



1902 - Serving Our Community for over 120 Years - 2026

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JUNE 24, 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, and Director Moritz

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña and Director Otte

STAFF MEMBERS PRESENT: Heydari, Ramirez, Condotti, Chu, and Reese by Zoom

Others Present: Also, via Zoom; Laurie Wingate, Michael Miller, and Arden Marquis

2. Communications from the Public: None

3. 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. The study will consider water usage and loadings and will include agencies that charge different rates as well as those that charge the same rate as Single Family Dwelling.

Laurie Wingate expressed appreciation that the rate study is underway and that the collection of ADU sewer service charges has been placed on hold. She stated that she and her husband, Mark Chanler, feel their comments and concerns were heard regarding ADUs and proportionality, presented to the Board on May 27, 2026.

4. Consent Calendar

Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.

- A. Approval of Minutes for Regular meeting June 10, 2026
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru May 31, 2026
- C. Approve Amendment No.12 to the Maintenance Services Agreement Between West Bay Sanitary District and the Town of Woodside for Sanitary Sewer Maintenance Services
- D. Consider Resolution Accepting Deed of Easement Pursuant to Class 5 Sewer Permit No. 18368 for the Construction of Wastewater Facilities for 350 Grove Drive, Portola Valley, California
- E. Consider Accepting Wastewater Facilities Constructed Pursuant to Class 3 Sewer Permit No. 18369 and Class 5 Permit No. 18368 for the Construction of Wastewater Facilities for 350 Grove Drive, Portola Valley, California

Motion to Approve by: Walker 2nd by: Moritz Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: None.

5. General Manager's Report

Comments: General Manager Ramirez reported on the City of Menlo Park permit issues, Santa Clara LAFCO conducting a Municipal Services Review, the ongoing Multi-family flow and loading study, and on a presentation scheduled for July 22 regarding Operations and Maintenance.

The next Board meetings are scheduled for July 8 and July 22, and the District will schedule a meeting regarding Bayfront.

6. Consideration Authorizing the General Manager to Issue the Call for Bids for the District's Capital Improvement Project- Gabarda Easement Sewer Replacement Project No. 1775.0

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: None.

7. Consider Approving Resolution Adopting FY 2026-27 Budget

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: Finance Manager, Vivian Chu, presented Budget highlights which included:

Revenue

- Revised Sewer Service Charges revenue increased by \$3.7 million (10%).

Personnel Costs

- The salary adjustment was revised to 3.8% to align with the Consumer Price Index as of April 2026. As a result, salaries and benefits expenses increased by \$31K compared to the budget workshop version.

Operating Expenses

Adjustments made to several expenditure categories. Compared to the budget workshop budget:

- Contract Services decreased by \$224K (17%).
- Professional Services decreased by \$458K (28%).
- Rent and Leases decreased by \$152K (17%).
- Other Operating Expenses decreased by \$29K (4%).

Total Operating Expenses decreased by \$833K (2%).

Investment Income

- Investment income was revised to \$1.0 million to reflect a more conservative estimate based on declining interest rates.

As a result of the above changes:

- Change in Net Position increased by \$4.5 million (33%) compared to the budget workshop budget.

Mid-Year Budget Adjustment

During the last Finance Committee meeting, the Committee recommended that the District conduct a mid-year budget adjustment to review and update the budget based on actual expenditures during the first half of the fiscal year. This review is anticipated to occur at the end of January 2027 or in

early February 2027.

8. Consider Adopting Resolution Establishing Rates of Pay and Related Compensation Provisions

Motion to Approve by: Walker 2nd by: Moritz Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: General Manager Ramirez reported per CPI and MOU contract, salaries will increase 3.8% on July 1. He also reported that temporary Engineering Interns have been added to the salary schedule.

9. Consider Approving an Amendment to the Agreement with the Atchison, Barisone, and Condotti Law Firm

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 3 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this is the first increase since 2016, besides CPI increases. The new rate will be \$375 per hour compared to SVCW's new attorney's rate of \$500 per hour.

10. Discussion and Direction on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported the solar project is moving forward.

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

Discussion/Comments: General Manager Ramirez reported HF&H is revising the recycled water rate study and will present it to the Finance Committee in July. On July 22 the full Board will review the study and set the public hearing for September.

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

Discussion/Comments: President Dehn reported on an emergency meeting which was held to approve the insurance policy.

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

Discussion/Comments: General Manager Ramirez reported there will be a Technical Committee meeting in Belmont on June 25th.

14. Closed Session

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

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

Entered closed session at 8:11 PM Left closed session at 8:58 PM

Reportable action: None.

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

Discussion/Comments: None.

16. Adjournment Time: The meeting was adjourned at 8:59 PM

/s/ David A. Walker
Secretary

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