

1902 - Serving Our Community for nearly 120 Years - 2022
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MAY 11, 2022 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

District Manager

Sergio Ramirez

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE or ZOOM ONLY

Pursuant to California Assembly Bill 361, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate telephonically only, and may submit comments in advance by email addressed to treese@westbaysanitary.org by 4:00 p.m. on Wednesday, May 11th.

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at:

<https://us06web.zoom.us/j/82781807094?pwd=MlILV1BLc2hIREFmcWFZZVJvcVBqZz09>

Meeting ID: 827 8180 7094 Passcode: 595585

Or by phone, call: 1-669-900-6833 Meeting ID: 827 8180 7094 Passcode: 595585

Following receipt of public comment and open session items, the Board will adjourn to closed session. Reportable action, if any, will be available upon inquiry within twenty-four (24) hours.

NOTE: The Board may take action on any agendized item unless specifically designated a "discussion" item or a "report."

1. Call to Order and Roll Call
2. Communications from the Public
3. Consent Calendar

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

- A. Approval of Minutes for Regular Meeting April 27, 2022 Pg. 3A-1
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru April 30, 2022 Pg. 3B-1

- C. WBSD Operations and Maintenance Report – April 2022 Pg. 3C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – April 2022 Pg. 3D-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – April 2022 Pg. 3E-1
 - F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361 Pg. 3F-1
 - G. Bank of the West Monthly Investment Portfolio Statements Pg. 3G-1
4. District Manager’s Report Pg. 4-1
 5. Consider Approving an Agreement with Woodard & Curran to Prepare a Recycled Water Feasibility Study and Facilities Plan for the Woodside Recycled Water Facility, in collaboration with Menlo Country Club Pg. 5-1
 6. Consider to Approve the Financial Statements FY 2021-22, Third Quarter Ending 3/31/2022 Pg. 6-1
 7. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 7-1
 8. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 8-1
 9. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 9-1
 10. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 10-1
 11. Closed Session
 - A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code §54956.9(d)(2):
(1 potential case)
 - B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: District Manager
 12. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda

13. 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 115 Years - 2022

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, APRIL 27, 2022 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, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Fisher, Tori Thompson – District Counsel by Zoom

Others Present: Rick Simonson and Gabe Sasser – HF&H, Rob Bartoli – San Mateo County LAFCo, Robert Cronin and Alession Orsini – Members of the Public

2. Communications from the Public: None.

3. Public Hearing: Consider Approving the Proposed Increase in Sewer Service Charges for Fiscal Year 2022/23 and Fiscal Year 2023/24

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

Discussion/Comments: Gabe Sasser of HF&H presented highlights of the rate study which includes a 2% increase each of the next two years. Resident Robert Cronin expressed that the minimum non-residential rate should be more prevalent on the website and on the 218 notice. Resident Alession Orsini asked if the District has studied East Palo Alto Sanitary and, the Cities of Palo Alto and Mountain View because they have lower rates than West Bay. The Board thanked both speakers and explained the District's rates are based on the near \$1 billion dollar capital improvement project at the Silicon Valley Clean Water treatment plant and the extensive capital improvement projects the District undertakes to prevent sanitary sewer overflows (SSOs). District Manager Ramirez further explained the City of Palo Alto will begin their treatment plant improvements soon and residents should see their rates increase accordingly once the major upgrades to the treatment plant begin.

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

4. Consider Approving a General Regulation Amending the Code of General Regulations and Establishing Sewer Service Charges for Fiscal Year 2022/23 and Fiscal Year 2023/24

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

Discussion/Comments: None.

5. Public Hearing: Consider Approving Proposed Amendment to the Code of General Regulations - Sewer Connection Fee Charges Effective July 1, 2022

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

Discussion/Comments: Gabe Sasser of HF& H presented highlights of the study to the Board.

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

6. Consider Approving Proposed Regulation, Amending the Code of General Regulations – Connection Fee Charges Effective July 1, 2022

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

Discussion/Comments: None

7. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

- A. Approval of Minutes for Regular Meeting April 13, 2022
- B. Consider to Approve Resolution of Intention to Annex Certain Territory (229 Grove Drive) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of the Public Hearing
- C. Consider to Accept Sewer Facilities Constructed Pursuant to Class 3 Permit No. 1104 for the Construction of Wastewater Facilities for the 1540 El Camino Real Development along San Antonio Street, Menlo Park, CA

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

8. Discussion and Direction following the Presentation by San Mateo LAFCo Executive Director, Rob Bartoli, on the Municipal Service Review Draft for the City of East Palo Alto, East Palo Alto Sanitary District, and West Bay Sanitary District

Discussion/Comments: Rob Bartoli, LAFCo Executive Director presented highlights of the Municipal Service Review draft for the City of East Palo Alto, East Palo Alto Sanitary District (EPASD), and West Bay Sanitary District (WBSD). Key findings included WBSD operates with high level of transparency and accountability and WBSD could manage sewer services if EPASD were dissolved through a contract with the City of East Palo Alto or by annexation. The Board's consensus was to support the community of East Palo Alto on which ever course they chose to take. The District would support the City of East Palo Alto by providing maintenance services, as it does to the Towns of Los Altos Hills and Woodside, through an inter-agency agreement.

9. Consider Approving District Treasury Report Third Quarter FY 2021-22

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

Discussion/Comments: Finance Manager Fisher presented highlights of the Treasury Report which can be found in the April 27, 2022 agenda packet.

10. District Manager's Report

Discussion/Comments: District Manager Ramirez reported the Bayfront Entrance Improvement Project has gone out for bid and the bid opening will be May 11, 2022. He continued to report the Utility Worker and Engineering Tech position are still out for recruitment. He reported the District will host a Hands-On Bypass Training on May 10th through the CWEA. District Manager Ramirez continued to report that 3 estimates have been received for the Proposed EV charging station. He also reported he will be attending a CSRMA Pooled Liability Committee meeting on May 2nd. He reminded the Board about the Budget Workshop on May 9th and the Regular Board Meetings scheduled for May 11th and May 25th. The complete District Manager's written report is in the April 27, 2022 agenda packet.

11. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported that a final solar PPA is in-process for Board consideration in May.

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

Discussion/Comments: District Manager Ramirez reported an agreement has been executed with the National Fish and Wildlife Foundation on the construction reimbursement for the ecotone levee. He continued to report that Meta is reviewing a recycled water MOU for the Willow Village Project and that the SRF loan fundable list for the project will be issued by June.

13. Report & Discussion on South Bayside Waste Management Authority (SBWMA)

Discussion/Comments: None.

14. Report, Discussion & Direction on Silicon Valley Clean Water (SVCW) and Discussion on SVCW CIP Program and Financing

Discussion/Comments: None.

15. Closed Session

Entered closed session at 9:19 p.m. Left closed session at 9:30 p.m.

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* –
SMCSC Case No. 18CIV02183

Reportable action: None.

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

Discussion/Comments: None.

- 17. Adjournment Time:** The meeting was adjourned at 9:31 PM



WEST BAY SANITARY DISTRICT
Financial Activity Report
April 2022

Date: *May 11, 2022*

To: *Board of Directors*

From: *Annette Bergeron, Personnel & Accounting Specialist*
Debra Fisher, Finance Manager

Subject: *Approve Monthly Financial Activity Report*

Financial Activity for the month of April 2022.

Receipt Summary:

Commercial Deposits	141,887.78
Deposits in Transit / <Prior Period Receipts/Returned Checks>	(35,042.86)
Credit Cards	9,730.68
Franchise Fees	9,022.85
San Mateo County [Tax Roll]	8,862,117.63
Other Receipts	110,403.09
Transfers	1,500,000.00
Total Receipts	<u>10,598,119.17</u>

Withdrawal Summary

Total Checks	177,840.94
Total Corp Cards	9,590.55
Total Bank Wires/ACHs	1,052,017.56
External Withdrawals	1,239,449.05
Total Internal Bank Transfers	8,500,000.00
Total Withdrawals	<u>9,739,449.05</u>

Fund **Expenditure Summary by Budget Category**

100	Operations	9,058,813.32
200	Capital	21,808.76
300	Solid Waste	0.00
500	Recycled Water	61,847.97
800	Silicon Valley Clean Water	596,979.00
Expenditures by Fund		<u>9,739,449.05</u>

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

President _____

Secretary _____

**West Bay Sanitary District
Receipts
April 2022**

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
462385	4/1/2022	Proroto, Inc.: 2181 Gordon Ave, MP, Permit	290.00
462386	4/1/2022	Thomas James Homes: 905 Sherman Ave, MP, Permit	170.00
462387	3/3/2022	Prior Period Receipt	0.00
462388	4/1/2022	SMC: SSC FY 2021/22	1,487,168.54
462389	4/1/2022	LAIF: Transfer from LAIF to BofW Checking	1,500,000.00
462390	4/4/2022	Noe Gonzalez Ortega: 930 Colby Ave, MP, Permit	344.06
462391	4/4/2022	Kenneth & Leah Fine: 20 Toro Ct, PV SSC FY 2021-22 & Late Fee	1,045.31
462392	4/5/2022	Plemons Const. Co Inc.: 96 Laburnum Rd, ATH, Permit	170.00
462393	4/5/2022	Rebuild Green: 89 Douglass Way, Ath, Permit	170.00
462394	4/6/2022	The Four M Plus Ten Trust: 1173 Saratoga Ave., EPA Deposit	2,000.00
462395	4/7/2022	Rebuild Green: 154 Greenoaks Dr, Ath, Permit	170.00
462396	4/7/2022	Deborah Eula: 230 S. Castanya Way, MP, Permit	384.06
462397	4/7/2022	Rebuild Green: 154 Greenaks Dr, Ath; APN: 061-113-050, Permit	439.00
462398	4/7/2022	Los Altos Hills: Maintenance Services Agreement 2/2022	32,498.89
462399	4/12/2022	SLAC - Mary Wong: 2575 Sand Hill Rd., MP EVP 2022	175.00
462400	4/12/2022	Thomas James Homes: 2132 Valparaiso Ave, MP, Permit	170.00
462401	4/12/2022	Wilkinson Construction: 755 Hermosa Way, MP, Permit	170.00
462402	4/13/2022	Bayshore Plumbers: 3735 Haven Ave, MP, Permit	290.00
462403	4/13/2022	Thomas James Homes: 20 Cerros Manor, MP, Permit	170.00
462404	4/14/2022	Recology: Franchise Fee 3/2022	9,022.85
462405	4/14/2022	Discover Plumbing/Faren Reyes: 151 Stanford Ave, MP, Permit	290.00
462406	4/14/2022	Gramatica Ruggero: 6 Knoll Vista, Ath, Permit	65.00
462407	4/14/2022	Amritansh & Lisa Raghav: 229 Grove Dr., PV Annex & Deposit	3,370.00
462408	4/15/2022	SMC: SSC Tax Remittance FY 2021-22	7,374,949.09
462409	4/15/2022	Mitchell Engineering fbo RC: Pipeline Damage on 8/9/21	11,583.53
462410	4/18/2022	OHC of California: Health Screening Overpayment	56.00
462411	4/18/2022	AKD Management: 339 Vine St, MP, ADU Conn Fee/Permit	4,965.55
462412	4/18/2022	Roto Rooter: 916 Florence Ln, MP, Permit	290.00
462413	4/18/2022	24/7 Rooter & Plumbing: 875 Menlo Oaks Dr, MP, Permit	290.00
462414	4/19/2022	Trenchfree, Inc.: 1301 Elder Ave, MP, Permit	170.00
462415	4/19/2022	Trenchfree, Inc.: 1301 Elder Ave, MP, Permit	290.00
462416	4/19/2022	Nexgen Builders: 275 Camino Al Lago, ATH, Permit	293.56
462417	4/19/2022	Bayshore Plumbers: 1800 Oakdell Drive, MP, Permit	290.00
462418	4/19/2022	Cal-West Sewer And Drain: 440 Santa Monica Ave, MP, Permit	290.00
462419	4/19/2022	Peter Anderson: Bayfront Park SSI Bid #17	60.00
462420	4/19/2022	Precision Engineering: Bayfront Park SSI 1761.8 Bid #18	60.00
462421	4/20/2022	Pro Roto, Inc.: 542 Bay Rd, MP, Permit	355.00
462422	4/20/2022	James Caccia Plumbing: 301 Vine Street, MP, Permit	290.00
462423	4/21/2022	Pacific Underground Construction: Bayfront 1761.8 Bid #19	60.00
462424	4/21/2022	Nexgen Builders, Inc.: 275 Camino Al Lago, ATH, Permit	170.00
462425	4/21/2022	Westland Contractors: Bayfront Park SSI 1761.8 Bid #20	60.00
462426	4/25/2022	Wizard Plumbing And Drain, Inc.: 835 Marsh Rd, MP, Permit	355.00
462427	4/25/2022	Bayshore Plumbers: 885 Sherman Ave, MP, Permit	290.00
462428	4/25/2022	Bayshore Plumbers: 1660 Stanford Ave, MP, Permit	290.00
462429	4/25/2022	Thomas James Homes: 740 Olive St, MP, ADU Conn/Permit	4,250.50
462430	4/25/2022	Thomas James Homes: 740 Olive St, MP, Permit	290.00
462431	4/25/2022	Town of Woodside: MSA 1/2022-3/2022	13,886.74
462432	4/25/2022	Menlo Park Protection District: 300 Middlefield Rd, MP, Permit	175.00
462433	4/25/2022	Designco: 3641 Haven Ave, Suite B, MP, Permit	175.00
462434	4/25/2022	KJ Woods Construction: Bayfront Park SSI 1761.8 Bid #22	60.00
462435	4/25/2022	AK Construction.: 541 Menlo Oaks Dr, MP, ADU Conn	8,501.00
462436	4/25/2022	Alan Schultz: 541 Menlo Oaks Dr, MP, Permit	290.00
462437	4/25/2022	AK Construction.: 383 Arlington Way, MP, ADU Conn	4,675.55
462438	4/25/2022	Alan Schultz: 383 Arlington Way, MP, Permit	290.00
462439	4/25/2022	Rooter Hero Plumbing: 1861 Camino De Los Robles, Permit	290.00
462440	4/25/2022	Alan Schultz: 935 Peninsula Way, MP, Permit	290.00
462441	4/25/2022	AK Construction: 935 Peninsula Way, MP, ADU Conn	4,675.55
462442	4/26/2022	Bayshore Plumbers: 1002 Fremont Street, MP, Permit	290.00
462443	4/26/2022	Ca Family Foundation: 203 Terminal Ave, MP, Permit	175.00
462444	4/27/2022	Jpm Construction, Inc.: 950 ContinentalDr, MP, Permit	170.00
462445	4/27/2022	Medeiros Construction: 347 Walsh Rd, Ath., C3 Deposit/Permit	2,585.00
462446	4/27/2022	The Tan Group: 1010 El Camino, MP, Permit	175.00
462447	4/28/2022	Rebuild Green: 1017 Louise St, MP, Permit	170.00
462448	4/29/2022	Jason Phuong/Yum Cha Palace: 1039 El Camion Real, MP, Permit	175.00
462449	4/29/2022	Westcoast Plumbing Service: 777 Santa Cruz Ave, MP, Permit	290.00
462450	4/29/2022	Ccs Management Llc, Jason Chang: 20 Kelly Court, MP, Permit	175.00
462451	4/29/2022	Mostafa Ronaghi: 1909 Menalto Ave., MP, ADU Conn/Permit	5,815.65
462452	4/29/2022	Mostafa Ronaghi: 1911 Menalto Ave., MP, ADU Conn/Permit	5,815.65
462453	4/29/2022	SHGCC: SRF Loan Installment #2, O&M 5/2022, Reim Avy PS	110,403.09
Total Receipts			\$10,598,119.17

**West Bay Sanitary District
Financial Activity Report
Withdrawals
April 2022**

CHECK	DATE	PAYEE	PURPOSE	AMOUNT
68933	4/6/2022	AAA Rentals	Construction Equip. Rental 2/2022	2,519.00
68934	4/6/2022	Matheson Tri-Gas, Inc.	Tank Rentals 3/2022	69.31
68935	4/6/2022	Alpha Analytical Laboratories	Daily Coliform Samples 3/2022	325.00
68936	4/6/2022	Bay Area Barricade Service Inc	Replacement Cones (150)	2,880.94
68937	4/6/2022	Cleanserv Universal Services	Janitorial Service 4/2022	1,075.00
68938	4/6/2022	CPS HR Consulting	Consulting Service 12/26/21-2/26/22	28.75
68939	4/6/2022	ESRI	Annual License Agreement for 06/06/2022 - 06/05/2023	10,000.00
68940	4/6/2022	Federal Express	Shipping Charges 3/2022	193.89
68941	4/6/2022	Navia Benefit Solutions	Commuter & FSA Monthly Fee & FSA Contributions	756.93
68942	4/6/2022	Freyer & Laureta	Staff Augmentation 2/2022	17,775.00
68943	4/6/2022	Home Depot Credit Services	Operating & Pump Station Supplies	1,017.43
68944	4/6/2022	IEDA	Consulting Fees 4/2022	814.00
68945	4/6/2022	City Of Menlo Park - Water	Water Service - Feb-March 2022	83.58
68946	4/6/2022	Mission Clay Products, LLC	Clay Wyes & Tees 2/2022	4,674.22
68947	4/6/2022	P&F Distributors	HDPE Force Main Parts 3/2022	2,161.25
68949	4/6/2022	Pacific Gas & Electric	Electric Service - Feb-March 2022	13,612.16
68950	4/6/2022	PBM	Operating Supplies 3/2022	242.55
68951	4/6/2022	Principal Life Insurance	Employee Benefits 4/2022	6,335.21
68952	4/6/2022	CA State Disbursement Unit	Wage Garnishment	172.61
68953	4/6/2022	County Of San Mateo	LSSA Recording Fee: 414 Claremont Way, MP	20.00
68954	4/6/2022	Seekzen Systems	IT Consulting & Anit-Spam Services 3/2022	1,195.00
68955	4/6/2022	Sensera Systems	Camera Upgrade At FERRF 2/2022	1,311.84
68956	4/6/2022	Sharp Business Systems	Monthly Lease for Copiers 4/2022	1,142.15
68957	4/6/2022	Snap On Industrial	Tools 3/2022	1,213.21
68958	4/6/2022	TPX Communications	District VoIP & Fiber Service 4/2022	3,099.10
68959	4/6/2022	Teamsters Local No. 350	Union Dues 4/2022	930.00
68960	4/6/2022	Vision Communications Co.	Radio Air Time 4/2022	724.13
68961	4/13/2022	Airgas Usa, LLC	Tank Rentals 3/2022	44.13
68962	4/13/2022	Alpha Analytical Laboratories	Daily Coliform Samples 3/2022	520.00
68963	4/13/2022	Angel Ambriz	Training Material & Class	238.53
68964	4/13/2022	Veolia Water North America	Water Service - 1805 Purdue Ave 3/2/22-4/1/22	38.25
68965	4/13/2022	Marvin Argueta-Ramos	Work Boots 3/2022	208.75
68966	4/13/2022	CSRMA C/O Alliant Insurance	CSRMA Liability Deductible Claim 7/2021	6,717.00
68967	4/13/2022	CalPERS Long-Term Care Program	LTC Withholding 4/1/22-4/15/22	53.76
68968	4/13/2022	Cintas	Uniform Service 4/13/22	1,127.42
68969	4/13/2022	Du-All Safety, LLC	Safety Maintenance Contract 3/2022	2,240.00
68970	4/13/2022	The Almanac	Public Notice Connection Fee Hearing 4/27/22	264.00
68971	4/13/2022	Fischer Compliance LLC	Syr SSMP Audit Consultant Services 3/2022	5,250.00
68972	4/13/2022	Lasky Trade Printing	Envelopes (2,500) 1/2022	748.13
68973	4/13/2022	Grainger	Misc. Parts & Supplies Mar-April 2022	2,802.23
68974	4/13/2022	Kone Pasadena	Elevator Maintenance 4/2022	282.80
68975	4/13/2022	Mallory Co.	PPE Supplies 3/2022	1,373.05
68976	4/13/2022	City Of Menlo Park - Water	Water Service - Feb-March 2022	519.81
68977	4/13/2022	Menlo Park Hardware Co. #14016	Miscellaneous Tools & Parts 12/2021 & 2/2022	234.99
68978	4/13/2022	Omega Industrial Supply, Inc.	Sewer Aide Chemicals 4/2022	979.37
68979	4/13/2022	Pacific Gas & Electric	Electric Service - 3/2022	408.36
68980	4/13/2022	Recology Peninsula Services	Recology - 2yd Bin Weekly - SHGCC 3/2022	249.39
68981	4/13/2022	San Mateo County Health	Permit Renewal - (3) Pump Stations - 4/1/2022	954.00
68982	4/13/2022	Teletrac Navman US	Vehicle GPS 4/2022	271.96
68983	4/13/2022	Univar Solutions USA	Sodium Hypochlorite for SHRWF 3/2022	2,113.88
68984	4/13/2022	Verizon Wireless	Internet - 3/2/22-4/1/22	65.16
68985	4/13/2022	CSRMA C/O Alliant Insurance	Treasury Bond Payment - 2021-2024	658.00
68986	4/20/2022	AT&T	Telemetry & Alarms - 3/13/22-4/12/22	1,112.61
68987	4/20/2022	Alpha Analytical Laboratories	Daily Coliform Samples Mar-April 2022	195.00
68988	4/20/2022	Readyrefresh By Nestle	Water Delivery 3/11/22-4/10/22	98.39
68989	4/20/2022	Atchison, Barisone & Condotti	Legal Services 3/2022	7,180.56
68990	4/20/2022	California Water Service	Water Service - Mar-April 2022	3,013.13
68991	4/20/2022	Center For Hearing Health	Annual Hearing Test for Crew 4/2022	620.00
68992	4/20/2022	Cintas	Uniform Service 3/30/22	849.86
68993	4/20/2022	Comcast	Internet 4/15/22-5/14/22	141.72
68994	4/20/2022	Dewey Pest Control	Chemical Services 3/2022	8,817.00
68995	4/20/2022	Navia Benefit Solutions	FSA Contributions PR 4/22/22	631.93
68996	4/20/2022	Maxx Metals	Metal to Fabricate 4/2022	500.28
68997	4/20/2022	Hach Company	Flo Dar Maintenance & Reporting 4/1/2022	12,993.75
68998	4/20/2022	Morse Hydraulics	Unit 220: Hydraulic Line Replacement 4/2022	115.72
68999	4/20/2022	Quadient Leasing USA, Inc.	Postage Meter Lease 5/10/22-8/9/22	268.51
69000	4/20/2022	Occupational Health Centers	Health Screenings - Seth A. 4/6/22	67.00

West Bay Sanitary District

Financial Activity Report

Withdrawals

April 2022

69001	4/20/2022	Pacific Gas & Electric	Electric Service - Los Trancos Rd 3/16/22-4/14/22	215.80
69002	4/20/2022	CA State Disbursement Unit	Wage Garnishment	172.61
69003	4/20/2022	Redwood General Tire Co., Inc.	Tire Replacement (2) 3/2022	363.70
69004	4/20/2022	Rupert Sandoval	CWEA ECI Grade 2 Exam Reim	195.00
69005	4/20/2022	County Of San Mateo	Notice of Exemption - 180 & 186 Constitution & 141 Independence	50.00
69006	4/20/2022	County Of San Mateo	Notice of Exemption 110 Constitution & 115 Independence Dr 4	50.00
69007	4/20/2022	County Of San Mateo	Notice of Exemption 130 Shawnee Pass, PV 4/18/2022	50.00
69008	4/20/2022	County Of San Mateo	LSSA Recording Fee 6 Knoll Vista, Ath	20.00
69009	4/20/2022	Spartan Tool	Parts for Spartan Dec 2021- April 2022	4,251.55
69010	4/20/2022	Staples Credit Plan	Office Supplies 4/2022	857.15
69011	4/20/2022	Target Specialty Products	Bio-Barrier for Open Trench Repairs 4/2022	2,671.96
69012	4/20/2022	Leaf Capital Funding LLC	Fujitsu Scanner Monthly Lease 5/2022	462.99
69013	4/20/2022	Verizon Wireless	District Cellphone 3/16/22-4/15/22	1,251.68
69014	4/20/2022	West Yost & Associates	Grant Funding BFRW 2/5-3/4/2022	2,812.00
69015	4/27/2022	Alpha Analytical Laboratories	Daily Coliform Samples 4/4/22	65.00
69016	4/27/2022	Angel Ambriz	CWEA Membership & Mechanical Grade 1 Reim	372.00
69017	4/27/2022	CalPERS Long-Term Care Program	LTC Withholding - 4/16/22-4/30/22	53.76
69018	4/27/2022	Cintas	Uniform Service 4/20/22	912.93
69019	4/27/2022	Comcast	Internet - April-May 2022	570.62
69020	4/27/2022	Dolphin Graphics	West Bay Apparel For Office Staff 4/2022	1,484.27
69021	4/27/2022	Motion Industries, Inc.	Hoses and Fittings for Bypass Equipment 4/2022	3,003.73
69022	4/27/2022	Pacific Gas & Electric	Electric Service - March-April 2022	1,533.10
69023	4/27/2022	Redwood City	Unit 214: Bulbs Replacement; Unit 2015 Vehicle Service 2/2022	3,684.09
69024	4/27/2022	Redwood General Tire Co., Inc.	Unit 209: Tire Repair 4/2022	45.00
69025	4/27/2022	Teamsters Local No. 350	Union Dues 5/2022	930.00
69026	4/27/2022	Underground Service Alert Of No. CA & NV	USA North 811 California Underground Facilities 8/2019 & 8/2020	12,023.82
69027	4/27/2022	Young's Auto Supply Center	Battery For Gator & Unit 207 4/4/22	287.54
69028	4/27/2022	Israel White	Safety Boots Reim 4/2020	109.95

177,840.94

Corporate Cards:

GL	DATE	Account Number & Name	Description	Amount
54028	4/25/2022	Commuter Benefits	Fastrak: Transportation Expenses	1,810.00
54080	4/25/2022	Memberships	CWEA Membership Renewals	576.00
54091	4/25/2022	Stationary and Office Supplies	Office Supplies	551.84
54101	4/25/2022	Ops Supplies & Materials	Operating Supplies	70.67
54103	4/25/2022	Vehicle & Equipment Supplies	Operating Equipment: Walkie Talkies, Extension Poles, Winch Trailer Mov	368.76
54104	4/25/2022	Cleaners, Paint, & Chemicals	Cleaning Supplies	112.30
54106	4/25/2022	Small Tools	Unit 209: Replacement Tools; Drain Spades	870.12
54128	4/25/2022	Misc Professional Services	Services for SHGCC-RWF	1,771.62
54151	4/25/2022	Fleet/Vehicle R&M	Unit 225: Vehicle Service	162.81
54158	4/25/2022	Computer Software R & M	Log Me In, Duo, Zoom: Monthly Subscriptions	146.43
54173	4/25/2022	Dept Training & EE Development	Training Supplies	36.00
54174	4/25/2022	Mgmt Conf. & District Meetings	Business Meetings	403.72
54175	4/25/2022	CWEA Conf/Section Mtgs	CWEA Annual Conference	2,545.00
54176	4/25/2022	Business Meetings	Business Meetings	165.28

Bank of the West - Credit Cards

9,590.55

**West Bay Sanitary District
Financial Activity Report
Withdrawals
April 2022**

Bank Transfers:

DATE	PAYEE	PURPOSE	AMOUNT
4/4/2022	SVCW	SVCW Monthly Operating Contribution	596,979.00
4/4/2022	Paytrace	Credit Card Processing Fees	1,011.01
4/6/2022	CalPERS	Retirement Contributions PR 3/11/2022	23,006.32
4/7/2022	CalPERS	Fee	200.00
4/8/2022	PrimePay	Employee Payroll & Board of Director Fees - Check Date: 4/8/2022	122,293.98
4/8/2022	PrimePay	Payroll Taxes	36,206.02
4/8/2022	ICMA	Deferred Compensation	12,954.89
4/11/2022	PrimePay	PrimePay Fees	340.85
4/11/2022	CalPERS	Retirement Contributions PR 3/25/22	22,999.16
4/11/2022	CalPERS	Health Premiums	55,066.78
4/14/2022	NeoPost	Postage	300.00
4/20/2022	Bank of the West	Bank Fees	255.68
4/22/2022	PrimePay	Employee Payroll - Check Date: 4/22/2022	111,632.19
4/22/2022	PrimePay	Payroll Taxes	32,785.12
4/22/2022	ICMA	Deferred Compensation	12,682.27
4/28/2022	CalPERS	Retirement Contributions PR 4/08/22	23,304.29
Bank Wires/ACHs from BofW Checking			<u>1,052,017.56</u>

Internal Bank Transfers:

DATE	PAYEE	PURPOSE	AMOUNT
4/7/2022	LAIF	Transfer BofW Checking to LAIF	1,500,000.00
4/18/2022	LAIF	Transfer BofW Checking to LAIF	7,000,000.00
Bank Transfers from BofW Checking			<u>8,500,000.00</u>

Summaries:

Withdrawal Summary

Total Checks	177,840.94
Total Corp Card	9,590.55
Total Bank Wires / ACHs	1,052,017.56
Total Internal Bank Transfers	8,500,000.00
Total Withdrawals	<u>9,739,449.05</u>

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 04/30/2022**

Regular Payables	Total by Vendor YTD FY 2021-22	Withdrawals April 2022
3T Equipment Company	44,482.00	-
A-A Lock & Alarm	337.05	-
AAA Fire Protection Services	980.57	-
AAA Rentals	4,575.68	2,519.00
Abila	4,649.82	-
Ace Fire Equipment & Service	1,428.52	-
Action Towing	780.00	-
Advanced Laser	1,456.85	-
Aerzen USA Corp.	10,326.36	-
Airgas Usa, LLC	1,199.90	44.13
Allied Crane	2,013.52	-
The Almanac	13,050.20	264.00
Alpha Analytical Laboratories	19,889.00	1,105.00
Aqua Natural Solutions	2,290.98	-
American Textile & Supply	181.28	-
Anderson Pacific	10,862.63	-
Angel Ambriz	729.53	610.53
Angulos NorCal Tree Service	4,600.00	-
Marvin Argueta-Ramos	283.75	208.75
AT&T	11,177.60	1,112.61
Atchison, Barisone & Condotti	88,548.30	7,180.56
Avery Associates, Inc.	5,500.00	-
Aztec Consultants	1,047,773.70	-
BAGG Engineers	78,468.00	-
Backflow Prevention Specialist	2,974.00	-
Bank of the West - Credit Cards	79,912.10	9,590.55
Bank of the West	3,154.91	255.68
Battery Junction Wholesale	956.93	-
Bay Alarm	16,148.89	-
Bay Area Air Quality Mgmt Dist	3,594.00	-
Bay Area Barricade Service Inc	2,880.94	2,880.94
Bay Area Paving Co. Inc.	23,440.00	-
Bayside Equipment Company	9,651.27	-
Annette Bergeron	75.00	-
Bobcat of Fremont	3,322.21	-
Bosco Oil Inc DBA Valley Oil	1,865.00	-
CA Dept Of Tax & Fee Admin	127.57	-
CASA	13,600.00	-
CA State Disbursement Unit	2,071.32	345.22
California Water Service	22,607.51	3,013.13
CalPERS - Actuary Fee	-	-
CalPERS - Admin Fees	200.00	200.00
CalPERS - Unfunded Accrued Liability	-	-
CalPERS - GASB Fee	1,050.00	-
CalPERS - Retirement	497,287.60	69,309.77
CalPERS - Health Premiums	551,016.39	55,066.78
CalPERS - 1959 Survivor Billing	-	-
Calpers Long-Term Care Program	946.40	107.52
Center For Hearing Health	620.00	620.00
Chavan & Associates LLP	14,000.00	-
Cintas	32,425.10	2,890.21
City of Menlo Park	46,054.00	-
City of Menlo Park-Fuel	57,347.41	-
City of Menlo Park - Water	10,880.25	603.39
Cleanserv Universal Services	11,825.00	1,075.00
Comcast	6,899.78	712.34
Consolidated Parts, Inc	4,757.81	-
The Concept Genie	5,318.01	-
Core & Main	22,966.03	-
Costco	60.00	-
CPS HR Consulting	33,248.75	28.75
CSDA	8,445.00	-
CSRMA c/o Alliant Insurance	363,533.35	7,375.00
Cues, Inc.	3,950.00	-
CUSI	15,000.00	-
CWEA	1,152.00	-

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 04/30/2022**

Regular Payables	Total by Vendor YTD FY 2021-22	Withdrawals April 2022
D & L Supply	11,352.56	-
Dell Marketing L.P.	2,255.10	-
Delta Diablo Sanitation Dist.	13,738.44	-
Dept Of Industrial Relations	1,125.00	-
Detection Instruments Corp.	1,847.40	-
Dewey Pest Control	17,144.00	8,817.00
Ditch Witch West	2,196.53	-
Dolphin Graphics	7,788.54	1,484.27
Du-All Safety, LLC	20,633.75	2,240.00
Duke's Root Control, Inc	208,018.28	-
East Bay Municipal Utility	2,458.50	-
Elite Parts LLC	995.23	-
ESRI	10,000.00	10,000.00
Fast Response On-Site Testing	1,737.60	-
Federal Express	3,235.50	193.89
Fischer Compliance LLC	5,250.00	5,250.00
City Of Foster City	1,040.00	-
Franchise Tax Board	4,664.66	-
Freyer & Laureta	576,259.89	17,775.00
Victor Garcia	489.00	-
Golden Gate Truck Center	116.50	-
Goldstreet Design Agency, Inc.	5,400.00	-
Governmentjobs.com dba NeoGov	4,118.37	-
Grainger	24,470.84	2,802.23
Granite Rock Company	382.43	-
Hach Company	60,908.63	12,993.75
Hadronex, Inc.	35,822.97	-
Harben California	3,016.43	-
Harbor Ready Mix	547.50	-
Harrington Industrial Plastics	857.08	-
Helix Laboratories, Inc.	2,523.68	-
HF&H Consultants, LLC	49,436.00	-
Hillyard/San Francisco	1,053.61	-
Home Depot Credit Services	10,605.17	1,017.43
Bob Hulsmann	267.09	-
ICMA	235,672.04	25,637.16
IEDA	8,140.00	814.00
Innovyze, Inc	8,605.00	-
Instrument Technology Corp.	5,507.03	-
Interstate Traffic Control	32.78	-
Ironhouse Sanitary District	2,713.45	-
Isac Inc	2,750.00	-
Jason Kambic	12,235.58	-
Kimball Midwest	2,517.51	-
KIS	10,707.18	-
Kone Pasadena	4,085.12	282.80
Lasky Trade Printing	2,848.91	748.13
Leaf Capital Funding LLC	462.99	462.99
Sione Lolohea	359.94	-
Damian Madrigal	537.00	-
Lisandro Marquez	688.65	-
Mallory Co.	13,572.73	1,373.05
Matheson Tri-Gas, Inc.	619.73	69.31
Maxx Metals	695.27	500.28
MedCo Supply Company	258.65	-
Menlo Park Chamber Of Commerce	475.00	-
Menlo Park Hardware Co. #14016	668.26	234.99
Menlo Park Historical Assn.	200.00	-
Mid Peninsula Abstracts	830.00	-
Mission Clay Products, Llc	8,742.31	4,674.22
Morse Hydraulics	748.17	115.72
Moss Rubber	365.97	-
Motion Industries, Inc.	3,062.40	3,003.73
Municipal Maintenance Equip.	9,725.37	-
Navia Benefit Solutions	18,962.76	1,388.86
NeoPost	1,850.00	300.00

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 04/30/2022**

Regular Payables	Total by Vendor YTD FY 2021-22	Withdrawals April 2022
Carrie Nevoli	435.31	-
Carrie Nevoli - Petty Cash	232.80	-
Nixon-Egli Equipment Company	163.55	-
Occasions, Etc.	92.69	-
Occupational Health Centers	3,495.00	67.00
Ogasawara Landscape Maint.	16,086.00	-
Omega Industrial Supply, Inc.	13,804.30	979.37
P&F Distributers	2,161.25	2,161.25
Pacific Gas & Electric	183,596.03	15,769.42
Paytrace	7,206.52	1,011.01
PBM	536.85	242.55
Peninsula Battery Inc.	117.26	-
Peninsula Building Supply	2,418.54	-
Pier 2 Marketing	1,500.00	-
Charles A. Planje	17,622.00	-
Ponton Industries, Inc.	7,487.50	-
Precise Concrete Sawing, Inc.	900.00	-
Precise Printing And Mailing	20,638.25	-
Precision Engineering	2,770,643.97	-
Preferred Alliance	2,580.87	-
PrimePay Fees	7,004.05	340.85
Principal Life Insurance	57,704.66	6,335.21
Priority 1 Public Safety	919.75	-
Dominic Proia	69.00	-
Project Ergonomics	904.97	-
Property Owners	168,622.53	-
Quadient Leasing USA, Inc.	1,100.88	268.51
Questyme USA	1,390.04	-
R.A. Nosek Investigations	909.00	-
RF Macdonald Co.	2,090.00	-
Sergio Ramirez	439.44	-
Readyrefresh By Nestle	3,523.82	98.39
Recology Peninsula Services	8,309.55	249.39
Red Wing Shoe Store	4,006.81	-
Redwood General Tire Co., Inc.	5,528.77	408.70
Redwood City	15,470.77	3,684.09
Rich Voss Trucking	696.00	-
Roberts & Brune Company	1,553.88	-
SF Bay Conserv & Dev Comm	30,000.00	-
SVCW - Monthly Operating Contribution	5,969,790.00	596,979.00
SVCW 2018 Bonds	1,838,027.83	-
SVCW 2021 A-B Bonds	2,724,486.24	-
SVCW - SRF Debt	506,765.20	-
Silicon Valley Clean Water	2,775.00	-
Safety-Kleen Systems, Inc.	2,246.88	-
Rupert Sandoval	245.00	195.00
County of San Mateo	1,240.00	190.00
San Mateo County Tax Collector	967.52	-
San Mateo County Health	4,314.00	954.00
County of San Mateo - LAFCO	32,610.00	-
County of Santa Clara	633.00	-
Robert J. Scheidt	1,075.26	-
Dale Scott & Co., Inc.	4,000.00	-
Seekzen Systems	12,970.00	1,195.00
Sensera Systems	3,027.84	1,311.84
Sharp Business Systems	11,726.30	1,142.15
Snap On Industrial	2,175.49	1,213.21
Spartan Tool	10,659.75	4,251.55
Staples Credit Plan	7,308.20	857.15
State Water Resources	19,665.50	-
Steven Creek Quarry, Inc.	2,062.13	-
Sunstate Equipment	4,071.36	-
Sutter EAP	1,268.25	-
SWRCB - SHRWF SRF Loan	662,910.88	-
TPX Communications	30,280.82	3,099.10
Target Specialty Products	4,552.90	2,671.96

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 04/30/2022**

Regular Payables	Total by Vendor YTD FY 2021-22	Withdrawals April 2022
Teamsters Local No. 350	9,098.00	1,860.00
Teletrac Navman US	2,719.60	271.96
Telstar Instruments, Inc.	7,363.04	-
Roy Thiele-Sardiña	1,368.31	-
Total Equip & Rental Of Fremont	1,488.66	-
Town Of Atherton	3,000.00	-
Town Of Los Altos Hills	5,625.00	-
Towne Ford	9,797.25	-
Tritech Software Systems	13,309.58	-
U.S. Jetting, LLC.	906.02	-
US Standard Products Corp	1,805.50	-
Underground, Inc.	116.78	-
Underground Service Alert Of No. CA & NV	25,571.80	12,023.82
Univar Solutions USA	11,322.86	2,113.88
VAR Technology Finance	4,166.91	-
Valley Heating & Cooling	6,661.79	-
Veolia Water North America	322.02	38.25
Verizon Wireless	16,199.84	1,316.84
Javier Villalobos	832.88	-
Vision Communications Co.	6,840.88	724.13
Wecco Industries	43,267.67	-
Jonathan Werness	225.00	-
West Yost & Associates	2,812.00	2,812.00
Western States Tool & Supply	1,307.06	-
Western Truck Fabrication, Inc	131.00	-
Wex Bank (Chevron)	300.29	-
Israel White	109.95	109.95
Woodard & Curran	56,439.82	-
Anthony Yllan	1,012.73	-
Young's Auto Supply Center	665.15	287.54
Zion Bank (SVCW) - Misc Fees	25.00	-
Total Regular Payables	20,139,976.20	936,531.74
<u>Wages & Payroll Taxes</u>		
Salaries/Wages - Net Pay	2,518,342.49	230,926.17
Directors Fees - Net Pay	31,080.00	3,000.00
Payroll Taxes	809,422.13	68,991.14
Performance Merit Program - Net Pay	121,884.10	-
Total Wages & Payroll Taxes	3,480,728.72	302,917.31
Total External Withdrawals	23,620,704.92	1,239,449.05
<u>WBSD Transfers:</u>		
WBSD LAIF Account	29,500,000.00	8,500,000.00
WBSD Investment Accounts	371,315.00	-
Public Agency Retirement Services	50,000.00	-
Other Transfers	1,500.00	-
Transfer to WBSD Accounts	29,922,815.00	8,500,000.00
Total Withdrawals	53,543,519.92	9,739,449.05

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

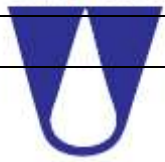
Subject: WBSD Operations and Maintenance Report – April 2022

Month	Basin PM Pipe Cleaning Miles	High Freq. PM Pipe Cleaning Miles	Un-Sche. Pipe Cleaning Miles	WBSD CCTV Insp. Miles	Pipe Patch Repairs Qty.	Open Trench Repairs Qty.	Pump Sta. PM Qty.	Pump Sta. Unsch. Repairs Qty.	SSO Cat. 1	SSO Cat. 2&3s	Service Calls- Unit 208			
											Call Outs	Sch PM	Unsch. PM	USA's
January	9.4	4.8	0.1	0.7	3	3	64	0	0	0	83	10	1	164
February	10.2	7.3	1.2	2.8	3	10		0	0	0	76	5	0	165
March	14.5	0.2	0.3	2.8	3	12	63	0	0	0	84	14	0	225
April	17.3	3.8	0.5	2.7	6	8	63	0	0	1	48	9	0	224
Yr to date	51.4	16.1	2.1	9.0	15	33	190	0	0	1	291	38	1	778
2022 Goals	120.0	50.0	n/a	45-50	50-65	90	n/a	<10	0-2	5-Mar	n/a	n/a	n/a	n/a
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4-Jan	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
2019 Results	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525
2017 Results	126.4	52	6	25	66	97	1265	8	2	3	700	178	61	3218

* = Including Town of Woodside

**= Including Los Altos Hills and Town of Woodside

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To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – April 2022

	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month							Cat. 1	Cat. 2&3s	Call Outs
Temp Help	Miles	Miles	Miles	Miles	Qty.	Qty.			
January	0.1	0.7	0.0	1.7	5	0	0	0	0
February	1.2	0.2	0.2	1.1	5	0	0	1	0
March	1.5	0.3	0.1	1.3	5	0	0	0	0
April	0.0	1.6	0.3	0.0	4	0	0	0	0
*August 21	0.1	1.1	0.0	0.9	4	0	0	1	0
Sept.	1.6	1.3	0.1	0.9	4	0	0	0	0
Oct.	1.1	1.1	0.4	0.7	4	0	0	0	0
Nov.	0.4	1.3	0.0	1.1	4	0	0	1	1
Dec	0.5	0.7	0.5	0.1	4	0	0	0	0
** Yr to date	6.5	8.3	1.6	7.8	39	0	0	3	1
FY21/22Goals	13	16.8	n/a	9.3	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

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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 – April 2022**

Please see next page for work performed.



Yearly Summary Report

5/3/2022
2:24 PM

Dates Between 5/1/2021 and 4/30/2022

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	0.2	0.0	0.0	8	0.0	0.0	0.0	1.0
April	0.00	0.0	0.0	1.1	10	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.9	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	13	0.0	0.0	0.0	0.0
August	0.19	0.0	0.0	0.0	10	0.0	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	12	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	9	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	4.43	0.0	0.0	0.0	10	0.0	0.0	0.0	0.0
Totals	4.62	0.8	0.0	2.1	112	0.0	0.0	0.0	1.0

M E M O R A N D U M

October 22, 2021

TO: Board of Directors, West Bay Sanitary District
FROM: Tony Condotti, District Legal Counsel
RE: Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361

RECOMMENDATION: Adopt resolution authorizing District to continue the use of teleconferenced meetings pursuant to Assembly Bill 361.

BACKGROUND: On March 4, 2020, Governor Newsom issued a proclamation of State of Emergency in response to the developing COVID-19 pandemic. Due to the continued spread of the virus, the Governor issued Executive Order N-29-20 on March 17, 2020, which included a provision authorizing suspensions to the Ralph M. Brown Act's ("Brown Act") teleconferencing rules in order to facilitate virtual meetings while public health orders were in place.

On June 11, 2021, the Governor issued Executive Order N-08-21, which provided that the Brown Act teleconferencing suspensions would expire after September 30, 2021. On September 16, 2021, the Governor signed Assembly Bill 361 ("AB 361"), an urgency measure taking effect immediately, which amended the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology provided certain conditions are met.

DISCUSSION: AB 361 allows for teleconferenced meetings during a declared State of Emergency, as defined under the California Emergency Services Act, if one of the following circumstances apply: (1) State of local officials have imposed or recommended measures to promote social distancing; (2) The legislative body is meeting to determine whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or (3) The legislative body has determined that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees.¹

The Governor's March 4, 2020 proclamation of State of Emergency is still in effect. Measures continue to exist that impose and recommend measures to promote social distancing. The California Department of Public Health recommends that individuals wear masks in indoor

¹ Cal. Gov't Code § 54953(e)(1)(A)-(C)

public settings.² Additionally, San Mateo County requires that face coverings continue to be worn in indoor settings for all individuals in the County.³

Moreover, in recent months, the highly transmissible delta variant has caused increases in positive cases and hospitalizations locally and throughout the State. According to the CDC, community transmission of COVID-19 in San Mateo County is moderate, however the nature of the pandemic is unpredictable and transmission rates have the potential to rise quickly. As such, holding meetings in person would present imminent risks to the health or safety of attendees due to the continued spread of COVID-19.

To continue teleconferenced meetings under AB 361, the Board of Directors will need to declare every thirty (30) days that it has reconsidered the circumstances of the State of Emergency and either (1) the State of Emergency continues to directly impact the ability of the members to meet safely in person; or (2) State or local health officials continue to impose or recommend measures to promote social distancing.⁴

FISCAL IMPACT: No significant fiscal impact.

² See CDPH, *Guidance for the Use of Face Coverings* (July 28, 2021), <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>.

³ See <https://cmo.smcgov.org/press-release/oct-7-2021-bay-area-health-officers-issue-criteria-lifting-covid-19-indoor-masking>.

⁴ Cal. Gov't Code § 54953(e)(3).

RESOLUTION NO. _____ (2022)

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

**A Resolution of the District Board of the West Bay Sanitary District
Authorizing Remote Teleconference Meeting of the Legislative Bodies of the
West Bay Sanitary District Pursuant to Brown Act Provisions**

The Board of Directors of the West Bay Sanitary District (“Agency”) does resolve as follows:

WHEREAS, the West Bay Sanitary District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of West Bay Sanitary District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and,

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government code Section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and,

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 which provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act, provided that a State of Emergency is declared by the Governor pursuant to Government Code section 8625, and either state or local officials have imposed or recommended measures to promote social distancing, or the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

WHEREAS, the State of Emergency proclaimed by the Governor on March 4, 2020 remains in effect; and,

WHEREAS, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

WHEREAS, other variants of COVID-19 exist, and it is unknown at this time whether other variants may result in a new surge in COVID-19 cases; and,

WHEREAS, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and,

WHEREAS, San Mateo County currently has a Community Transmission metric of “moderate” which indicates an elevated risk of transmission;

WHEREAS, due to the seriousness of the current pandemic situation, the CDPH has required that all unvaccinated persons wear facial coverings indoors, and the CDC and CDPH recommend that all persons, regardless of vaccination status, wear facial coverings indoors; and,

WHEREAS, the Board of Directors is empowered to take actions necessary to protect public, health, welfare and safety within the region; and,

WHEREAS, the District has an important governmental interest in protecting the health, safety and welfare of those who participate in meetings of the Board of Directors and other District committees; and,

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the Board of Directors deems it necessary to find that meeting in person for meetings of the Board of Directors and District committees and subcommittees would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing as provided in subdivision (e) of Government Code section 54953; and

WHEREAS, all teleconferenced meetings of the District Board of Directors and related committees or subcommittees shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953;

WHEREAS, State of California and County of San Mateo health officials recommend various social distancing measures, including wearing mask indoors and limiting occupancies at meeting locations; and

WHEREAS, the Board of Directors does hereby find and determine that the above conditions create a heightened risk to the health and safety of attendees; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Bay Sanitary District does hereby resolve as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Board of Directors finds that as a result of the ongoing proclaimed State of Emergency in California due to the COVID-19 pandemic, and COVID-19's continued spread, holding in person meetings of District legislative bodies would present imminent risks to the health or safety of attendees

Section 3. The General Manager and legislative bodies of West Bay Sanitary District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) thirty days from its adoption, or (ii) such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of West Bay Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on 11th day of May, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attest:

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 3G

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

Subject: *Bank of the West Monthly Investment Portfolio Statements*

Background

In October 2010 the District named Bank of the West as the District's Investment advisor and approved an investment of \$5 million in available funds to establish the Emergency Capital Reserve. Subsequently, the Board has established several additional reserves to provide financial stability for the District. On June 9, 2021, the Board approved the new Treatment Plant Reserve, to reserve for treatment plant funding requirements and allow the District to reduce future debt, thereby realizing significant saving in interest expense. At the same time, the Operating Reserve increased to six months of operations and moved to Local Agency Investment Fund (LAIF), in order to have the funds more accessible. This was necessary, as Operating Reserves are intended to fund the District between July 1st and December each year, when the County of San Mateo delivers the first installment of sewer service charges collected through tax rolls.

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 Reserves, customer deposits, current capital projects, and Solid Waste Funds are held in LAIF.

Restricted funds for Sharon Heights Golf & Country Club (SHGCC), as required for the Clean Water State Revolving Fund (SRF) loan are held in a Money Market account, as requested by SHGCC representatives.

There are currently five separate investment reserves maintained to support the goals of the District, along with reserves held in LAIF, the Vehicle & Equipment Reserve held in a money market account, and the restricted Recycled Water State Revolving Fund (SRF) Reserve. Annual contributions are made in accordance with the Board approved budget in order to reach the target balances for each reserve.

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$10.75 million *	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	Unfulfilled
Treatment Plant Reserve	8/01/2021	\$12 million	Unfulfilled
Capital Project Reserve	11/26/2014	\$6 million	Unfulfilled
Emergency Capital Reserve	10/19/2010	\$5 million	Unfulfilled
Recycled Water Cash Flow	11/18/2016	\$8 million	Achieved
Recycled Water SRF Reserve	3/01/2018	\$1.46 million	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	Achieved

Report to the District Board for the Regular Meeting of May 11, 2022

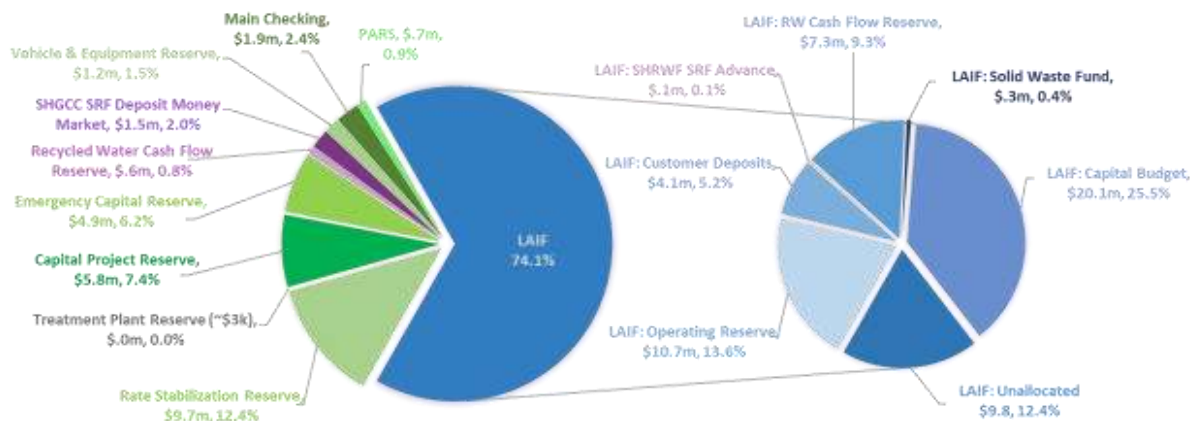
In July 2021 the \$9.5 million in cash and investments in the Operating Reserve in Bank of the West Investment account were transferred to other reserve accounts, as directed by the Finance Committee and approved by the Board to achieve their target balances. There was sufficient funds in LAIF to allocate six months of operating expense for the Operating Reserve, without liquidating investments, which would have resulted in losses. At July 31, 2021 all reserves had achieved their target balance, except for the newly created Treatment Plant Reserve. Since July 31, 2021, market values have decreased causing four of the reserves to fall below their target balances by approximately \$543 thousand. This will be recovered as either market values improve or investments mature.

Fiscal Impact

The District has approximately \$78.9 million in all reserve and bank accounts as of April 30, 2022, including restricted funds.

- \$55,541,941 is in cash equivalent accounts, which are used for operations, current capital expenditures, and customer deposits.
- \$21,102,254 is in investment accounts.
- \$683,340 is in restricted Public Agency Retirement Services (PARS Trust), as of March 31, 2022 (April statements not yet available).
- \$1,539,110 is the deposit held for SHGCC SRF Loan Reserves.

**Cash & Investments
April 30, 2022**



The monthly statement synopsis indicating the amount of each reserve fund the District holds in the Bank of the West Investment Portfolios are attached. Quarterly reports on the Investment Portfolios will include details of investments of each reserve account.

Recommendation

The Finance Manager recommends the District Board accept the Investment Portfolio Statements by affirming and approving the items listed in the Consent Calendar.



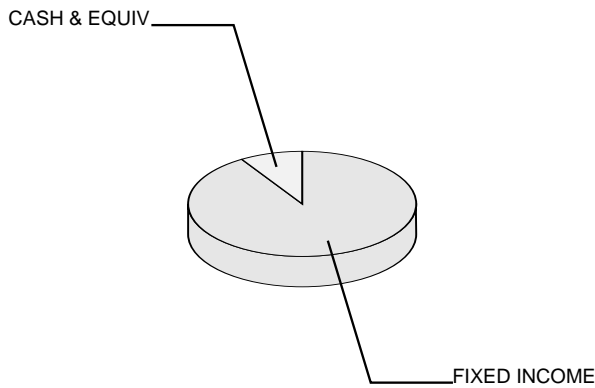
WBSD - RATE STABILIZATION RESERVE

Account Number: 04/01/22 -
 Statement Period: 04/30/22

WEST BAY SANITARY DISTRICT
 RATE STABILIZATION RESERVE
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	917,661.92	9.5%
Fixed Income	8,767,419.99	90.5%
Total Portfolio	\$ 9,685,081.91	100.0%
Accrued Income	59,036.28	
Total Valuation	\$ 9,744,118.19	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 9,785,142.79	\$ 4,257,666.02
Income		
Interest.....	7,665.36	154,134.17
Purchased Income.....	0.00	-20,026.05
Disbursements.....	-1,589.19	-15,128.80
Realized Gains/(Losses).....	0.00	1,562.26
Change In Accrued Income.....	9,544.82	43,992.00
Change In Market Appreciation/(Depreciation).....	-51,781.37	-295,189.46
Non-Cash Asset Changes.....	-4,864.22	5,617,108.05
Ending Market Value	\$ 9,744,118.19	\$ 9,744,118.19



WBSD - TREATMENT PLANT RESERVE

Account Number: 04/01/22 -
Statement Period: 04/30/22

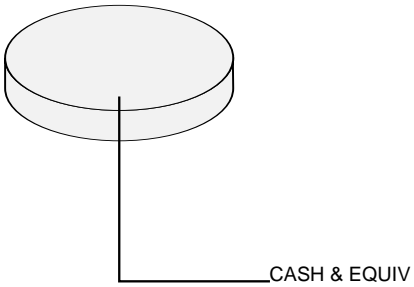
WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation

Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	3,016.37	100.0%
Total Portfolio	\$ 3,016.37	100.0%
Accrued Income	0.56	
Total Valuation	\$ 3,016.93	



Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 3,016.86	\$ 9,554,609.56
Income		
Interest.....	0.17	17,838.17
Disbursements.....	-0.49	-1,542.65
Cash Transfers.....	0.00	-1,060,723.93
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	0.39	-56,197.25
Change In Market Appreciation/(Depreciation).....	0.00	-8,665.46
Non-Cash Asset Changes.....	0.00	-8,442,301.51
Ending Market Value	\$ 3,016.93	\$ 3,016.93



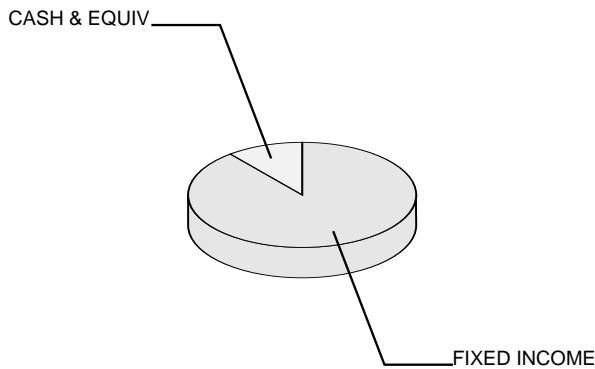
WBSD - CAPITAL PROJECT RESERVE

Account Number: 04/01/22 -
Statement Period: 04/30/22

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	626,598.97	10.8%
Fixed Income	5,179,110.25	89.2%
Total Portfolio	\$ 5,805,709.22	100.0%
Accrued Income	28,121.30	
Total Valuation	\$ 5,833,830.52	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,860,913.33	\$ 3,474,068.91
Income		
Interest.....	7,650.78	104,961.14
Purchased Income.....	0.00	-9,466.59
Disbursements.....	-952.43	-9,218.03
Cash Transfers.....	0.00	547,000.00
Realized Gains/(Losses).....	112.50	758.75
Change In Accrued Income.....	1,940.06	3,265.35
Change In Market Appreciation/(Depreciation).....	-31,107.89	-184,792.60
Non-Cash Asset Changes.....	-4,725.83	1,907,253.59
Ending Market Value	\$ 5,833,830.52	\$ 5,833,830.52



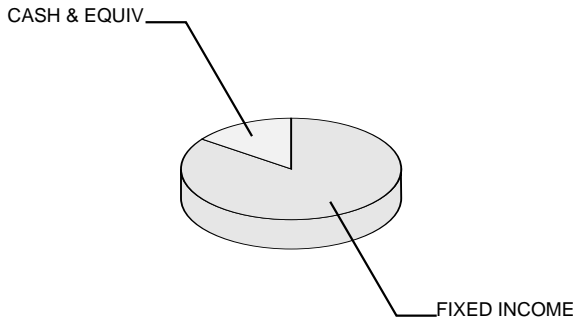
WBSD - EMERGENCY CAPITAL RESERVE

Account Number: 04/01/22 -
 Statement Period: 04/30/22

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	730,200.59	15.0%
Fixed Income	4,123,543.62	85.0%
Total Portfolio	\$ 4,853,744.21	100.0%
Accrued Income	25,009.12	
Total Valuation	\$ 4,878,753.33	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 4,898,669.87	\$ 4,119,549.77
Income		
Interest.....	10,781.14	86,792.33
Purchased Income.....	0.00	-5,673.62
Disbursements.....	-795.14	-7,888.73
Cash Transfers.....	0.00	233,400.00
Realized Gains/(Losses).....	270.00	8.81
Change In Accrued Income.....	-2,514.92	-224.01
Change In Market Appreciation/(Depreciation).....	-22,063.16	-138,898.06
Non-Cash Asset Changes.....	-5,594.46	591,686.84
Ending Market Value	\$ 4,878,753.33	\$ 4,878,753.33



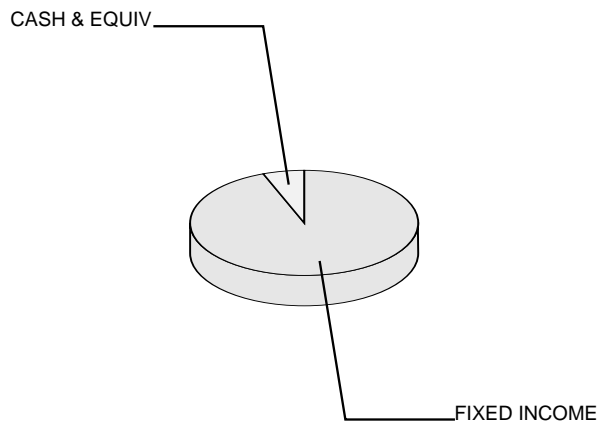
WBSD - RECYCLED WATER CASH FLOW

Account Number: 04/01/22 -
Statement Period: 04/30/22

WEST BAY SANITARY DISTRICT
 RECYCLED WATER CASH FLOW
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	37,662.36	5.9%
Fixed Income	599,676.80	94.1%
Total Portfolio	\$ 637,339.16	100.0%
Accrued Income	5,195.05	
Total Valuation	\$ 642,534.21	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 645,542.51	\$ 229,869.44
Income		
Interest.....	890.13	16,286.26
Purchased Income.....	0.00	-1,006.57
Disbursements.....	-104.65	-987.13
Cash Transfers.....	0.00	24,938.53
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	724.17	4,096.64
Change In Market Appreciation/(Depreciation).....	-4,051.26	-21,538.69
Non-Cash Asset Changes.....	-466.69	390,875.73
Ending Market Value	\$ 642,534.21	\$ 642,534.21

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To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) Administrative:

- a. The San Mateo County LAFCo Draft Municipal Services Review comment period has been extended to May 17, 2022. The District plans to respond by stating that it is in support of the community's needs and will support the City of East Palo Alto if they request maintenance services. Other comments will include statistical corrections.
- b. Staff is working with Meta on their MPK 21 & MPK 22's On-Site Reclaimed Water Facility interim permit. The interim permit will allow the District to monitor their operations and discharge for a one year period prior to issuing a use permit. An appropriate permit fee will be calculated to capture the District's costs.
- c. Staff has been updating the Succession Plan with all staff. The data will be reported at a future meeting.

2) Finance:

- a. Seven Accessory Dwelling Units paid connection fees in the month of April with several more in the works.
- b. Staff developed the Fiscal Year 22/23 Budget. The proposed budget will be presented to the Board at the Budget Workshop on Monday, May 9, 2022 at 12pm.
- c. The District received an \$11,583.53 check from a contractor after the contractor damaged a District public sewer main near Marsh Road in Redwood City.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. F&L is working on the permitting of the levee project in anticipation of construction later in 2022. Coordination with SVCW is taking place regularly.

b. Construction Capital Improvement Program (CIP)

- i. The bid packet for the Bayfront Entrance Improvements is out for bid. The project will include the replacement and upsizing of the final effluent pipeline to the Menlo Park Pump Station. The pipeline should be replaced between the months of June and August.
- ii. A portion of the Bayfront Entrance Improvements will include installing reclaimed water pipelines in anticipation of the recycled water facility. Costs are being tracked separately.

Report to the District Board for the Regular Meeting of May 11, 2022

Additional information or topics may be introduced by the DM verbally during the Board meeting.

- 4) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. Crews are working overtime to catch up on pipeline maintenance after COVID-19.
 - b. **Training:**
 - i. On May 10th the District will host a Hands-On training in Bypass Pumping and Emergency Response training through the California Water Environment Association.
- 5) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. Staff and Sharon Heights Golf and Country Club (SHGCC) continue to finalize the Solar Plan for the facility.
 - ii. The annual Recycled Water User inspection was conducted and several punch list items are being addressed by SHGCC staff. The primary issues were signage and purple valve box covers that were switched out for green ones since the last inspection.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. Staff will be engaging Woodard and Curran on providing Project Management service for the proposed facility. The matter will be brought to the Board for consideration and approval at a future meeting.
 - c. **Menlo Country Club:**
 - i. A staff report will be brought to the Board to enter into an agreement with Woodard & Curran to support the feasibility study process for the Woodside Recycled Water Facility study. The agreement will be fully funded by the Menlo Country Club using the \$20,000 deposit collected earlier in the year.
- 6) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The District's fuel is purchased in bulk by the City of Menlo Park. They informed us that their price is based on the volume they purchase. They also informed us that they pay all state and local taxes but do not pay federal taxes. Our April rate per gallon was \$5.00 on average. The March rate was approximately \$4.70 per gallon.
 - ii. An electric vehicle (EV) charging station will be installed at the administration building in preparation of the District's first EV.
- 7) **Personnel:**
 - i. Recruitments for the Utility Worker and the Engineering Technician positions continue.
- 8) **Upcoming Events:**
 - a. **Annual Budget Workshop:** Monday, May 9, 2022.
 - b. **Next Regular Board Meetings:** Wednesday, May 11, 2022 and May 25, 2022.
- 9) **Misc. Items:**
 - a. **LAFCo:** District Staff has prepared comments for the draft Municipal Services Review.
 - b. **West Bay:** The District has experienced 1 sanitary sewer overflow (SSO) in 2022.
 - c. **Town of Los Altos Hills:** The Town experienced 1 SSO in 2022.
 - d. **Town of Woodside:** The Town has not experienced any SSO's in 2022.

Report to the District Board for the Regular Meeting of May 11, 2022

Additional information or topics may be introduced by the DM verbally during the Board meeting.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Consider Approving an Agreement with Woodard & Curran to Prepare a Recycled Water Feasibility Study and Facilities Plan for the Woodside Recycled Water Facility, in collaboration with Menlo Country Club

Background:

On July 28, 2021, the Board approved applying for a planning grant for the proposed Woodside Recycled Water Facility Project in collaboration with Menlo Country Club (MCC) with the understanding that West Bay Sanitary District (WBSD) would not be obligated to construct the recycled water facility. The State Water Resources Control Board has done the following:

- 1) Accepted the Application and assigned a Project manager to the project
- 2) Indicated to WBSD that the application is complete and approved, and
- 3) Indicated via email that WBSD can begin work which will be eventually reimbursed by the State at a 50% rate, up to \$150,000 (\$300,000 at 50%).

The reimbursement will occur once WBSD enters into a funding agreement with the State Water Resources Control board for this project. This is anticipated to be routine, in that WBSD has entered into 2 previous agreements of this precise nature for the Recycled Water Facility, Sharon Heights, and the Bayfront Water Recycling project.

Analysis:

WBSD has received a proposal from Woodard & Curran to complete the Feasibility Study and Facilities Plan consistent with the following provisions and assumptions:

- The proposal scope, budget and schedule (package) are consistent with the Work Plan submitted to the State Water Resources Control Board (SWRCB) as part of the WBSD funding application.
- The proposal package has been reviewed with Menlo Country Club, the collaborative partner with WBSD for this project.
- WBSD, as the entity contracting with the SWRCB for the Facilities Plan, and with Woodard & Curran to prepare the documents, will be responsible for reviewing the project deliverables and ensuring they are completed to WBSD's satisfaction.
- Menlo Country Club will review the project invoices each month and paying WBSD sufficient funds (approximately monthly) to enable WBSD to compensate Woodard & Curran for their work under this Agreement
- Once the Feasibility Study portion of the work is complete, WBSD will submit the deliverables to the SWRCB and upon its review and approval, the State would reimburse WBSD for 50% of the cost of the work completed to date and authorize WBSD to complete the Facilities Plan portion of the project.

If the project is determined to be feasible and WBSD were to agree with Menlo Country Club to construct the facility, WBSD would own and operate the facility and become the recycled water purveyor for the Woodside Recycled Water Facility area. These arrangements, including project level CEQA documentation and working with LAFCO on the recycled water purveyorship, would be pursued upon successful completion of the Facilities Plan and approval of the District Board of Directors.

Fiscal Impact:

The costs to the District would be associated with District staff time for document review, meetings, and legal services associated with any future agreements. MCC has made an initial deposit of \$20,000.00 to the District to cover such efforts. The fiscal impact to the District for outside services would be zero.

The cost of the agreement is not to exceed \$300 thousand and will be fully funded by MCC.

Recommendation:

The District Manager recommends the District Board approve the Agreement with Woodard & Curran.

Attachments:

- 1) Proposal from Woodard & Curran for Woodside Recycled Water Facility Feasibility Study and Facilities Plan

Via Electronic Mail

May 6, 2022

Sergio Ramirez
District Manager



Subject: Proposal to Prepare a Recycled Water Feasibility Study/Facilities Plan for the Woodside Recycled Water Facility

Dear Sergio:

We are pleased to submit to West Bay Sanitary District a proposal to prepare a Recycled Water Feasibility Study/Facilities Plan, in collaboration with and supported by the Menlo Country Club (MCC), for the Woodside Recycled Water Facility. This facility would divert wastewater from the collection system in the vicinity of the MCC, treat that wastewater to Title 22 standards for unrestricted water reuse, and use that water in a non-potable irrigation system at the MCC. MCC will also be investigating the possibility of storing recycled water and stormwater drainage from the golf course in an embankment pond to expand nonpotable reuse, further displacing the current irrigation water volume from SFPUC from their Hetch Hetchy Peninsula water supply system.

Attached to this letter proposal is a Scope of Services, a Fee Estimate outlining our proposed project budget, and a schedule, demonstrating our intent to complete this facility planning effort within 12 months. This will of course be facilitated by the ongoing collaboration with MCC and the close interaction and timely reviews from the State Water Resources Control Board, which has indicated its preliminary approval of our Recycled Water Grant funding application that West Bay has submitted to the State for 50% grant match funding up to \$150,000 (50% of \$300,000).

We are excited to begin work with you and MCC on this groundbreaking project; please let me know if you have any questions or would like to discuss this proposal further at (925)627-4138 or drichardson@woodardcurran.com.

Sincerely,

WOODARD & CURRAN, INC.

A handwritten signature in black ink that reads "David L. Richardson".

David L. Richardson, P.E.
Principal in Charge, Senior Principal

Attachments: Scope, Schedule, and Fee

Recycled Water Facilities Plan

Scope of Work

On July 28, 2021, the Board approved applying for a planning grant under the Water Recycling Funding Program (WRFP) from the State Water Resources Control Board for the proposed Woodside Recycled Water Facility Project in collaboration with Menlo Country Club (MCC) with the understanding that West Bay Sanitary District (WBSD) would not be obligated to construct the recycled water facility. The State Water Resources Control Board has done the following:

- 1) Accepted the Application and assigned a Project manager to the project
- 2) Indicated to WBSD that the application is complete and approved, and
- 3) Indicated via email that WBSD can begin work which will be eventually reimbursed by the State at a 50% rate, up to \$150,000 (\$300,000 at 50%).

The following scope of work identifies the tasks to complete a WRFP compliant Recycled Water Project Report.

Task 1. Project Management, Communications, and Meetings

Coordinate and communicate between the consultant team and WBSD staff throughout the duration of the project including:

- Schedule, prepare for, and attend up to five (5) 1-hour virtual project meetings over the course of the project (kick off and 4 quarterly progress meetings).
- Attendance at one (1) mid-course meeting to review and discuss the progress of the study and the contents of the draft project report with the SWRCB (per WRFP Guidelines).
- Attendance at one (1) WBSD Board meeting.
- QA/QC of project deliverables.

Deliverables

- Monthly progress reports and invoicing
- Meeting agendas, materials and notes

Assumptions

- Project meetings (kick off and quarterly progress meetings) will be virtual.
- Project management assumes 12 month project duration.

Task 2. Project Setting and Market Assessment

Previous Documentation Review

Consultant will review previous background work and analysis in support of recycled water facilities in the Woodside area.

Project Setting

Consultant will update the descriptions of the available water supplies, water demands, source water quality, wastewater treatment and disposal practices from the grant application, as necessary, in order to establish the setting for a recycled water project, including seasonal variations in availability.

Regulatory Setting

Consultant will summarize potential recycled water and other water quality regulations (state and local) relevant to the project and evaluate potential impacts.

Recycled Water Market Assessment

Further develop the recycled water market assessment conducted for the grant application by the potential for users to utilize recycled water in-lieu of potable water for irrigation and other allowable non-potable end uses. This task will include quantification of average annual irrigation demands using available water data or an assessment of land use acreage and irrigation factors. This task will also identify any users that may have specific water quality requirements.

Deliverables

- Summary of Project Area and Water Supply information to be incorporated into the Project Report (consistent with “Recommended Outline for Recycled Water Project Reports” in the WRFPP Guidelines)
- Summary of Recycled Water Market to be incorporated into the Project Report (consistent with “Recommended Outline for Recycled Water Project Reports” in the WRFPP Guidelines)
- Updated recycled market map for the service area

Task 3. Wastewater Characterization

Wastewater Sampling and Flow Monitoring

Consultant team will conduct 2 weeks of flow monitoring and 4 consecutive days of wastewater sampling to collect data to characterize the quantity and quality of available wastewater inflow for the proposed project. Work will include:

- Desktop analysis to determine appropriate sewer system monitoring locations
- 2 weeks of flow monitoring, including installation, calibration, and removal of flow monitoring equipment.
- Wastewater sampling at one (1) location within the collection system to obtain 24-hour composite samples for a duration of 4 consecutive days.
- Water quality lab analyses

Wastewater Quality Analysis

Using data collected, consultant will provide a summary of the wastewater characterization for effluent from the sewer system. Summary will include the available quantity of inflow and water quality of the effluent with emphasis on constituents relevant to recycled water, including total dissolved solids, chlorides, sodium, boron, sodium absorption ratio, and silica, as well as impacts to sensitive landscapes (golf course greens, redwood trees, etc).

Deliverables

- Flow monitoring data with tabular outputs of depth, velocity, and flow rate and hydrographs of depth, velocity, and flow rates for the flow meter.
- Electronic copy of monitoring data provided in 15-minute time intervals.

- Standard Level II report of water quality testing results and a standard Electronic Data Deliverable (Excel)
- Summary of Wastewater Characteristics and Treatment Objectives information to be incorporated into the Project Report (consistent with “Recommended Outline for Recycled Water Project Reports” in the WRFPP Guidelines)

Task 4. Alternatives Development and Analysis

Evaluation Basis

Consultant will identify the planning and design parameter and assumptions as well as the comparative analysis metrics to form the evaluation basis. Information will include costs, economic analysis, energy analysis, and water quality impacts.

Recycled Water Alternatives Development

Consultant will develop and evaluate up to three preliminary project alternatives, including two recycled water and one non-recycled water alternative per WRFPP Guidelines. The evaluation will include alternative markets, recycled water pipeline alignments, and pumping and storage alternatives. Consultant will also develop a no project alternative (per WRFPP Guidelines).

AACE Class 5 Cost Estimate will be developed and used to compare the relative costs of each alternative and determine the most cost effective alternative. In addition to the cost estimate, an economic analysis will be conducted using a model provided by the State Water Board, and a unit cost (\$/AF) will be developed to compare alternatives.

Recycled Water Alternatives Evaluation/ Refinement

The distribution system alternatives will be evaluated using spreadsheet or hydraulic modeling software to determine required pumping capacity and pipeline diameters. Alternatives will be evaluated on how well they promote and apply a regional perspective to water resources management.

Deliverables

- Cost estimate for each Alternative in Excel spreadsheets format that includes (\$/AF)
- Summary of Project Alternatives Analysis information to be incorporated into the Project Report (consistent with “Recommended Outline for Recycled Water Project Reports” in the WRFPP Guidelines)

Task 5. Facilities Evaluation

Treatment Evaluation - Plant options/O&M cost

Once the overall preferred recycled water alternative is developed, Consultant team will provide a more focused evaluation of tertiary treatment technology treatment/unit process alternatives for the Water Recycling Facility at the preferred size/flow rating. Treatment alternatives will be evaluated using the evaluation basis criteria developed in Task 4.

Storage Pond Evaluation

Consultant team will evaluate feasibility of developing a storage pond (proposed dam and reservoir) at the Menlo Country Club. Evaluation will include review of MCC project criteria and objectives; Phase 1 geotechnical investigations; and preliminary quantity and cost estimates (AACE Class 5).

Field explorations will include exploratory borings, test pits, and geophysical surveys. Material samples will be collected during field explorations for laboratory testing. Field and laboratory data will be processed and evaluated, and findings and recommendations from the exploration program will be documented in a Phase 1 Geotechnical TM.

Non-potable Facilities Evaluation

Currently, MCC is planning to have the ability to irrigate the greens on its golf course with a water supply separate from its non-potable supply, which is anticipated to be a blend of recycled water and recovered stormwater. With the assistance of an agronomist acceptable to both WBSD and MCC, W&C will assess the potential of using non-potable water as an irrigation water source for irrigating the greens.

Task 6. Recommended Project and Implementation Plan

Recommended Project Description

A Recommended Project will be selected for further development including preliminary design criteria, potential users, and CEQA and permitting needs assessment. Analysis will include a more detailed review of distribution system configuration (including easement, right-of-way, critical crossings, traffic issues, etc.), and preliminary siting and layouts of facilities required for the Water Recycling Facility (WRF). A refined capital cost estimate and O&M cost estimate (electrical power, SCADA, solids disposal, chemical storage and consumption, staffing, and assumptions for land lease agreements, if needed, etc) will be provided.

Implementation Plan

Consultant will develop an implementation plan for the Recommended Project including a proposed project schedule, and a review of the water rights impacts, outreach and coordination needs with surrounding water and wastewater agencies, as needed. Consultant will develop a Construction Financing Plan to demonstrate cash flow over the implementation of the Recommended Project. Based on the estimated costs developed, Consultant will conduct an evaluation of potential mechanisms to fund the Recommended Project, including additional grants or loans, to demonstrate project proponent's financial capability to implement the Recommended Project.

CEQA Project Description

WBSD and W&C anticipate that the CEQA documentation for this project, once it is determined by the project partners--West Bay and Menlo Country Club (MCC)--to be feasible, will be prepared by the Town of Woodside as lead agency, with technical assistance from WBSD and MCC and its consultant team. This task will include preparing a project description for the purposes of defining the project that embodies what the project partners would elect to promote as the project to be reviewed under CEQA and eventually to be implemented by the partners.

Permitting Plan

A permitting plan will be developed that will identify anticipated environmental and operational permits necessary to construct and operate the Recommended Project. In addition, Consultant will evaluate the Recommended Project for potential water rights issues, legal and institutional

requirements for implementation, need for multi-jurisdictional agreements, permits needed for implementation, potential unresolved issues that could impede implementation and a plan for resolving any issues.

Deliverables

- Summary of Recommended Project information (including implementation and permitting plans) to be incorporated into the Project Report (consistent with “Recommended Outline for Recycled Water Project Reports” in the WRF Guidelines)
- Detailed cost estimate for Recommended Project in Excel spreadsheet format.
- Construction Financing Plan in Excel spreadsheet format.
- CEQA project description.

Task 7. Report Preparation

Admin Draft Recycled Water Facilities Plan

Consultant will organize and document information developed in Tasks 2-6 in the Recycled Water Project Report that is compliant with the “Recommended Outline for Recycled Water Project Reports” in the WRF Guidelines. The administrative draft of Project Report will be submitted to WBSD for review and comment.

Draft Recycled Water Facilities Plan

Consultant will update the administration draft based on comments received from WBSD. The revised Draft Project Report will be submitted to the SWRCB for approval.

Final Recycled Water Facilities Plan Draft Report Preparation

Consultant will incorporate comments and edits from the SWRCB and issue a final Project Report.

Deliverables

- Admin draft Project Report (one electronic copy)
- Draft Project Report (one electronic copy)
- Final Project Report (one electronic copy)

Assumptions

- WBSD will have a two week review period to provide comments. Comments will be in electronic format (track changes or tabulated)

Recycled Water Facilities Plan Schedule

	2022							2023					
	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Project Management													
Project Setting & Market Assessment													
Wastewater Characterization													
Alternatives Development and Analysis													
Facilities Evaluation													
Recommended Project													
Implementation/Financing Plan													
Recycled Water Project Report													
Admin Draft Report													
WBSD Review													
Draft Report													
SWRCB Review													
Final Report													



**West Bay Sanitary District
Facilities Plan - Woodside Recycled Water Facility**

Tasks	Labor								Total Hours	Total Labor Costs (1)	Outside Services			ODCs		Total Fee		
	Dave Richardson	Elisa Lee	Maggie Anderson	Planning/Engineering Support	Project Planner	Quality Control	Graphics	Admin.			Wastewater Flow Monitoring and Sampling		Geo-technical	Subtotal	Sub Consultant Total Cost (2)		ODCs	Total ODCs (3)
	PIC	PM	PE	E1/P1	PP2	QA/QC	GA1	PA1			V&A	Eurofins	GEI					
	\$330	\$260	\$205	\$180	\$260	\$315	\$140	\$120										
Task 1: Project Management, Communications and Meetings																		
Kickoff + Quarterly Meetings - Virtual (1 hr mtg x 4)	8	8		16					32	\$7,600				\$0	\$0		\$0	\$7,600
SWRCB Meeting	2	2		4					8	\$1,900				\$0	\$0	\$95	\$105	\$2,005
Board Meeting (Dave in-person)	6	2		4					12	\$3,220				\$0	\$0	\$95	\$105	\$3,325
QA/QC Program						16			16	\$5,040				\$0	\$0		\$0	\$5,040
PM duties/Monthly Progress Rpt/Invoices (12 months)	4	24						15	43	\$9,360				\$0	\$0		\$0	\$9,360
Subtotal Task 1:	20	36	0	24	0	16	0	15	111	\$27,120	\$0	\$0	\$0	\$0	\$0	\$190	\$210	\$27,330
Task 2: Project Setting and Market Assessment																		
Previous Documentation Review		4		8					12	\$2,480				\$0	\$0		\$0	\$2,480
Project Setting		4		8					12	\$2,480				\$0	\$0		\$0	\$2,480
Regulatory Setting		4		8					12	\$2,480				\$0	\$0		\$0	\$2,480
Recycled Water Market Assessment		4		8					12	\$2,480				\$0	\$0		\$0	\$2,480
Subtotal Task 2:	0	16	0	32	0	0	0	0	48	\$9,920	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,920
Task 3: Wastewater Characterization																		
Wastewater Sampling and Flow Monitoring	1	8		16		2		1	28	\$6,040	\$28,000	\$2,600		\$30,600	\$33,660	\$500	\$550	\$40,250
Wastewater Quality Analysis	1	8		16		2			27	\$5,920				\$0	\$0		\$0	\$5,920
Subtotal Task 3:	2	16	0	4	0	4	0	1	27	\$11,960	\$28,000	\$2,600	\$0	\$30,600	\$33,660	\$500	\$550	\$46,170
Task 4: Alternatives Development and Analysis																		
Evaluation Basis	1	6	8	16					31	\$6,410				\$0	\$0		\$0	\$6,410
Recycled Water Alternatives Development	1	12	24	32		2			71	\$14,760				\$0	\$0		\$0	\$14,760
Recycled Water Alternatives Evaluation/ Refinement	1	8	16	24		2			51	\$10,640				\$0	\$0		\$0	\$10,640
Subtotal Task 4:	3	26	48	72	0	4	0	0	153	\$31,810	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,810
Task 5: Facilities Evaluation																		
Treatment Evaluation - Plant options/O&M cost	1	12	16	20		2			51	\$10,960				\$0	\$0		\$0	\$10,960
Storage Pond Evaluation	1	4	8	14				2	29	\$5,770			\$88,000	\$88,000	\$96,800	\$100	\$110	\$102,680
Non-potable Facilities Evaluation	1	4	16	16					37	\$7,530				\$0	\$0		\$0	\$7,530
Subtotal Task 5:	3	20	40	50	0	2	0	2	117	\$24,260	\$0	\$0	\$88,000	\$88,000	\$96,800	\$100	\$110	\$121,170
Task 6: Recommended Project and Implementation Plan																		
Recommended Project Description	1	8	24	32					65	\$13,090				\$0	\$0		\$0	\$13,090
Implementation Plan	1	4	4		12				21	\$5,310				\$0	\$0		\$0	\$5,310
CEQA Project Description		4	4		16				24	\$6,020				\$0	\$0		\$0	\$6,020
Permitting Plan	1	4	4		12				21	\$5,310				\$0	\$0		\$0	\$5,310
Subtotal Task 6:	3	20	36	32	40	0	0	0	131	\$29,730	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,730
Task 7: Report Preparation																		
Admin Draft Recycled Water Facilities Plan	4	16	24	32			6	2	84	\$17,240				\$0	\$0		\$0	\$17,240
Draft Recycled Water Facilities Plan	2	8	16	24			4	2	56	\$11,140				\$0	\$0		\$0	\$11,140
Final Recycled Water Facilities Plan	1	6	8	8			2	2	27	\$5,490				\$0	\$0		\$0	\$5,490
Subtotal Task 8:	7	30	48	64	0	0	12	6	167	\$33,870	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,870
TOTAL	38	164	172	310	40	26	12	24	754	\$168,670	\$28,000	\$2,600	\$88,000	\$118,600	\$130,460	\$790	\$870	\$300,000

1. The individual hourly rates include salary, overhead and profit.
2. Subconsultants will be billed at actual cost plus 10%.
3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.
4. W&C reserves the right to adjust its hourly rate structure and ODC markup at the beginning of the calendar year for all ongoing contracts.
5. Additional Woodard & Curran staff may perform work on the project, based on our standard billing rate schedule currently in effect.



WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

Subject: *Consider Approving the Financial Statements FY 2021-22,
Third Quarter Ending 3/31/2022*

Background

Attached for the Board's review are the District's Unaudited Financial Statements for the third quarter ending March 31, 2022. The Statement of Revenue, Expenses, and Changes in Net Position is reported by fund to better view the primary operations and other activities in; General, Capital, Solid Waste, and Recycled Water Funds.

Fiscal Impact

The District had gross Revenue of \$30,007,902, gross Expenditures of \$20,070,550, for a total \$9,937,352 increase in Net Position, including prior period adjustments, through the quarter ending March 31, 2022 for all Funds.

General Fund:

Operating Revenue was \$23,264,516, 75% of the annual budget, including accrual of sewer service charges. Operating Expense was \$16,323,432, 75% of the annual budget. This includes direct Operating Expenses of \$5,881,342, 63% of the annual budget, contributions to Silicon Valley Clean Water (SVCW) of \$10,442,090, 84% of the annual budget, and prior period adjustment of \$449,286. The Net Operating Income was \$6,941,083 through March 31, 2022.

Non-Operating Revenues and Expenses had a \$345,582 net decrease, from Interest Income, Gains, and Losses on Investments, less investment fees. There were no Non-Operating Expenses. The General Fund has a \$6,595,502 increase in Net Position through March 31, 2022.

Capital Fund:

The Capital Fund recognized revenue for Connection Fees of \$5,941,876, 24 times the annual budget and depreciation of \$2,180,351. Capital Expenditures of \$3,803,682 are recognized as assets, increasing the District's Net Position.

Solid Waste Fund:

The Solid Waste Fund recognized \$84,137 in Franchise Fees from Recology, which manages solid waste

collection for the District, 84% of the annual budget.

Solid Waste Expenditures of \$45,917 was recognized for management of contract, annual notification mailing, and overhead allocation, through March 31, 2022.

The Solid Waste Fund increased \$38,221, to a Net Position of \$301,426, as of March 31, 2022.

Recycled Water Fund:

The Recycled Water Fund includes the Sharon Heights Recycled Water Facility and the Bayfront Project.

Sharon Heights Recycled Water Facility (SHRWF) was accepted July 27, 2020, for a total of \$22,647,052, with a California Clean Water State Revolving Fund (SRF) Loan of \$17,117,420. The first SRF loan payment was made in March 2021, with annual payments thereafter. The SRF loan balance is \$16,119,635, as of March 31, 2022.

The SHRWF recognized \$409,456 in Revenue from Sharon Heights Golf & Country Club (SHGCC). Expenditures were \$902,881, including \$566,176 in depreciation of the facility.

The Bayfront Project had \$2,812 in expenditures towards receiving grant funding and \$237,620 in capital expenditures year-to-day in FY 2021-22, for total project Construction in Progress (CIP) expenditures of \$639,151. A \$7,750 loss was recognized on the Recycled Water Cash Flow investment reserve.

Financial Statements Summary:

The following is a summary of the Statement of Changes in Revenue, Expenses, and Net Position, based on the quarter ending March 31, 2022.

Financial Statement	Prior Year FY 2021-22	Actual - Q3 FY 2021-22	Budget - Q3 FY 2021-22	Annual Budget FY 2021-22	Budget v Actual Q3 FY 2021-22
Operating Revenues	32,175,127	23,264,516	23,246,796	30,872,898	100%
Operating Expenses	(8,132,059)	(5,881,342)	(4,592,019)	(6,112,891)	128%
SVCW	(12,740,977)	(10,442,090)	(9,955,303)	(12,396,490)	105%
Operating Income (Loss)	11,302,090	6,941,083	8,699,474	12,363,516	80%
Non-Operating Rev / Exp	709,797	(345,582)	258,000	345,000	-134%
General Fund	12,011,888	6,595,502	8,957,474	12,708,516	74%
Capital Fund	(2,930,740)	3,762,127	(2,400,000)	(2,537,089)	-157%
Solid Waste Fund	19,800	38,221	(3,818)	(5,090)	-1001%
Recycled Water Fund	(213,871)	(9,210)	783,207	(256,155)	-1%
Change in Net Position	8,887,077	10,386,639	7,336,863	9,910,183	142%
Prior Period Adjustment	(755,728)	(449,286)			
Change in Net Position - Adjusted	8,131,349	9,937,352			

Recommendation

The Finance Manager recommends the Board approve the Unaudited Financial Statement for Fiscal Year 2021-22, for the quarter ending March 31, 2022.

WEST BAY SANITARY DISTRICT



Preliminary

Unaudited Financial Statements

Fiscal Year 2021-2022

Quarter Ending

March 31, 2022

Financial Report March 31, 2022

The West Bay Sanitary District (District) provides wastewater collection and conveyance services to the City of Menlo Park, Atherton, and Portola Valley, and areas of East Palo Alto, Woodside and unincorporated San Mateo and Santa Clara counties. The District conveys raw wastewater, via the Menlo Park Pump Station and force main, to Silicon Valley Clean Water (SVCW) for treatment and discharge to the San Francisco Bay. The District was originally formed in December 1902 as the Menlo Park Sanitary District under the Sanitary Sewer Act of 1891. The District operated as the Menlo Park Sanitary District from 1902 until 1981 when its name was changed to the West Bay Sanitary District to more accurately reflect the service area. The powers of the District are established by the State of California Health and Safety Code. The District serves a population of 20,128 households and commercial establishments. The District additionally participates, as a member of the South Bayside Waste Management Authority (SBWMA), in the collection and processing of solid waste, recyclable material, and organic material. The District owns and operates the Sharon Heights Recycled Water Facility (SHRWF), through a 2017 long term agreement with Sharon Heights Golf & Country Club (SHGCC) to deliver recycled water.

The District issues its unaudited financial statements for the quarter ended March 31, 2022, for fiscal year 2021-22 in conformity with the format prescribed by the provisions of Governmental Accounting Standards. This report is an overview of the District’s financial activities for the period.

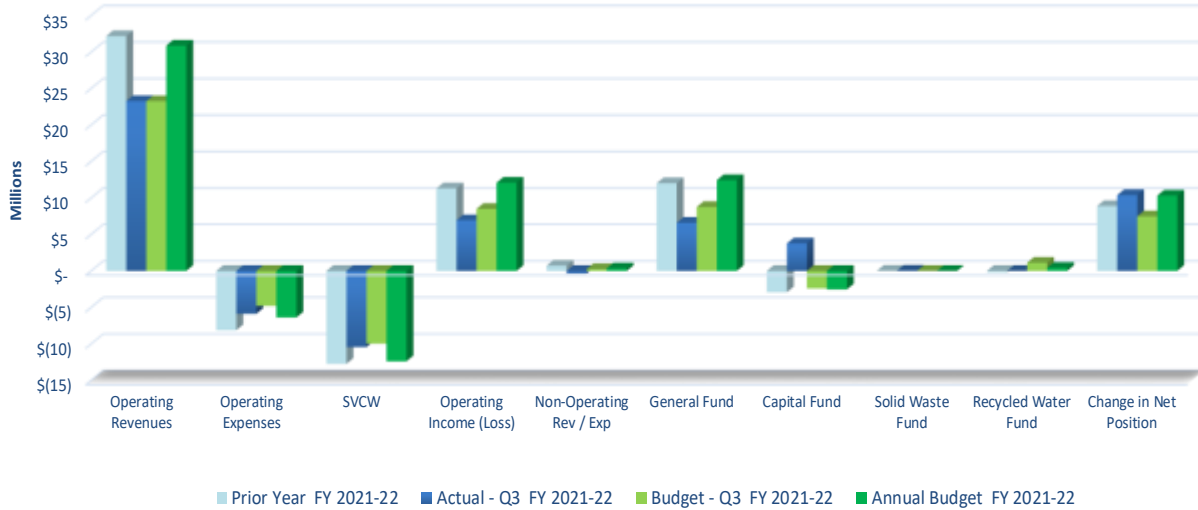
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**West Bay Sanitary District
Statement of Net Position
Fiscal Year 2021-22
March 31, 2022**

	Prior Year FY 2020-21	Unaudited 3rd Qtr 21-22
Assets		
Current Assets		
Cash & Investments	49,206,517	60,650,109
Cash & Investments - Restricted	1,198,284	1,538,971
Accounts Receivable	142,033	119,770
Interest Receivable	156,960	190,969
Accrued Revenue	529,510	4,395,501
Prepaid Expenses	84,094	127,071
Total Current Assets	51,317,398	67,022,390
Non-Current Assets		
Investments	13,431,746	7,725,320
Restricted Investments	579,368	
Investment in SVCW	29,519,631	29,519,631
Capital Assets:		
Property, Plant & Equipment	109,968,539	112,240,594
Accumulated Depreciation	(39,056,193)	(40,437,074)
Total Capital Assets	70,912,346	71,803,520
Total Non-Current Assets	114,443,091	109,048,472
Total Assets	165,760,489	176,070,862
Deferred Outflows of Resources	132,838	171,234
Liabilities		
Current Liabilities		
Accounts Payable	1,203,257	1,063,651
Accrued Payroll & Taxes	595,423	525,245
Connection Fees Payable	1,498,602	3,132,868
Construction Deposits	(119)	
SRF Advance - SHGCC	198,877	0
Total Current Liabilities	3,496,040	4,721,763
Non-Current Liabilities		
OPEB Liability	118,683	
Net Pension Liability		
SRF Deposit - SHGCC	1,657,281	1,458,404
SRF Note Payable	16,616,382	16,119,635
Total Liabilities	21,888,385	22,299,802
Deferred Inflows of Resources	3,788	3,788
Net Position		
Net Investment in Capital Assets	54,295,964	55,683,885
Investment In SVCW	29,519,631	29,519,631
Capital Fund Budget	25,061,834	30,389,639
Operation Reserve	9,395,827	10,749,600
Unrestricted Fund Balance	26,483,626	27,146,464
Total Net Position	144,756,881	153,489,219
Prior Period Adjustment	(755,728)	449,286
Total Net Position	144,001,153	153,938,506

**West Bay Sanitary District
Statement of Revenue, Expenses and Changes in Net Position
Fiscal Year 2021-22
March 31, 2022**



	Prior Year 6/30/2021	Unaudited Actual 3rd Qtr 21-22	Budget 3rd Qtr 21-22	Budget v Actual 3rd Qtr 21-22	Annual Budget FY 2021-22	YTD % Annual Budget
Operating Revenues	32,175,127	23,264,516	23,246,796	17,720	30,872,898	75%
Operating Expenses						
General Fund Expense	8,132,059	5,881,048	4,795,510	1,085,538	6,384,213	92%
Sewage Treatment Plant (SVCW)	12,740,977	10,442,090	9,955,303	486,787	12,396,490	84%
Total Operating Expenses	20,873,036	16,323,139	14,750,813	1,572,325	18,780,703	87%
Operating Income (Loss)	11,302,090	6,941,377	8,495,982	(1,554,605)	12,092,194	57%
Non-Operating Revenues (Expenses)						
Non-Operating Revenues	709,797	(345,582)	262,500	(608,082)	351,000	-98%
Non-Operating Expenses	-	-	(4,500)	4,500	(6,000)	
Total Non-Operating Revenues (Expenses)	709,797	(345,582)	258,000	(603,582)	345,000	-100%
Change in Net Position by Fund						
General Fund	12,011,888	6,595,795	8,753,982	(2,158,187)	12,437,194	53%
Capital Fund	(3,040,837)	(2,179,749)	(2,400,000)	(219,047)	(3,200,000)	68%
Solid Waste Fund	19,800	38,221	(3,818)	42,038	(5,090)	-751%
Recycled Water Fund	(876,782)	(672,415)	456,187	(1,128,602)	415,627	-162%
Change in Net Position, before Capital Contributions	8,224,166	3,781,852	6,806,352	(3,024,500)	9,647,731	39%
Capital Contributions						
Capital Contribution - Connection Fees	110,097	5,941,876	187,500	5,754,376	250,000	2377%
Capital Contribution - SHGCC	662,911	662,911	662,911	-	662,911	100%
Change in Net Position	8,887,077	10,386,639	7,656,763	2,729,876	10,560,642	98%
Beginning Net Position	135,869,805	144,001,153	144,001,153	144,001,153	144,001,153	
Prior Period Adjustment	(755,728)	(449,286)				
Ending Net Position	144,001,153	153,938,506	151,657,916	146,731,030	154,561,796	

Revenues:

For the quarter ending March 31, 2022, total combined revenues are \$30,007,902 including the General, Capital, Solid Waste, and Recycled Water Funds.

General Fund:**Revenues:**

The General Fund had \$22,918,934 in total Revenues, 73% of the annual budget.

- **Sewer Service Charges.** Total revenue of \$22,241,628 is recognized through March 31, 2022. The \$29,623,451 for Fiscal Year 2021-22 is accrued and recognized monthly, as earned. Approximately 62% of funds were received from the County of San Mateo. Manual invoices to customers not on the San Mateo County Tax Roll, including customers in Santa Clara County, are due in two payments; half on 11/1/21 and half on 2/1/22; \$4,068 were past due on March 31, 2022.
- **Permit Fees.** Permit & Inspection Fees of \$177,285, 177% of the annual budget.
- **Flow Equal.** The District received the \$368,490 contract with Silicon Valley Clean Water (SVCW) for use of the Flow Equalization Facility Pond in fiscal year 2021-22.
- **Other Operating Income.** A total of \$477,113 was recognized through March 31, 2022; 72% of the annual budget.
 - Revenue from Los Altos Hills was \$252,894
 - Revenue from Town of Woodside was \$67,816
 - Revenue from HACH Contract for private pump station maintenance is billed through the SMC tax roll and accrued monthly; \$139,725 is recognized.
 - This is a pass through expense, charged to customers in arrears of coverage.
 - Revenue of \$13,925 is for billed staff time.
 - An additional \$132 was from other sources; late fees, misc. charges and reimbursements
- **Other Non-Operating Revenues:** The District recognized total non-operating revenue of \$345,582 negative.
 - Interest Income \$407,450
 - Net loss on investments \$753,032

West Bay Sanitary District
General Fund
Fiscal Year 2021-22
March 31, 2022

General Fund	Prior Year FY 2020-21	Actual 3rd Qtr 21-22	Budget 3rd Qtr 21-22	Budget v Actual 3rd Qtr 21-22	Annual Budget FY 2021-22	YTD % Annual Budget
Revenue						
Sewer Service Charges						
Residential	23,914,761	18,346,562	18,410,404	(63,842)	24,547,205	75%
Non-Residential	7,175,616	3,895,066	3,895,066	-	5,193,421	75%
Total Sewer Service Charges	31,090,378	22,241,628	22,305,470	(63,842)	29,740,626	75%
Permit & Inspection Fees	224,200	177,285	75,000	102,285	100,000	177%
Flow Equalization	355,000	368,490	368,490	0	368,490	100%
Other Operating Income	505,549	477,113	497,836	(20,723)	663,781	72%
Total Operating Revenues	32,175,127	23,264,516	23,246,796	17,720	30,872,898	75%
Non-Operating Revenues						
Interest Income	619,667	407,450	262,500	144,950	350,000	116%
Gain/Loss on Securities	(386,257)	(735,017)	-	(735,017)		
Gain/Loss on PARS Trust	126,975	(18,015)	-	(18,015)		
Other Non-Op. Inc.	349,413	-	-	-	1,000	
Total Non-Operating Revenues	709,797	(345,582)	262,500	(608,082)	351,000	-98%
Total General Fund Revenue	32,884,924	22,918,934	23,509,296	(590,362)	31,223,898	73%

Expenditures:

For the quarter ending March 31, 2022, total combined expenditures are \$20,070,550 including the General, Capital, Solid Waste, and Recycled Water Funds.

General Fund:

Expenditures:

For the quarter ending March 31, 2022, total Expenses were \$16,772,425, 76% of the annual budget, including a prior period adjustment for the change in asset policy to increase the capitalization to \$20,000.

- **WBSD Operating Expenses.** General Fund Expenses were \$5,881,048, 61% of the annual budget. Expenses are shown on the Expense Analysis on the following page, with overhead allocations to the Solid Waste and Recycled Water Fund deducted.
 - Fuel costs were \$70,572, 1% over the annual budget, as fuel costs have risen significantly.
 - Memberships were \$64,812, 10% over the annual budget. This was due to \$17,070 in payments for three years (2019-2021) to USA North for the newly created California Underground Facilities Safe Excavation Board (Dig Safe Board), pursuant to Government Code Section 4216.16. New regulations require additional fees per 811 call tickets to fund this new board.

- San Mateo Local Agency Formation Commission (LAFCo) was \$32,610, 11% over the annual budget.
- The other expenditures average 46.8% of the annual budget.
- **External Operating Expenses.** These include \$10,442,090 paid to SVCW, which is 84% of the annual budget for SVCW and 64% of total Operating Expenses. The District holds a 23.38% share of SVCW's Net Position as of June 30, 2021 Unaudited Analysis of Net Position. Expenses are recognized as Sewage Treatment Plant under Operating Expenses on the audited financial statements. The District is tracking internally in a separate SVCW Fund.
 - SVCW Operating & Capital Contributions were \$5,372,811, 75% of the annual budget
 - SVCW Debt payments were \$5,069,279, 97% of the annual budget. The District owes \$55.7 million for the new 2021 Bonds, which replaced the 2014 and 2015 bonds.
- **Non-Operating Expenses.** There were no Non-Operating Expenses.
- **Prior Period Adjustments.** The largest variances from the budget is the write off of assets under \$20,000, which resulted in a net \$449,286 prior period expense, with \$1,769,247 in assets, less \$1,319,961 in accumulated depreciation. The change in capitalization policy was effective fiscal year 2021-22, increasing the minimum from \$5,000 to \$20,000. This will also result in higher operating and maintenance expenses, as new purchases under the limit will be expensed.

Change in Net Position:

The General Fund had Change in Net Position of \$6,595,795 through March 31, 2022. With a \$6,941,377 net increase in Operating Income and negative \$345,582 in Non-Operating Revenues and Expenses.

The District reports separately, the Capital Fund, Solid Waste Fund, and Recycled Water Fund. The total Change in Net Position for the District is \$10,386,639 for FY 2021-22, with a \$449,286 negative prior period adjustment. The total Net Position was \$153,938,506, as of March 31, 2022.

**West Bay Sanitary District
Expense Analysis
Fiscal Year 2021-22
March 31, 2022**

	Prior Year FY 2020-21	Unaudited Actual 3rd Qtr 21-22	Budget 3rd Qtr 21-22	Budget v Actual 3rd Qtr 21-22	Annual Budget FY 2021-22	YTD % Annual Budget
Salaries & Wages	4,122,741	3,046,066	3,272,581	226,515	4,363,442	70%
Employee Benefits	1,892,087	1,121,973	1,375,643	253,670	1,834,191	61%
Directors- Fees	41,110	25,440	31,740	6,300	42,320	60%
Election Expense	4		-	-		
Gasoline, Oil & Fuel	48,621	70,572	52,500	(18,072)	70,000	101%
Insurance	204,178	138,288	195,791	57,503	261,055	53%
Memberships	54,803	64,812	43,995	(20,817)	58,660	110%
Office Expense	27,747	24,661	29,700	5,039	39,600	62%
Operating Supplies	416,607	234,454	295,069	60,615	393,425	60%
Contract Services	331,600	404,786	499,106	94,320	665,475	61%
Professional Services	248,752	260,981	382,665	121,684	510,220	51%
Printing & Publications	35,915	38,684	47,625	8,941	63,500	61%
Rents & Leases	37,375	28,517	38,775	10,258	51,700	55%
Repairs & Maintenance	293,248	198,791	262,819	64,028	350,425	57%
Research & Monitoring	17,175	7,014	35,531	28,517	47,375	15%
Training, Meetings & Travel	19,631	14,385	41,400	27,015	55,200	26%
Utilities	209,122	126,185	320,139	193,954	426,853	30%
LAFCo	28,067	32,610	29,400	(3,210)	29,400	111%
Other Operating Expenses	97,767	63,841	173,880	110,039	231,840	28%
Equipment Expense		34,490	-	(34,490)		
Pension Expense (GASB 68)	-		-	-		
OPEB Expense (GASB 75)	76,098		-	-		
Transfer to Solid Waste	(55,000)	(42,818)	78,818	121,635	105,090	-41%
Transfer to Recycled Water	(15,590)	(12,684)	(11,668)	1,016	(15,557)	82%
Total WBSD Operating Expenses	8,132,059	5,881,048	7,195,510	1,314,462	9,584,213	61%
SVCW - Operating Fund	6,883,536	4,805,073	4,544,296	(260,777)	6,059,061	79%
SVCW - Operating Reserve	6,672	5,004	265,788	260,784	354,384	1%
SVCW - SRF Reserve Contribution	-		-	-		
SVCW - Capital Contributions	750,312	562,734	562,734	-	750,312	75%
SVCW - 2009 Bond (\$55 Mil)	-		-	-		
SVCW - 2014 Bond (\$65 Mil)	1,145,480		-	-		
SVCW - 2015 Bond (\$60 Mil)	1,610,500		-	-		
SVCW - 2018 Bond	1,837,713	1,838,028	1,839,213	1,185	1,839,213	100%
SVCW - Cash in Lieu of 2018 Bond	-		-	-		
SVCW: 2021 Bonds (\$55.6m)	-	2,724,486	2,743,273		2,743,273	99%
SVCW - SRF Debt C-06-5216-110	-		-	-		
SVCW - SRF WWTP Debt C-06-5216-120	506,765	506,765		(506,765)	506,765	100%
SVCW - SRF Debt C-06-8069-110					143,482	
Total External Operating Expenses	12,740,977	10,442,090	9,955,303	(486,787)	12,396,490	84%
Total Operating Expenses	20,873,036	16,323,139	17,150,813	827,675	21,980,703	74%
Other Non Operating Expense			4,500	4,500	6,000	
Prior Period Adjustments	755,728	449,286	-	(449,286)		
Total General Fund Expenses	21,628,764	16,772,425	17,155,313	382,888	21,986,703	76%

Capital Fund:

For period ending March 31, 2022, total Capital Expenditures were \$3,354,396, 36% of the annual budget; \$3,803,682 in Capital expenditures and \$449,286 decrease in writing off capital assets under \$20,000. A detailed schedule of Capital Fund Expenditures is included on page 10. The Recycled Water Fund is separate, beginning on page 14.

Capital Fund Revenue:

Connection Fees were \$5,941,876, more than 24 times the annual budget. The District also realized a gain of \$602 on the sale of a retired truck.

Capital Asset Fund

Capital Asset Fund	Prior Year FY 2020-21	Actual 3rd Qtr 21-22	Budget 3rd Qtr 21-22	Budget v Actual 3rd Qtr 21-22	Annual Budget FY 2021-22	YTD % Annual Budget
Connection Fees	110,097	5,941,876	187,500	5,754,376	250,000	2377%
Gain/Loss on Sale of Assets		602		602		
Total Capital Asset Fund Revenue	110,097	5,942,478	187,500	5,754,376	250,000	2377%

Capital Fund Expenses:

The Capital Fund records all changes in District Operating Assets.

- Depreciation expense of \$2,180,351 is 68% of the annual budget.
- The write off of assets under \$20,000, resulted in a net \$449,286 prior period expense, with the write off of \$1,769,247 in assets, less \$1,319,961 in accumulated depreciation. The change in capitalization policy was effective fiscal year 2021-22, increasing the minimum from \$5,000 to \$20,000

Capital spending was \$3,849,368, 30% of the \$12,751,750 annual capital budget. Incomplete projects are recorded in Construction in Progress (CIP) expenditures until completed and transferred.

- **Administration.** There were no administrative expenditures capitalized. All these expenses will be expensed, in line with the \$20,000 minimum capitalization policy.
- **Collection Facilities - Buildings.** There were no facilities expenditures completed.
- **Vehicle & Equipment.** There were no new vehicles or equipment expenditures. A 2004 F450 Diesel Truck was sold for \$602 in September 2021 through a public auction, with an original cost of \$45,686 and zero book value. The Jet Truck may need to be carried over to next fiscal year, as vendor awaits the chassis.
- **Subsurface Lines and Other.**
 - **Pump Stations.** There were no Pump Station expenditures.
 - **Subsurface Lines.** \$43,884 was expended on manhole raising projects. The flow monitoring study was expensed.

- **Construction in Progress (CIP).** These are new or continuing constructions projects that are recorded separately and capitalized when completed. CIP is not depreciated until completed. \$3,805,484 was expended, 33% of the \$11,370,000 budget for CIP.
 - **Levee Project.** \$228,861 was expended for levee design.
 - **Metal Storage Building.** \$1,075,998 was expended from the net \$1,100,000 budget.
 - **Pipeline Replacement & Rehab Engineering** There were no expenditures.
 - **Pipeline Replacement & Rehab Construction.** \$2,500,625 was expended on the Lower Ringwood / North Bay Project.

- **Resource Recovery.** There are two recycled water facilities projects in the Recycled Water Fund.
 - **Sharron Heights Recycled Water Facility.** The facility was accepted from the contractor, Anderson Pacific, effective July 27, 2020. The final project was capitalized for \$22,780,298 in fiscal year 2020-21.
 - **Bayfront.** The proposed Bayfront Recycled Water Project is in early developments. \$237,620 was expended, 24% of the annual budget.

Reserves:

The District has budgeted \$4,092,512 in transfers to reserve accounts to protect cash flow between sewer service fee payments from the county, maintain fiscal stability, and reserve for future projects. No cash transfers were made through December 31, 2021.

- **Reserves.** The District budgeted \$4,092,512 for unrestricted reserve accounts.
 - **Operating Reserve:** \$1,221,197 was allocated to the Operating Reserve, which is held in Local Agency Investment Fund (LAIF).
 - **Treatment Plant Reserve:** Established in FY 2021-22, the first transfer of \$2.5 million not yet completed.
 - **Vehicle & Equip Replacement Reserve:** Budget transfer of \$371,315 was completed in March 2022.

- **Restricted Reserves.** There are no budget transfers to restricted reserve accounts in FY 2021-22.

**WEST BAY SANITARY DISTRICT
Capital Expenditure Analysis
Fiscal Year 2021-22
March 31, 2022**

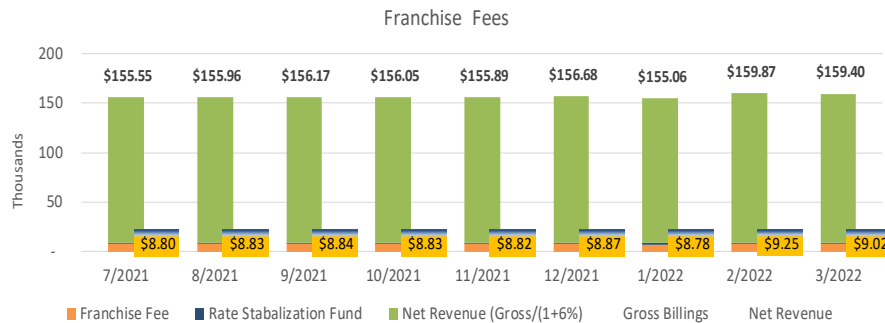
	Actual FY 2020-21	Actual 3rd Qtr 21-22	Budget FY 2021-22	Variance Budget Balance	YTD % Annual Budget
<u>Plant & Administration</u>					
District Office Interior	3,547	-	10,000	10,000	0%
District Office Exterior	-	-	10,000	10,000	0%
Server Replacement Program			15,000	15,000	0%
Total Administration	3,547	-	35,000	35,000	0%
<u>Collection Facilities - Buildings</u>					
FERRF Improvements & Demolition of Treatment Plant	6,671		500,000	500,000	0%
Corporate Yard Renovation Feasibility Study	15,039		350,000	350,000	0%
Allowance For Unanticipated Capital Expenditures	2,800		100,000	100,000	0%
Total Collection Facilities	24,510	-	950,000	950,000	0%
<u>Vehicle & Equipment</u>					
Pipehunter Replace (Carryover)	23,250		-	-	
Pump Supervisor Truck - Unit 217 W/ 1/2 T Crane	87,290		-	-	
Water Quality Supervisor Vehicle	42,738		-	-	
Jet Truck, Superduty F550 4x4, 1/2in Jetter - Unit 228			165,000		
Sales of Vehicles		(45,686)		45,686	
Mainline CCTV Camera	23,835		-	-	
Flo Dar Equipment (Flow Meters)			36,750	36,750	0%
Total Vehicle & Equipment	177,112	(45,686)	201,750	82,436	-23%
<u>Subsurface Lines and Other</u>					
<u>Pump Stations</u>					
Pump & Valve Replacement Program	42,224		45,000		0%
Private Pump & Panel Replacements	19,601		15,000	15,000	0%
Pump Station Fence/Roof Replacement & Repair	3,000		5,000		0%
Total Pump Stations	64,825	-	65,000	65,000	0%
Flow Monitoring Study		-	30,000	30,000	0%
Manhole Raising (Paving Projects)		43,884	100,000	56,116	44%
Total Subsurface Lines	-	43,884	130,000	86,116	34%
<u>Construction In Progress</u>					
Levee Survey & GPS Update	385,782	228,861	60,000	(168,861)	381%
Levee Improvement			6,000,000		
Metal Storage Building - Phase 1 & 2	24,834	1,075,998	1,100,000	24,002	98%
Construction Projects Environmental Review			10,000	10,000	0%
<u>Pipeline Replacement & Rehab Engineering</u>					
Isabella, Gilbert, Bay North, Coyote Hill - Phase 1			-	-	
<u>Pipeline Replacement & Rehab Construction</u>					
Belle Haven III & Alpine	39,647				
Isabella, Gilbert & Bay North - Phase 2			2,500,000	2,500,000	0%
Lower Ringwood/ North Bay	1,162,285	2,500,625	1,500,000	(1,000,625)	167%
Stowe Lane			200,000		
Write Off Discontinued CIP Projects 2002-2005 & misc					
Total Construction In Progress	1,612,548	3,805,484	11,370,000	7,564,516	33%
Total Capital Expenditures	1,882,542	3,803,682	12,751,750	8,948,068	30%
Construction In Progress - Completed	(7,253,197)				
Subsurface Lines and Other	7,253,197				
Write Off Capital Assets under \$20,000 (new min)		(1,769,247)			
Write Off Accumulated Depreciation		1,319,961			
Net Change in Capital Assets	1,882,542	3,354,396	12,751,750	9,397,354	26%

Solid Waste Fund:

The District is a member of South Bayside Waste Management Authority (SBWMA), a joint powers authority which contracts with Recology to provide recycling, compost, and garbage collection services. The Solid Waste Fund had a net increase of \$38,221, to a Net Position of \$301,426, as of March 31, 2022.

- **Solid Waste Fund Revenue.** Franchise fees were \$84,137, 84% of the annual budget. This represents 6% of the Net Revenue of Recology; 5% in Franchise Fees and 1% from Rate Stabilization Fund.
- **Solid Waste Fund Expense.** Allocated expenses for the Solid Waste program of \$45,917 was recognized for annual notification mailing and overhead allocation, 44% of the annual budget. The District elected to refrain from completing a rate study in FY 2021-22.

West Bay Sanitary District
Solid Waste Fund
Fiscal Year 2021-22
March 31, 2022



	Prior Year FY 2020-21	Actual 3/31/2022	Budget 3/31/2022	Variance Budget v Actual	Annual Budget FY 2021-22	YTD % Annual Budget
Income						
Operating Income						
Franchise	104,487	84,137	75,000	9,137	100,000	84%
Total Income	104,487	84,137	75,000	9,137	100,000	84%
Expenditures						
Allocated Operating Expense						
Rate Studies	27,755	0	31,500	(31,500)	42,000	0%
Mailings	1,932	1,911	3,750	(1,839)	5,000	38%
Public Relations	0	1,188	750	438	1,000	119%
Overhead Expense Allocation From General F	55,000	42,818	42,818	0	57,090	75%
Total Allocated Operating Expense	84,686	45,917	78,818	(32,901)	105,090	44%
Solid Waste Fund						
Beginning Balance	243,405	263,205	263,205	-	263,205	100%
Contribution To Solid Waste Fund	19,800	38,221	(3,818)	42,038	(5,090)	-751%
Ending Balance	263,205	301,426	259,388	42,038	258,115	117%

Recycled Water:

Sharon Heights Recycled Water Facility

The Sharon Heights Recycled Water Facility (SHRWF) project was completed in FY 2020-21 and accepted effective July 27, 2020, for a total of \$22,647,052. \$22,267,257 was received from the State Revolving Fund, including a \$5,259,800 Water Recycling Funding Program Construction Grant and a net SRF Loan of \$17,117,420. The District assumed full management of the facility beginning January 27, 2021. Operation & Maintenance (O&M) expense are paid by the District. Sharon Heights Golf & Country Club (SHGCC) pays an estimated budget amount monthly. Summary Recycled Water Fund statements is below, with detailed expenditure schedule on page 14.

- **Revenue.** \$409,456 was recognized as income from SHGCC. This represents billing for O&M.
- **Expense.** Total expenditures were \$902,881, including depreciation of the facility.
 - Operating Expenses were \$336,705, 66% of the annual budget.
 - Depreciation Expense was \$566,176, 75% of the annual budget.
- **Non-Operating Income & Expenses.** Non-Operating Income and Expense was a net decrease of \$168,428
 - Non-Operating Income was a net decrease of \$2,265, including Interest Income and losses on the SHGCC restricted reserve accounts.
 - Non-Operating Expenses was \$166,164 for interest expense on the SRF loan payment March 30, 2022.
- **Capital Contributions**
 - Funds of \$662,911 received from SHGCC for the payment of the SRF Loan are recorded as Capital Contributions.

West Bay Sanitary District
Recycled Water Fund
Sharon Heights Recycled Water Facility
Fiscal Year 2021-22
March 31, 2022

	Prior Year FY 2020-21	Actual 3/31/2022	Budget 3/31/2022	Budget v Actual 3/31/2022	Annual Budget FY 2021-22	YTD % Annual Budget
<u>Fund Income</u>						
42510 Sharon Heights Golf & County Club	621,043	409,254	382,395	(26,859)	509,860	80%
41040 SHGCC - Avy Pump Station	0	202	0	(202)	0	
Total Operating Income	621,043	409,456	382,395	(27,062)	509,860	80%
<u>Fund Expenditures</u>						
Operating Expense	677,129	336,705	382,395	45,690	509,859	66%
Depreciation Expense	698,284	566,176	566,176	0	754,902	75%
Total Fund Expenditures	1,375,413	902,881	948,571	45,690	1,264,761	71%
Net Income (Loss)	(754,370)	(493,425)	(566,176)	(72,751)	(754,902)	65%
Non-Operating Income/Expense	(122,412)	(168,428)	(164,664)	3,765	(164,164)	103%
Net Change in Fund	(876,782)	(661,853)	(730,840)	(257,212)	(919,066)	72%
Capital Contributions						
Sharon Heights Golf & Country Club	662,911	662,911	662,911	0	662,911	100%
Net Fund Balance For Fiscal Year	(213,871)	1,058	(67,929)	(257,212)	(256,155)	0%

West Bay Sanitary District
 Recycled Water Fund
 Sharron Heights Recycled Water Facility
 Fiscal Year 2021-22
 March 31, 2022

Fund Expenditures - Detail	Actual 6/30/2021	Actual 3/31/2022	Budget 3/31/2022	Budget v Actual 3/31/2022	Annual Budget FY 2021-22	YTD % Annual Budget
Operating Expense						
District Wages						
Plant Operator	83,902	53,028	54,927	1,899	73,236	72.4%
Indirect Labor	9,307	24,571	22,363	(2,208)	29,817	82.4%
Overtime	15,829	15,150	7,500	(7,650)	10,000	151.5%
Standby	8,130	13,300	14,823	1,523	19,764	67.3%
Total District Wages	117,169	106,049	99,613	(6,436)	132,817	79.8%
Employee Benefits	27,129	26,710	35,678	8,969	47,571	56.1%
Total Salaries, Wages & Benefits	144,298	132,759	135,291	2,533	180,388	73.6%
Other Operating Expense						
Gasoline, Oil And Fuel	0	0	0	0	-	
Insurance	15,737	22,182	18,821	(3,361)	25,095	88.4%
Memberships	150	0	0	0	-	
Office Expense	0	33	0	(33)	-	
Operating Supplies	8,579	13,921	9,450	(4,471)	12,600	110.5%
Contractual Services	0	0	0	0	-	
Professional Services	16,426	18,459	22,494	4,035	29,992	61.5%
Printing And Publications	0	0	0	0	-	
Rents And Leases	0	0	0	0	-	
Repairs And Maintenance	3,886	17,181	9,000	(8,181)	12,000	143.2%
Research And Monitoring	9,485	13,430	20,531	7,101	27,375	49.1%
Training, Meetings & Travel	0	0	0	0	-	
Utilities	181,669	101,435	145,764	44,329	194,352	0.0%
Licenses & Permits	19,664	4,622	9,375	4,753	12,500	2592.2%
Other Operating Expenses	982	0	0	0	-	
Subtotal Operating Expenses	400,876	324,021	370,727	46,706	494,302	66%
Operations & Maintenance (Contract)	260,663	0	0	0	-	
Administrative Expense	15,590	12,684	11,668	(1,016)	15,557	2082.8%
Total SHRWF Operating Expenses	677,129	336,705	382,395	45,690	509,859	66.0%
Depreciation	698,284	566,176	566,176	0	754,902	75.0%
Total Operating Expense	1,375,413	902,881	948,571	45,690	1,264,761	71.4%
Non-Operating Income & Expense						
Non-Operating Income / Deposits						
Interest Income	21,566	1,248	1,500	252	2,000	-113.2%
Gain/Loss on Reserves	(18,398)	(3,512)	0	3,512	0	
Total Non-Operating Income	3,168	(2,265)	1,500	3,765	2,000	-113.2%
Capital Contributions						
SRF Loan Payment	662,911	662,911	662,911	0	662,911	100.0%
	666,079	660,646	664,411	3,765	664,911	99.4%
Non-Operating Expense						
Principal Payment (SRF Loan)	(501,038)	(496,747)	(496,747)	0	(496,747)	100.0%
Interest Expense (SRF Loan)	(125,580)	(166,164)	(166,164)	0	(166,164)	100.0%
Total Non-Operating Expense	(125,580)	(166,164)	(166,164)	0	(166,164)	100.0%
Total Non-Operating Income & Expense	(122,412)	(168,428)	(164,664)	3,765	(164,164)	102.6%

Recycled Water:

Bayfront Recycled Water Project

The Bayfront Project had \$2,812 in expenditures for professional services working towards receiving grant funding. A \$7,750 loss was recognized on the Recycled Water Cash Flow investment reserve.

Bayfront had \$237,620 in capital expenditures year-to-day in FY 2021-22, for total project Construction in Progress (CIP) expenditures of \$639,151.

The District was awarded a \$4,884,112 million grant to fund a portion of the Levee Project, for a living shoreline at Bayfront to protect the site from flooding and sea level rise by the National Fish and Wildlife Foundation (NFWF). No funds have been received on the grant. The funds are matching, requiring a 112% contribution by the District of \$5.5 million.

Recycled Water Fund
Capital Expenditures
Fiscal Year 2021-22
March 31, 2022

	Actual FY 2020-21	Actual 3rd Qtr 21-22	Budget FY 2021-22	Variance Budget Balance	YTD % Annual Budget
<u>Recycled Water Fund</u>					
Recycled Water Facility - SHGCC	261,537	-	-	-	
Bayfront Entrance Improvements	88,222	237,620	1,000,000	762,380	24%
Total Resource Recovery	349,760	237,620	1,000,000	762,380	24%

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: Board of Directors

From: Sergio Ramirez, District 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 opportunity to provide direction to staff and legal counsel.

Recycled Water Facility Production Data:

2020	Treated	Delivered
August	8.8MG	8.2MG
September	8.2MG	5.1MG
October	7.4MG	4.5MG
November	5MG	1.4MG
December	4.7MG	.55MG
2021	Treated	Delivered
January	4.8MG	.23MG
February	4.4MG	.13MG
March	5.9MG	1.8MG
April	8.5MG	7.6MG
May	9.3.MG	8.2MG
June	9.8MG	8.7MG
July	9.5MG	9.1MG
August	9.4MG	9.0MG
September	9.1MG	6.9MG*
October	7.6MG	2.6MG**
November	5.2MG	0
December	4.7MG	0
2022	Treated	Delivered
January	4.4MG	97,000 gallons
February	4.4MG	1.5MG
March	6.6MG	3.5MG
April	7.6MG	3.8MG

* 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.

Report to the District Board for the Regular Meeting of May 11, 2022

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.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: Board of Directors

From: Sergio Ramirez, District 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 projects including financing, environmental review, design/build issues and grant applications.

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Report and Discussion on South Bayside Waste Management Authority (SBWMA)

The District's representative to South Bayside Waste Management Authority (SBWMA), President Fran Dehn, will report on any pertinent items regarding SBWMA business.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: *Board of Directors*

From: *Sergio Ramirez, District 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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