



1902 - *Serving Our Community for over 120 Years* - 2026

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 25, 2026 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:02 PM

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, Director Moritz, Director Otte, and Treasurer Thiele-Sardiña by Zoom (joined at 7:30 PM remotely)

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Heydari, Ramirez, AND by Zoom: Condotti and General Counsel, Alex Geise.

Others Present: By Zoom: Kevin Anderson and John Pressley with Anderson Pacific, and Citizen - Michael

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 February 11, 2026

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

Comments: None

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the District is continuing to work on finalizing the recycled water code and rates. Staff is also developing a CIP schedule for 2026/27 which will be shared with the Board in March. Anderson Pacific is continuing to work with the City of Menlo Park on encroachment permits for the Bayfront Recycled Water Facility.

A meeting is scheduled with the Finance Committee on March 10th to go over the recycled water rates with HF&H. On March 12th the Recycled Water Committee will meet to review the recycled water code. The next board meetings are scheduled for March 11th and 25th.

5. Consider Approving Revised Purchasing Policy and Resolution

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

Comments: General Manager Ramirez reported the policy was reviewed and updates were made to job titles.

6. Consider Approving Updated Purchase Card Policy

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

Comments: General Manager Ramirez reported the policy was reviewed and updates were made to job titles.

7. Consider Approving Investment Policy and Resolution

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

Comments: General Manager Ramirez reported that the policy was reviewed, and the checking account limit was increased from \$1M to \$3M.

8. Consider Approving Revised Reserve Policy

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

Comments: General Manager Ramirez reported the following updated to the policy:

- Increase the Rate Stabilization Reserve target level from \$10M to \$15M.
- Increase the Treatment Plan Reserve target level from \$12M to \$20M.
- Increase the Capital Project Reserve target level from \$14M to \$20M.
- Increase the Recycled Water Reserve target level from \$8M to \$12M.
- Re-establish a separate account for the \$1M Vehicle and Replacement fund.

General Manager Ramirez recommended the Board consider updating the 2021 Sewer Connection Fee Study to account for new capital needs for both the District and SVCW.

9. Consider Authorizing the General Manager to Purchase a Ditch Witch HX30 Vacuum Trailer in the Amount of \$88,389.13

Motion to Approve by: _____ 2nd by: _____ Vote: AYE: _____ NAY: _____ Abstain: _____

Comments: This agenda item was tabled for another day.

10. Consider Authorizing the General Manager to Reduce Retention for the FERRF Levee Improvements Project No. 1762.0 from 5% to 1% and Release \$537,132.40 to Anderson Pacific Engineering Construction, Inc. (APEC)

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

Comments: The board approved the retention release.

- 11. Consider Authorizing the General Manager to File the Notice of Completion for the Upgrade Pump Stations Telemetry System Project No. 1766.0 and Release the Retention of \$58,000 to Blocka Construction, Inc.**

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

Comments: District Engineer Heydari reported that the Notice of Completion is being filed and asked to release the retention with no change orders to the project.

- 12. Consider Transferring \$104,219.55 from Capital Reserve Fund to Point Repair Phase II Project No. 1767.0 and Execute Contract Change Order No. 3 (CCO #3) in the same amount; Accepting Work by Casey Construction, Inc., Authorizing the General Manager to File the Notice of Completion, and Release the Retention of \$376,749.56 to Casey Construction, Inc.**

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

Comments: District Engineer Heydari asked to approve Change Order No.3, transfer \$104,219.55 from capital reserve to close out the project, file the Notice of Completion, and release the retention.

- 13. Consider Transferring \$272,351.33 from Capital Reserve Fund to Bayfront Park Sanitary Sewer Improvements Project No. 1761.8 and Authorize the General Manager to Execute Contract Change Order No. 9 (CCO #9) with Ranger Pipelines, Inc. for \$272,351.33**

Motion to Approve by: Mortiz 2nd by: Walker Roll Call Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: District Engineer Heydari asked to approve Change Order No. 9 (for additional work) and transfer \$272,351.33 from capital reserve to close out the project.

- 14. Consider Authorizing the General Manager to Execute Contract Change Order No. 3 (CCO #3) in the amount of \$5,722,688 with Anderson Pacific Engineering Construction, Inc. (APEC) for the Addition of Solar Photovoltaic (PV) and Battery Energy Storage System to Bayfront Recycled Water Treatment Facility Project**

Motion to Approve by: Mortiz 2nd by: Walker Roll Call Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: General Manager Ramirez reported that a portion of solar panels were raised in the proposal. He asked the board to approve Change Order No. 3 to add solar to the Bayfront Facility in the amount of \$5,722,688. Funds would be used from the capital reserve fund then returned from the recycled water users of the facility; as well as, through the 50% tax rebate of approximately \$2.8 million tax rebate once the project is complete.

- 15. Report and Discussion on Sharon Heights Recycled Water Facility**

Discussion/Comments: General Manager Ramirez reported that 5.2MG of recycled water was processed and 143K was delivered in February 2026. Financial reports were submitted to the state for the grant that WBSD received for the Avy/Altschul Pump Station. Production reports are due to the state in April.

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

Discussion/Comments: General Manager Ramirez reported that the tanks are up and being coated, advance treatment foundation and slab are being installed, influent pump station is starting to be potholed, and pipeline encroachment permits are in progress.

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

Discussion/Comments: None

18. Report, Discussion and Direction on Silicon Valley Clean Water (SVCW) Plant

Discussion/Comments: Director Otte reported nutrient removal projects were discussed and that staff initiated a strategic plan for the removal of nutrients. In addition, there was an approval to hire Hansen and Bridget for legal services as an interim process to assist with the JPA and to use while they go out for bids for attorney services. Director Otte reported that a second odor control fan failed and the issue is under investigation. Lastly, he reported the new chair of the commission is Neil Latent from San Carlos.

19. Closed Session:

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

Entered closed session at 8:09 PM Left closed session at 9:14 PM

Reportable action: None

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

Discussion/Comments: None

21. Adjournment Time: The meeting was adjourned at 9:15 PM

/s/ David A. Walker
Secretary