



1902 - Serving Our Community for over 120 Years - 2026

WEST BAY SANITARY DISTRICT

AGENDA OF BUSINESS

REGULAR MEETING OF THE DISTRICT BOARD

WEDNESDAY, JULY 22, 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/83263360326?pwd=1wgWFs9abjMSgPPbl8oHnVa4sUnVsB.1>

Meeting ID: 832 6336 0326 Passcode: 497940

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 July 8, 2026 Pg. 3A-1
 - B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru June 30, 2026 Pg. 3B-1
 - C. WBSD Operations and Maintenance Report – June 2026 Pg. 3B-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – June 2026 Pg. 3C-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – June 2026 Pg. 3D-1
 - F. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – June 2026 Pg. 3E-1
4. Public Hearing to Consider Amending the Code of General Regulations for Board Member Compensation Pg. 4-1
5. Consider Amending the Code of General Regulations for Board Member Compensation Pg. 5-1

6. General Manager's Report Pg. 6-1
7. Discussion and Direction of Revised Recycled Water Facility Capacity Fees and Water Rates Pg. 7-1
8. Presentation on High Frequency Maintenance and Overall Operations by Operations Superintendent, Bob Hulsmann Pg. 8-1
9. Consideration Authorizing the General Manager to Enter into a Purchase Order agreement with Owen Equipment for a Vactor Hydro / Excavation Sewer Cleaning Unit Pg. 9-1
10. Review and Consideration to Approve the Conflict-of-Interest Code and General Rules of Office for the District Board Pg. 10-1
11. Discussion and Direction on Sharon Heights Recycled Water Facility Pg. 11-1
12. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 12-1
13. Report, Discussion, and Direction on RethinkWaste (SBWMA) Pg. 13-1
14. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 14-1
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)
 - B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation Pursuant to Govt. Code § 54956.9(d)(4)
(1 potential case)
 - C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: General Manager
16. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
17. 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
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JUNE JULY 8, 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: Heydari, Ramirez, and by Zoom: Reese, and General Counsel Alex Geise

Others Present: By Zoom: Sandra Bardas (sent protest letter to the board), and Michael Miller resident.

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 June 24, 2026

Motion to Approve by: Walker 2nd by: Thiele-Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None

4. Update, Discussion and Direction on Collection of Unpaid Fees Associated with Accessory Dwelling Units

Comments: General Manager Ramirez reported that the ADU Sewer Service Charge Rate Study is underway, with results from HF&H expected in September.

5. Public Hearing: Consider Approving Resolution Confirming Tax Roll Report on Sewer Service Charges for the Fiscal Year 2026/2027

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

Comments: General Manager Ramirez reported that the District initially planned to add all new ADUs to the tax roll. However, ADUs that did not qualify, as well as those who have not yet been notified, were removed from the tax roll. Only ADUs that qualified and whose owners had been notified were added. As a result, projected revenue changed by approximately

\$400,000, while the charge remained unchanged.

The following are the top ten customers for WBSD:

APN	Expr1	OWNER	SITUSNO1	SITUSSTREET
055-260-290	\$ 1,261,434.70	HIBISCUS PROPERTIES LLC	1	FACEBOOK
055-242-190	\$ 666,792.00	CLPF GRP UPTOWN MENLO PARK LLC	141	JEFFERSON
055-170-360	\$ 597,532.46	ANTON MENLO BLACKHORSE LLC	3639	HAVEN
055-236-320	\$ 506,520.00	GS MP PORTAL OWNER LLC	110	CONSTITUTION
062-470-080	\$ 462,303.80	UNITED STATES OF AMERICA	795	WILLOW
061-430-490	\$ 458,043.68	REAL SOCIAL GOOD INV LLC	1258	EL CAMINO REAL
055-235-150	\$ 393,625.70	INDEPENDENCE MENLO HOTEL OWNER LLC	200	INDEPENDENCE
074-470-110	\$ 335,770.84	LELAND STANFORD JR UNIVERSITY	2825	SAND HILL
071-440-170	\$ 325,080.00	LELAND STANFORD JR UNIVERSITY	500	EL CAMINO REAL
074-281-120	\$ 322,056.00	MAXIMUS SG NEW GF OWNER LLC	350	SHARON PARK

Sandra Bardas spoke during public comment and stated that she has been addressing the Board for several years regarding what she believes are unfair sewer charges for homeowners with very small houses. She stated that she owns a duplex with two bedrooms and one bathroom and believes it is unfair to be charged for two dwellings. She further stated that owners of larger homes with multiple bathrooms are charged approximately half as much because they are considered one dwelling. Ms. Bardas expressed her desire for a more equitable method of assessing sewer charges.

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

6. Consider Approving Resolution Confirming Tax Roll Report on Sewer Service Charges for Fiscal Year 2026/2027

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

Comments: None

7. General Manager's Report

Comments: General Manager Ramirez reported that the Ethics Training is due by the end of the year and that the Code of Ethics Policy is due for review. He also reported that a Multi-Family Flow and Loadings Study is underway, as well as a Connection Fee Study.

He further reported that interviews for the Engineering Intern position are scheduled for Tuesday, July 14. The Operations Superintendent will present an update to the Board on July 22 regarding the high-frequency CIP construction, its impact on the high-frequency preventive maintenance program, and the contracts currently in place.

General Manager Ramirez also noted that the next Board meetings are scheduled for July 22 and August 12, and that the Annual Goals Lunch is scheduled for August 11.

8. Consider Adoption of a General Regulation Amending the Code of General Regulations Table of Contents, Article I, Section 103, Subdivision (2) "The Capital Assets Fund," Article I, Section 105 "Definitions," Article VIII, Section 701 "Pre-existing Discharges," Article VIII, Section 710 "Payment of Permit Fees," Article IX Section 900, Subdivision (3) "Residential Customers Sewer Service Charge, and Article IX, Section 901, Subdivision (3) "Charges by Type of Connection."

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

Comments: General Manager Ramirez reported that the proposed updates are intended to improve consistency and address laws and requirements related to ADUs. He noted that the term "Connection Fee" has been changed to "Infrastructure Capacity Fee" as well as other terms to align with state terminology and eliminate inconsistencies in the language.

9. Consideration of Resolution Authorizing President and Secretary of the District Board to Enter into Reimbursement Agreement for \$91,717.50 Between the Amar Goel and Komal Goel, Trustees of The Birchwood Trust and the West Bay Sanitary District.

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

Comments: General Manager Ramirez reported that the project will abandon the unused easement, replace the existing 6-inch, 90-year-old terracotta sewer main with an 8-inch HDPE pipe, and install an additional manhole. He stated that the District has agreed to pay \$91,717.50, representing one-half of the total project cost.

The Board approved Agenda Item No. 9, as stated, with direction to legal counsel to ensure the District acquires all property rights necessary to perform the construction based on the prescriptive placement of the pipe with all related and adjacent properties.

10. Consider Resolution Accepting Deed of Easement Pursuant to for the Construction of Sewer Main for 175 Britton Avenue, Town of Atherton, California

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

Comments: None

11. Establish July 22, 2026, as the Date of a Public Hearing to Consider Amending the Code of General Regulations for Board Member Compensation

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

Comments: General Manager Ramirez reported that the current Board compensation rate is \$282 per meeting and that a proposed increase to \$293 per meeting will be considered at the public hearing.

12. Consider Adopting Resolution Honoring the Service of Jed Beyer to the District

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

Comments: General Manager Ramirez reported that a breakfast will be held on August 6th in recognition of Jed Beyer's 26 years of service to the District.

13. Discussion and Direction on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported that they are moving forward with solar. The next O&M meeting is scheduled for July 14.

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

Discussion/Comments: General Manager Ramirez reported that the District met with HF&H regarding the updated recycled water study. A review of the study with the Finance Committee is scheduled for Monday, July 20, at 8:30 AM. On July 22, the Board will schedule a public hearing for the recycled water rates, with adoption of the rates planned for September.

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

Discussion/Comments: President Dehn reported that there are no meetings scheduled for July or August. The audit was completed, signed off on, and passed.

There are concerns regarding Ox Mountain because the landfill is reaching capacity. Under the current contract, it can be used through 2031, but it is unclear what the County plans to do after that. If disposal must be moved to another location, costs are expected to increase significantly due to trucking.

AB 762 is currently in appropriations and is expected to be acted upon in August when the Legislature returns to session.

Regarding the midyear budget update, the cost of the master plan increased by \$80,000 from the original estimate. Public yardage decreased by 8% and has not returned to pre-COVID levels.

Representatives will meet with the new City Manager of San Carlos to discuss the fee being paid to San Carlos for the land at the MERF. If an agreement cannot be reached, they will proceed to mediation.

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

Discussion/Comments: Director Otte reported that the organization is continuing to operate under the name SVCW for the time being. The outreach program is alive and active. He also reported that there was an update regarding algae and that SVCW is maintaining its legal right to pursue action against the Regional Water Quality Control Board and the State regarding nutrient regulations.

This month, the Board will consider two action items: receiving a presentation on the nutrient planning alternatives analysis, and approving/signing a contract with Stanford to conduct a financial and political implications analysis of the nutrient removal project and identify opportunities to optimize the proposed alternatives.

Director Otte also reported that tours of the treatment plant are being offered. The WBSD Board expressed interest in attending a tour, and General Manager Ramirez will coordinate and schedule the visit.

17. 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)
- C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Unrepresented employee: General Manager

Entered closed session at 9:15 PM Left closed session at 9:16 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 9:17 PM\

Secretary

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WEST BAY SANITARY DISTRICT

Financial Activity Report

June 2026

Date: July 22, 2026

To: Board of Directors

From: Annette Bergeron, Personnel & Accounting Specialist
Vivian Chu, Finance Manager

Subject: Approve Monthly Financial Activity Report

Financial Activity for the month of June 2026.

Receipt Summary:

Commercial Deposits	79,652.36
Credit Cards / eChecks	55,756.92
Franchise Fees	10,621.04
San Mateo County [Tax Roll]	0.00
SFR Reimbursements	0.00
SHGCC	139,994.96
Invoices	172,172.02
Transfers	5,300,000.00
Total Receipts	5,758,197.30

Withdrawal Summary

Total Checks	6,903,196.32
Total Corp Cards	11,742.29
Total Bank Wires/ACHs	1,695,009.71
External Withdrawals	8,609,948.32
Total Internal Bank Transfers	75,000.00
Total Withdrawals	8,684,948.32

Fund Expenditure Summary by Budget Category

100	Operations	1,108,591.28
200	Capital	319,810.56
300	Solid Waste	0.00
500	Recycled Water	6,202,137.48
800	Silicon Valley Clean Water	1,054,409.00
	Expenditures by Fund	8,684,948.32

The transactions listed comprise multiple District checking, money market, and investment accounts. Transfers are listed based on debit (deposit) or credit (withdrawal) from operating accounts, therefore transfers from investment accounts to operating accounts are not listed twice. Investment activity is detailed in the quarterly Treasurer's Reports.

Presented to West Bay Sanitary District Board of Directors for review and approval.

President _____

Secretary _____

Investment Portfolios

There are currently five separate investment reserves maintained to support the goals of the District, along with reserves held in Local Agency Investment Fund (LAIF) and the restricted Pension Trust and Recycled Water State Revolving Fund (SRF) Reserves. Annual contributions are made in accordance with the Board approved budget and periodically evaluated. The Vehicle & Equipment Reserve account was closed in January 2025. The reserve was moved to LAIF in FY 2025-26.

On May 29, 2026, a money market reserve account was opened with BMO Bank for the Avy Pump Station SRF loan, as required by the State Water Board. The required minimum reserve balance is equal to the annual SRF loan payment of \$26,298. As of June 30, 2026, the account balance was \$26,322.

The Operating Reserve target is set at six months of collection operating expenses, based on the approved fiscal year budget. The reserves are replenished when funds are received through the tax roll, the first payment for fiscal year 2025-26 received in December 2025. Funds are also held in the Capital Project Reserve, where \$20 million for long-term liabilities were transferred in fiscal year 2023-24, to earn increased yields.

The Treatment Plant Reserve target balance was set to cover Silicon Valley Clean Water (SVCW) capital needs and avoid incurring addition debt.

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Balance 6/30/2026</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$18 million	\$16,511,257	Unfulfilled
Rate Stabilization Reserve	10/30/2015	\$15 million	\$6,272,160	Unfulfilled
Treatment Plant Reserve	8/1/2021	\$20 million	\$11,543,291	Unfulfilled
Capital Reserve	11/26/2014	\$20 million	\$16,626,442	Unfulfilled
Recycled Water Cash Flow	11/18/2016	\$12 million	\$4,913,356	Unfulfilled
Recycled Water SRF Reserve	3/1/2018	\$1.46 million	\$1,522,659	Achieved
Avy Pump Station SRF Reserve	5/29/2026	\$26,298	\$26,322	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	\$0	Achieved

* The District has \$24 million under total unrestricted target balances.

Excess funds over the current monthly expenditures are held in Local Agency Investment Fund (LAIF), which are equivalent to cash and may earn higher yields without a long-term commitment. Operating and Equipment Reserves, customer deposits, and Solid Waste Funds are held in LAIF.

<u>Investments by Type</u>	<u>Target Balance</u>	<u>Balance 6/30/2026</u>
Operating Accounts		\$3,691,633 **
Local Agency Investment Fund (LAIF)	\$18 million	\$16,511,257
Unrestricted Reserves		
Investment Portfolios	\$44 million	\$39,355,249
Money Market Account		\$26,322
Restricted Reserves		
Recycled Water SRF Reserve	\$1.46 million	\$1,522,659
Avy Pump Station SRF Reserve		\$26,322
Public Agency Retirement Services (PARS)		\$1,268,300

** The District had approximately \$455 thousand in outstanding checks as of 6/30/2026.

West Bay Sanitary District
Receipts
June 2026

Receipt Date	Receipt Number	Description	Amount
6/1/2026	464856	Greg Dixon: C1F Permit: 1336 N Lemon Ave, MP	750.00
6/2/2026	464858	Erica Zabala: C1A Permit and WYE Fee: 137 Atherton Ave, Ath	970.00
6/2/2026	464859	Margaret Wimmer: 1D Permit: 110 Escanyo Way, PV	510.00
6/3/2026	464861	ARCON Builders: C1D Permit & ADU Connection Fee: 43 Virginia Ln, ATH	9,118.00
6/3/2026	464860	Signe A Christensen: C1F Permit: 151 Stone Pine Lane, MP	750.00
6/3/2026	464862	Anurag W Gupta: Back SSC FY21-26: 410 Walsh Rd, ATH	6,652.00
6/4/2026	464863	Annika Mortensen: Back SSC FY23-26: 117 Middlefield Rd, Ath	4,117.00
6/5/2026	464871	Gaslight, LLC: 1A Permit: 38 Bishop Lane, MP	510.00
6/5/2026	464868	Carissa Shimamoto: C4B Permit: 2181 Camino De Los Robles, MP	230.00
6/5/2026	464864	Neera Lakhan: 1A Permit: 1011 Louise St, MP	510.00
6/5/2026	464865	Mansi H. Shah Archt P. Shah: C1A to C1F Permit: 600 Kenwood Drive, MP	240.00
6/5/2026	464908	Pongsri Lu: C1A Permit: 1729 Tulane Ave, EPA	510.00
6/5/2026	464869	Alejandra Vaca: Plan Review: 119 Holland Street, MP	290.00
6/5/2026	464866	Carissa Shimamoto: C4B Permit: 2066 Sterling Ave, MP	230.00
6/5/2026	464867	Carissa Shimamoto: C4B Permit: 2049 Oakley Ave, MP	230.00
6/8/2026	464872	US Bank: NASPRO Contract - ECR Rebate Q1 2026:	674.06
6/8/2026	464874	Thomas James Homes: C4B Permit: 935 Monte Rosa, MP	230.00
6/8/2026	464873	Thomas James Homes: C4B Permit: 365 Arden Rd, MP	230.00
6/9/2026	464870	Kellie Aquino: C4B Permit: 670 la Mesa Dr, PV	230.00
6/9/2026	464875	Jonathan Eng and Joanna Kim: Deposit Pump Installation & Connection: 350 Grove, PV	14,150.00
6/9/2026	464876	Jonathan Eng and Joanna Kim: 50% Deposit Sewer Construction Cost: 350 Grove, PV	18,860.50
6/9/2026	464877	Eduardo Ocegüera & Alejandra Vaca: C1D Permit & ADU Connection Fee: 119 Holland St, EPA	8,687.60
6/10/2026	464880	Mahya Salehi Studio: 1A Permit: 2001 Valparaiso Ave, MP	510.00
6/10/2026	464882	Smelly Mel's Plumbing: 1A Permit: 420 Santa Margarita Ave, MP	510.00
6/10/2026	464879	Serra & Mauricio Simbeck: Back SSC and CF FY24-26: 325 Willowbrook Dr, PV	6,686.80
6/10/2026	464907	KPFF: 50% Deposit Sewer Construction Cost: 320 Sheridan Dr, MP	20,800.00
6/10/2026	464881	Mircea Voskerician: Pool Discharge Permit & Pool Discharge Fee: 172 Toyon Rd, ATH	685.33
6/10/2026	464878	K Group LLC: 1A Permit: 2754 Georgetown, EPA	510.00
6/11/2026	464883	MDA Studios: C4B Permit: 271 S Castanya Way, PV	230.00
6/12/2026	464884	Bayshore Plumbers: C1F Permit: 1880 Camino A Los Cerros, MP	750.00
6/12/2026	464885	Douglas C Hohbach: C1A Permit, ADU Connection Fee & C4B Permit: 29 Lowery Dr, Ath	6,335.20
6/16/2026	464886	Sophie Lo: C1A Permit & ADU Connection Fee: 460 Cotton Street, MP	7,396.40
6/16/2026	464887	Shadle Construction: C1A Permit: 1005 Olive St, MP	510.00
6/17/2026	464889	Joaquin Bermudez: C1D Permit: 1182 Westminster Ave, EPA	510.00
6/17/2026	464888	Yunwen Zhou: C1A Permit: 945 Lee Drive, MP	510.00
6/18/2026	464891	Nils Klov Dahl: Pool Discharge Permit & Pool Discharge Fee: 931 Peninsula Way, MP	562.22
6/18/2026	464890	Victor Que: C1A Permit: 62 Linda Vista Ave, Ath	510.00
6/22/2026	464892	Sam Mohsenzadegan: C4B Permit: 1941 Perry Ave, MP	230.00
6/24/2026	464894	Stephen Dunne: C1D Permit: 131 Ramona Rd, PV	510.00
6/24/2026	464893	Wing On Construction, Inc: C1A Permit: 1345 Hoover St, Menlo Park	510.00
6/25/2026	464898	Amy Baggott: Plan Review: 240 Menlo Oaks Drive, MP	290.00
6/25/2026	464895	David & Van Quinlivan: C1A Permit & ADU Connection Fee: 401 Menlo Oaks Drive, MP	6,105.20
6/25/2026	464899	In & Out Plumbing and Construction: C1A Permit: 1395 Corinne Ln, MP	510.00
6/25/2026	464896	David Quinlivan: Plan Review: 401 Menlo Oaks Drive, MP	290.00
6/25/2026	464897	Matt Komo: Pool Discharge Permit & Pool Discharge Fee: 740 San Mateo Dr, MP	640.29
6/26/2026	464900	Bandov Construction: C1A Permit & ADU Connection Fee: 945 Windsor, MP	4,814.00
6/26/2026	464901	Michael Cintron: C1A Permit: 60 Lorelei Ln, MP	510.00
6/29/2026	464902	Golden State Hauling And Demo Inc: C4B Permit: 1120 Westfield Dr, MP	230.00
6/30/2026	464906	Jennifer Gaballe: C1A to C1F Permit: 1011 Lousie St, MP	240.00
6/30/2026	464903	Todd Scheuer: Annexation Fee, OWDZ Fee & Publication Fee: 245 Shawnee Pass, PV	3,860.00
6/30/2026	464905	Kayla Hopkins: Pool Discharge Permit & Pool Discharge Fee: 291 Atherton Ave, ATH	744.68
6/30/2026	464904	Atherton Builders Inc: C4A Permit: 460 Cotton St, MP	230.00
Receipts			135,409.28
Franchise Fees			
6/26/2026		Recology: SW Franchise Fees 05/2026	10,621.04
Other Receipts			
6/3/2026		SHGCC: O&M 6/2026, Avy Altschul SRF Loan & SHRWF SRF Loan	12,303.91
6/23/2026		Town of Woodside: Town Center Pump Station Retrofit	43,850.00
6/25/2026		EPASD: MSA 5/2026	90,558.03
6/29/2026		SHGCC: Capital Replacement Items	4,791.00
6/29/2026		SHGCC: O&M 7/2026, Avy Altschul SRF Loan & SHRWF SRF Loan	122,900.05
6/30/2026		Los Altos Hills: MSA 5/2026	37,763.99
Sub Total Receipts			458,197.30
Other Bank Transfers			
6/11/2026		Transfer from LAIF to Ops	4,400,000.00
6/11/2026		Transfer from LAIF to PR	300,000.00
6/26/2026		Transfer from LAIF to PR	300,000.00
6/26/2026		Transfer from LAIF to Ops	300,000.00
Total Other Bank Transfers			5,300,000.00
Total Receipts			5,758,197.30

West Bay Sanitary District

**Withdrawals
June 2026**

Check	Date	Payee	Purpose	Amount
74676	6/4/2026	Alpha Analytical Laboratories	SFR/MFR Flow & Loadings Study	292.00
74677	6/4/2026	AT&T	Telemetry Service	713.88
74678	6/4/2026	BAGG Engineers	BRWRF Testing & Monitoring	10,702.50
74679	6/4/2026	Bay Alarm	Alarm Monitoring	342.63
74680	6/4/2026	Bay Area Paving Co.	20 Palm Ct Menlo Park	11,913.00
74681	6/4/2026	Bay City Electric Works	Generator Service and Repair	1,134.79
74682	6/4/2026	California Water Service	Water Service	111.08
74683	6/4/2026	CalPERS LongTerm Care Program	LTC Witholding	117.05
74684	6/4/2026	Center for Hearing Health	Annual Hearing Tests	770.00
74685	6/4/2026	Cintas	Uniform Cleaning Supplies	1,558.87
74686	6/4/2026	City of Menlo Park - Fuel	Gas & Diesel District Vehicles	8,234.14
74687	6/4/2026	CleanServ Universal Services	Janitorial Service	2,320.00
74688	6/4/2026	CWEA	Memberships and Renewals	114.00
74689	6/4/2026	Dinsmore Landscape Company	500 Laurel Street Landscaping	680.00
74690	6/4/2026	First Unum Life	Life, AD&D, Disability Ins	3,022.97
74691	6/4/2026	Helix Laboratories	Commander Odor Control	1,549.91
74692	6/4/2026	IEDA	Labor Relations Fees	884.61
74693	6/4/2026	Navia Benefit Solutions	Commuter & FSA Fees	761.81
74694	6/4/2026	Matheson Tri-Gas	Tank Rentals	191.94
74695	6/4/2026	Occupational Health Centers	Employee Health Screenings	216.00
74696	6/4/2026	Oracle America	NetSuite SAS (5yrs) FY 2024-25 to FY 2028-29	14,230.50
74697	6/4/2026	P&F Distributors	HDPE Forcemain Spare Parts	4,400.49
74698	6/4/2026	Pacific Gas & Electric	Electric Service	21,845.05
74699	6/4/2026	Principal Life Insurance	Dental & Vision Ins	5,545.55
74700	6/4/2026	Seekzen Systems	Anti Spam Annual Renewal	720.00
74701	6/4/2026	Shape, Inc.	Pump Replacement Program Stowe PS	64,694.22
74702	6/4/2026	Uline	Safety Cone Signs	1,064.43
74703	6/4/2026	Veolia Water North America	Water Service	74.93
74704	6/11/2026	Advanced Integration & Control	Woodside Town Center Telemetry Replacement	43,850.00
74705	6/11/2026	Alpha Analytical Laboratories	SFR/MFR Flow & Loadings Study	3,212.00
74706	6/11/2026	Anderson Pacific	BFRWF Project 1763.0 Phase 2	5,812,853.04
74707	6/11/2026	Anderson Pacific	BFRWF Project 1763.0 Phase 2 Escrow Account	305,939.63
74708	6/11/2026	Angulos Norcal Tree Service	FERRF Weed Mowing and Maintenance	4,000.00
74709	6/11/2026	Bay City Electric Works	Generator Service and Repair	834.00
74710	6/11/2026	Cintas	Uniform Cleaning Supplies	887.12
74711	6/11/2026	City of Menlo Park - Water Svc	Water Service	444.99
74712	6/11/2026	Dolphin Graphics	Vehicle Graphics and Apparel	1,945.44
74713	6/11/2026	Global Equipment, Inc	Admin Mail Slot	325.71
74714	6/11/2026	Grainger	Misc Parts & Supplies	654.28
74715	6/11/2026	Harrington Industrial Plastics	Unit 228 Filter Replacement	261.76
74716	6/11/2026	Home Depot Credit Services	Home Depot Charges	703.16
74717	6/11/2026	Industrial Scientific Corp.	I-Net Exchange Program	3,389.68
74718	6/11/2026	IT Pipes	IT Pipes Implementation & Annual Subscription	40,000.00
74719	6/11/2026	Justin Kinder	Safety Glasses Reimbursment	145.99
74720	6/11/2026	McCrometer Inc.	Flow Monitoring & Data Service	17,262.00
74721	6/11/2026	Morse Hydraulics	Hose & Hydraulic Fittings Replacement	231.14
74722	6/11/2026	National DRIVE	Teamster Pledge Contribution	10.00
74723	6/11/2026	Navia Benefit Solutions	FSA Contributions PR	984.60
74724	6/11/2026	NewEdge Services, LLC	GIS Consulting Monthly Fee	1,876.50
74725	6/11/2026	Pacific Gas & Electric	Electric Service	1,949.33
74726	6/11/2026	Ponton Industries	Long life batteries for Hach equipment	1,378.31
74727	6/11/2026	Redwood City Health & Wellness	DOT Physical	85.50
74728	6/11/2026	Redwood General Tire Co	District Vehicle Repairs	299.77
74729	6/11/2026	Repcor	Pipe Patch Supplies	16,493.76
74730	6/11/2026	Seekzen Systems	IT Consulting Monthly Fee	7,995.00
74731	6/11/2026	Sharp Business Systems	Sharp Copier Monthly Lease	270.60
74732	6/11/2026	Sharp Business Systems	Sharp Copier Monthly Lease	1,087.22

West Bay Sanitary District

Withdrawals
June 2026

74733	6/11/2026	Teamsters Local #350	Union Dues	1,462.00
74734	6/11/2026	Towne Ford	District Vehicle Repairs	182.11
74735	6/11/2026	TPX Communications	VoIP & Fiber Service	3,025.85
74736	6/11/2026	HD Supply, Inc.	Miscellaneous Tools	133.92
74737	6/11/2026	Verizon Wireless	Monthly Service Fee - Plant to Pond Comms - SHRWF	65.04
74738	6/11/2026	Weco Industries	Replacement Warthogs	12,726.96
74739	6/17/2026	Aerzen Usa Corp.	Blower Service	4,791.00
74740	6/17/2026	Airgas USA, LLC	Tank Rentals 5/2026	137.37
74741	6/17/2026	Alexander Benitez	Final Check 6/6-18/2026	2,143.76
74742	6/17/2026	Atchison, Barisone & Condotti	Legal Services	22,580.61
74743	6/17/2026	BAGG Engineers	BRWRF Testing & Monitoring	4,886.25
74744	6/17/2026	Readyrefresh By Nestle	Water Delivery	472.61
74745	6/17/2026	CA Biological Solutions Inc.	FOG Digester STEP systems	1,897.88
74746	6/17/2026	California Water Service	Water Service	2,512.66
74747	6/17/2026	CalPERS LongTerm Care Program	LTC Witholding	117.05
74748	6/17/2026	CDW Government	MS Office 365 Annual Renewal	8,282.78
74749	6/17/2026	CentralSquare Technologies	Lucity Annual Renewal	33,249.84
74750	6/17/2026	Cintas	Uniform Cleaning Supplies	810.62
74751	6/17/2026	Comcast	Cable Subscription	393.28
74752	6/17/2026	CWEA	CWEA Certification Testing	1,236.00
74753	6/17/2026	D & L Supply	Bolt Down Manhole Frame and Cover	1,822.81
74754	6/17/2026	Dale Scott & Co.	Continuing Annual Disclosure Report	5,000.00
74755	6/17/2026	Dell Marketing	Dell Computer Desktops (Win 11 Pro)	4,338.16
74756	6/17/2026	Du-All Safety, LLC	Monthly Safety Maintenance and SOP Contract	2,520.00
74757	6/17/2026	Freyer & Laureta	Project No. 1773.0 Laurel Avenue Hwy 101 Crossing Improvements	31,680.28
74758	6/17/2026	Grainger	Misc Parts & Supplies	1,651.11
74759	6/17/2026	Kone Pasadena	Elevator Maintenance	371.94
74760	6/17/2026	Mallory Co.	PPE Supplies	3,104.47
74761	6/17/2026	McCrometer Inc.	Flow Monitoring & Data Service	34,524.00
74762	6/17/2026	Menlo Park Ace Hardware	Maintenance Supplies	64.49
74763	6/17/2026	Morse Hydraulics	Hose & Hydraulic Fittings Replacement	34.31
74764	6/17/2026	Peninsula Truck Repair	District Vehicle Repairs	3,983.63
74765	6/17/2026	Red Wing	Safety Boots	586.09
74766	6/17/2026	Redwood City Health & Wellness	DOT Physical	85.50
74767	6/17/2026	E & A Enterprise Inc.	Class A Drivers School	2,150.00
74768	6/17/2026	Uline	Office Supplies	742.14
74769	6/17/2026	Underground Republic Water	Sewer Couplers, Wye, T's	7,121.12
74770	6/25/2026	Alpha Analytical Laboratories	SFR/MFR Flow & Loadings Study	9,820.00
74771	6/25/2026	AT&T	Telemetry Service	744.98
74772	6/25/2026	Backflow Prevention Specialist	18 Backflow Prevention Device Annual Testing	199.00
74773	6/25/2026	California Water Service	Water Service	171.67
74774	6/25/2026	Cintas	Uniform Cleaning Supplies	815.25
74775	6/25/2026	City of Menlo Park - Water Svc	Water Service	2,227.81
74776	6/25/2026	CPS HR Consulting	HR Consulting Services	325.00
74777	6/25/2026	CWEA	CWEA Certification Testing	1,236.00
74778	6/25/2026	Golden Gate Truck Center	Unit 235 Service	404.63
74779	6/25/2026	Kaz & Associates	BFRWF Project No. 1763.0 SWPPP Compliance Services 9/2025-3/2027	1,400.00
74780	6/25/2026	National DRIVE	Teamster Pledge Contribution	10.00
74781	6/25/2026	Navia Benefit Solutions	FSA Contributions	984.60
74782	6/25/2026	Oracle America	NetSuite Implimentation	3,789.99
74783	6/25/2026	Pacific Gas & Electric	Electric Service	1,007.94
74784	6/25/2026	Preferred Alliance	DOT Testing Admin Fees	230.16
74785	6/25/2026	Ranger Pipelines	Bayfront Park Sanitary Sewer Improvement Notice of Completion	138,795.00
74786	6/25/2026	Recology Peninsula Services	Monthly Service Fee	249.39
74787	6/25/2026	Redwood City Health & Wellness	DOT Physical	85.50
74788	6/25/2026	San Mateo County Assessor	Secured Roll File Fee FY 2026-27	305.00
74789	6/25/2026	United Rentals Inc.	Shoring Repair	184.95
74790	6/25/2026	HD Supply, Inc.	Miscellaneous Tools	480.23
74791	6/25/2026	Verizon Wireless	District Cellular Service	2,139.01
74792	6/30/2026	Bay Alarm	Alarm Monitoring	3,151.29
74793	6/30/2026	CalPERS LongTerm Care Program	PERS LTC	117.05
74794	6/30/2026	Chan Melody Tr, Et Al	Ghost ADU Refund - 7 Fair Oaks Ln Atherton	1,699.48
74795	6/30/2026	Rex Property Management Llc	Ghost ADU Refund - 133 Burns Ave Atherton	5,826.64
74796	6/30/2026	Cintas	Uniform Cleaning Supplies	814.99
74797	6/30/2026	County of San Mateo - LAFCo	FY 2026-27 Membership	32,258.00
74798	6/30/2026	Dell Marketing	Win 11 Desktops for Maintenance Crew	7,320.37
74799	6/30/2026	Duke's Root Control, Inc	Root Foam	14,163.60
74800	6/30/2026	Jia Yulan	Ghost ADU Refund - 74 Middlefield Rd Atherton	77.15
74801	6/30/2026	Occasions, Etc.	Jed Beyer Retirement Name Plate & Clock	123.14
74802	6/30/2026	Online Stores PA LLC	Marco Rod Stock	1,555.25
74803	6/30/2026	Pacific Gas & Electric	Electric Service	22,949.60
74804	6/30/2026	Redwood City Health & Wellness	DOT Physical	85.50
74805	6/30/2026	Sagan Stuart Ross Tr	Ghost ADU Refund - 177 Toyon Rd Atherton	1,306.00
74806	6/30/2026	Seth Avila	S. Avila Final Check June 20 - July 3, 2026	12,359.40
74807	6/30/2026	Uline	Replacement Ladders and Traffic Signs	2,783.23
74808	6/30/2026	Vernazza James L Tr	Ghost ADU Refund - 120 Nathhorst Ave Portola Valley	2,535.00

6,903,196.32

West Bay Sanitary District

**Withdrawals
June 2026**

Corporate Cards:

GL	Date	Account Name	Description	Amount
54028	6/11/2026	Commuter & FSA Benefits	Fastrak: Commuter Benefit	2,910.00
54080	6/11/2026	Memberships	Peleton Membership	49.99
54091	6/11/2026	Office Supplies	Office Stationary and Supplies	1,445.64
54093	6/11/2026	Postage	Fed Ex: Shipping to San Mateo Elections Office	21.87
54101	6/11/2026	Operating Supplies	SHRWF Op Supplies; GPS Accessories, Operating Supplies	1,757.35
54103	6/11/2026	Vehicle & Equipment Supplies	Fleet Pole Clips	75.29
54112	6/11/2026	Personal Safety Garments Service	PPE - Boots	213.29
54129	6/11/2026	Recruitment	MW Recruitment - Assessments	138.00
54151	6/11/2026	R&M - Fleet/Vehicle	Unit 224 Wash	30.00
54158	6/11/2026	Computer Software	Subscriptions: Prime, BadElf, Dropbox, Invarion, Zoom	1,962.39
54159	6/11/2026	Computer Hardware	Phone Case & Screen Protectors	75.60
54173	6/11/2026	Dept Training & EE Development	Safety Trainings, CWEA Bypass Training	473.56
54174	6/11/2026	District Meetings	Managers Meetings	750.11
54175	6/11/2026	Conferences/Section Meetings	CWEA - Over Payment	(25.00)
54176	6/11/2026	Business Meetings GM	Budget Workshop, GM Meetings	1,752.60
54191	6/11/2026	Internet	Starlink Internet - Testing	111.60
US Bank - CalCards				11,742.29

Bank Wires/ACH

Date	Payee	Purpose	Amount
6/8/2026	CalPERS	CalPERS:Retirement PR 05/15/2026 - PE 05/08/2026	36,901.95
6/10/2026	CalPERS	CalPERS: Health Ins 06/2026	88,236.52
6/11/2026	ADP	Directors Fees - May	3,884.63
6/11/2026	ADP	Payroll Taxes - Board	722.27
6/11/2026	ADP	Employee Payroll - Check Date -06/12/2026	177,451.43
6/11/2026	ADP	Payroll Taxes - 06/12/2026	50,836.68
6/12/2026	MissionSquare	MissionSquare: Contributions PR 6/12/26	14,356.99
6/15/2026	NeoPost	Postage Expense-June 2026	400.00
6/15/2026	SVCW	SVCW: Contribution & Cash-in-lieu of Debt 06/2026	1,054,409.00
6/22/2026	CalPERS	CalPERS:Retirement PR 05/29/2026 - PE 05/22/2026	36,901.96
6/25/2026	ADP	Employee Payroll - Check Date -06/26/2026	167,184.00
6/25/2026	ADP	Payroll Taxes - 06/26/2026	48,214.01
6/26/2026	MissionSquare	MissionSquare: Contributions PR 6/26/26	13,990.32
6/30/2026	Navia Benefit Solutions	Navia: Commuter Benefits 07/2026	690.00
6/30/2026	ADP	ADP Fees	829.95
Bank Wires/ACH			1,695,009.71

Bank Transfers:

Date	Payee	Purpose	Amount
6/8/2026	Public Agency Retirement Services (PARS)	FY2025-26 Pension & OPEB Contribution	75,000.00
Internal Bank Transfers			75,000.00

Withdrawal Summary:

Total Checks	6,903,196.32
Total Corp Card	11,742.29
Total Bank Wires / ACHs	1,695,009.71
Total Internal Bank Transfers	75,000.00
Total Withdrawals	8,684,948.32



WEST BAY SANITARY DISTRICT AGENDA ITEM 3C

To: *Board of Directors*

From: *Bob Hulsmann, Operations Superintendent*

Subject: *WBSD Operations and Maintenance Report – June 2026*

	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pipe Patch Repairs	Open Trench Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls- Unit 208			
											Cat. 1	Cat. 2,3,4	Call Outs	Sch PM
Month	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Qty.						
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	10.9	4.2	0.0	4.8	4	8	69	0	0	0	59	1	0	336
June	13.0	0.2	0.1	3.3	4	4	80	0	0	0	61	4	0	334
July														
August														
Sept.														
Oct.														
Nov.														
Dec														
Yr to date	97.3	15.7	0.8	23.7	46.0	31.0	405.0	1.0	0.0	0.0	375.0	20.0	0.0	2058.0
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 3D

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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

Town of Los Altos Hills O & M Report 25/26										
	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pipe Patch Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month								Cat. 1	Cat. 2&3s	Call
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.			Outs
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	0.0	1.0	0.0	0.6	1	5	0	0	1	0
June	0.6	0.6	0.0	0.1	7	5	0	0	1	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	12.3	12.2	0.0	9.3	15.0	51	0	1	3	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	24.5	0.5
Inspection	8.1	9.3	-1.2

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WEST BAY SANITARY DISTRICT AGENDA ITEM 3E

To: *Board of Directors*

From: *Bob Hulsmann, Operations Superintendent*

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



Yearly Summary Report

7/13/2026

2:31 PM

Dates Between 7/1/2025 and 6/30/2026

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	0.9	0.0	1	96	0.0	0.0	0.0	0.0

Report to the District Board for the Regular Meeting of July 22, 2026

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WEST BAY SANITARY DISTRICT
AGENDA ITEM 3F

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 – June 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	4.1	0.5	0.0	1.5	1	0	75	0	0	15
June	4.6	0.0	1.1	3.6	1	0	43	0	0	14
July										
August										
Sept.										
Oct.										
Nov.										
Dec										
*Yr to date	23.3	3.8	2.0	14.0	7	3	304	0	0	58
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: *Public Hearing to Consider Amending the Code of General Regulations for Board Member Compensation*

Background

Per Government Code the compensation that may be paid to a Board Member for each day's attendance at meetings may increase annually by five percent. Since the last increase was in July 2025, the Board could elect to increase up to 5%. This means the Board may increase its compensation from \$282.00 per meeting up to \$296.10 per meeting.

At the July 8, 2026 Board Meeting the Board decided to hold a Public Hearing to consider increasing the Board's compensation by 3.8% to \$293.00 per meeting.

Analysis

The financial health of the District is such that a small increase in Directors fee expenses would have negligible effect on the budget and increased Director Fees may enhance the Board's efforts to find successor Board members.

Should the Board decide to approve an increase, following the Public Hearing, the Board may adopt the attached Regulation.

Fiscal Impact

An increase of \$ 10.00 per meeting in Board of Director fees would have minor impact on the budget.

Recommendation

The General Manager recommends the Board hold the public hearing as scheduled and determine the level of increase in the Board's compensation and following the public hearing consider a General Regulation amending the Code of General Regulations for Board Member compensation.

WEST BAY SANITARY DISTRICT

GENERAL REGULATION NO. ____

**A REGULATION AMENDING GENERAL REGULATION NO. 58 "A GENERAL
REGULATION ADOPTING CODE OF GENERAL REGULATIONS"**

BE IT ORDAINED AND ENACTED BY THE District Board of West Bay Sanitary District that General Regulation No. 58, "A General Regulation Adopting Code of General Regulations", passed and approved on November 27, 1982, as heretofore amended, is further amended as follows:

SECTION 209. Board Members Compensation

Effective July 1, 2026, of this Regulation, members of the District Board shall be compensated in the amount of \$_____ per day for each day's attendance at meetings of the District Board, attendance at California Association of Sanitation Agencies' conferences and for each day's service rendered as a Member of the District Board by request of the District Board. Compensation shall not exceed a total of \$_____ (or six days of service) in any calendar month.

Compensation to Board Members attending conferences of the California Association of Sanitation Agencies shall be limited to two day's compensation regardless of the number of days attended.

Passed and approved by the District Board of the West Bay Sanitary District on July 22, 2026 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Consider Amending the Code of General Regulations for Board Member Compensation*

Following the Public Hearing, the Board is asked to approve the attached General Regulation for Board Member Compensation effective July 1, 2026.

Attachment: General Regulation_____(2026)

WEST BAY SANITARY DISTRICT

GENERAL REGULATION NO. ____

**A REGULATION AMENDING GENERAL REGULATION NO. 58 "A GENERAL
REGULATION ADOPTING CODE OF GENERAL REGULATIONS"**

BE IT ORDAINED AND ENACTED BY THE District Board of West Bay Sanitary District that General Regulation No. 58, "A General Regulation Adopting Code of General Regulations", passed and approved on November 27, 1982, as heretofore amended, is further amended as follows:

SECTION 209. Board Members Compensation

Effective July 1, 2026, of this Regulation, members of the District Board shall be compensated in the amount of \$_____ per day for each day's attendance at meetings of the District Board, attendance at California Association of Sanitation Agencies' conferences and for each day's service rendered as a Member of the District Board by request of the District Board. Compensation shall not exceed a total of \$_____ (or six days of service) in any calendar month.

Compensation to Board Members attending conferences of the California Association of Sanitation Agencies shall be limited to two days' compensation regardless of the number of days attended.

Passed and approved by the District Board of the West Bay Sanitary District on July 22, 2026 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *General Manager's Report*

1) Administrative:

- a. The bi-annual Board Ethics training is due by the end of the year. The Office Manager will send a link via email.
- b. The Recycled Water Rates study was revised by HF&H and will come to the Board on the July 22 Board Meeting.
- c. ADU refunds were sent to the majority of property owners who are qualified. The remaining refunds are being validated and processed.

2) Finance:

- a. During the July 8 Regular Board meeting the Board decided not to conduct a Solid Waste Rates study. HF&H looked at the numbers, and it appears the District will have an approximate \$20,000 shortfall in 2026 and a \$100,000 shortfall in 2027, which could be absorbed with reserves. However, by 2027 these shortfalls will likely result in a negative balancing account with Recology and will incur interest charges, currently about 8% (prime + 1%). It is recommended the District remit a check to Recology in 2027 to keep the balancing account from going negative and incurring those interest charges.

3) Capital Improvement Program (CIP):

a. Levee Improvement Project:

- i. The District continues to wait for a City of Menlo Park and PG&E permit to underground the powerlines on Marsh Road for the Bayfront Recycled Water Facility.

b. Repair Projects:

- i. An old 6-inch terracotta pipeline is being replaced at 175 Britton Avenue in Atherton with a new 8-inch High-Density Polyethylene pipe.

c. Construction in Progress:

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

4) Information Technology (IT):

- a. IT conducted server and systems maintenance this week.

5) Operations and Maintenance:

a. Collection System:

- i. Staff will participate in CWEA Technical Certification Program training.

b. Pump Facilities:

- i. In-house Pump Station bypass training will occur this summer.

- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. SHGCC is pursuing the Solar project for the West Bay / Sharon Heights facility.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. Anderson Pacific has provided the District with a revised construction schedule. It should be noted that Anderson is facing delays with Menlo Park permits.
 - ii. A meeting is scheduled with potential customers on Wednesday the 21st to discuss the feasibility of bringing recycled water to the Bayfront area.
 - c. **Flow Study:**
 - i. The flow and loadings study for Multi-family Complexes and Single-Family Residences is underway. The Water Quality department is obtaining water data per the Board's request.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The ¾ inch Vactor should be ordered in FY26/27 following approval by the Board.
- 8) **Personnel:**
 - a. The new Engineering Interns were interviewed on July 13. The new interns should begin in August.
- 9) **Upcoming Events:**
 - a. **Next Board Meetings:**
 - i. Board Meetings Schedule: Wednesdays, July 22 and August 12.
 - ii. Annual Goals Lunch is scheduled for August 11.
- 10) **Misc. Items:**
 - a. **West Bay:** The General Manager will update the Board on miscellaneous items.



WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Discussion and Direction of Revised Recycled Water Facility Capacity Fees and Water Rates*

Background

The West Bay Sanitary District Bayfront Recycled Water Facility (also known as the “Facility”) is the planned construction of a water supply project that will deliver recycled water produced by the District from the Bayfront Recycled Water Facility located at the Flow Equalization and Resource Recovery Facility (FERFF). Recycled water will be conveyed from the recycled water treatment facility to a series of storage tanks and a distribution system for irrigation purposes, commercial, industrial, multifamily, and mixed use, and any approved means. Due to recent updates to identified recycled water customers, the District has revised projections of how much the Facility will initially treat. The Facility will initially treat 0.2 million gallons per day (MGD) of wastewater and would be completed in time to deliver recycled water by Fiscal Year End (FYE) 2027. Subsequently, the Facility will be expanded, without needing additional basins, to provide 1.0 MGD, with full production by FYE 2030. However, with the revision to recycled water customer demand projections, the District projects a slower rate of growth of recycled water demand. Therefore, the District projects to serve the full capacity of customers by FYE 2034.

In 2025 the District contracted with HF&H Consultants (HF&H) to identify potential funding strategies to sustain the Facility. Specifically, the District sought methods to charge new recycled water connections, as well as recover charges for the ongoing maintenance and operations expenses incurred for the Facility.

In March, HF&H prepared a draft report with their findings and recommendations to establish a basis for contributions in aid of construction amounts, a five-year recycled water connection fee schedule, and a five-year recycled water rates schedule.

In June, the analysis was revised to account for new projections of recycled water use and accounts connecting to the system. These changes revised both the capacity fees and the recycled water rates.

Analysis

The analysis included review of all Facility construction and planning costs to date, future operations and maintenance (O&M) costs to operate the Facility and distribute recycled water, existing funding, and development of reserves for future repairs to the system. Projections of O&M costs also accounted for savings from the recently adopted solar

project, which would provide an estimated 1 million kilowatt-hours (kWh) of energy annually in place of electricity provided by PG&E.

The proposed capacity fees are meant to recover the capital expenses incurred by the District to allow for connection to the system.

The analysis calculated recycled water rates to recover the O&M costs that will be incurred by the District to provide recycled water service. These unit rates exceed those rates currently billed for potable water service by the City of Menlo Park and Cal Water. To incentivize participation in the recycled water program, the District may choose to set rates below the costs so that the rates charge by the District are competitive with the rates charged by these agencies. The proposed fees phase in the cost of service over a ten-year period, such that rates would fully recover O&M expenses beginning FY 2036-37. Any shortfall between collected revenues and expenses incurred could be mitigated through the use of Sewer Fund reserves that the recycled water rate payers would pay back over time. The analysis includes a long-term projection such that initially rates from FY 2027-28 through FY 2036-37 would include interest payments for any cumulative shortfall. Then beginning FY 2037-38, rates would include repayment of both the principal and interest of the cumulative shortfall absorbed by the Sewer Fund through a 20-year payback schedule.

The Board is requested to provide their input regarding the capacity fees and recycled water rates proposed and to vote whether to proceed with the adoption process of the proposed fees and rates.

Fiscal Impact

Capital Cost Charges

Customers connecting to the system would be assessed a one-time capacity fee, at the time of connection, of \$17.77 per gallon of average day peak month demand, if connecting in FY 2026-27, and this would increase to \$26.42 per gallon of average day peak month demand by FY 2030-31. This capacity fee would cover the historical debt service payments for capital-related costs paid by the District before the customer connected.

Customers connecting to the recycled water system prior to July 1, 2028, that agree to pay a contribution in aid of construction, would be charged a fee at a rate of \$79.37 per gallon of average day peak month demand for covering capital-related costs and would begin paying the O&M charge to cover O&M costs as they receive recycled water. With the revisions to the analysis, the District does not currently have any agreements in place with future recycled water customers that will make a contribution in aid of construction payment in place of a capacity fee.

The District could also consider individual developer agreements which spread the payment of the capacity fee over time to entice customers to join earlier. The cost of these agreements are specific to the individual customer's patterns of water use and the term of the payback period.

Recycled Water Usage Charges

Customers that connect to the system who pay a capacity fee would begin paying for recycled water service at a rate of \$10.69 per hundred cubic feet (HCF) of recycled water in FY 2027-28. and this would increase each year to \$16.78 per HCF by FY 2031-32.

Customers that choose to contribute in aid of construction provide working capital to the District which supports the immediate paydown of the District's State Revolving Fund Loan that partially funds construction of the Facility. As a result, these customers would pay a lower rate for recycled water service, which excludes repayment of the debt service component. These customers would begin paying a rate of \$9.25 per HCF of recycled water used in FY 2027-28, and this would increase each year to \$13.13 per HCF by FY 2031-32.

To provide these reduced rates and an overall phasing-in of recycled water rates would require an estimated \$20.8 million inter-fund loan from the District's Sewer Fund. This loan would not occur as one lump sum as reserves would be drawn upon each year a shortfall occurs during the period of FY 2027-28 through 2035-36. The largest single-year shortfall is projected to be \$4.0 million in FY 2028-29, pending the timing of the operation of the plant, contributions in aid of construction, customer connections, and subsequent water sales.

Recommendation

The General Manager is seeking Board direction to establish recycled water O&M rates, capacity fees, and contributions in aid of construction payment amounts as outlined above and detailed in tonight's presentation. With the Board's approval the draft report will be revised and presented to the Board for approval in August.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

**Subject: *Presentation on High Frequency Maintenance and Overall
Operations by Operations Superintendent, Bob Hulsmann***

Operations Superintendent, Bob Hulsmann will present on the High Frequency maintenance schedules relating to recent Capital Improvement Program replacement projects. Mr. Hulsmann will also present on the overall maintenance strategies that include the three contracted agencies; Town of Los Altos Hills, Town of Woodside, and East Palo Alto Sanitary District.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 9

To: Board of Directors

**From: Robert J Scheidt, Assistant Operations Superintendent
Robert Hulsmann, Operations Superintendent**

Subject: Consideration Authorizing the General Manager to Enter into a Purchase Order agreement with Owen Equipment for a Vactor Hydro / Excavation Sewer Cleaning Unit

Background

At the 2026-27 Budget Workshop the District Board approved the replacement of the 2015 Pipe Hunter Sewer Cleaning Hydro-Jet for cleaning sewer mainlines as part of the Districts strategic goals.

The new Vactor Combo Unit will replace the District's eleven (11) year old ¾" Pipe Hunter Unit and the fifteen (15) year old Ditch Witch FX60 that needs major repairs and is due for replacement.

According to the approved Purchasing Policy, cooperative purchase agreements can be utilized to provide financial benefits to the District when purchasing equipment, furniture, vehicles, etc. The District recognizes cooperatives such as Source well (Formerly NJPA) National Joint Powers Alliance, California Multiple Awards Schedule (CMAS), General Services Administration (GSA), California State Bids, H-GAC (Houston-Galveston Area Council) cooperative and other multi-government agency agreements.

Analysis

Sourcewell effectively streamlines the procurement process by avoiding costs normally associated with the development of highly technical bid specifications while ensuring that competitive bids were received. Payment is made directly to the manufacturer and sales tax is paid directly to the State of California.

District staff had several conversations analyzing the latest technology in Combo Units and found that several improvements have been made in the past ten years. Staff looked at all of its options and Vactor proved to perform the best. Its operation worked well and was efficient. Its front mounted reel and vacuum operation seemed safer and quieter to use. The Vactor Combo Unit will have a Hydro Excavation kit included to assist Rehab Crew to safely pothole for utilities prior to digging. The new Vactor can

also be used for emergency spill response and sewer line cleaning if the other Vactor isn't available.

The District has obtained a Source well bid for the purchase of the Vactor Combo Unit for \$500,333.75 Staff obtained a second direct quote through Owen Equipment that would add \$7,699.73 to that bid, a 3rd quote was received from Municipal Maintenance Equipment (MME) \$510,798.50.

Utilizing this cooperative purchasing program will expedite the purchase of the Vactor Hydro / Excavation Sewer Cleaning Unit and will ensure the District receives a competitive price for the equipment.

Fiscal Impact

Budgeted amount is \$600,000.00 under Jet/Vac Combo Unit in the Capital Expenditure Detail. The price for the Vactor Combo Unit through Source Well is \$500,333.75 including sales tax. To cover any unforeseen necessary ancillary or safety features an additional contingency of \$20,000 Bringing the total cost not to exceed \$520,333.75.

Recommendation

The Superintendents recommend the Board authorize the General Manager to enter into a Purchase Order Agreement with Owen Equipment for a Vactor Hydro-Jet/Vacuum Combination Sewer Cleaning Unit.

Attachments: Sourcewell Quote/Owen Equipment Quote
 MME Quote

Bob Scheidt

From: Jordan Slabaugh <jslabaugh@owenequipment.com>
Sent: Wednesday, July 15, 2026 10:40 AM
To: Bob Scheidt
Subject: Re: Quote

[EXTERNAL E-MAIL] CAUTION: This email originated from outside of West Bay Sanitary District. Do not click links or open attachments unless you trust the sender and email contents.

I'm in the road and don't have access to my computer right now. But running the math the truck would be \$7,699.73 more pre tax.

Jordan Slabaugh

Account Territory Manager
Mobile: (916) 947-0986
1085 Horizon Dr. | Fairfield CA. 94533



From: Bob Scheidt <bscheidt@westbaysanitary.org>
Sent: Tuesday, 14 July 2026 16:06:21
To: Jordan Slabaugh <jslabaugh@owenequipment.com>
Subject: RE: Quote

Can you tell me what the price is without Sourcewell?

From: Jordan Slabaugh <jslabaugh@owenequipment.com>
Sent: Tuesday, July 14, 2026 3:15 PM
To: Bob Scheidt <bscheidt@westbaysanitary.org>
Subject: Re: Quote

[EXTERNAL E-MAIL] CAUTION: This email originated from outside of West Bay Sanitary District. Do not click links or open attachments unless you trust the sender and email contents.

Attached are copies of the Non-CDL original build and the 800' hose truck that would accommodate a 2100i Hose reel and a CDL class B chassis.

Keep in mind the picture on the proposal is a 2100i (the configurator tool auto populates it). I have attached a brochure with the pic of an IMPACT.



OWEN EQUIPMENT
1085 Horizon Drive Fairfield, CA 94533
Fairfield Main Line: (707) 422-2333

Presents a

Proposal Summary

Sourcewell

#101221-VTR

Impact

Truck Mounted Single Engine Sewer
Cleaner

For

WEST BAY SANITATION





OWEN EQUIPMENT
1085 Horizon Drive Fairfield, CA 94533
Fairfield Main Line: (707) 422-2333

BASIC

MODEL

Vacuum System	Roots 616-15 Blower	Debris Body Capacity (cu.yd.)	3.00
Model Type	Combo	Water Capacity	500
Water Flow	40.00	Water Pressure	2500
Chassis Source	Customer	Water Tank Material	Aluminum
Controls		Blower High Temp Shutdown	false

CHASSIS

MSFS300A-2027-E	Single Axle 2027 Freightliner M2 106 300 HP Auto 26000 GVWR Air Brakes EPA24
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STANDARD FEATURES

002CSTD	JetRight Technology
010CSTD	Curbside Toolbox w/ Nozzle Storage Rack
011CSTD	Aluminum Fenders
012CSTD	Mud Flaps
014CSTD	Electric / Hydraulic Proportional Boom Control
016CSTD	Color Coded Sealed Electrical System
019CSTD	Intuitouch Electronic Package
020CSTD	Double Acting Hoist Cylinder
025CASTD	Handgun Assembly
026CSTD	Ex-Ten Steel Cylindrical Debris Tank
030CSTD	Flexible Hose Guide
032CSTD	(2) Nozzles w/ Carbide Inserts
045CSTD	Suction Tube Storage
046CSTD	3/4" Nozzle Pipe
1001CSTD	Flat Rear Door w/ Hydraulic Locks & 6 O'Clock Port with Hose Holder
1005CSTD	Stainless Steel Float Shut Off System
1016CSTD	Horizontal Microstrainer Prior to Blower
1023CSTD	Lube Manifold
1024CSTD	Debris Body Vacuum Relief System
1041CSTD	Debris Body-Up Light and Alarm
2001CSTD	Low Water Alarm with Water Pump Flow Indicator





OWEN EQUIPMENT
1085 Horizon Drive Fairfield, CA 94533
Fairfield Main Line: (707) 422-2333

2011CSTD	3" Y-Strainer at Passenger Side Fill with 25' Fill Hose
2022CSTD	Water Tank Sight Gauge
2023CSTD	Liquid Float Body Level Indicator
3015CSTD	Front Controlled Blower Drive
3019CSTD	Digital Water Pressure Gauge
4005CSTD	180 deg. 5ft Extendable Boom
4006CSTD	Joystick Boom Control
4010CSTD	Boom Hose Storage
4017CSTD	Boom Out of Position Light and Alarm
5002CSTD	40 GPM/2500 PSI Jet Rodder pump
5011CSTD	3" Y-Strainer at Water Pump
5012CSTD	Multi-Flow Water System
5014CSTD	1" Water Relief Valve
5015CSTD	Midship High Pressure Coupling
6000CSTD	800' x 3/4" Sewer Hose 2500 PSI Piranha
6005CSTD	Digital Hose Footage Counter
6017CSTD	Hydraulic Tank Shutoff Valves
6019CSTD	Rodder Pump Drain Valves
6020CSTD	Rotating Hose Reel 3/4" x 500' Capacity 180 Deg. Rotation
6025CSTD	Hose Wind Guide (Dual Roller) Manual
7001CSTD	Tachometer / Chassis Engine w/ Hour Meter
7003CSTD	Water Pump Hour Meter
7004CSTD	PTO Hour Meter
7005CSTD	Hydraulic Oil Temp Alarm
7007CSTD	Tachometer / Blower w/ Hour Meter
8000CSTD	Circuit Breakers
8025CSTD	LED Lights Clearance Backup Stop Tail & Turn
9002CSTD	Tow Hooks Rear
9003CSTD	Electronic Back-Up Alarm
S390CSTD	6" Vacuum Pipe Package
S560CSTD	Emergency Flare Kit
S590CSTD	Fire Extinguisher 5 Lbs.

BOOM





OWEN EQUIPMENT
1085 Horizon Drive Fairfield, CA 94533
Fairfield Main Line: (707) 422-2333

4011C	Bellypack Wireless Controls including hose reel controls
4013C	Rotatable Boom Inlet Hose

DEBRIS BODY

1014C	Centrifugal Separators (Cyclones)
1022C	Rear Door Splash Shield
1023CA	Lube Chart - Included
3021C	Digital Debris Body Level Indicator Tied to Vacuum Relief

HOSE REEL

6004CC	Pinch Roller
6014C	High Pressure Hose Reel
6027C	25' Leader Hose (in lieu of standard)

WATER TANKS

3019C	Digital Water Level Indicator
5021CA	Hydro Excavation Kit - Includes Lances w/ Shield Nozzles Storage Tray and Vacuum Tube
6019CA	Final Filter and Silencer Ball Valve Drains

MISCELLANEOUS

8024C	Amber Lights for Flashing Light Package
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LIGHTING

8001CM	Rear Directional Control LED Arrowstick
8002CA	Wireless Waterproof Rechargeable Handheld LED Spot Light w/12V Charger
8004CF	Rear Mounted LED Beacon Light w/ Limb Guard
8004CG	Front Mounted LED Beacon Light w/ Limb Guard
8020CA	10 Light Package 10 Federal Signal Strobe Lights LED
8029CA	Worklights (2) Boom
8029CB	Worklights (2) Rear Door
8029CC	Worklights (2) Driver & Passenger Side LED





OWEN EQUIPMENT
1085 Horizon Drive Fairfield, CA 94533
Fairfield Main Line: (707) 422-2333

8029CD

Worklight Manhole

9021CA

Camera System Front Rear and Both Sides

PAINT

Cab Paint Color

White

Cab Paint Color Code

Module Paint Color

Module Paint Code

V-LOGO-APPL.

Vector Logos - Applied

TOOLBOX

9070C

Front Bumper Toolbox

9070CB

Long Handle Tool Storage

9071CA

Toolbox Behind Cab - 14w 36h x 88d

WATER ACCESSORIES

5010C

RoddRodder System Accumulator - Jack Hammer on/off Control at
Hose Reeler System Accumulator - Jack Hammer on/off Control w/
manual valve





OWEN EQUIPMENT
1085 Horizon Drive Fairfield, CA 94533
Fairfield Main Line: (707) 422-2333

Sourcewell price for Vactor Impact.....\$457,448.00
Tax @ 9.375 %.....\$42,885.75
Total Price FOB Menlo Park.....\$500,333.75

Registration and training included

THE PROPERTY HEREIN IS GUARANTEED BY MANUFACTURER'S WARRANTY ONLY AND SELLER MAKES NO WARRANTY EXPRESSED OR IMPLIED, OF MERCHANTABILITY OR OTHERWISE, OR OF FITNESS FOR ANY PARTICULAR PURPOSE. THAT EXTENDS BEYOND THE ABOVE DESCRIPTION OF THE EQUIPMENT.

NOTE: Price is good for 30 days. Cost increases due to the addition of Government mandated safety or environmental devices incurred after the date of this proposal, will be charged to you at our cost. Proof of such costs, if any, will be documented. All payments made will be made due to Owen Equipment.

TAXES: SALES TAX applicable at time of delivery will be shown on our invoice. FEDERAL EXCISE TAXES, if applicable, will require payment unless a properly executed Exemption Certificate is submitted.

DELIVERY: 12-14 Months ARO **TERMS:** Net 10 or Approved Lease

Let me know if you need any additional information. I can provide you with a bid spec if you need it. I would welcome the opportunity to set up a demo to show you guys just how easy it is to use our unit. If you have any questions, please give me a call at (916) 947-0986.

Sincerely,

Jordan Slabaugh

PROPOSAL NOTES:

1. Multiple unit orders will be identical to signed proposal. Changes or deviations to any unit of a multiple unit order will require a new signed proposal.
2. Chassis specifications and data codes for customer supplied chassis must be submitted to and approved by Vactor prior to submittal of customer purchase order
3. All prices quoted are in US Dollars unless otherwise noted.
4. This proposal incorporates, and is subject to, Vactor's standard terms and conditions attached hereto and made a part hereof.

Signed By:

Date:



LIMITED WARRANTY

Limited Warranty. Each machine manufactured by VACTOR MANUFACTURING (or, "the Company") is warranted against defects in material and workmanship for a period of 12 months, provided the machine is used in a normal and reasonable manner and in accordance with all operating, maintenance and safety instructions. In addition, certain machines and components of certain machines have extended warranties as set forth below. If sold to an end user, the applicable warranty period commences from the date of delivery to the end user. If used for rental purposes, the applicable warranty period commences from the date the machine is first made available for rental by the Company or its representative. This limited warranty may be enforced by any subsequent transferee during the warranty period. This limited warranty is the sole and exclusive warranty given by the Company.

STANDARD EXTENDED WARRANTIES (Total Warranty Duration)

2100 Series, iMPACT and Ramjet	10 years against metal water tank leakage due to corrosion. Nonmetallic water tanks are covered for 5 years against any factory defect in material or workmanship.
2100 Series, iMPACT and Guzzler only	5 years against leakage of debris tank, centrifugal compressor or fan housing due to rust-through.
2100 Series, iMPACT and Ramjet	2 years - Vactor Rodder Pump
ALL Models starting with 21-09X-XXXXX and beyond	2 year- Electrical & Electronics (excludes Chassis components)

Exclusive Remedy. Should any warranted product fail during the warranty period, the Company will cause to be repaired or replaced, as the Company may elect, any part or parts of such machine that the Company's examination discloses to be defective in material or factory workmanship. Repairs or replacements are to be made at the selling Company's authorized dealer's or distributor's location or at other locations approved by the Company. In lieu of repair or replacement, the Company may elect, at its sole discretion, to refund the purchase price of any product deemed defective. The foregoing remedies shall be the sole and exclusive remedies of any party making a valid warranty claim.

This Limited Warranty shall not apply to (and the Company shall not be responsible for):

1. Major components or trade accessories that have a separate warranty from their original manufacturer, such as, but not limited to, trucks and truck chassis, engines, hydraulic pumps and motors, tires and batteries.
2. Normal adjustments and maintenance services.
3. Normal wear parts such as, but not limited to, oils, fluids, vacuum hose, light bulbs, fuses and gaskets.
4. Failures resulting from the machine being operated in a manner or for a purpose not recommended, nor intended, or not in accordance with operating, maintenance or safety instructions provided by the Company.
5. Repairs, modifications or alterations without the express written consent of the Company, which in the Company's sole judgment, have adversely affected the machine's stability, operation or reliability as originally designed and manufactured.
6. Items subject to misuse, negligence, accident or improper maintenance.

NOTE The use in the product of any part other than parts approved by the Company may invalidate this warranty. The Company reserves the right to determine, in its sole discretion, if the use of non-approved parts operates to invalidate the warranty. Nothing contained in this warranty shall make the Company liable for loss, injury, or damage of any kind to any person or entity resulting from any defect or failure in the machine.

THIS WARRANTY SHALL BE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND TO THE EXTENT PERMITTED, CONFERRED BY STATUTE, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, OR A WARRANTY AGAINST FAILURE OF ITS ESSENTIAL PURPOSE, ALL OF WHICH ARE DISCLAIMED.

This warranty is in lieu of all other obligations or liabilities, contractual and otherwise, on the part of the Company. For the avoidance of doubt, the Company shall not be liable for any indirect, special, incidental or consequential damages, including, but not limited to, loss of use or lost profits. The Company makes no representation that the machine has the capacity to perform any functions other than as contained in the Company's written literature, catalogs or specifications accompanying delivery of the machine. No person or affiliated company representative is authorized to alter the terms of this warranty, to give any other warranties or to assume any other liability on behalf of the Company in connection with the sale, servicing or repair of any machine manufactured by the Company. Any legal action based hereon must be commenced within eighteen (18) months of the event or facts giving rise to such action.

The Company reserves the right to make design changes or improvements in its products without imposing any obligation upon itself to change or improve previously manufactured products.

GUZZLER

VACTOR MANUFACTURING
1621 S. Illinois Street
Streator, IL 61364

VACTOR
Subsidiary of Harsco Corporation

9-1-2021



Domestic Sales Terms and Conditions

ORDERS: All orders are subject to acceptance by Vactor Manufacturing, Inc. or Guzzler Manufacturing, Inc. (hereafter referred to as Vactor). Orders for products not normally carried in stock or requiring special engineering or manufacturing is in every case subject to approval by Vactor's Management.

PRICES: All orders are subject to current prices in effect at the time of order acknowledgement. F.O.B. Point: Unless otherwise stated, all prices listed are F.O.B. factory. Vactor reserves the right to increase the order price set forth in this Proposal Summary at any time before delivery to Buyer to reflect any increase in Vactor's costs to manufacture or deliver the ordered product due to any factor beyond the reasonable control of Vactor. Vactor shall provide Buyer with prompt electronic notice of any such price increase. Buyer shall have five days from receipt of such notice to cancel its order, absent which Buyer shall be deemed to have consented to the price increase.

PAYMENT TERMS: The company's payment terms are due upon receipt, unless otherwise stated. However, until such time as Vactor receives full payment, Vactor shall maintain a purchase money security interest in the product.

CANCELLATION: Orders cannot be cancelled except upon terms that will compensate Vactor for any loss or damage sustained. Such loss will be a minimum of 10% of the purchase price.

SHIPMENT: All proposals are based on continuous and uninterrupted delivery of the order upon completion, unless specifications distinctly state otherwise. In the event that agreement is reached for Vactor to store completed items, they will be immediately invoiced to the customer and become due and payable. Storage shall be at the risk of the customer and Vactor shall be liable only for ordinary care of the property.

STORAGE CHARGES: Vactor shall charge the customer at current rates for handling and storing customer's property (e.g. truck chassis) held for more than thirty (30) days after notification of availability for shipment. All customer's property, or third party's property, that is stored by Vactor is at the customer's or other party's risk. Vactor is not liable for any loss or damage thereto caused by fire, water, corrosion, theft, negligence, or any caused beyond its reasonable control.

PERFORMANCE: Vactor shall not be liable for failure to complete the contract in accordance with its terms if failure is due to wars, strikes, fires, floods, accidents, delays in transportation or other causes beyond its reasonable control.

EXPERIMENTAL WORK: Work performed at customer's request such as sketches, drawings, design, testing, fabrication and materials shall be charged at current rates.

SKETCHES, ENGINEERING DRAWINGS, MODELS and all preparatory work created or furnished by Vactor, shall remain its exclusive property; and no use of same shall be made nor may ideas obtained therefrom be used except with the consent of and on terms acceptable to Vactor.

TAXES: Buyer's final cost shall include all applicable sales and use taxes, including all sales and use taxes attributable to any changes made to Buyer's initial order placed hereunder or to any changes to applicable sales and use tax laws. However, Vactor Manufacturing, Inc. shall be responsible for Federal Excise Tax (F.E.T.) unless it is separately stated on the invoice and added to the selling price. If F.E.T. is not separately stated on the invoice it has not been included in the price and Vactor will pay any F.E.T. due itself and bear the cost of the tax. Any refunds or adjustments to the F.E.T. in such cases belong to Vactor.

PRODUCT IMPROVEMENTS: Vactor reserves the right to change manufacturing specifications and procedure in accordance with its product improvement policy.

MOUNTING PRICES: Mounting prices assume normally factory installation on a truck chassis suitable for the unit purchased. Relocation of batteries, fuel tanks, mufflers, air tanks, etc. will be an additional charge, billed at the standard factory labor rate.

WARRANTY: Vactor warrants its products to be free from defects in material and workmanship for a period of 12 months, subject to the limitations and conditions set forth in its current published warranty. Other than those expressly stated herein. THERE ARE NOT OTHER WARRANTIES OF ANY KIND EXPRESS OR IMPLIED, AND SPECIFICALLY



VACTOR

EXCLUDED BUT NOT BY WAY OF LIMITATION, ARE THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND MECHANABILITY.

IT IS UNDERSTOOD AND AGREED THE VACTOR'S LIABILITY WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY IN NEGLIGENCE OR OTHERWISE SHALL NOT EXCEED THE RETURN OF THE AMOUNT OF THE PURCHASE PRICE PAID BY THE PURCHASER AND UNDER NO CIRCUMSTANCES SHALL VACTOR BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES. THE PRICES STATED FOR THE EQUIPMENT IS A CONSIDERATION IN LIMITING VACTOR'S LIABILITY. NO ACTION REGARDLESS OF FORM, ARISING OUT OF THE TRANSACTION OF THE AGREEMENT MAY BE BROUGHT BY PURCHASER MORE THAN ONE YEAR AFTER THE CAUSE OF ACTION HAS OCCURRED.

VACTOR'S MAXIMUM LIABILITY SHALL NOT EXCEED AND BUYER'S REMEDY IS LIMITED TO EITHER (I) REPAIR OR REPLACEMENT OF THE DEFECTIVE PART OF PRODUCT, OR AT VACTOR'S OPTION (II) RETURN OF THE PRODUCT AND REFUND OF THE PURCHASE PRICE AND SUCH REMEDY SHALL BE BUYER'S ENTIRE AND EXCLUSIVE REMEDY.

CHOICE OF LAW: These Terms and Conditions shall be construed according to the laws of the State of Illinois. Failure at any time by Vactor to exercise any of its rights under this agreement shall not constitute a waiver thereof nor prejudice Vactor's right to enforce it thereafter.

COMPLETE AGREEMENT: These terms and conditions, contain the complete and final agreement between the parties hereto and no other agreement in any way modifying any of these terms and conditions will be binding on Vactor unless in writing and agreed to by an authorized representative of Vactor. All proposed terms included in Buyer's purchase order or other standard contracting documents are expressly rejected.

I agree with the above terms and conditions:

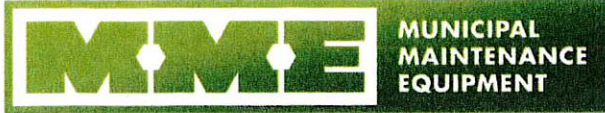
Date: _____



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June 23, 2026

West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025

Tel: 650-321-0384
Cell: 650-477-6386
hcortez@westbaysanitary.org

Attention: Heath Cortez, Operations Supervisor

We are pleased to provide the following quotation on the Vac-Con 3 Yd. Combination Sewer and Storm Drain Cleaner for your review.

One (1) Each Vac-Con Model VPD2130SHAS/500 complete with the following standard features:

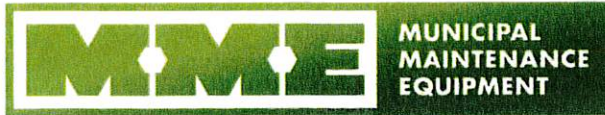
- PD2130 Roots 616 PD Blower 16"HG/2500CFM
- Transfer Case Blower Drive with High Performance Carbon Chord Timing Belt
- 3/16" 3.5 Yd³ Corten Steel Debris Tank - 5 Year Warranty
- Outlet Screen Assembly - 8" Diameter
- Full Opening Rear Door with Hydraulic Rear Door Locks
- 8" Automatic Vacuum Breaker Door System
- Poly Float Ball Load Level Indicator
- 10' Layflat Hose with Bar Screen
- Strainer (Trash Bars) on Both Ports of Debris Dome
- Built in Body Prop, Sub Frame Mounted
- Debris Tank Dumping: Minimum 45 Deg., Hydraulic Lift
- Dump Height 60"
- Rear Mounted Bumper
- 500 Gallons Capacity Aluminum Water Tank - 5 Year Warranty
- 1/4" Ball Valve for Water Tank Drain
- 5' X 6" Diameter Extendable Boom with Pendant Control Station
- 6 Way Pendant Control Station - Unless Wireless Remote Selected
- Behind Cab Boom Support Chassis Frame Mounted Boom Cradle Assembly with Bumper Mounted Boom Docking Assembly
- Triplex Water Pump - Hydrostatic Drive
- Water Pump Remote Oil Drain
- 30 GPM/3000 PSI Water Pump System
- 400' High Pressure Jet Rodder Hose (3/4")
- Front Mounted / Swiveling Hose Reel, 500' Max Capacity (3/4")
- (1) Each Sanitary and Penetrator Nozzles
- Water Manifold Assembly
- Hose Guide (Tiger Tail)
- Manual Hose Wind Guide
- 30" Leader Hose
- 800 PSI Wash Down Hand Gun with 25' of Hose and Nozzle
- Handgun Bracket Assembly
- (1) 22" x 51" x 25.5" Aluminum Sealed and Locking Tool Box
- 20.5' Aluminum Intake Pipe (1-3', 1-5', 1-6', and 1-6.5' Nozzle)
- 4 Pipe Storage Rack Mounted Curbside - Ground Level

4634 Mayhew Road
Sacramento, CA 95827
Office: 916-922-1101
Fax: 916-922-1034

4750 Caterpillar Road, #D
Redding, CA 96003
Office: 530-243-4856
Fax: 530-243-1447

13922 Gracebee Avenue
Norwalk, CA 90650
Office: 714-528-8770
Fax: 714-528-8744

2241 National Avenue
Hayward, CA 94545
Office: 510-670-0230
Fax: 510-670-9003 **9-14**



June 23, 2026
West Bay Sanitary District
Vac-Con Model VPD2130SHAS/500 Quotation
Page 2

- Long Handle Storage 72"L x 20"W x 5 1/4"H – Integrated in Mainframe with Lockable Door
- Plastic Engraved Decals – Adhesive Type
- LED / ICC Lighting
- 5# Fire Extinguisher
- Set of Triangles
- Unit Paint Surfaces are Shot Blasted, Sherwin Williams Fast Clad High Solids Zinc Rich Primed, Sanded and Sealed with Duraspar Epoxy Primer. Hose Reel Spool, Debris Tank and sides of Mainframe Painted with Sherwin Williams Duraspar Polyurethane Single Stage Gloss. All other Paintable Surfaces are Coated in Sherwin Williams Duraspar Textured black paint
- 12 Month Standard Warranty - See Certificate for Details
- Advanced Controls Includes: CanBus, LCD Operator Screen with Water Pressure and Footage Counter, Dual Joysticks: Hose Reel & Boom, Single Ball Valve for Rodder Hose
- Note – PD Blower will include a Silencer and Final Filter – Steel Mesh

Complete with the following selected features:

Main Information:

- Boom: Extendable, 6" Intake System – Standard
- Hose Reel: Front Mounted Swivel Hose Reel – Standard with 3-Yard
- Jet Rodder Hose: 500' x 3/4" Piranha Brand Jet Rodder Hose
- Water System: Giant 0-30 GPM / 3000 PSI, 3/4" Hose

Debris Body:

- 6" Knife Valve with Center Post Handle, in lieu of the 5" Butterfly Valve (662-0125)
- Rear Splash Guard (2 - 10 O'clock) – Tank Mounted
- Water & Debris Tanks Tied Together

Water System:

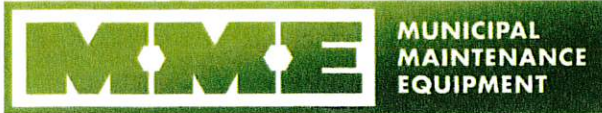
- 50' Capacity Retractable Hand Gun Hose Reel
- Debris Body "Power Flush" System, 8 Jets
- Hydroexcavation Package Includes: 50' Handgun Hose Reel with 1/2" Hose, 711-53686 72" 1/2" Schedule 80 Lance with Single Forward Spray Nozzle, Storage Tubes for Lances, Heavy Duty Unloader Valve, Main Control Valve, Variable Flow Valve

Hose Reel:

- Hose Footage Counter, Standard

Misc. Machine Options:

- (2) Cone Storage Rack Placement – Rear of Frame
- Rear Mounted Tow Hooks
- Remote Debris Tank Grease Assembly (Ground Level)



June 23, 2026
West Bay Sanitary District
Vac-Con Model VPD2130SHAS/500 Quotation
Page 3

Lighting:

- LED 4 Strobes – (2) Front Bumper / (2) Rear Bumper – Whelen 500 Series TIR6 01-0663507129E – Amber
- LED Arrow Sticks – Whelen TAM85 Traffic Advisor
- LED Boom Mounted Flood Lights with Limb Guard – Whelen NP6BB Worklight
- LED Flood Light – Level Wind Guide – Whelen NP6BB Worklight
- LED Midbody Flood Lights with Limb Guards – Whelen NP6BB (Driver's & Passenger's Side)
- LED Rear Mounted Flood Lights with Limb Guard – Whelen NP6BB Worklight
- (2) LED Strobe with Limb Guard, Rear Debris Tank Mounted - Whelen L31HAF LED Beacon with Whelen BGH Branch Guard. When (1) is selected, C/S is standard
- Midbody LED Strobes - Frame Mounted - Whelen 500 Series TIR6 01-0663507129E -Amber
- (2) Mirror Mounted LED Beacon/Strobe Light with Limb Guard - Whelen L31HAF LED Beacon with Whelen BGH Branch Guard. When (1) is selected, D/S is standard

Electrical:

- Low Water Alarm with Light
- Wireless Remote Control: Boom, Vacuum Breaker, Throttle & Debris Body (includes Hi-Dump, if applicable). Does not include remote cable pendant controls for boom or hi dump
- Traffic Cameras with Color Monitor – (1) Curbside Placement – Mirror Mounted Standard (1) Driver's Side Camera Placement – Mirror Mounted Standard (1) Front Hose Reel Camera Placement – To View in Front of Hose reel Area and (1) Rear Camera Placement

Misc. Accessories:

- Front Bumper Hand Gun Bracket Assembly
- Front Bumper Hand Gun Connection
- Lakos 2.5" Sand Separator
- Pac Mount Clamps 2 sets of 2 on Curb Side
- Tool Box Lighting

Spare Nozzle:

- 3/4" Nozzle rack

Leader Hose:

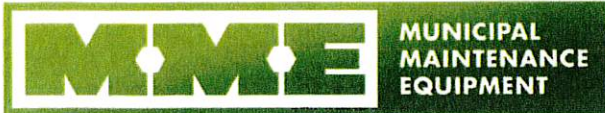
- 3/4" x 15' Length Leader Hose

Pipe Storage Rack:

- Additional Pipe Rack(s), 2 additional pipe racks only - Max 2 additional pipe racks, for a total of 6

Paint :

- Single-Stage Polyurethane in your choice of factory standard colors with Standard Blue 692-5204-02 Striping Package



June 23, 2026
West Bay Sanitary District
Vac-Con Model VPD2130SHAS/500 Quotation
Page 4

Mounted on a new Freightliner M2 106 Lightweight Non-CDL 4x2 truck chassis complete with the following features:

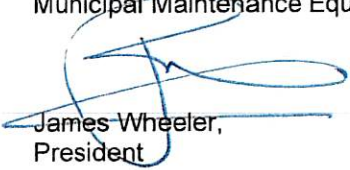
- 300 HP @ 2200 RPM Engine
- Allison Automatic Transmission
- Driver's Side Air Seat
- Air Conditioning
- AM/FM
- Painted White

Price F.O.B. Menlo Park, CA	\$541,202.01
Less Special Discount	- 74,195.84
Sub-Total	\$467,006.17
9.375% Estimated Sales Tax	43,781.83
CA Tire Fee (6 @ \$1.75 Each)	10.50
Total	\$510,798.50

- Quotation includes delivery and on-site training.
- Normal delivery 180-210 days A.R.O., depending on chassis and component availability during production.
- CARB Disclosure: A vehicle operated in California may be subject to California Air Resources Board Advanced Clean Fleets regulations. It therefore could be subject to the requirements to reduce emissions of air pollutants. For more information, please visit the CARB Advanced Clean Fleets webpage at <https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets>
- Due to California emissions requirements, special permits may be required on diesel engines. MME cannot provide these permits and we recommend you contact your local Air Resources Management District for the specific requirements.
- Sales tax applicable at time of delivery will be shown on invoice.
- Terms: Net 15
- Quotation valid for 30 days.

Thank you for your interest in this fine product line. Should you have any questions or need additional information, please let us know. We look forward to being of service.

Sincerely,
Municipal Maintenance Equipment, Inc.


James Wheeler,
President

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WEST BAY SANITARY DISTRICT AGENDA ITEM 10

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Review and Consideration to Approve the Conflict-of-Interest Code and General Rules of Office for the District Board*

Background

The Fair Political Practices Commission under Title 2 California Administrative Code, Section 18730, requires the District maintain a Conflict-of-Interest Code as a statement of policies and guiding principles. This Code of Ethics and Conduct is meant to outline some of the legal and ethical obligations of Board Members.

Each local agency is required to review its Conflict-of-Interest Code biennially to determine if it is accurate or, alternatively, if it must be amended. Upon review or amendment, the District must submit a completed notice to the Office of the Assessor-County Clerk-Recorder, due September 4, 2026.

As a more comprehensive guideline the Board also maintains a code of ethics within the General Rules of Office for the District Board which is also subject to periodic review, and revision if needed. Efficiency and opportunity provide cause to review the Rules of Office simultaneously with the Conflict-of-Interest Code.

The Board last reviewed this item on July 24, 2024.

Analysis

The GENERAL RULES OF OFFICE include a section for Conflicts of Interest and Statement of Economic Interest. The Conflicts of Interest section outlines prohibitions designed to restrain a public Board Member from participating in or attempting to influence those governmental decisions or actions in which he or she has a "financial interest" which could be materially affected by the decision.

Statements of Economic Interest or better known as Form 700's are required to be filed annually and at the beginning of term of office, and require Members to disclose all investments, business positions, sources of income, and interests in real property which could be materially affected by the decisions made by their commission.

Attached for review are:

- Resolution 1595 (2006) – the existing Conflict of Interest Code
- General Rules of Office for the District Board
- List of “Designated Filers” for which the District has Form 700’s

Fiscal Impact

N/A

Recommendation

The General Manager recommends the Board review and approve the General Rules of Office and review the Conflict-of-Interest Code and determine whether any amendments are needed:

1. If amendments are needed, direct the General Manager to incorporate those amendments in the document(s) and bring to the Board for final approval at a future Board meeting and file notice to the Office of the Assessor-County Clerk-Recorder that the code is currently under review by the Board.
2. If no amendments are needed, approve and direct the General Manager to file the required notice to the Office of the Assessor-County Clerk-Recorder that “No Amendment is Required” (this designation refers to the Conflict-of-Interest Code rather than the General Rules of Office).

RESOLUTION NO. 1595 (2006)

**IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

**A Resolution Restating a Conflict of Interest Code
For the West Bay Sanitary District By Adopting
Fair Political Practices Commission Standard Code**

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

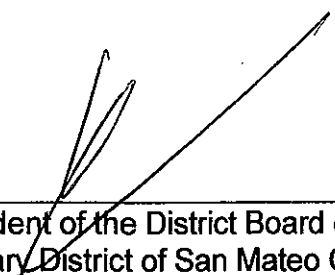
1. That the "Code" entitled "Conflict of Interest Code of the West Bay Sanitary District", being the standard conflict of interest code promulgated by the Fair Political Practices Commission under 2 California Administrative Code, Section 18730, a copy of which Code is attached hereto and by reference incorporated herein, be, and is hereby, approved and adopted for the District, subject to the approval thereof by the Board of Supervisors of the County of San Mateo.

2. That the Secretary of the District be, and is hereby, authorized and instructed to submit a copy of such Code to the Board of Supervisors of the County of San Mateo and to request said Board of Supervisors to approve said Code in accordance with Government Code Section 87303.

3. That pursuant to Section 4(B) of the Standard Code, designated Officials and Employees shall file statements of economic interests with the District which shall retain the originals. The District Manager shall be designated as the filing officer.

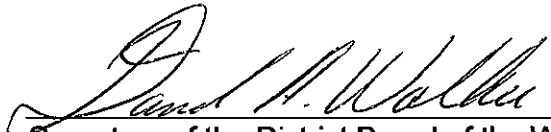
I hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Board of Directors of the West Bay Sanitary District, San Mateo County, California, at a meeting thereof held on the 24th day of July, 2006, by the following vote:

Ayes:	Shepherd, Walker, Knight, Lomax, Harrison
Noes:	None
Abstain:	None
Absent:	None



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 CONFLICT OF INTEREST CODE

The purposes of this Conflict of Interest Code are to provide for the disclosure of investments, real property, income and business positions of designated WEST BAY SANITARY DISTRICT officials and employees that may be materially affected by their official actions and to provide for the disqualification of designated officials and employees from participation in WEST BAY SANITARY DISTRICT decisions in which they may have a financial interest.

Background

The political reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. This regulation and any amendments thereto may be incorporated by reference by local agencies and, together with the designation of employees and disclosure categories, meets the requirements of the Political Reform Act.

Adoption of Conflict of Interest Code

The terms of Title 2 California Code of Regulations Section 18730 are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the WEST BAY SANITARY DISTRICT.

Pursuant to the Political Reform Act and its regulations, all designated employees shall file statements of economic interests with the District Manager who shall be the filing officer. The San Mateo County Board of Supervisors shall be the code reviewing body.

Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also incorporated by reference unless the WEST BAY SANITARY DISTRICT, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

WEST BAY SANITARY DISTRICT
Conflict Of Interest Code

List of Designated WEST BAY SANITARY DISTRICT Officials and Employees
Description of Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including, but not limited to, late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
Director	1,2,3,4
District Manger	1,2,3,4
Legal Counsel	1,2,3,4
District Engineer	1,2,3,4
Consultants*	1,2,3,4

* Each agency or department shall review the duties and authority of all consultants retained by the agency. Those consultants who, within the meaning of 2 California Code of Regulations 18700 (a) (2) are required to file statements of economic interests, shall do so. During each calendar year, the WEST BAY SANITARY DISTRICT shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Disclosure Categories

Category 1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may foreseeable be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to Category 2 is required to disclose interests in any real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to Category 2 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to Category 2 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Forms to be filed with: District Manager
West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025

**WEST BAY SANITARY DISTRICT
GENERAL RULES OF OFFICE
FOR THE
DISTRICT BOARD**

Revision Date: 2/13/2013

Reviewed Date: 3/28/2018, 8/12/20, 7/13/22, 7/24/24, 7/22/26

GENERAL RULES OF OFFICE FOR THE DISTRICT BOARD

1. Code of Ethics and Conduct

A. Purpose. The Board of Directors of the West Bay Sanitary District has adopted the following set of principles of ethics and conduct as an expression of policy to guide the Board in its decision-making. As a statement of policies and guiding principles, this Code of Ethics and Conduct is meant to outline some of the legal and ethical obligations of Board Members, but shall not supersede existing laws and regulations.

B. Board Member Duties and Obligations. Each Board Member has the following duties:

1. To represent and work for the common good of the District and its citizens.
2. To provide fair and equal treatment for all persons and matters coming before the Board.
3. To faithfully perform all duties of their elected office, including:
 - a) understanding the roles and responsibilities of the Board position; and
 - b) becoming thoroughly knowledgeable about items of business before voting or developing a conclusion or recommendation; and
 - c) attending regular meetings.
4. To listen courteously and attentively to all public discussions and avoid interrupting other speakers, except as may be permitted by established Rules of Order.
5. To refrain from abusive conduct, personal charges or verbal attacks upon the character, motives, ethics or morals of other members of the District Board, District Employees, or members of the public.
6. All Board meeting shall be properly noticed and agendized in accordance with the Brown Act, and individual Board Members shall conduct themselves in accordance with the requirements thereof.

7. Confidential information shall not be disclosed by individual Board Members without the prior consent of a majority of the Board. Confidential information includes, but is not limited to the following: (1) documents which are exempted from disclosure under the Public Record Act (Govt. Code section 6250, et seq.); (2) information received in closed session; and (3) communications from legal counsel which are protected by attorney-client and attorney work-product privileges.
8. To scrupulously adhere to all pertinent laws and regulations governing conflicts of interest.
9. To refrain from accepting gifts, favors, or promises of future benefits which might compromise or tend to impair independent judgment or action.

C. Disciplinary Action

The Board of Directors may exercise any and all available legal remedies if it determines that a Board Member has violated any provision of state law governing conflicts of interest or self-interested contracts including, if applicable, referring the matter to appropriate prosecutorial authorities. The Board of Directors may further exercise all available legal remedies including, but not limited to, seeking injunctive relief, to prevent any violation of this Code respecting confidentiality and privilege. And the Board may publicly censure or reprimand any Board Member who violates any provision of this Code. Ultimate responsibility for complying with the Code rests with the individual Board Members.

2. Conflicts of Interest

The following is a brief summary of relevant portions of state law affecting service on the Board of Directors:

- A. **Interests in Contracts:** Members of the District Board and other public officers may not make any contract with the District in which they have a financial interest. Such contracts are void. (Government Code 1090, et seq.)
- B. **Discounted or Free Transportation Passes:** Office holders in California are strictly prohibited from accepting free passes or discounts from transportation companies. Violation of this prohibition is punishable by forfeiture of office. (California State Constitution)
- C. **The Political Reform Act:** The Political Reform Act (Government Code 81000, et seq.) forbids a public Board Member from participating in or attempting to influence those governmental decisions or actions in which he or she has a “financial interest” which could be materially affected by the decision. The Act defines the kinds of interests, (which include interests owned by spouses, dependent children and agents, and certain businesses and trusts) which might cause a conflict and requires public Board Members to disqualify themselves from decisions which could affect those interests.

The Fair Political Practices Commission (FPPC) enforces the Political Reform Act.

3. Statement of Economic Interest

As established in Government Code 87200, Board Members must file Statements of Economic Interest upon assumption of office, on an annual basis, and when leaving office. The proper forms are supplied by the District. Members must disclose all investments, business positions, sources of income, and interests in real property which could be materially affected by the decisions made by their commission. The completed statements are kept on file by the District and are available for public inspection. Since the law permits the Fair Political Practices Commission to impose a penalty for failure to disclose in a timely manner, elected Board Members should be certain the statements are complete and filed on time.

4. Relations with District Staff

The District staff works under the direction of the General Manager. While the Board as a whole may direct the General Manager, individual Board Members shall not provide such direction or to become involved in the administrative or operational concerns of the District departments. However, the staff will be happy to answer questions and provide whatever assistance they can when authorized to do so by the General Manager.

It is expected that a mutually respectful and professional relationship will be maintained between the staff personnel and the Board Members. In the event that a conflict does arise, the problem should be brought to the attention of the General Manager, and if it is not satisfactorily resolved, brought to the attention of the President of the Board.

5. Officers and Committees

It shall be the policy of the District Board to elect officers of the Board during the month of December depending on ranges of Board Member terms. A Board Member must have served at least one year in office to qualify for service as an Officer.

A. Board Officers: The Board shall hold annual elections at its last December meeting for President and Secretary. The terms of office for President and Secretary shall be one year, commencing on the first day of January and end on the thirty-first day of December.

B. President Duties: The President shall serve as the presiding officer and chair all meetings of the Board, shall collaborate with the General Manager to establish the agenda for regular and special meeting, shall sign all documents on behalf of the Board and District that may be required, and shall have the same right and responsibilities as other Directors to participate in and vote at board meetings. The President shall appoint a Board Member to serve as Treasurer, and shall have the authority to establish and specify the duties and responsibilities of all advisory committees, and appoint Directors who will serve thereon for the upcoming year provided, however, that the Board, by majority vote, may modify such committees or appointments. All committees appointed by the President shall serve in an advisory capacity only, and shall report directly to the Board of Directors.

C. Secretary Duties: The Secretary shall countersign all documents on behalf of the Board and District that may be required, and shall serve as the President pro tem in case of the absence or inability of the President to act. In case of the absence or

inability of the Secretary to act on behalf of the District, or in event that the Secretary is serving as President pro tem, the Board shall choose a Secretary pro tem to act on his or her behalf.

- D. Treasurer Duties:** The Treasurer shall be appointed by the President, and shall participate in discussions regarding District investments and audits. The Treasurer shall be bonded and, in event of the unavailability of the President or Secretary, may sign official documents on behalf of the District. The Treasurer may provide reports on financial matters in regular or special Board meetings.

6. Orientation for New Members

Shortly after election, a general orientation will be provided by the General Manager and staff. This orientation is intended to acquaint newly elected Board Members with the District goals, the responsibilities of the appointment, and current issues before the body and meeting schedules.

7. Resignation

If a Board member resigns from office before the end of his or her term, the member should write a letter announcing the resignation and specifying the effective date thereof, and deliver it to the General Manager, who will forward copies to the District Board.

8. Benefits/Insurance/Immunity

Board Members are covered by Workers' Compensation and, in the event of an accident while serving in an official capacity, the member will be required to file an accident report. Members are also covered under the District's general liability insurance policy for actions taken in the course and scope of their duties. The Tort Claims Act also limits individual liability and in most situations immunizes Board Members from legal liability for actions taken in exercising discretion, or in exercising duties of their positions.

9. Travel and Expense Reimbursement

- A. PURPOSE.** The purpose of this policy is to provide guidance to Board Members and other District officials on the use and expenditure of District resources and to establish a written policy for reimbursement of necessary expenses by Board Members. This section shall also apply to Regular District employees for the purposes of Travel and Expense Reimbursement.

B. In addition:

1. This policy satisfies the requirements of Government Code sections 53232.2 and 53233.3.
2. This policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources.
3. This policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

4. This policy also applies to any charges made to a District credit card, cash advances or other line of credit.

C. AUTHORIZED EXPENSES. District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized District business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses:

1. Communicating with representatives of local, regional, state and national government on District business or adopted policy positions;
2. Attending educational seminars designed to improve officials' skill and information levels;
3. Participating in regional, state and national organizations whose activities affect the District's interests;
4. Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
5. Attending District events; and
6. All other expenditures require prior approval by the Board of Directors.

D. Examples of personal expenses that the District will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf-related expenses), or other cultural events; and
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and

E. Any questions regarding the propriety of a particular type of expense should be resolved before the expense is incurred.

F. To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines, unless special circumstances are shown and a majority of the Board of Directors approves reimbursement of the expense in advance of the event or occasion resulting in the expense.

G. Whenever possible, registration and travel arrangements shall be coordinated through the General Manager's Office.

H. Transportation. The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used

when available. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see <http://www.irs.gov/>). Bridge and road tolls are reimbursable.

- I. Lodging.** Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.
 - 1. Conferences/Meetings. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, then comparable lodging may be used, subject to subsection 2, below.
 - 2. Other Lodging. Travelers must request government rates, when available. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like <http://www.priceline.com/> or an equivalent service shall be considered reasonable and hence reimbursable.
- J. Meals.** Each meal expenditure must comply with the limits and reporting requirements of local, state and federal laws. Meal expenses will be reimbursed at the Internal Revenue Service rates for reimbursement of meals as established in Publication 463, or any successor publication.
- K. Telephone/Fax/Cellular.** Officials will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business.
- L. Other.** Baggage handling fees of up to \$1 per bag and gratuities of up to 15 percent will be reimbursed. Expenses for which District officials receive reimbursement from another agency are not reimbursable.
- M. Expense Report Content and Submission Deadline.** All cash advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the District, which must document that the expense in question meets the requirements of this policy, with copies of receipts documenting each expense. Such forms and supporting documentation are public records subject to disclosure under the Public Records Act. Expense reports should be submitted within 30 days of an expense being incurred.
- N. Audits of Expense Reports.** All expenses are subject to verification that they comply with this policy.
- O. Reports to Board.** At the following Board meeting, a report shall be presented on meetings attended at District expense. If multiple officials attended, a joint report may be made.
- P. Compliance with Laws.** District officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act.

Q. Violation of this Policy. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

1. Loss of reimbursement privileges;
2. A demand for restitution to the District;
3. The District's reporting the expenses as income to the official to state and federal tax authorities;
4. Civil penalties of up to \$1,000 per day and three times the value of the resources used; and
5. Prosecution for misuse of public resources.

10. Authority of Board Members

Individual members of the Board are not authorized to expend public funds, enter into agreements or contracts, employ staff, sign documents on behalf of the District, or bind the District in any way. This authority can only be granted by motion or resolution of the District Board.



Serving Our Community Since 1902

500 Laurel Street, Menlo Park, California 94025-3486 (650) 321-0384 (650)321-4265 FAX

Sergio Ramirez
General Manager

West Bay Sanitary District's List of Designated Filers

Directors:

Fran Dehn, President
Roy Allen Thiele-Sardina, Treasurer
David Walker, Secretary
Edward P. Moritz, Director
George B. Otte, Director

General Manager

Sergio Ramirez

Legal Counsel

Anthony P. Condotti, General Counsel
Barbara H. Choi, Assistant General Counsel
Victoria Thompson, Assistant General Counsel
Stephanie Hall, Assistant General Counsel
Catherine Mary Bronson, Assistant General Counsel
Alex Geise, Assistant General Counsel

District Engineer

Fariborz Heydari

Consultants

Barkha Punjabi, CFA® Senior Portfolio Manager, BMO Wealth Management

Effective: 7/22/26

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WEST BAY SANITARY DISTRICT AGENDA ITEM 11

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
May	10.2MG	7.5MG
June	Pending	Pending

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 12

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
13**

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 14

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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