATION FOR LEGAL NOTICE

(Applies to all jurisdictions except Cities as they do their own publications)

San Jose Post-Record (used by the ROV when no preference is provided)

Jurisdiction Preference: Almanac News

Date

5/22/26

Signature

Print Name

Sergio Ramirez

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

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:

2026	Processed	Delivered
January	5.2MG	143K
February	4.2MG	55.6K
March	5.9MG	3.9MG
April	7.5MG	2.8MG

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
August	10MG	8.4MG
September	10.6MG	7.4MG
October	7.9MG	2.4MG
November	6.5MG	568K
December	5.7MG	58K

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.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

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 project.

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Report and Discussion on RethinkWaste (SBWMA)

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 12**

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.

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