

1902 - Serving Our Community for over 120 Years - 2023
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 8, 2023 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

Fran Dehn, President
David Walker, Secretary
Roy Thiele-Sardiña, Treasurer
Edward P. Moritz, Member
George Otte, Member

General Manager

Sergio Ramirez

District General Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

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, February 8th.

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

<https://us06web.zoom.us/j/88261946044?pwd=Q0lJSnV2dG91NWRmeEp2MmpEZDVFUT09>

Meeting ID: 882 6194 6044 Passcode: 101838

Or by phone, call: 1-669-900-6833 Meeting ID: 882 6194 6044 Passcode: 101838

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. Public Hearing - Annexing Certain Territory within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Krashinsk and Liu (35 Possum Lane, Portola Valley) Pg. 3-1
4. Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Krashinsk and Liu (35 Possum Lane, Portola Valley) Pg. 4-1

5. Public Hearing - Annexing Certain Territory within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Ramies and Abedrabbo (115 Sausal Drive, Portola Valley) Pg. 5-1
6. Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Ramies and Abedrabbo (115 Sausal Drive, Portola Valley) Pg. 6-1
7. Public Hearing to Consider Amending the Code of General Regulations for Board Member Compensation Pg. 7-1
8. Consider Amending the Code of General Regulations for Board Member Compensation Pg. 8-1
9. 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 January 25, 2023 Pg. 9A-1
 - B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru January 31, 2023 Pg. 9B-1
 - C. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361 Pg. 9C-1
 - D. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the Santa Clara County Local Agency Formation Commission – 35 Possum Lane, Portola Valley, Lands of Krashinsk and Liu Pg. 9D-1
 - E. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 115 Sausal Drive, Portola Valley, Lands of Ramies and Abedrabbo Pg. 9H-1
 - F. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 1625 for the Construction of Wastewater Facilities for 20 Shoshone Place, Portola Valley, California Pg. 9F-1
 - G. WBSD Operations and Maintenance Report – January 2023 Pg. 9G-1
 - H. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2023 Pg. 9H-1
 - I. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – January 2023 Pg. 9I-1
10. General Manager's Report Pg. 10-1
11. Report by the Finance Advisory Committee Pg. Pg. 11-1
12. Consideration to Approve the District Reserve Policy Pg. 12-1
13. Discussion and Direction on Teleconferenced Board Meetings Pg. 13-1

14. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 14-1
15. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 15-1
16. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 16-1
17. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 17-1
18. Closed Session
 - A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
(Cal. Govt. Code § 54956.8)
Property: 1101 Altschul Avenue
Agency negotiator: General Manager/General Counsel
Negotiating parties: District and Los Lomitas Elementary School District
Under negotiation: Price/terms of payment for Avy Altschul Pump Station Easement
19. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
20. 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.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 3

To: *Board of Directors*

From: *Todd Reese, Office & Communications Manager*

Subject: *Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Krashinsky & Liu (35 Possum Lane, Portola Valley)*

Background

On December 14, 2022, the Board adopted a Resolution of intention to annex the parcel referenced above to the District's On-Site Wastewater Disposal Zone. The Public Hearing date was established as February 8, 2023

Analysis

The District's ***Master Resolution Governing Annexations of Territory to the West Bay Sanitary District On-Site Disposal Zone*** states: "Pursuant to Section 6959 of the Health and Safety Code, the date of the Public Hearing shall be commenced no less than 45 days nor more than 60 days from the date of adoption of the Resolution of Intention, and the Public Hearing shall be completed no more than 90 days after the first day of the hearing."

In accordance with Section 6960, and 6960.1 of the same code, reviews and reports of findings are required of both the County Health Officer and Regional Water Quality Control Board. Additionally, Section 6960.3 of this code requires the review and approval by a local agency formation commission, which has adopted rules and regulations affecting the functions and services of special districts.

The San Mateo County Health Officer has responded by a letter of approval dated January 17, 2023 a copy of which is attached; the San Francisco Bay Regional Water Quality Control Board responded by a letter of approval dated January 23, 2023, a copy of which is attached; and the San Mateo Local Agency Formation Commission has approved per their Resolution No. 1293 dated July 20, 2022, a copy of which is attached.

Fiscal Impact

Property owners have paid all annexation fees and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

Recommendation

The Board is asked to close the Public Hearing following public comment.

Attachments: San Mateo County Health Officer Letter

San Francisco Bay Regional Water Quality Control Board Letter

San Mateo Local Agency Formation Commission Resolution No. 1293



COUNTY OF SAN MATEO

Heather Forshey, MS, REHS
Director

Environmental Health Services
San Mateo County Health
2000 Alameda de las Pulgas
Suite 100
San Mateo, CA 94403
smchealth.org

January 17, 2023

APN 077-051-030

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

Dear Mr. Reese:

**SUBJECT: ANNEXATION, 35 POSSUM LANE, PORTOLA VALLEY,
APN 077-051-030**

Thank you for the January 17, 2023, letter of *Intention to Annex Certain Territory* to District's On-Site Wastewater Disposal Zone for the subject parcel. County Environmental Health has reviewed the letter of intent and has no objection to the annexation of this parcel into the District's on-site wastewater disposal zone. The existing onsite wastewater treatment systems (OWTS) must be destroyed under permit with Environmental Health upon connection to the West Bay system.

Should you have any questions, please call me at (650) 372-6279.

Sincerely,

Supervisor Water Protection and Land Use Programs

cc: Laura Russell, Planning Director, Town of Portola Valley



San Francisco Bay Regional Water Quality Control Board

January 23, 2023
File: CW-255833

Bill Kitajima (bkitajima@westbaysanitary.org)
Projects & IT Manager
West Bay Sanitary District
500 Laurel Street
Menlo Park, California 94025-3486

Approval to Annex Certain Territory (Lands of Krashinsk & Liu) to the West Bay Sanitary District On-Site Wastewater Disposal Zone: APN: 077-051-030

Dear Bill Kitajima:

The Regional Water Board hereby approves the annexation of the subject parcel to the On-Site Wastewater Disposal Zone of the West Bay Sanitary District (District). The property owners applied to the District for annexation “for the purpose of obtaining sewer service for a single-family residence.” To connect to existing District sewer facilities, the property owners require a Grinder Pump System that the District must maintain. Therefore, this parcel must be annexed into the District's disposal zone.

The Regional Water Board's approval is conditional upon the District (1) retaining responsibility for operation and maintenance of the grinder pump system, and (2) ensuring the proper operation and maintenance of the other sewerage facilities serving the parcel. Disposal of sewage onto soils within the disposal zone is not approved.

If you have any questions, please contact me at (510) 622-2407, or via e-mail at gaurav.mittal@waterboards.ca.gov.

Sincerely,

Gaurav Mittal
Water Resource Control Engineer

RECORDING REQUESTED BY:

SAN MATEO LAFCO
LOCAL AGENCY FORMATION COMMISSION

WHEN RECORDED, PLEASE SEND TO:

San Mateo LAFCo

LAF 124

Count of Pages 7

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



(This space for Recorder's use only)

SHORT-FORM DESIGNATION OF DOCUMENT:

Annexation of 35 Possum Lane, Portola Valley to the West Bay Sanitary District

RECORDER'S CODE: CCL

(Exempt from filing fees per Government Code 6103)



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo, is Annexation of 35 Possum Lane, Portola Valley to the West Bay Sanitary District.
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

City or District

Type of Change of Organization

West Bay Sanitary District

Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County and Santa Clara County.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on July 20, 2022 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1293, adopted on July 20, 2022.

Dated: August 26, 2022

Rob Bartoli
Executive Officer

COMMISSIONERS: MIKE O'NEILL, CHAIR, CITY ▪ ANN DRAPER, VICE CHAIR, PUBLIC ▪ HARVEY RARBACK, CITY ▪ DON HORSLEY, COUNTY
▪ WARREN SLOCUM, COUNTY ▪ KATI MARTIN, SPECIAL DISTRICT ▪ RIC LOHMAN, SPECIAL DISTRICT

ALTERNATES: VACANT, SPECIAL DISTRICT ▪ DIANA REDDY, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ TIM FOX, LEGAL COUNSEL ▪ ANGELA MONTES, CLERK



**ANNEXATION TO WEST BAY SANITARY DISTRICT
GEOGRAPHIC DESCRIPTION
LANDS OF KRASHINSK AND LIU/ 35 POSSUM LANE
TOWN OF PORTOLA VALLEY
CALIFORNIA**

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, being all of that property described in that certain Trust Transfer Deed recorded on April 20, 2022 as Document Number 2022-033690, along with a portion of Possum Lane as shown on that certain Tract Map No. 871 entitled "Corte Madera Acres", filed for record on September 1, 1959, in Book 52 of Maps, at page 11, San Mateo County Records, State of California, and being more particularly described as follows:

COMMENCING at a monument on the centerline of Possum Lane, as shown on said map;

Thence along said centerline, South 74°50'00" East, 10.65 feet to the **POINT OF BEGINNING**;

Thence continuing along said centerline (Course 1), South 74°50'00" East, 200.00 feet;

Thence leaving said centerline (Course 2), South 15°10'00" West, 25.00 feet to the easterly line of said Trust Transfer Deed;

Thence along said easterly line (Course 3), South 15°10'00" West, 239.77 feet to the southeasterly corner of said Trust Transfer Deed;

Thence leaving said easterly line and along the southerly line of said Trust Transfer Deed (Course 4), North 75°00'00" West, 200.00 feet to the southwesterly corner of said Trust Transfer Deed;

Thence leaving said southerly line and along the westerly line of said Trust Transfer Deed (Course 5), North 15°10'00" East, 240.35 feet to the northwesterly corner of said Trust Transfer Deed, also being the southerly right of way of Possum Lane;

Thence leaving last said line (Course 6), North 15°10'00" East, 25.00 feet to the **POINT OF BEGINNING**.

Containing a total computed acreage of 1.22 acres, more or less.

A plat showing the above described parcel is attached hereto and made a part hereof.

Christopher S. Martin, PLS 9179



8/18/2022

Dated

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis of an offer for sale of the land described.

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

END OF DESCRIPTION

EXHIBIT A PAGE 1 OF 2

S74°50'00"E

10.65'

POB

POC

N15°10'00"E 25.00'(6)

S74°50'00"E 200.00'(1)

S15°10'00"W 25.00'(2)

S15°10'00"W 239.77'(3)

TOTAL ANNEXATION
AREA = 1.22± ACRES

LOT 8
52 RSM 11
77-051-030

77-051-020

LEGEND

- ADJACENT LOT LINE
- PROPOSED WEST BAY
- SANITARY DISTRICT BOUNDARY
- ROAD CENTERLINE
- POINT OF BEGINNING
- POINT OF COMMENCEMENT
- RIGHT OF WAY
- POB
- POC
- R/W



77-051-040

N75°00'00"W 200.00'(4)

76-302-110

APPROVED
 SAN MATEO LOCAL AGENCY
 FORMATION COMMISSION
 455 COUNTY CENTER
 REDWOOD CITY, CA 94063

EXHIBIT A PAGE 2 OF 2



255 SHORELINE DR.,
 SUITE 200
 REDWOOD CITY, CA 94065
 (650) 482-6300
 www.bkf.com



ANNEXATION TO THE WEST BAY SANITARY DISTRICT LANDS
 OF KRASHINSK AND LIU/ 35 POSSUM LANE, TOWN OF
 PORTOLA VALLEY (APN 077-051-030)

SUBJECT PLAT EXHIBIT
 WEST BAY SANITARY DISTRICT ANNEXATION
 JOB NO. 201361
 BY CSW APPR. CSM DATE 8/2/2022
 2 OF 2

RESOLUTION NO. 1293

EXHIBIT B PAGE 1 OF 2

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 22-06 -
ANNEXATION OF 35 POSSUM LANE, PORTOLA VALLEY, (APN 077-051-030)
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the landowners and District have requested that the Commission waive conducting authority proceedings pursuant to government code Section 56662(a); and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 1.65 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 35 Possum Lane, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
EXHIBIT B PAGE 2 OF 3

Regularly passed and adopted this 20th day of July 2022.

Ayes and in favor of said resolution:

Commissioners: Don Horsley
Ric Lohman
Kati Martin
Harvey Rarback
Warren Slocum
Ann Draper, Vice Chair
Mike O'Neill, Chair

Noes and against said resolution:

None

Commissioners Absent and/or Abstentions:

Commissioners: None

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT B PAGE 3 OF 3

Michael O'Neil

Chair
 Local Agency Formation Commission
 County of San Mateo
 State of California

ATTEST:

Rolando J. Bartolof

Executive Officer
 Local Agency Formation Commission

Date: 7/20/2022

I certify that this is a true and correct copy of the resolution above set forth.

Date: _____

 Clerk to the Commission
 Local Agency Formation Commission

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WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Todd Reese, Office & Communications Manager*

Subject: *Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Krashinsky & Liu (35 Possum Lane, Portola Valley)*

Background

This property will utilize a STEP system; consequently this property must be annexed into the District's On-Site Wastewater Disposal Zone. The proponent shall be required to install a STEP system and connect to a WBSD force main (FM) located near the intersection of Westridge Drive and Meadow Lane.

Analysis

Following the Public Hearing to annex certain territory to the District's On-Site Wastewater Disposal Zone, the attached resolution would formally complete the annexation of the referenced Lands of Davidson.

Fiscal Impact

Property owners have paid all annexation fees and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

Recommendation

Subject to the final review by legal counsel and the findings of the resolution holding true through the public hearing (i.e., protests by less than 35 percent of the voters and landholders), it is recommended by the Office & Communications Manager that the Board adopt the resolution as drafted.

Attachment: Resolution _____ (2023), Legal/Geographic Description, Site Map

WEST BAY SANITARY DISTRICT

RESOLUTION NO. _____ (2023)

RESOLUTION ORDERING ANNEXATION OF CERTAIN TERRITORY OF WEST BAY SANITARY DISTRICT TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE INCLUDING CERTAIN DETERMINATIONS, FINDINGS AND DECLARATIONS OF THE DISTRICT BOARD (LANDS OF KRASHINSKY & LIU)

The District Board of West Bay Sanitary District determines, finds and declares as follows:

(a) The proceedings, which are the subject of the Resolution, are undertaken pursuant to Chapter 3 of Part 2 of Division 5 (commencing with Section 6950) of the California Health & Safety (“H & S”) Code having to do with the formation of, and annexations to, on-site wastewater disposal zones.

(b) On December 14, 2022 the District Board approved and adopted Resolution No. 2370 (2022), “RESOLUTION OF INTENTION TO ANNEX CERTAIN TERRITORY TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE.” Among other things, Resolution No. 2370 (2022) described the area to be annexed to the zone, the name and address of the applicant and the number, type, volume and location of on-site wastewater disposal systems proposed.

(c) Pursuant to Resolution No. 2370 (2022), a public hearing was noticed in the manner required by H&S § 6958. The public hearing was commenced on February 8, 2023 and closed on February 8, 2023.

(d) Prior to the close of the hearing, the District Board received and considered reports from the following public officials and agencies as required by law:

- i. From the Public Health and Environmental Protection Division, Health Services Agency of the County of San Mateo, a letter dated January 17, 2023, constituting the report of the local health officer specifying the matters required by H & S § 6960.1.
- ii. From the California Regional Water Quality Control Board, San Francisco Bay Region, a letter dated January 23, 2023 constituting the report of the affected regional water quality control board with regard to the matters required by H & S § 6960.1 and approving the proposed plan for wastewater disposal by the affected regional water quality control board required by H & S § 6960.4.
- iii. From San Mateo Local Agency Formation Commission, a letter by which the commission approved annexation to the District and the District’s On-Site Wastewater Disposal Zone.

(e) At all times during the public hearing, the District was prepared to hear and receive any oral or written protests, objections and evidence which might be offered. No oral or written protests, objections or evidence in opposition to the proposal were made, presented or filed at any time. Therefore, pursuant to H & S § 6963, it is determined that written protests filed and not withdrawn prior to the conclusion of the public hearing represented:

- i. Less than 35 percent of the number of voters who reside in the territory to be annexed to the zone; and
- ii. Less than 35 percent of the number of owners of real property in the territory to be annexed to the zone who also own not less than 35 percent of the assessed value of real property in the territory to be annexed to the zone.

(f) The number and types of on-site wastewater disposal systems proposed to be acquired, operated, maintained and monitored in the territory to be annexed to the zone are in conformity with and do not exceed the limitations set forth in the reports referred to (d) i. and ii. above.

(g) The territory proposed for annexation to the zone contains two (2) voters as defined in the Elections Code.

(h) Operation of the zone in the territory to be annexed will not result in land uses that are not consistent with general plans, zoning ordinances or other land use regulations of the Town of Portola Valley, the County of San Mateo or any other affected public agency.

In consideration of the foregoing determinations, findings and declarations,

IT IS RESOLVED by the District Board as follows:

1. The territory described in Exhibit "A" shall be annexed to the West Bay Sanitary District On-Site Wastewater Disposal Zone.
2. This annexation shall be accomplished without an election and confirmation of voters within the area to be annexed shall not be required on the question of such annexation.
3. The exterior boundaries of the annexation shall include the same territory described in Exhibit "A" to Resolution No. 2370 (2022), which Exhibit "A" is attached to this Resolution and incorporated herein by reference.
4. There shall be one on-site wastewater disposal system serving one residential user in the territory to be annexed to the zone, which system the District will either acquire, operate, maintain or monitor, as the case may be, all as set forth in Exhibit "B" to Resolution No. 2370 (2022), which Exhibit "B" is attached to this Resolution and incorporated herein by reference.
5. Operations of the portions of the zone annexed herein shall be financed by a system of fees and charges imposed upon persons who make use of the on-site wastewater disposal system in the territory annexed to the zone. The fees and charges will be structured to take into account the actual costs of operating and administering the zone and the maintenance, repair and replacement of wastewater facilities within the

territory annexed to the zone. The fees and charges will, to the extent applicable, include the cost of transporting zone-generated wastewaters to appropriate wastewater treatment facilities.

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 8th day of February, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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



**ANNEXATION TO WEST BAY SANITARY DISTRICT
GEOGRAPHIC DESCRIPTION
LANDS OF KRASHINSK AND LIU/ 35 POSSUM LANE
TOWN OF PORTOLA VALLEY
CALIFORNIA**

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, being all of that property described in that certain Trust Transfer Deed recorded on April 20, 2022 as Document Number 2022-033690, along with a portion of Possum Lane as shown on that certain Tract Map No. 871 entitled "Corte Madera Acres", filed for record on September 1, 1959, in Book 52 of Maps, at page 11, San Mateo County Records, State of California, and being more particularly described as follows:

COMMENCING at a monument on the centerline of Possum Lane, as shown on said map;

Thence along said centerline, South 74°50'00" East, 10.65 feet to the **POINT OF BEGINNING**;

Thence continuing along said centerline (Course 1), South 74°50'00" East, 200.00 feet;

Thence leaving said centerline (Course 2), South 15°10'00" West, 25.00 feet to the easterly line of said Trust Transfer Deed;

Thence along said easterly line (Course 3), South 15°10'00" West, 239.77 feet to the southeasterly corner of said Trust Transfer Deed;

Thence leaving said easterly line and along the southerly line of said Trust Transfer Deed (Course 4), North 75°00'00" West, 200.00 feet to the southwesterly corner of said Trust Transfer Deed;

Thence leaving said southerly line and along the westerly line of said Trust Transfer Deed (Course 5), North 15°10'00" East, 240.35 feet to the northwesterly corner of said Trust Transfer Deed, also being the southerly right of way of Possum Lane;

Thence leaving last said line (Course 6), North 15°10'00" East, 25.00 feet to the **POINT OF BEGINNING**.

Containing a total computed acreage of 1.22 acres, more or less.

A plat showing the above described parcel is attached hereto and made a part hereof.

Christopher S. Martin, PLS 9179



8/18/2022

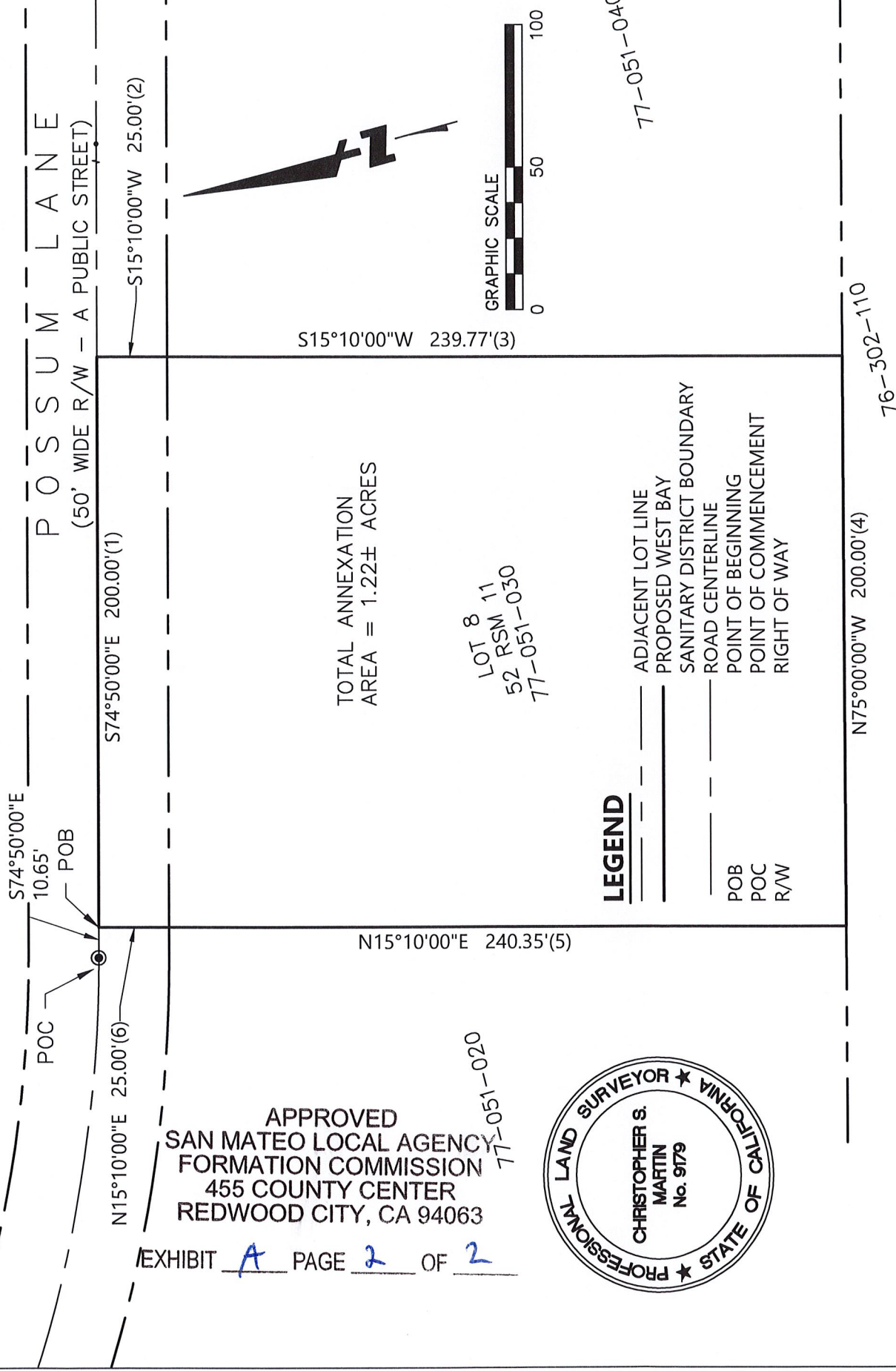
Dated

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis of an offer for sale of the land described.

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

END OF DESCRIPTION

EXHIBIT A PAGE 1 OF 2



S15°10'00"W 239.77'(3)

S74°50'00"E 200.00'(1)

S74°50'00"E 10.65'

POB

POC

N15°10'00"E 25.00'(6)

TOTAL ANNEXATION
AREA = 1.22± ACRES

LOT 8
52 RSM 11
77-051-030

77-051-020

LEGEND

- ADJACENT LOT LINE
- PROPOSED WEST BAY
- SANITARY DISTRICT BOUNDARY
- ROAD CENTERLINE
- POINT OF BEGINNING
- POINT OF COMMENCEMENT
- - - R/W

GRAPHIC SCALE



77-051-040

N75°00'00"W 200.00'(4)

76-302-110

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 2 OF 2



SUBJECT PLAT EXHIBIT
WEST BAY SANITARY DISTRICT ANNEXATION
JOB NO. 201361 DATE 8/2/2022
BY CSW APPR. CSW 2 OF 2

ANNEXATION TO THE WEST BAY SANITARY DISTRICT LANDS
OF KRASHINSK AND LIU/ 35 POSSUM LANE, TOWN OF
PORTOLA VALLEY (APN 077-051-030)

255 SHORELINE DR.,
SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300
www.bkf.com





WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

From: *Todd Reese, Office & Communications Manager*

Subject: *Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Ramies and Abedrabbo (115 Sausal Drive, Portola Valley)*

Background

On December 14, 2022, the Board adopted a Resolution of intention to annex the parcel referenced above to the District's On-Site Wastewater Disposal Zone. The Public Hearing date was established as February 8, 2023.

Analysis

The District's ***Master Resolution Governing Annexations of Territory to the West Bay Sanitary District On-Site Disposal Zone*** states: "Pursuant to Section 6959 of the Health and Safety Code, the date of the Public Hearing shall be commenced no less than 45 days nor more than 60 days from the date of adoption of the Resolution of Intention, and the Public Hearing shall be completed no more than 90 days after the first day of the hearing."

In accordance with Section 6960, and 6960.1 of the same code, reviews and reports of findings are required of both the County Health Officer and Regional Water Quality Control Board. Additionally, Section 6960.3 of this code requires the review and approval by a local agency formation commission, which has adopted rules and regulations affecting the functions and services of special districts.

The San Mateo County Health Officer has responded by a letter of approval dated January 17, 2023 a copy of which is attached; the San Francisco Bay Regional Water Quality Control Board responded by a letter of approval dated January 23, 2023, a copy of which is attached; and the San Mateo Local Agency Formation Commission has approved per their Resolution No. 1295 dated September 22, 2022, a copy of which is attached.

Fiscal Impact

Property owners have paid all annexation fees and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

Recommendation

The Board is asked to close the Public Hearing following public comment.

Attachments: San Mateo County Health Officer Letter

San Francisco Bay Regional Water Quality Control Board Letter

San Mateo Local Agency Formation Commission Resolution No. 1295



COUNTY OF SAN MATEO

Heather Forshey, MS, REHS
Director

Environmental Health Services
San Mateo County Health
2000 Alameda de las Pulgas
Suite 100
San Mateo, CA 94403
smchealth.org

January 17, 2023

APN 079-091-060

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

Dear Mr. Reese:

**SUBJECT: ANNEXATION, 115 SAUSAL DRIVE, PORTOLA VALLEY,
APN 079-091-060**

Thank you for the January 17, 2023, letter of *Intention to Annex Certain Territory* to District's On-Site Wastewater Disposal Zone for the subject parcel. County Environmental Health has reviewed the letter of intent and has no objection to the annexation of this parcel into the District's on-site wastewater disposal zone. The existing onsite wastewater treatment systems (OWTS) must be destroyed under permit with Environmental Health upon connection to the West Bay system.

Should you have any questions, please call me at (650) 372-6279.

Sincerely,

Supervisor Water Protection and Land Use Programs

cc: Laura Russell, Planning Director, Town of Portola Valley



San Francisco Bay Regional Water Quality Control Board

January 23, 2023
File: CW-255833

Bill Kitajima (bkittajima@westbaysanitary.org)
Projects & IT Manager
West Bay Sanitary District
500 Laurel Street
Menlo Park, California 94025-3486

Approval to Annex Certain Territory (Lands of Ramies & Abedrabbo) to the West Bay Sanitary District On-Site Wastewater Disposal Zone: APN: 079-091-060

Dear Bill Kitajima:

The Regional Water Board hereby approves the annexation of the subject parcel to the On-Site Wastewater Disposal Zone of the West Bay Sanitary District (District). The property owners applied to the District for annexation “for the purpose of obtaining sewer service for a single-family residence.” To connect to existing District sewer facilities, the property owners require a Grinder Pump System that the District must maintain. Therefore, this parcel must be annexed into the District's disposal zone.

The Regional Water Board's approval is conditional upon the District (1) retaining responsibility for operation and maintenance of the grinder pump system, and (2) ensuring the proper operation and maintenance of the other sewerage facilities serving the parcel. Disposal of sewage onto soils within the disposal zone is not approved.

If you have any questions, please contact me at (510) 622-2407, or via e-mail at gaurav.mittal@waterboards.ca.gov.

Sincerely,

Gaurav Mittal
Water Resource Control Engineer

2022-076638 CONF

10:57 am 11/01/2022 CCL Fee: NO FEE

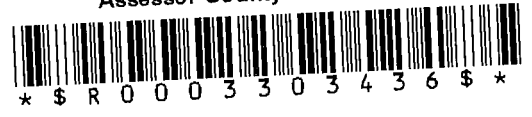
Count of Pages 7

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



RECORDING REQUESTED BY:

SAN MATEO LAFCO
LOCAL AGENCY FORMATION COMMISSION

WHEN RECORDED, PLEASE SEND TO:

San Mateo LAFCo

LAF 124

SHORT-FORM DESIGNATION OF DOCUMENT:

Annexation of 115 Sausal Drive, Portola Valley to the West Bay Sanitary District

RECORDER'S CODE: CCL

(Exempt from filing fees per Government Code 6103)



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo, is Annexation of 115 Sausal Drive, Portola Valley to the West Bay Sanitary District
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

<u>City or District</u>	<u>Type of Change of Organization</u>
West Bay Sanitary District	Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County and Santa Clara County.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on September 21, 2022 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1295, adopted on September 21, 2022.

Dated: November 1, 2022

Rob Bartoli
Executive Officer

COMMISSIONERS: MIKE O'NEILL, CHAIR, CITY • ANN DRAPER, VICE CHAIR, PUBLIC • HARVEY RARBACK, CITY • DON HORSLEY, COUNTY • WARREN SLOCUM, COUNTY • KATI MARTIN, SPECIAL DISTRICT • RIC LOHMAN, SPECIAL DISTRICT

ALTERNATES: VACANT, SPECIAL DISTRICT • DIANA REDDY, CITY • JAMES O'NEILL, PUBLIC • DAVE PINE, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER • SOFIA RECALDE, MANAGEMENT ANALYST • TIMOTHY FOX, LEGAL COUNSEL • ANGELA MONTES, CLERK

EXHIBIT A PAGE 1 OF 2 LEGAL DESCRIPTION

**ANNEXATION TO THE WEST BAY SANITARY DISTRICT
LANDS OF RAMIES AND ABEDRABBO/115 SAUSAL DRIVE
AND A PORTION OF SAUSAL DRIVE
TOWN OF PORTOLA VALLEY, CALIFORNIA**

All that real property situated in the Town of Portola Valley, County of San Mateo, State of California, described as follows:

BEGINNING at the northeasterly corner of Lot 1, Block 1, as shown on that certain map entitled "Tract No. 695 Alpine Hills Subdivision of a portion of Rancho El Corte Madera, San Mateo County, California", which Map was filed in the Office of the Recorder of San Mateo County, State of California on September 28, 1954 in Book 40 of Maps, Pages 15, 16 and 17, thence, proceeding clockwise the following courses and distances:

- (1) South 22°22'45" West, 258.92 feet along the easterly line of said parcel to the southeasterly corner of said parcel; thence,
- (2) North 66°27'03" West, 142.42 feet along the southerly line of said parcel along that certain Annexation, Resolution No. 1247; thence,
- (3) North 26°36'37" West, 179.19 feet along that certain Annexation, Resolution No. 1247 to the centerline of Sausal Drive; thence,
- (4) along said centerline of Sausal Drive North 63°23'23" East, 103.94 feet; thence,
- (5) continuing along said centerline of Sausal Drive along a tangent curve to the right with radius of 200.00 feet, length of 119.98 feet, and through a central angle of 34°22'23"; thence,
- (6) continuing along said centerline along a tangent curve to the right with radius of 1,200.00 feet, length of 107.24 feet, and through a central angle of 5°07'13"; thence,
- (7) Leaving said centerline, South 12°53'00" West, 25.00 feet to the **POINT OF BEGINNING**.

Containing 55,920 square feet (1.28 acres) more or less.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.






June 23, 2022

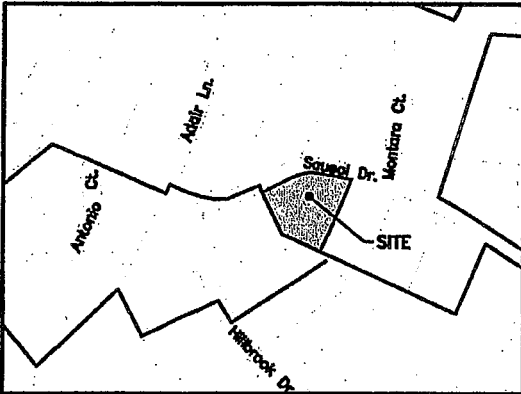
FREYER & LAURETA, INC.

Page 1 of 1

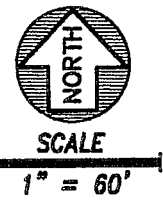
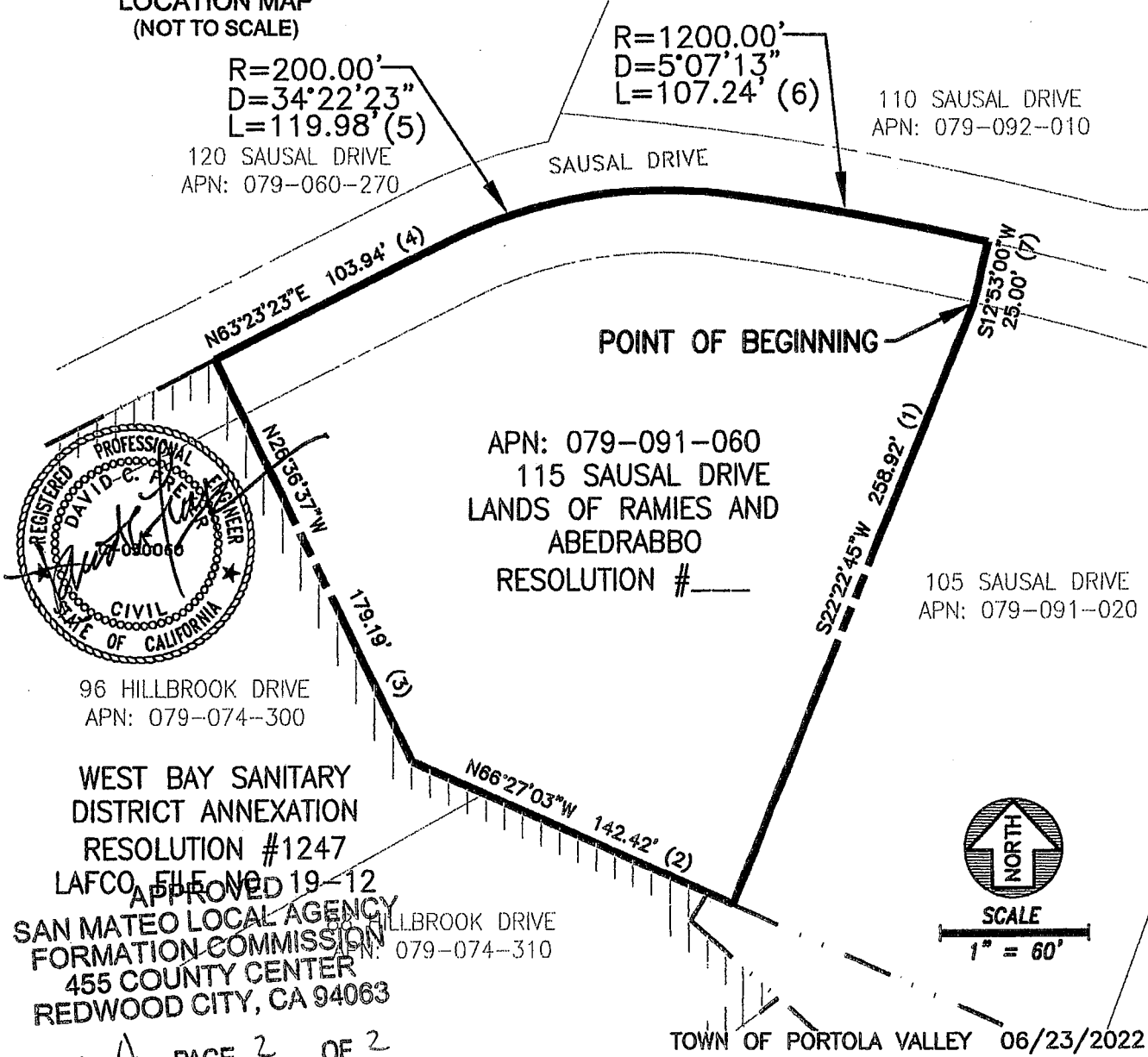
LEGEND

-  PROPOSED ANNEXATION BOUNDARY LINE
-  EXISTING PROPERTY LINE
-  EXISTING WEST BAY SANITARY DISTRICT BOUNDARY LINE

DISCLAIMER: "FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED."



LOCATION MAP
(NOT TO SCALE)



WEST BAY SANITARY DISTRICT ANNEXATION RESOLUTION #1247
LAFCO FILE NO 19-12
APPROVED
SAN MATEO LOCAL AGENCY FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

TOWN OF PORTOLA VALLEY 06/23/2022

EXHIBIT A PAGE 2 OF 2

FREYER & LAURETA, INC.
CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS
(415)534-7070 • www.freyerlaureta.com

ANNEXATION TO THE WEST BAY SANITARY DISTRICT
LANDS OF RAMIES AND ABEDRABBO
115 SAUSAL DRIVE
AND A PORTION OF SAUSAL DRIVE

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 22-07 -
ANNEXATION OF 155 SAUSAL DRIVE, PORTOLA VALLEY, (APN 079-091-060)
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 1.28 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 115 Sausal Drive, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT B PAGE 2 OF 3

Regularly passed and adopted this 21st day of September 2022.

Ayes and in favor of said resolution:

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT B PAGE 3 OF 3

Commissioners: Don Horsley

Kati Martin

Harvey Rarback

Ann Draper, Vice Chair

Mike O'Neill, Chair

Noes and against said resolution:

None

Commissioners Absent and/or Abstentions:

Commissioners: Warren Slocum

Ric Lohman

Michael Davis

Chair
Local Agency Formation Commission
County of San Mateo
State of California

ATTEST:

Robert J. Bartol

Executive Officer
Local Agency Formation Commission

Date: 9/22/2022

I certify that this is a true and correct copy of the resolution above set forth.

Date: _____

Clerk to the Commission
Local Agency Formation Commission

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WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Todd Reese, Office & Communications Manager*

Subject: *Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Ramies and Abedrabbo (115 Sausal Drive, Portola Valley)*

Background

This property will utilize a Grinder Pump system; consequently this property must be annexed into the District's On-Site Wastewater Disposal Zone. The proponent shall be required to install a Grinder Pump system and connect to a WBSD force main (FM) located on Sausal Drive and Antonio Drive.

Analysis

Following the Public Hearing to annex certain territory to the District's On-Site Wastewater Disposal Zone, the attached resolution would formally complete the annexation of the referenced Lands of Davidson.

Fiscal Impact

Property owners have paid all annexation fees and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

Recommendation

Subject to the final review by legal counsel and the findings of the resolution holding true through the public hearing (i.e., protests by less than 35 percent of the voters and landholders), it is recommended by the Office & Communications Manager that the Board adopt the resolution as drafted.

Attachment: Resolution _____ (2023), Legal/Geographic Description, Site Map

WEST BAY SANITARY DISTRICT

RESOLUTION NO. _____ (2023)

RESOLUTION ORDERING ANNEXATION OF CERTAIN TERRITORY OF WEST BAY SANITARY DISTRICT TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE INCLUDING CERTAIN DETERMINATIONS, FINDINGS AND DECLARATIONS OF THE DISTRICT BOARD (LANDS OF RAMIES AND ABEDRABBO)

The District Board of West Bay Sanitary District determines, finds and declares as follows:

(a) The proceedings, which are the subject of the Resolution, are undertaken pursuant to Chapter 3 of Part 2 of Division 5 (commencing with Section 6950) of the California Health & Safety (“H & S”) Code having to do with the formation of, and annexations to, on-site wastewater disposal zones.

(b) On December 14, 2022 the District Board approved and adopted Resolution No. 2369 (2022), “RESOLUTION OF INTENTION TO ANNEX CERTAIN TERRITORY TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE.” Among other things, Resolution No. 2369 (2022) described the area to be annexed to the zone, the name and address of the applicant and the number, type, volume and location of on-site wastewater disposal systems proposed.

(c) Pursuant to Resolution No. 2369 (2022), a public hearing was noticed in the manner required by H&S § 6958. The public hearing was commenced on February 8, 2023 and closed on February 8, 2023.

(d) Prior to the close of the hearing, the District Board received and considered reports from the following public officials and agencies as required by law:

- i. From the Public Health and Environmental Protection Division, Health Services Agency of the County of San Mateo, a letter dated January 17, 2023, constituting the report of the local health officer specifying the matters required by H & S § 6960.1.
- ii. From the California Regional Water Quality Control Board, San Francisco Bay Region, a letter dated January 23, 2023 constituting the report of the affected regional water quality control board with regard to the matters required by H & S § 6960.1 and approving the proposed plan for wastewater disposal by the affected regional water quality control board required by H & S § 6960.4.
- iii. From San Mateo Local Agency Formation Commission, a letter by which the commission approved annexation to the District and the District’s On-Site Wastewater Disposal Zone.

(e) At all times during the public hearing, the District was prepared to hear and receive any oral or written protests, objections and evidence which might be offered. No oral or written protests, objections or evidence in opposition to the proposal were made, presented or filed at any time. Therefore, pursuant to H & S § 6963, it is determined that written protests filed and not withdrawn prior to the conclusion of the public hearing represented:

- i. Less than 35 percent of the number of voters who reside in the territory to be annexed to the zone; and
- ii. Less than 35 percent of the number of owners of real property in the territory to be annexed to the zone who also own not less than 35 percent of the assessed value of real property in the territory to be annexed to the zone.

(f) The number and types of on-site wastewater disposal systems proposed to be acquired, operated, maintained and monitored in the territory to be annexed to the zone are in conformity with and do not exceed the limitations set forth in the reports referred to (d) i. and ii. above.

(g) The territory proposed for annexation to the zone contains two (2) voters as defined in the Elections Code.

(h) Operation of the zone in the territory to be annexed will not result in land uses that are not consistent with general plans, zoning ordinances or other land use regulations of the Town of Portola Valley, the County of San Mateo or any other affected public agency.

In consideration of the foregoing determinations, findings and declarations,

IT IS RESOLVED by the District Board as follows:

1. The territory described in Exhibit "A" shall be annexed to the West Bay Sanitary District On-Site Wastewater Disposal Zone.
2. This annexation shall be accomplished without an election and confirmation of voters within the area to be annexed shall not be required on the question of such annexation.
3. The exterior boundaries of the annexation shall include the same territory described in Exhibit "A" to Resolution No. 2369 (2022), which Exhibit "A" is attached to this Resolution and incorporated herein by reference.
4. There shall be one on-site wastewater disposal system serving one residential user in the territory to be annexed to the zone, which system the District will either acquire, operate, maintain or monitor, as the case may be, all as set forth in Exhibit "B" to Resolution No. 2339 (2022), which Exhibit "B" is attached to this Resolution and incorporated herein by reference.
5. Operations of the portions of the zone annexed herein shall be financed by a system of fees and charges imposed upon persons who make use of the on-site wastewater disposal system in the territory annexed to the zone. The fees and charges will be structured to take into account the actual costs of operating and administering the zone and the maintenance, repair and replacement of wastewater facilities within the

territory annexed to the zone. The fees and charges will, to the extent applicable, include the cost of transporting zone-generated wastewaters to appropriate wastewater treatment facilities.

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 8th day of February, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

EXHIBIT A PAGE 1 OF 2 LEGAL DESCRIPTION

**ANNEXATION TO THE WEST BAY SANITARY DISTRICT
LANDS OF RAMIES AND ABEDRABBO/115 SAUSAL DRIVE
AND A PORTION OF SAUSAL DRIVE
TOWN OF PORTOLA VALLEY, CALIFORNIA**

All that real property situated in the Town of Portola Valley, County of San Mateo, State of California, described as follows:

BEGINNING at the northeasterly corner of Lot 1, Block 1, as shown on that certain map entitled "Tract No. 695 Alpine Hills Subdivision of a portion of Rancho El Corte Madera, San Mateo County, California", which Map was filed in the Office of the Recorder of San Mateo County, State of California on September 28, 1954 in Book 40 of Maps, Pages 15, 16 and 17, thence, proceeding clockwise the following courses and distances:

- (1) South 22°22'45" West, 258.92 feet along the easterly line of said parcel to the southeasterly corner of said parcel; thence,
- (2) North 66°27'03" West, 142.42 feet along the southerly line of said parcel along that certain Annexation, Resolution No. 1247; thence,
- (3) North 26°36'37" West, 179.19 feet along that certain Annexation, Resolution No. 1247 to the centerline of Sausal Drive; thence,
- (4) along said centerline of Sausal Drive North 63°23'23" East, 103.94 feet; thence,
- (5) continuing along said centerline of Sausal Drive along a tangent curve to the right with radius of 200.00 feet, length of 119.98 feet, and through a central angle of 34°22'23"; thence,
- (6) continuing along said centerline along a tangent curve to the right with radius of 1,200.00 feet, length of 107.24 feet, and through a central angle of 5°07'13"; thence,
- (7) Leaving said centerline, South 12°53'00" West, 25.00 feet to the **POINT OF BEGINNING**.

Containing 55,920 square feet (1.28 acres) more or less.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.


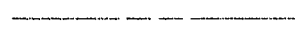



June 23, 2022

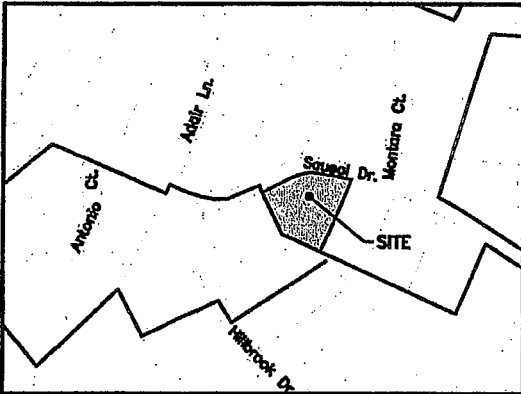
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Page 1 of 1

LEGEND

-  PROPOSED ANNEXATION BOUNDARY LINE
-  EXISTING PROPERTY LINE
-  EXISTING WEST BAY SANITARY DISTRICT BOUNDARY LINE

DISCLAIMER: "FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED."



LOCATION MAP
(NOT TO SCALE)

$R=200.00'$
 $D=34^{\circ}22'23''$
 $L=119.98'$ (5)
 120 SAUSAL DRIVE
 APN: 079-060-270

$R=1200.00'$
 $D=5^{\circ}07'13''$
 $L=107.24'$ (6)

110 SAUSAL DRIVE
 APN: 079-092-010

SAUSAL DRIVE

$N63^{\circ}23'23''E$ 103.94' (4)

POINT OF BEGINNING

$S12^{\circ}53'00''W$
 25.00' (7)

APN: 079-091-060
 115 SAUSAL DRIVE
 LANDS OF RAMIES AND
 ABEDRABBO
 RESOLUTION # _____

105 SAUSAL DRIVE
 APN: 079-091-020

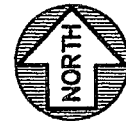


96 HILLBROOK DRIVE
 APN: 079-074-300

$N28^{\circ}36'37''W$
 179.19' (3)

$S22^{\circ}22'45''W$ 258.92' (1)

WEST BAY SANITARY
 DISTRICT ANNEXATION
 RESOLUTION #1247



SCALE

1" = 60'

LAFCD FILE NO 19-12
 APPROVED
 SAN MATEO LOCAL AGENCY
 FORMATION COMMISSION
 455 COUNTY CENTER
 REDWOOD CITY, CA 94063

HILLBROOK DRIVE
 APN: 079-074-310

$N66^{\circ}27'03''W$ 142.42' (2)

TOWN OF PORTOLA VALLEY 06/23/2022

EXHIBIT A

PAGE 2 OF 2

FREYER & LAURETA, INC.

CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS
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ANNEXATION TO THE WEST BAY SANITARY DISTRICT
 LANDS OF RAMIES AND ABEDRABBO
 115 SAUSAL DRIVE
 AND A PORTION OF SAUSAL DRIVE



WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

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

Background

Per Government Code the compensation that may be paid to a Board Member for each day's attendance at meetings may increase annually by five percent. Since the last increase was in February 2022, the Board could elect to increase up to 5%. This means the Board may increase its compensation from \$250.00 per meeting to \$262.50 per meeting.

At the January 25, 2023 Board Meeting the Board decided to hold a Public Hearing to consider increasing the Board's compensation less than the allowable 5%. The Board will consider approving an increase to an even \$260.00 or 4%.

Analysis

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

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

Fiscal Impact

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

Recommendation

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

WEST BAY SANITARY DISTRICT

GENERAL REGULATION NO. ____

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

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

SECTION 209. Board Members Compensation

Effective February 9, 2023, of this Regulation, members of the District Board shall be compensated in the amount of \$260 per day for each day’s attendance at meetings of the District Board, attendance at California Association of Sanitation Agencies’ conferences and for each day’s service rendered as a Member of the District Board by request of the District Board. Compensation shall not exceed a total of \$1,560.00 (or six days of service) in any calendar month.

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

Passed and approved by the District Board of the West Bay Sanitary District on February 8, 2023 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

Following the Public Hearing, the Board is asked to approve the attached General Regulation for Board Member Compensation effective February 9, 2023.

Attachment: General Regulation____ (2023)

WEST BAY SANITARY DISTRICT

GENERAL REGULATION NO. ____

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

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

SECTION 209. Board Members Compensation

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Publication of the Notice of Public Hearing appeared in the February 3, 2023 edition of The Almanac.

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

Passed and approved by the District Board of the West Bay Sanitary District on February 8, 2023 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



1902 - *Serving Our Community for over 115 Years* - 2023

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 25, 2023 AT 7:00 P.M.

1. **Call to Order**

President Dehn called the meeting to order at 7:00 PM

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Hulsmann, Fisher, and Condotti by Zoom

Others Present: Rick Johnson, Chris Macintosh, Eileen McLaughlin, Allan Bidwell

2. **Communications from the Public:** Rick Johnson addressed the Board regarding the Burrowing Owl habitat at the District’s Flow Equalization Resource Recovery Facility. He mentioned Lin Trujillo an expert has offered to help protect the habitat. Mr. Johnson stated he would like to make sure the people studying the owl and habitat are qualified. Alan Bidwell spoke regarding the District’s consideration to protect the habitat. Chris Macintosh stated he would like the District to protect all habitat. President Dehn reassured the speakers West Bay would take measures to protect habitat at the site.

3. **Consent Calendar**

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

- A. Approval of Minutes for Regular meeting January 11, 2023
- B. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1610 for the Construction of Wastewater Facilities for 130 Shawnee Pass Portola Valley, California
- C. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1610 for the Construction of Wastewater Facilities for 130 Shawnee Pass, Portola Valley, California
- D. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1037 for the Construction of Wastewater Facilities for 3899 Alpine Road, Portola Valley, California
- E. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1037 for the Construction of Wastewater Facilities for 3899 Alpine Road, Portola Valley, California

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez introduced the District's new Project Manager, Fariborz Heydari, P.E. He reported recruitment is open until filled for the Associate Engineer. He also reported the Alberni Street pipebursting project will begin soon. He informed the Board a flow study is underway for the Willow Pump Station which is funded by the 1125 O'Brien project. He continued to report that the next Board meetings will be on Feb. 8th and Feb. 22nd. Lastly, General Manager Ramirez reported IT is migrating email to the cloud. The complete General Manager's written report is in the January 25th, 2023 agenda packet.

5. Presentation & Discussion on the Pump Station Integrated Systems and Control (ISAC)

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

Discussion/Comments: Operations Superintendent Robert Hulsmann reported on the outdated ISAC telemetry system and the need to update all STEP and Grinder Pump Stations with lights and buzzers as the notification system.

6. Consider Approving District Treasury Report Second Quarter FY 2022-23

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

Discussion/Comments: Finance Manager Fisher reported District cash and investments total \$80,839,814 and interest income for 7/1/22-12/31/22 totaled \$444,016. She continued to report other highlights of the report.

7. Consider Establishing February 8, 2023 as the Date of Public Hearing to Consider a Board Member Compensation General Regulation Amending the Code of General Regulations

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

Discussion/Comments: General Manager Ramirez reported the Board is eligible for a 5% increase in pay this year. Board consensus was to keep the increase constant with District staff and supported an increase of 4%.

8. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez reported Sharon Heights' water projections are 1.5 million gallons per month for April, 9 million gallons per month for August, and 15 million gallons per month by September. He also reported design for the Avy/Altschul pump station is underway and the project should go out to bid in March.

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

Discussion/Comments: General Manager Ramirez reported the Army Corps conditions of approval have been received by the District. He also reported General Counsel prepared on a project management agreement for Meta/Signature Group. The agreement is to begin the design of the recycled water facility.

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

Discussion/Comments: None.

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

Discussion/Comments: None.

12. Closed Session

Entered closed session at 8:42 p.m. Left closed session at 9:00 p.m.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS

Agency designated representatives: Board President/General Counsel

Unrepresented employee: General Manager

Reportable action: None.

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

Discussion/Comments: None.

14. Adjournment Time: The meeting was adjourned at 9:01 PM

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WEST BAY SANITARY DISTRICT
Financial Activity Report
January 2023

Date: February 8, 2023

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 January 2023.

Receipt Summary:

Commercial Deposits	244,842.39
Deposits in Transit/(Prior Period)	640.00
Credit Cards	5,544.50
Franchise Fees	13,377.83
San Mateo County [Tax Roll]	0.00
Other Receipts	0.00
Transfers	2,000,000.00
Total Receipts	<u>2,264,404.72</u>

Withdrawal Summary

Total Checks	413,506.28
Total Corp Cards	11,979.94
Total Bank Wires/ACHs	2,120,399.73
External Withdrawals	2,545,885.95
Total Internal Bank Transfers	-
Total Withdrawals	<u>2,545,885.95</u>

Fund Expenditure Summary by Budget Category

100	Operations	679,420.54
200	Capital	171,992.75
300	Solid Waste	0.00
500	Recycled Water	70,747.92
800	Silicon Valley Clean Water	1,623,724.74
Expenditures by Fund		<u>2,545,885.95</u>

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

President _____

Secretary _____

**West Bay Sanitary District
Receipts
January 2023**

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
462824	1/3/2023	Evan Williams: 124 Carmel Way, PV, SSC FY 2022-23	2,050.00
462825	1/3/2023	Rays Pub: 4133 Alipine Road, PV, SSC FY 2022-23	2,050.00
462826	1/3/2023	OHC of California: Refund for F Koka	30.00
462827	1/4/2023	Trenchfree: 973 Roble Ave, MP, Permit	195.00
462828	1/6/2023	Rooter Hero: 1000 Hermosa Way, MP, Permit	290.00
462829	1/9/2023	Daco Construction: 85 Willow Road, MP, Permit	290.00
462830	1/9/2023	Lencioni Construction: 84 Elena Ave, Ath, Permit	489.50
462831	1/9/2023	Silicon Valley Plumbing Services: 1160 Saxon Way, MP, Permit	290.00
462832	1/10/2023	Abodu: 2088 Camino De Los Robles, MP, ADU Conn & Permit	5,885.20
462833	1/10/2023	Thomas James Homes: 1165 Hillview Drive, MP, Permit	290.00
462834	1/10/2023	Thomas James Homes: 1165 Hillview Drive, MP, ADU Conn	4,734.00
462835	1/10/2023	Ej Plumbing: 1125 San Mateo Drive, MP, Permit	290.00
462836	1/10/2023	Coast To Coast Development: 141 University Dr, MP, Permit	170.00
462837	1/11/2023	Dudley Kenworthy: 1234 Los Trancos Rd, PV, SSC FY 2022-23	640.00
462838	1/12/2023	Town of Los Altos Hills: MSA 11/2022	35,791.48
462839	1/12/2023	Heida Earnest: 175 Los Trancos Circle, PV, SSC FY 2022-23	640.00
462840	1/17/2023	Thomas James Homes: 704 Arnold Way, MP, Permit	290.00
462841	1/17/2023	Villa Plumbing: 83 Fairview Ave, ATH, Permit	290.00
462842	1/17/2023	Makoni Construction: 425 Central Ave, MP, Permit	290.00
462843	1/18/2023	Ej Plumbing, Inc.: 34 Isabella Ave, Ath, Permit	290.00
462844	1/18/2023	Jenny Xu Quan: 219 Laurel Ave, MP, Permit	290.00
462845	1/18/2023	Jenny Xu Quan: 219 Laurel Ave, MP, ADU Conn	3,443.20
462846	1/18/2023	Knockout Plumbing & Repipe: 101 Walnut St, MP, Permit	290.00
462847	1/20/2023	Preston Pipelines: 104-110 Constitution, MP, NR-0485 Permit	21,493.08
462848	1/20/2023	Recology: SW Curbside Recycling Supplement 2021	4,221.34
462849	1/20/2023	Pro Roto,: 419 Chester Street, MP, Permit	290.00
462850	1/23/2023	Dowbuilt: 83 Faxon Rd, ATH, ADU Conn (2) & Permit	8,637.60
462851	1/23/2023	Discount Plumbing: 512 Hamilton Ave, MP, Permit	95.00
462852	1/20/2023	WBSD: Transfer LAIF to BofW Checking	500,000.00
462853	1/18/2023	Recology: SW Franchise Fee 12/2022	9,156.49
462854	1/23/2023	WBSD: Transfer LAIF to BofW Checking	1,500,000.00
462855	1/24/2023	Guild Craft Builder: 217 Park Lane, Ath, Permit	170.00
462856	1/24/2023	L & V Lehmann Trust: 850 Los Trancos Rd, PV, SSC FY 2022-23	1,280.00
462857	1/24/2023	Suneeta Krish: 526 Bay Rd, MP, ADU Conn	4,734.40
462858	1/24/2023	BNB Builders: 1315 O'Brien Dr, MP, Permit	290.00
462859	1/25/2023	DPI: 1010 O'Brien Dr, MP, Permit	290.00
462860	1/26/2023	Town of Los Altos Hills: MSA 9/2022	62,236.68
462861	1/30/2023	Void	0.00
462862	1/30/2023	EJ Plumbing: 219 Portola Rd, PV, Permit	290.00
462863	1/30/2023	Laura & James Davidson: 20 Shoshone Pl, PV, Conn, Permit &RA	26,483.00
462864	1/31/2023	Menlo Country Club: Woodside RW Facilities Plan 9/2022	64,328.75
462865	1/31/2023	Void	0.00
462866	1/31/2023	Rebuild Green: 1285 Middle Ave, MP, Permit	170.00
462867	1/31/2023	Woodall Investors: 1843 Santa Cruz Ave, MP, SSC FY 2022-23	640.00
462868	1/31/2023	Bayshore Plumbers: 59 James Ave, ATH, Permit	290.00
Total Receipts			<u>\$2,264,404.72</u>

**West Bay Sanitary District
Financial Activity Report
Withdrawals
January 2023**

CHECK	DATE	PAYEE	PURPOSE	AMOUNT
69903	1/4/2023	AT&T	Telemetry & Alarms 11/13/22-12/12/22	1,162.18
69904	1/4/2023	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 12/2022	160.00
69905	1/4/2023	Atchison, Barisone & Condotti	Legal Services 11/2022	7,330.60
69906	1/4/2023	Town Of Atherton	Town of Atherton: 2022 Encroachment Permits	3,000.00
69907	1/4/2023	Bay Alarm	Alarm System Monitoring 01/2023	3,135.99
69908	1/4/2023	CalPERS Longterm Care Program	LTC Withholding 12/16/22-12/31/22	67.27
69909	1/4/2023	Chavan & Associates	Financial Audit FY 2021-22	14,000.00
69910	1/4/2023	Cintas	Uniform Service 12/21/22	1,043.64
69911	1/4/2023	Comcast	Internet - Dec 2022-Jan 2023	570.75
69912	1/4/2023	Core & Main	Couplers & Supplies 12/2022	2,079.79
69913	1/4/2023	Dolphin Graphics	West Bay Apparel 12/2022	86.91
69914	1/4/2023	Fischer Compliance LLC	SSMP/SOP Training - 5yr Update 12/2022	7,600.00
69915	1/4/2023	Navia Benefit Solutions	Commuter & FSA Fees 12/2022 & FSA Contributions PR 12/30/22	756.93
69916	1/4/2023	Freyer & Laureta	Staff Augmentation, Levee Design, CIP Point Repair Design, Bayfront Park SS: Construction Consulting 11/2022	123,885.00
69917	1/4/2023	Freyer & Laureta	On-Call North Bay Road, Master Plan RFP Prep 11/2022	10,580.00
69918	1/4/2023	Lasky Trade Printing	Business Cards A.Ambriz (200)	71.09
69919	1/4/2023	Golden State Reprographics LLC	Large Easement Map Scanned to PDF	500.46
69920	1/4/2023	Medco Supply Company	Masune First Aid & Safety 12/2022	62.02
69921	1/4/2023	Sutter EAP	Quarterly EAP Charges 10/22-12/22	403.75
69922	1/4/2023	R.D. Kincaide, Inc.	Pipe Patch 8/2022	9,989.63
69923	1/4/2023	Ogasawara Landscape Maint.	Landscaping Maintenance 12/2022	700.00
69924	1/4/2023	Pacific Gas & Electric	Electric Service - Nov-Dec 2022	11,808.02
69925	1/4/2023	Preferred Alliance	DOT Testing Admin Fees 11/2022	356.69
69926	1/4/2023	Principal Life Insurance	Dental, Vision, Life, AD&D, Disability Ins 01/2023	6,263.24
69927	1/4/2023	Teamsters Local No. 350	Union Dues 01/2023	1,008.00
69928	1/4/2023	Towne Ford	Unit 211: Vehicle Repair 9/2022	166.81
69929	1/4/2023	Weco Industries	Unit 218 Engine Repair 9/2022	5,467.36
69930	1/11/2023	Matheson Tri-Gas, Inc.	Tank Rentals 12/2022	90.31
69931	1/11/2023	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 12/2022	240.00
69932	1/11/2023	BAGG Engineers	Soil Test Ravenswood - N. Bay Road & Ringwood Ave. Project 1	6,665.00
69933	1/11/2023	Bayside Equipment Company	Unit 218 Starting Repair - 12/2022	743.39
69934	1/11/2023	California Water Service	Water Service - Nov-Dec 2022	66.02
69935	1/11/2023	Cintas	Uniform Service Sept, Nov, Dec 2022	3,697.34
69936	1/11/2023	Cleanserv Universal Services	Janitorial Supplies 12/2022 & Service 01/2023	1,146.98
69937	1/11/2023	Core & Main	Couplers & Supplies 12/2022	2,066.18
69938	1/11/2023	The Almanac	Public Notices Oct & Dec 2022	7,344.56
69939	1/11/2023	Navia Benefit Solutions	FSA Contributions PR 1/13/23	631.15
69940	1/11/2023	Freyer & Laureta	1086 On-Call North Bay Road 9/2022	7,460.00
69941	1/11/2023	Global Equipment, Inc	Eye Wash Station 10/2022	531.61
69942	1/11/2023	Lasky Trade Printing	Business Cards & Envelopes 09/2022	535.94
69943	1/11/2023	Harrington Industrial Plastics	Flex Hose 10/2022	135.61
69944	1/11/2023	Home Depot Credit Services	Pump Station Parts & Material Nov-Dec 2022	1,182.89
69945	1/11/2023	Kone Pasadena	Elevator Maintenance 1/2023	298.69
69946	1/11/2023	Lisandro Marquez	Lisandro Boot Program PPE 1/2023	250.00
69947	1/11/2023	City Of Menlo Park - Water	Water Service - Oct-Dec 2022	165.75
69948	1/11/2023	Abila	MIP Cloud Project Management 1/2023	625.00
69949	1/11/2023	Occupational Health Centers	Health Screenings - F. Heydari 12/16/22	97.00
69950	1/11/2023	Pacific Gas & Electric	Electric Service - Nov-Dec 2022	7,822.52
69951	1/11/2023	Recology Peninsula Services	Waste 2 Yard Bin - SHGCC - 12/2022	249.39
69952	1/11/2023	Redwood General Tire Co	Tire Repair 1/10/23	45.00
69953	1/11/2023	Signa Mechanical	E-One Grinder Pump Parts 12/2022	343.25
69954	1/11/2023	San Mateo County Health	Environmental Health Permit PS: 100 Seminary Dr & 1595 O'Brien Dr, MP	636.00
69955	1/11/2023	Seekzen Systems	IT Consulting 12/2022 & MS Office 365 Migration & Private Cloud 1/2023	4,250.00
69956	1/11/2023	Sharp Business Systems	Monthly Lease for Copiers 1/2023	1,206.28
69957	1/11/2023	Tpx Communications	District VoIP & Fiber Service 12/2022	3,188.37
69958	1/11/2023	Towne Ford	Unit 208 Service And Repairs 12/2022	1,545.68
69959	1/11/2023	Verizon Wireless	Internet 12/2/22-01/01/2023	65.69
69960	1/11/2023	Vision Communications Co.	Replacement Radio Purchase (8) 12/2022	5,242.63
69961	1/11/2023	Woodard & Curran	Engineering Services for Bayfront Recycled Water- Aug & Oct 2022	14,747.50
69962	1/16/2023	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 11/1/22	15.00
69963	1/16/2023	Veolia Water North America	Water Service - 1805 Purdue Ave 12/02/22-01/01/23	38.66
69964	1/16/2023	ReadyRefresh By Nestle	Water Delivery 9/2022	82.82
69965	1/16/2023	CalPERS Longterm Care Program	LTC Withholding 1/1/23-1/15/23	67.27
69966	1/16/2023	Cintas	Uniform Service 1/5/23	1,044.33
69967	1/16/2023	Du-All Safety, LLC	Safety Maintenance Contract 12/2022	1,800.00

**West Bay Sanitary District
Financial Activity Report
Withdrawals
January 2023**

69968	1/16/2023	Grainger	Miscellaneous Tools, Pump Station Parts & Material 1/2023	718.41
69969	1/16/2023	IEDA	Consulting Fees 1/2023	814.00
69970	1/16/2023	City Of Menlo Park-Fuel	Fuel: District Vehicles 12/2022	10,067.95
69971	1/16/2023	Void		0.00
69972	1/16/2023	Menlo Park Fire Protection	Annual Hazmat Permits- 2023	2,692.00
69973	1/16/2023	Abila	MIP Cloud Migration 11/4/22-2/3/24	652.67
69974	1/16/2023	Occupational Health Centers	Health Screenings -12/2022	99.00
69975	1/16/2023	Pacific Gas & Electric	Electric Service - Los Trancos Rd 12/14/22-1/12/23	237.71
69976	1/16/2023	PBM	Marking Paint & Boots 12/2022	117.95
69977	1/16/2023	Ponton Industries, Inc.	Miscellaneous Hach Parts 1/2023	3,554.69
69978	1/16/2023	Red Wing Shoe Store	Safety Boots - 12/2022	438.93
69979	1/16/2023	Teletrac Navman US	GPS For District Vehicles 1/2023	271.96
69980	1/16/2023	U.S. Jetting, LLC.	Pump Repair Parts 1/2023	205.75
69981	1/16/2023	Vision Communications Co.	Radio Air Time 1/2023	724.13
69982	1/16/2023	SPL Laboratories	Bayfront Soil Samples 12/2022	2,728.50
69983	1/16/2023	Young's Auto Supply Center	Auto Parts For District Vehicles 12/2022	199.73
69984	1/26/2023	Action Towing	Towing 1/2023	246.25
69985	1/26/2023	Readyrefresh By Nestle	Water Delivery 12/11/22-1/10/23	322.50
69986	1/26/2023	Bay Alarm	Alarm System Monitoring 1/2023	1,705.72
69987	1/26/2023	CWEA	Membership - Albert Patino	95.00
69988	1/26/2023	California Water Service	Water Service - Dec 2022-Jan 2023	2,376.24
69989	1/26/2023	CalPERS Longterm Care Program	LTC Withholding 1/16/23-1/31/23	67.27
69990	1/26/2023	Cintas	Uniform Service 1/18/23	1,245.49
69991	1/26/2023	Comcast	Internet Jan-Feb 2023	629.04
69992	1/26/2023	Dolphin Graphics	West Bay Apparel 1/2023	484.50
69993	1/26/2023	Fedex	Shipping Charges-1/10/2023	418.86
69994	1/26/2023	Navia Benefit Solutions	FSA Contributions PR 1/27/23	631.15
69995	1/26/2023	Freyer & Laureta	Levee Design, CIP Point Repair Design 12/2022	60,562.75
69996	1/26/2023	Kimball Midwest	Tools 1/2023	314.79
69997	1/26/2023	Hach Company	Flo Dar Maintenance & Reporting 1/2023	12,993.75
69998	1/26/2023	City Of Menlo Park - Water	Water Service - Laurel St 12/2/22-1/6/23	571.59
69999	1/26/2023	Napa Auto Parts	Vehicle Parts 1/2023	83.48
70000	1/26/2023	Quadient Leasing USA	Postage Meter Lease 2/10/23-5/9/23	268.37
70001	1/26/2023	Omega Industrial Supply	Sewer Aide Chemicals 1/2023	473.60
70002	1/26/2023	Pacific Gas & Electric	Electric Service - Dec 2022-Jan 2023	3,416.76
70003	1/26/2023	Redwood General Tire Co	Tire Purchase 1/19/23	1,326.75
70004	1/26/2023	Staples Credit Plan	Office Supplies Dec 2022-Jan 2023	354.40
70005	1/26/2023	Towne Ford	Unit 208 Repairs 12/2022	7,434.38
70006	1/26/2023	Leaf Capital Funding	Fujitsu Scanner Monthly Lease 12/2022	462.99
70007	1/26/2023	Verizon Wireless	District Cellphones 12/16/22-1/15/23	1,336.65
70008	1/26/2023	Weco Industries	Sewer Cleaning Equipment Dec 2022-Jan 2023	1,134.67
70009	1/26/2023	Woodard & Curran	Avy PS CEQA Services 11/2022	2,406.01

413,506.28

Corporate Cards:

54020	12/28/2023	Employee Benefits	Doordash: Gift Card T. Reese	100.00
54080	12/28/2023	Memberships	CWEA Membership Refund	(116.00)
54091	12/28/2023	Stationary and Office Supplies	Amazon, Costco, Haikudeck: Office Supplies	1,007.06
54101	12/28/2023	Ops Supplies & Materials	Unit 230: Ford Smart Mobility Subscription Floor Cleaner	21.51
54129	12/28/2023	Recruitment	Indeed: Project Manager Job Posting	440.52
54151	12/28/2023	Fleet/Vehicle R&M	Unit 224: Oil Change	75.47
54174	12/28/2023	Mgmt Conf. & District Meetings	Facebook: Public Outreach 11/2022	1,737.64
54176	12/28/2023	Business Meetings	Luncheon Raffle, PM & AE Interviews, District Meetings	34.99
54202	12/28/2023	Other Misc. Operating Expense	Doordash: Business Meeting 12/5/22	1,280.00
54205	12/28/2023	Bank Expenses	Bank of the West: Annual Fee	85.00
54207	12/28/2023	Vallombrosa Center	On-Call Lodging	720.00

Statement

Bank of the West - Credit Cards

5,386.19

**West Bay Sanitary District
Financial Activity Report
Withdrawals
January 2023**

GL	DATE	Account Name	Description	Amount
54080	12/26/2023	Memberships	CWEA: CSM IV Certification Renewal - Annual 2023	312.00
54091	12/26/2023	Stationary and Office Supplies	WiFi Extenders, Office Supplies	394.42
54103	12/26/2023	Vehicle & Equipment Supplies	Unit 220 & 225: Radio Replacement	422.19
54106	12/26/2023	Small Tools	Refund	0.00
54121	12/26/2023	General Eng, Surveys, Studies	SMC Recorder: Easement Documents 12/8/22	14.00
54151	12/26/2023	Fleet/Vehicle R&M	Car Washes, Vehicle Repairs, Unit 230: EV Charge	707.21
54157	12/26/2023	Building Repairs & Maint.	SP Ghost Controls: Admin Second Gate Control	817.20
54158	12/26/2023	Computer Software R & M	Supscription Renewals: Duo.com & Zoom	79.49
54173	12/26/2023	Dept Training & EE Development	Tony's Pizza: Dinner for Crew 12/1/22	125.00
54174	12/26/2023	Mgmt Conf. & District Meetings	Decorations & Supplies for Holiday Luncheon	1,526.68
54175	12/26/2023	CWEA Conf/Section Mtgs	CWEA: Webinar - Fundamentals of Leadership - CSM IV Contact	25.00
54176	12/26/2023	Business Meetings	Lunch Meetings	2,003.80
54191	12/26/2023	Internet	Comcast: Internet - SHRWF 12/15/22 - 1/14/23	166.76
Statement			US Bank - CalCards - Credit Cards	6,593.75

Bank Transfers:

DATE	PAYEE	PURPOSE	AMOUNT
1/3/2023	Paytrace	Credit Card Processing Fees	675.51
1/5/2023	SVCW	SVCW Monthly Operating Contribution	591,557.00
1/6/2023	ADP	ADP Fees	290.00
1/9/2023	ADP	Payroll Taxes - 12/31/2022	141.50
1/11/2023	CalPERS	Health Premiums	59,601.21
1/12/2023	ADP	Payroll Taxes - Board	555.77
1/12/2023	ADP	Director Fees 12/2022	3,001.36
1/12/2023	ADP	Payroll Taxes - 01/13/2023	41,932.32
1/12/2023	ADP	Employee Payroll - Check Date: 01/13/2023	125,705.72
1/13/2023	MissionSquare	Deferred Compensation, Formerly: ICMA	13,867.84
1/17/2023	ADP	Payroll Taxes - 12/31/2022	27.00
1/18/2023	ADP	Payroll Taxes - GM Year End Compensation	1,009.20
1/18/2023	ADP	GM Year End Compensation	34,295.40
1/20/2023	Bank of the West	Bank Fees	167.90
1/20/2023	EDD	Payroll Tax Interest 7/2022	124.87
1/20/2023	ADP	ADP Fees	345.00
1/23/2023	CalPERS	Retirement Contributions PR 12/30/2022	23,868.25
1/25/2023	Zions Bank	SVCW 2021 A-B Bonds	427,960.46
1/25/2023	Zions Bank	SVCW 2018 Bonds	604,207.28
1/26/2023	ADP	Payroll Taxes - 01/27/2023	33,597.74
1/26/2023	ADP	Employee Payroll - Check Date: 01/27/2023	119,169.83
1/27/2023	MissionSquare	Deferred Compensation, Formerly: ICMA	14,330.34
1/27/2023	ADP	ADP Fees	115.00
1/31/2023	CalPERS	Retirement Contributions PR 1/13/2023	23,853.23
Bank Wires/ACHs from BofW Checking			2,120,399.73

Internal Bank Transfers:

DATE	PAYEE	PURPOSE	AMOUNT
Bank Transfers from BofW Checking			0.00

Summaries:

Withdrawal Summary

Total Checks	413,506.28
Total Corp Card	11,979.94
Total Bank Wires / ACHs	2,120,399.73
Total Internal Bank Transfers	0.00
Total Withdrawals	2,545,885.95

**West Bay Sanitary District
Expenditures By Vendor
7/01/2022 to 12/31/2022**

Withdrawals	Total by Vendor YTD FY 2022-23	Withdrawals January 2023
AAA Fire Protection Services	1,323.05	-
AAA Rentals	11,433.50	-
A-A Lock & Alarm	564.48	-
Action Towing	1,404.00	246.25
Abila	6,229.74	1,277.67
ADP Fees	4,755.00	750.00
ADP-Wage Garnishment	5,721.53	-
Aerzen USA Corp.	2,400.00	-
Airgas Usa, LLC	647.45	-
Stephen Albano	39,231.90	-
Allied Crane	955.18	-
The Almanac	11,502.56	7,344.56
Alpha Analytical Laboratories	10,340.00	415.00
American Highway Products	536.52	-
Aqua Natural Solutions	1,211.04	-
Domenic Andrighetto	471.87	-
AT&T	7,071.18	1,162.18
Atchison, Barisone & Condotti	58,523.72	7,330.60
Seth Avila	500.00	-
Aztec Consultants	15,722.05	-
BAGG Engineers	6,665.00	6,665.00
Bank of the West - Credit Cards	66,087.01	5,386.19
Bank of the West	1,568.15	167.90
Battery Junction Wholesale	2,477.43	-
Bay Alarm	19,150.36	4,841.71
Bay Area Air Quality Mgmt Dist	484.00	-
Bay Area Barricade Service Inc	1,936.33	-
Bay Area Paving Co. Inc.	23,273.00	-
Bay Reprographic, Inc.	530.48	-
Bayside Equipment Company	2,641.38	743.39
Annette Bergeron	7,571.48	-
Jed M. Beyer	96.50	-
Blackburn Manufacturing Co	1,391.48	-
Bonny Doon Environmental	983.76	-
Richard W. & Sandra W. Boyce	3,494.44	-
Bosco Oil Inc DBA Valley Oil	322.09	-
CA Dept Of Tax & Fee Admin	-	-
CASA	14,300.00	-
CA State Disbursement Unit	-	-
CPS HR Consulting	1,741.25	-
Calgon Carbon Corporation	3,084.16	-
Calif. Labor Law Poster Service	192.00	-
CA Regional Water Quality	25,637.00	-
California Car Sounds, Inc.	8,187.34	-
California Water Service	20,748.75	2,442.26
CalPERS - Actuary Fee	-	-
CalPERS - Admin Fees	600.00	-
CalPERS - Unfunded Accrued Liability	10,690.00	-
CalPERS - GASB Fee	1,050.00	-
CalPERS - Retirement	382,907.03	47,721.48
CalPERS - Health Premiums	397,336.74	59,601.21
CalPERS - 1959 Survivor Billing	1,677.90	-
CalPERS Longterm Care Program	847.21	201.81
Carla Carstens	5,521.53	-
Michael Chang	1,263.16	-
Chavan & Associates	14,000.00	14,000.00
ChemsearchFE	625.57	-
George Choi & Michele Ono	3,494.44	-
Cintas	27,494.15	7,030.80
City of Foster City	2,140.00	-
City of Menlo Park	615.02	-
City of Menlo Park-Fuel	91,217.95	10,067.95
City of Menlo Park - Water	13,314.46	737.34
Cleanserv Universal Services	8,096.98	1,146.98
Comcast	4,054.01	1,199.79

**West Bay Sanitary District
Expenditures By Vendor
7/01/2022 to 12/31/2022**

Withdrawals	Total by Vendor YTD FY 2022-23	Withdrawals January 2023
The Concept Genie	8,236.37	-
Consolidated Parts, Inc	5,084.39	-
Core & Main	20,290.21	4,145.97
Corrosion Protection Solutions	3,860.00	-
Costco	60.00	-
CSDA	8,810.00	-
CSRMA c/o Alliant Insurance	222,790.37	-
Cues, Inc.	3,950.00	-
CWEA	690.00	95.00
Alan & Lauren Denenberg	3,494.44	-
Dewey Pest Control	9,000.00	-
Dolphin Graphics	6,233.75	571.41
Du-All Safety, LLC	12,600.00	1,800.00
Ronald Dalman & Jocelyn Dunn	471.87	-
Duke's Root Control, Inc	267,966.64	-
EDD	124.87	124.87
Ergoworks	36.88	-
Fast Response On-Site Testing	1,742.40	-
FedEx	2,119.07	418.86
Fischer Compliance LLC	15,825.00	7,600.00
Freyer & Laureta	637,405.67	202,487.75
Dorothy Garcia Bachler	3,494.44	-
Victor Garcia	476.40	-
Global Equipment, Inc	531.61	531.61
Golden State Reprographics LLC	500.46	500.46
Goldstreet Design Agency, Inc.	4,000.00	-
Govconnection, Inc.	1,697.76	-
Governmentjobs.Com, Inc	4,479.01	-
Grainger	25,585.00	718.41
Gurtner Living Trust	471.87	-
HF&H Consultants, LLC	20,238.75	-
Hach Company	98,995.62	12,993.75
Hadronex, Inc.	41,545.86	-
Harben California	5,769.81	-
Harrington Industrial Plastics	301.73	135.61
Yvonne Harrosh	25,848.00	-
Helix Laboratories, Inc.	2,764.03	-
Home Depot Credit Services	4,782.99	1,182.89
Bob Hulsmann	634.88	-
Mark & Rebecca Hilderbrand	3,494.44	-
ICMA	63,489.56	-
IEDA	5,698.00	814.00
Institute For Local Government	225.00	-
Interstate Traffic Control	153.13	-
Kimball Midwest	4,235.30	314.79
Bill Kitajima	30,768.33	-
Judy Klein	5,521.53	-
Kone Pasadena	2,090.83	298.69
Alison Krausz	471.87	-
Lasky Trade Printing	607.03	607.03
Leaf Capital Funding	3,287.23	462.99
Sione Lolohea	325.00	-
Mallory Co.	6,602.35	-
Lisandro Marquez	250.00	250.00
Matheson Tri-Gas, Inc.	532.52	90.31
Medco Supply Company	790.18	62.02
Menlo Park Fire Protection	2,692.00	2,692.00
Menlo Park Hardware Co. #14016	139.69	-
Mid Peninsula Abstracts	830.00	-
Mid State Container Sales, Inc	5,185.00	-
Piterman Milanendra	-	-
Mission Clay Products, LLC	4,706.98	-
MissionSquare	-	28,198.18
Mission Valley Ford	5,957.00	-
Katrina Montinola	471.87	-

**West Bay Sanitary District
Expenditures By Vendor
7/01/2022 to 12/31/2022**

Withdrawals	Total by Vendor YTD FY 2022-23	Withdrawals January 2023
Morse Hydraulics	483.28	-
Municipal Maintenance Equip.	15,455.38	-
Napa Auto Parts	1,488.32	83.48
National Auto Fleet Club	131,650.66	-
Navia Benefit Solutions	10,527.39	2,019.23
Paul Andrew Nelson	385.00	-
NeoPost	1,200.00	-
Carrie Nevoli - Petty Cash	342.20	-
Keri Nicholas	471.87	-
North Bay Pensions	1,500.00	-
Occasions, Etc.	279.02	-
Occupational Health Centers	2,371.00	196.00
Ogasawara Landscape Maint.	6,030.00	700.00
Omega Industrial Supply	6,838.09	473.60
Ovivo Usa, LLC	238.38	-
Paxxo (USA) Inc	568.46	-
PBM	2,188.43	117.95
Pacific Gas & Electric	197,327.71	23,285.01
Paytrace	4,255.18	675.51
Peninsula Truck Repair Inc.	5,760.77	-
Pier 2 Marketing	1,000.00	-
Charles A. Planje	1,584.00	-
Ponton Industries, Inc.	3,554.69	3,554.69
Precise Printing And Mailing	2,211.35	-
Preferred Alliance	2,494.54	356.69
PrimePay Fees	956.25	0.00
Principal Life Insurance	43,365.63	6,263.24
Project Ergonomics	488.80	-
Quadient Leasing USA	805.25	268.37
Quincy Compressor	2,161.19	-
R.A. Nosek Investigations	2,396.00	-
R.D. Kincaide, Inc.	23,111.77	9,989.63
Readyrefresh By Nestle	2,572.01	405.32
Recology Peninsula Services	1,745.73	249.39
Red Wing Shoe Store	4,756.96	438.93
Redwood General Tire Co	3,146.98	1,371.75
City Of Redwood City	9,678.32	-
Todd Reese	225.00	-
Rich Voss Trucking	580.00	-
SVCW - Monthly Operating Contribution	4,140,899.00	591,557.00
SVCW 2018 Bonds	1,833,999.48	604,207.28
SVCW 2021 A-B Bonds	2,736,917.22	427,960.46
SVCW - SRF Debt	506,765.21	-
Silicon Valley Clean Water	2,925.00	-
Michael Scandalios	471.87	-
Rupert Sandoval	200.00	-
County of San Mateo	213.00	-
San Mateo County Assessor	-	-
San Mateo County Tax Collector	990.00	-
San Mateo County Health	3,360.00	636.00
County of San Mateo - LAFCO	22,323.00	-
San Mateo Lawn Mower Shop	858.12	-
County of Santa Clara	-	-
SWRCB	18,512.00	-
Robert J. Scheidt	821.03	-
Seekzen Systems	40,614.00	4,250.00
Sensera Systems	2,148.00	-
Sharp Business Systems	8,463.81	1,206.28
Bob Sick	1,587.36	-
Daniel Siegel	471.87	-
Signa Mechanical	343.25	343.25
Spartan Tool	3,849.48	-
SPL Laboratories	2,728.50	2,728.50
Staples Credit Plan	5,166.69	354.40
Steven Creek Quarry, Inc.	1,127.68	-

**West Bay Sanitary District
Expenditures By Vendor
7/01/2022 to 12/31/2022**

Withdrawals	Total by Vendor YTD FY 2022-23	Withdrawals January 2023
Sutter EAP	817.00	403.75
TJB Investments LLC	25,394.71	-
TPX Communications	22,056.44	3,188.37
Teamsters Local No. 350	6,983.00	1,008.00
Teletrac Navman US	2,175.68	271.96
Telstar Instruments, Inc.	2,934.00	-
Thomas & Associates	491.92	-
William & Susan Thomas	3,494.44	-
Town Of Atherton	3,000.00	3,000.00
Towne Ford	85,929.67	9,146.87
Uline	955.33	-
Underground Service Alert	13,714.45	-
Univar Solutions USA	9,266.17	-
John Urbanowiqz	5,521.53	-
US Bank - CalCards - Credit Cards	18,494.14	6,593.75
U.S. Jetting, LLC.	2,224.27	205.75
US Standard Products Corp	942.32	-
V & A Consulting Engineers	11,276.13	-
Veolia Water North America	288.11	38.66
Verizon Wireless	10,229.10	1,402.34
Video Voice Data Communication	10,708.95	-
Ramon & Kelly W. Villareal	3,494.44	-
Vision Communications Co.	13,130.95	5,966.76
Andrew & Kathy L. Waddell	3,494.44	-
Weco Industries	55,002.89	6,602.03
The Weed Solution	3,500.00	-
West Yost & Associates	3,578.00	-
Western States Tool & Supply	523.42	-
Israel White	1,436.71	-
Blake Winchell	5,521.53	-
Woodard & Curran	205,618.32	17,153.51
Young's Auto Supply Center	866.20	199.73
Total Vendor Withdrawals	13,346,504.74	2,186,450.11
<u>Wages & Payroll Taxes</u>		
Salaries/Wages - Net Pay	2,128,817.52	279,170.95
Directors Fees - Net Pay	21,631.19	3,001.36
Payroll Taxes	735,009.88	77,263.53
Performance Merit Program - Net Pay	213,353.66	-
Total Payroll	3,098,812.25	359,435.84
Total External Withdrawals	16,445,316.99	2,545,885.95
<u>WBSD Transfers:</u>		
WBSD LAIF Account	5,000,000.00	-
WBSD Investment Accounts	12,202,111.08	-
Public Agency Retirement Services	-	-
Other Transfers	1,000.00	-
Total Transfers	17,203,111.08	-
Total Withdrawals	33,648,428.07	2,545,885.95

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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. _____ (2023)

**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 8th day of February, 2023, 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 9D**

To: Board of Directors

From: Todd Reese, Office & Communications Manager

Subject: Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 35 Possum Lane, Portola Valley (077-051-030), Lands of Krashinsky & Liu

Background

The owners of the property located at 35 Possum Lane, Portola Valley, Lands of Davidson have requested the Local Agency Formation Commission (LAFCo) annex their property to the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The parcel will be using a STEP Pump system that will need to connect to a WBSD force main (FM) located near the intersection of Westridge Drive and Meadow Lane.

Analysis

Attached for the Board's review is the Geographic/Legal Description (Exhibit A) of the property to be annexed, and the LAFCo Resolution No. 1293 (Exhibit B) approving the annexation.

Fiscal Impact

Property owners have paid all annexation fees, and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

Recommendation

The Office & Communications Manager recommends that the District Board approve the Resolution as presented.

Attachments: Resolution _____ (2023)
Exhibit A – Geographic/Legal Description
Exhibit B – LAFCo Resolution No. 1293

RESOLUTION NO. ____ (2023)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

**A Resolution Consenting to the Annexation of Lands of Davidson
(APN 077-051-030) to the West Bay Sanitary District**

WHEREAS:

1. A petition for annexation of the property described herein to this District was initiated by the property owners.
2. The Local Agency Formation Commission (LAFCo) of San Mateo County assigned the following distinctive short form designation: Annexation of 35 Possum Lane, Portola Valley to the West Bay Sanitary District
3. The property to be annexed is described as follows:
See Exhibit "A" attached hereto and by this reference made a part hereof.
4. The said property is uninhabited.
5. The conditions of annexation are:
 - a. In the event that, pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money either as a lump sum or installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by rules, regulations or ordinances of the District, as now or hereafter amended.
 - b. Upon and after the effective date of said annexation, the territory, and all persons entitled to vote by reason of residing or owning land within the territory, shall be subject to the jurisdiction of the District; shall have the same rights and duties as if the territory had been a part of the District upon its original formation; shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then-authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District; shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.
6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.

7. The LAFCo of San Mateo County has adopted Resolution 1293 (Exhibit “B”) ordering annexation of the referenced territory to the West Bay Sanitary District.

NOW, THEREFORE, BE IT RESOLVED that:

- a. The above described property, pursuant to the order of the San Mateo County LAFCo, is hereby annexed to the West Bay Sanitary District, and the District Manager is directed to make such distribution of this Resolution as is required by law or is desirable.
- b. Pursuant to Government Code Section 56837, the District consents to waiver conducting authority proceedings.
- c. The regular San Mateo County Assessment Roll will be used to collect sewer service charges.
- d. The territory will not be taxed for bonded indebtedness.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 8th day of February, 2023 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



**ANNEXATION TO WEST BAY SANITARY DISTRICT
GEOGRAPHIC DESCRIPTION
LANDS OF KRASHINSK AND LIU/ 35 POSSUM LANE
TOWN OF PORTOLA VALLEY
CALIFORNIA**

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, being all of that property described in that certain Trust Transfer Deed recorded on April 20, 2022 as Document Number 2022-033690, along with a portion of Possum Lane as shown on that certain Tract Map No. 871 entitled "Corte Madera Acres", filed for record on September 1, 1959, in Book 52 of Maps, at page 11, San Mateo County Records, State of California, and being more particularly described as follows:

COMMENCING at a monument on the centerline of Possum Lane, as shown on said map;

Thence along said centerline, South 74°50'00" East, 10.65 feet to the **POINT OF BEGINNING**;

Thence continuing along said centerline (Course 1), South 74°50'00" East, 200.00 feet;

Thence leaving said centerline (Course 2), South 15°10'00" West, 25.00 feet to the easterly line of said Trust Transfer Deed;

Thence along said easterly line (Course 3), South 15°10'00" West, 239.77 feet to the southeasterly corner of said Trust Transfer Deed;

Thence leaving said easterly line and along the southerly line of said Trust Transfer Deed (Course 4), North 75°00'00" West, 200.00 feet to the southwesterly corner of said Trust Transfer Deed;

Thence leaving said southerly line and along the westerly line of said Trust Transfer Deed (Course 5), North 15°10'00" East, 240.35 feet to the northwesterly corner of said Trust Transfer Deed, also being the southerly right of way of Possum Lane;

Thence leaving last said line (Course 6), North 15°10'00" East, 25.00 feet to the **POINT OF BEGINNING**.

Containing a total computed acreage of 1.22 acres, more or less.

A plat showing the above described parcel is attached hereto and made a part hereof.

Christopher S. Martin, PLS 9179



8/18/2022

Dated

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis of an offer for sale of the land described.

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

END OF DESCRIPTION

EXHIBIT A PAGE 1 OF 2

S74°50'00"E

10.65'

POB

POC

N15°10'00"E 25.00'(6)

S74°50'00"E 200.00'(1)

S15°10'00"W 25.00'(2)

S15°10'00"W 239.77'(3)

TOTAL ANNEXATION
AREA = 1.22± ACRES

LOT 8
52 RSM 11
77-051-030

77-051-020

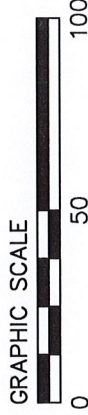
LEGEND

- ADJACENT LOT LINE
- PROPOSED WEST BAY
- SANITARY DISTRICT BOUNDARY
- ROAD CENTERLINE
- POINT OF BEGINNING
- POINT OF COMMENCEMENT
- RIGHT OF WAY
- POB
- POC
- R/W

N75°00'00"W 200.00'(4)

76-302-110

77-051-040



APPROVED
 SAN MATEO LOCAL AGENCY
 FORMATION COMMISSION
 455 COUNTY CENTER
 REDWOOD CITY, CA 94063

EXHIBIT A PAGE 2 OF 2



ANNEXATION TO THE WEST BAY SANITARY DISTRICT LANDS
 OF KRASHINSK AND LIU/ 35 POSSUM LANE, TOWN OF
 PORTOLA VALLEY (APN 077-051-030)

SUBJECT PLAT EXHIBIT
 WEST BAY SANITARY DISTRICT ANNEXATION
 JOB NO. 201361
 BY CSW APPR. CSW DATE 8/2/2022
 2 OF 2

255 SHORELINE DR.,
 SUITE 200
 REDWOOD CITY, CA 94065
 (650) 482-6300
 www.bkf.com



2022-063499 CONF

10:35 am 08/26/2022 CCL Fee: NO FEE

Count of Pages 7

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



(This space for Recorder's use only)

RECORDING REQUESTED BY:

SAN MATEO LAFCO
LOCAL AGENCY FORMATION COMMISSION

WHEN RECORDED, PLEASE SEND TO:

San Mateo LAFCo

LAF 124

SHORT-FORM DESIGNATION OF DOCUMENT:

Annexation of 35 Possum Lane, Portola Valley to the West Bay Sanitary District

RECORDER'S CODE: CCL

(Exempt from filing fees per Government Code 6103)



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo, is Annexation of 35 Possum Lane, Portola Valley to the West Bay Sanitary District.
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

City or District

Type of Change of Organization

West Bay Sanitary District

Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County and Santa Clara County.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on July 20, 2022 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1293, adopted on July 20, 2022.

Dated: August 26, 2022

Rob Bartoli
Executive Officer

COMMISSIONERS: MIKE O'NEILL, CHAIR, CITY ▪ ANN DRAPER, VICE CHAIR, PUBLIC ▪ HARVEY RARBACK, CITY ▪ DON HORSLEY, COUNTY ▪ WARREN SLOCUM, COUNTY ▪ KATI MARTIN, SPECIAL DISTRICT ▪ RIC LOHMAN, SPECIAL DISTRICT

ALTERNATES: VACANT, SPECIAL DISTRICT ▪ DIANA REDDY, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ TIM FOX, LEGAL COUNSEL ▪ ANGELA MONTES, CLERK



**ANNEXATION TO WEST BAY SANITARY DISTRICT
GEOGRAPHIC DESCRIPTION
LANDS OF KRASHINSK AND LIU/ 35 POSSUM LANE
TOWN OF PORTOLA VALLEY
CALIFORNIA**

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, being all of that property described in that certain Trust Transfer Deed recorded on April 20, 2022 as Document Number 2022-033690, along with a portion of Possum Lane as shown on that certain Tract Map No. 871 entitled "Corte Madera Acres", filed for record on September 1, 1959, in Book 52 of Maps, at page 11, San Mateo County Records, State of California, and being more particularly described as follows:

COMMENCING at a monument on the centerline of Possum Lane, as shown on said map;

Thence along said centerline, South 74°50'00" East, 10.65 feet to the **POINT OF BEGINNING**;

Thence continuing along said centerline (Course 1), South 74°50'00" East, 200.00 feet;

Thence leaving said centerline (Course 2), South 15°10'00" West, 25.00 feet to the easterly line of said Trust Transfer Deed;

Thence along said easterly line (Course 3), South 15°10'00" West, 239.77 feet to the southeasterly corner of said Trust Transfer Deed;

Thence leaving said easterly line and along the southerly line of said Trust Transfer Deed (Course 4), North 75°00'00" West, 200.00 feet to the southwesterly corner of said Trust Transfer Deed;

Thence leaving said southerly line and along the westerly line of said Trust Transfer Deed (Course 5), North 15°10'00" East, 240.35 feet to the northwesterly corner of said Trust Transfer Deed, also being the southerly right of way of Possum Lane;

Thence leaving last said line (Course 6), North 15°10'00" East, 25.00 feet to the **POINT OF BEGINNING**.

Containing a total computed acreage of 1.22 acres, more or less.

A plat showing the above described parcel is attached hereto and made a part hereof.

Christopher S. Martin, PLS 9179



8/18/2022

Dated

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis of an offer for sale of the land described.

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

END OF DESCRIPTION

EXHIBIT A PAGE 1 OF 2

S74°50'00"E

10.65'

POB

POC

N15°10'00"E 25.00'(6)

S74°50'00"E 200.00'(1)

S15°10'00"W 25.00'(2)

S15°10'00"W 239.77'(3)

TOTAL ANNEXATION
AREA = 1.22± ACRES

LOT 8
52 RSM 11
77-051-030

77-051-020

LEGEND

- ADJACENT LOT LINE
- PROPOSED WEST BAY
- SANITARY DISTRICT BOUNDARY
- ROAD CENTERLINE
- POINT OF BEGINNING
- POINT OF COMMENCEMENT
- R/W

N75°00'00"W 200.00'(4)

76-302-110

77-051-040

GRAPHIC SCALE



APPROVED
 SAN MATEO LOCAL AGENCY
 FORMATION COMMISSION
 455 COUNTY CENTER
 REDWOOD CITY, CA 94063

EXHIBIT A PAGE 2 OF 2



ANNEXATION TO THE WEST BAY SANITARY DISTRICT LANDS
 OF KRASHINSK AND LIU/ 35 POSSUM LANE, TOWN OF
 PORTOLA VALLEY (APN 077-051-030)

SUBJECT PLAT EXHIBIT
 WEST BAY SANITARY DISTRICT ANNEXATION
 JOB NO. 201361
 BY CSW APPR. CSW DATE 8/2/2022
 2 OF 2

255 SHORELINE DR.,
 SUITE 200
 REDWOOD CITY, CA 94065
 (650) 482-6300
 www.bkf.com



RESOLUTION NO. 1293

EXHIBIT B PAGE 1 OF 2

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 22-06 -
ANNEXATION OF 35 POSSUM LANE, PORTOLA VALLEY, (APN 077-051-030)
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the landowners and District have requested that the Commission waive conducting authority proceedings pursuant to government code Section 56662(a); and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 1.65 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 35 Possum Lane, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
EXHIBIT B PAGE 2 OF 3

Regularly passed and adopted this 20th day of July 2022.

Ayes and in favor of said resolution:

Commissioners: Don Horsley
Ric Lohman
Kati Martin
Harvey Rarback
Warren Slocum
Ann Draper, Vice Chair
Mike O'Neill, Chair

Noes and against said resolution:

None

Commissioners Absent and/or Abstentions:

Commissioners: None

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT B PAGE 3 OF 3

Michael O'Neil

Chair
 Local Agency Formation Commission
 County of San Mateo
 State of California

ATTEST:

Rolando J. Bartolof
 Executive Officer
 Local Agency Formation Commission

Date: 7/20/2022

I certify that this is a true and correct copy of the resolution above set forth.

Date: _____

 Clerk to the Commission
 Local Agency Formation Commission



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9E**

To: Board of Directors

From: Todd Reese, Office & Communications Manager

Subject: Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 115 Sausal Drive, Portola Valley (077-331-110), Lands of Ramies & Abedrabbo

Background

The owners of the property located at 115 Sausal Drive, Portola Valley, Lands of Ramies and Abedrabbo have requested the Local Agency Formation Commission (LAFCo) annex their property to the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The parcel will be using a Grinder Pump system that will need to connect to a WBSD force main (FM) located on Sausal Drive and Antonio Drive.

Analysis

Attached for the Board's review is the Geographic/Legal Description (Exhibit A) of the property to be annexed, and the LAFCo Resolution No. 1295 (Exhibit B) approving the annexation.

Fiscal Impact

Property owners have paid all annexation fees, and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

Recommendation

The Office & Communications Manager recommends that the District Board approve the Resolution as presented.

Attachments: Resolution _____ (2023)
Exhibit A – Geographic/Legal Description
Exhibit B – LAFCo Resolution No. 1295

RESOLUTION NO. ____ (2023)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

**A Resolution Consenting to the Annexation of Lands of Ramies & Abedrabbo
(APN 077-331-110) to the West Bay Sanitary District**

WHEREAS:

1. A petition for annexation of the property described herein to this District was initiated by the property owners.
2. The Local Agency Formation Commission (LAFCo) of San Mateo County assigned the following distinctive short form designation: Annexation of 115 Sausal Drive, Portola Valley to the West Bay Sanitary District
3. The property to be annexed is described as follows:
See Exhibit "A" attached hereto and by this reference made a part hereof.
4. The said property is uninhabited.
5. The conditions of annexation are:
 - a. In the event that, pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money either as a lump sum or installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by rules, regulations or ordinances of the District, as now or hereafter amended.
 - b. Upon and after the effective date of said annexation, the territory, and all persons entitled to vote by reason of residing or owning land within the territory, shall be subject to the jurisdiction of the District; shall have the same rights and duties as if the territory had been a part of the District upon its original formation; shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then-authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District; shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.
6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.

7. The LAFCo of San Mateo County has adopted Resolution 1295 (Exhibit "B") ordering annexation of the referenced territory to the West Bay Sanitary District.

NOW, THEREFORE, BE IT RESOLVED that:

- a. The above described property, pursuant to the order of the San Mateo County LAFCo, is hereby annexed to the West Bay Sanitary District, and the District Manager is directed to make such distribution of this Resolution as is required by law or is desirable.
- b. Pursuant to Government Code Section 56837, the District consents to waiver conducting authority proceedings.
- c. The regular San Mateo County Assessment Roll will be used to collect sewer service charges.
- d. The territory will not be taxed for bonded indebtedness.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 8th day of February, 2023 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 1 OF 2 LEGAL DESCRIPTION

**ANNEXATION TO THE WEST BAY SANITARY DISTRICT
LANDS OF RAMIES AND ABEDRABBO/115 SAUSAL DRIVE
AND A PORTION OF SAUSAL DRIVE
TOWN OF PORTOLA VALLEY, CALIFORNIA**

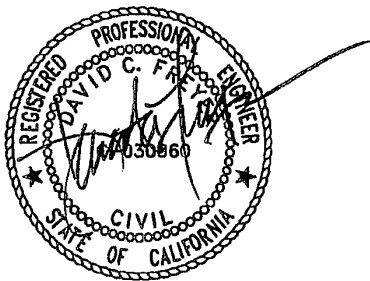
All that real property situated in the Town of Portola Valley, County of San Mateo, State of California, described as follows:

BEGINNING at the northeasterly corner of Lot 1, Block 1, as shown on that certain map entitled "Tract No. 695 Alpine Hills Subdivision of a portion of Rancho El Corte Madera, San Mateo County, California", which Map was filed in the Office of the Recorder of San Mateo County, State of California on September 28, 1954 in Book 40 of Maps, Pages 15, 16 and 17, thence, proceeding clockwise the following courses and distances:

- (1) South 22°22'45" West, 258.92 feet along the easterly line of said parcel to the southeasterly corner of said parcel; thence,
- (2) North 66°27'03" West, 142.42 feet along the southerly line of said parcel along that certain Annexation, Resolution No. 1247; thence,
- (3) North 26°36'37" West, 179.19 feet along that certain Annexation, Resolution No. 1247 to the centerline of Sausal Drive; thence,
- (4) along said centerline of Sausal Drive North 63°23'23" East, 103.94 feet; thence,
- (5) continuing along said centerline of Sausal Drive along a tangent curve to the right with radius of 200.00 feet, length of 119.98 feet, and through a central angle of 34°22'23"; thence,
- (6) continuing along said centerline along a tangent curve to the right with radius of 1,200.00 feet, length of 107.24 feet, and through a central angle of 5°07'13"; thence,
- (7) Leaving said centerline, South 12°53'00" West, 25.00 feet to the POINT OF BEGINNING.

Containing 55,920 square feet (1.28 acres) more or less.

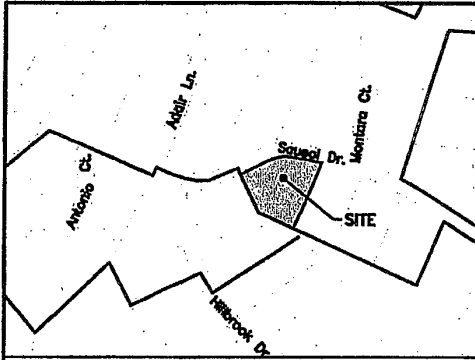
For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.



June 23, 2022

FREYER & LAURETA, INC.

Page 1 of 1

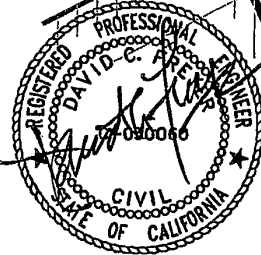
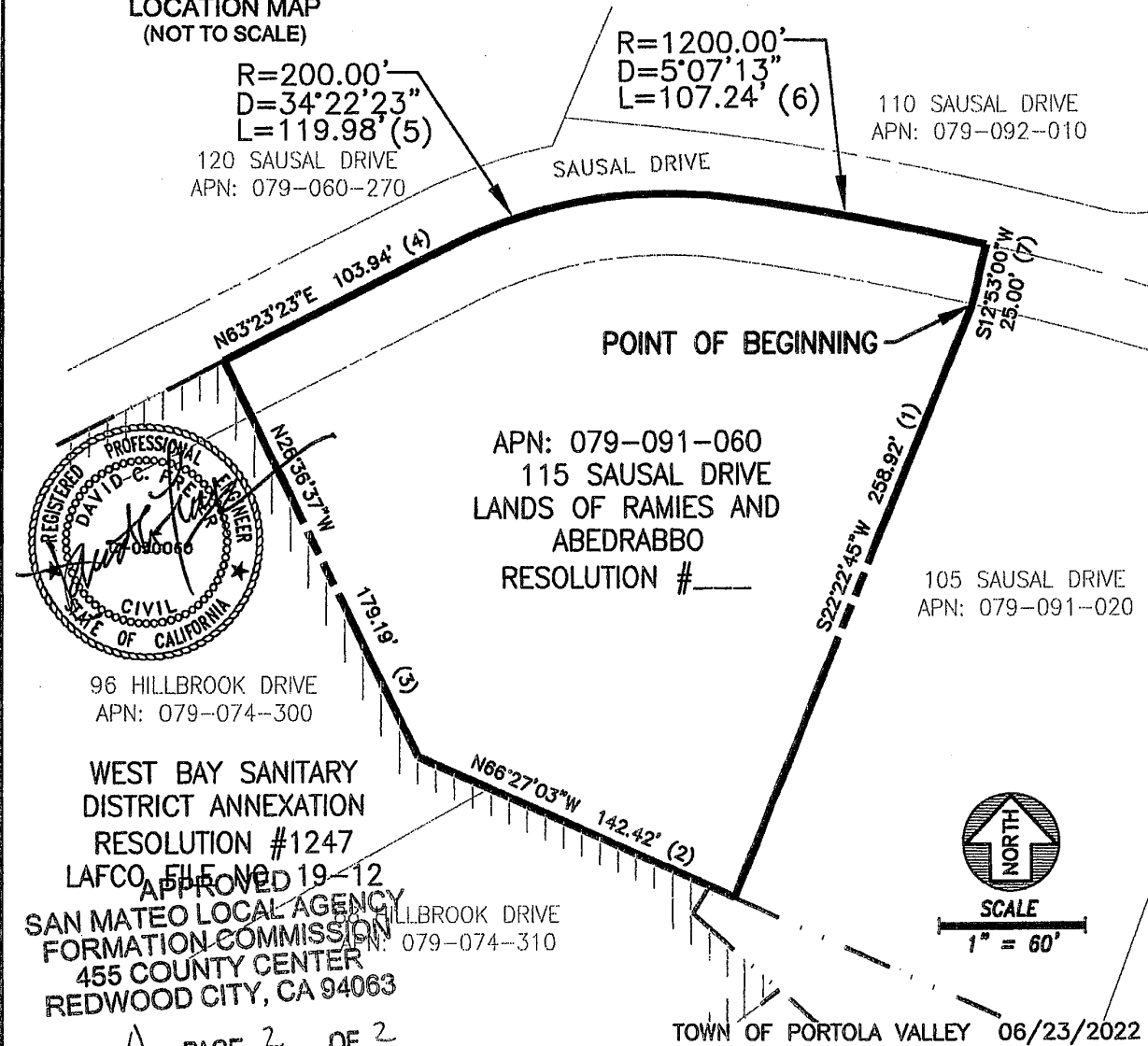


LEGEND

- PROPOSED ANNEXATION BOUNDARY LINE
- EXISTING PROPERTY LINE
- EXISTING WEST BAY SANITARY DISTRICT BOUNDARY LINE

DISCLAIMER: "FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED."

LOCATION MAP
(NOT TO SCALE)



96 HILLBROOK DRIVE
APN: 079-074-300

WEST BAY SANITARY DISTRICT ANNEXATION RESOLUTION #1247
LAFCO FILE NO. 19-12
APPROVED
SAN MATEO LOCAL AGENCY FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
APN: 079-074-310

EXHIBIT A PAGE 2 OF 2

FREYER & LAURETA, INC.
CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS
(415)534-7070 • www.freyerlaureta.com

ANNEXATION TO THE WEST BAY SANITARY DISTRICT
LANDS OF RAMIES AND ABEDRABBO
115 SAUSAL DRIVE
AND A PORTION OF SAUSAL DRIVE

TOWN OF PORTOLA VALLEY 06/23/2022

RECORDING REQUESTED BY:

SAN MATEO LAFCO
LOCAL AGENCY FORMATION COMMISSION

WHEN RECORDED, PLEASE SEND TO:

San Mateo LAFCo

LAF 124

2022-076638 CONF

10:57 am 11/01/2022 CCL Fee: NO FEE

Count of Pages 7

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



SHORT-FORM DESIGNATION OF DOCUMENT:

Annexation of 115 Sausal Drive, Portola Valley to the West Bay Sanitary District

RECORDER'S CODE: CCL

(Exempt from filing fees per Government Code 6103)



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo, is Annexation of 115 Sausal Drive, Portola Valley to the West Bay Sanitary District
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

<u>City or District</u>	<u>Type of Change of Organization</u>
West Bay Sanitary District	Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County and Santa Clara County.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on September 21, 2022 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1295, adopted on September 21, 2022.

Dated: November 1, 2022


 Rob Bartoli
 Executive Officer

COMMISSIONERS: MIKE O'NEILL, CHAIR, CITY • ANN DRAPER, VICE CHAIR, PUBLIC • HARVEY RARBACK, CITY • DON HORSLEY, COUNTY • WARREN SLOCUM, COUNTY • KATI MARTIN, SPECIAL DISTRICT • RIC LOHMAN, SPECIAL DISTRICT

ALTERNATES: VACANT, SPECIAL DISTRICT • DIANA REDDY, CITY • JAMES O'NEILL, PUBLIC • DAVE PINE, COUNTY

STAFF: ROB BARTOLI, EXECUTIVE OFFICER • SOFIA RECALDE, MANAGEMENT ANALYST • TIMOTHY FOX, LEGAL COUNSEL • ANGELA MONTES, CLERK

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 1 OF 2 LEGAL DESCRIPTION

**ANNEXATION TO THE WEST BAY SANITARY DISTRICT
LANDS OF RAMIES AND ABEDRABBO/115 SAUSAL DRIVE
AND A PORTION OF SAUSAL DRIVE
TOWN OF PORTOLA VALLEY, CALIFORNIA**

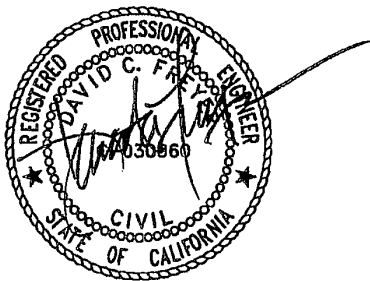
All that real property situated in the Town of Portola Valley, County of San Mateo, State of California, described as follows:

BEGINNING at the northeasterly corner of Lot 1, Block 1, as shown on that certain map entitled "Tract No. 695 Alpine Hills Subdivision of a portion of Rancho El Corte Madera, San Mateo County, California", which Map was filed in the Office of the Recorder of San Mateo County, State of California on September 28, 1954 in Book 40 of Maps, Pages 15, 16 and 17, thence, proceeding clockwise the following courses and distances:

- (1) South 22°22'45" West, 258.92 feet along the easterly line of said parcel to the southeasterly corner of said parcel; thence,
- (2) North 66°27'03" West, 142.42 feet along the southerly line of said parcel along that certain Annexation, Resolution No. 1247; thence,
- (3) North 26°36'37" West, 179.19 feet along that certain Annexation, Resolution No. 1247 to the centerline of Sausal Drive; thence,
- (4) along said centerline of Sausal Drive North 63°23'23" East, 103.94 feet; thence,
- (5) continuing along said centerline of Sausal Drive along a tangent curve to the right with radius of 200.00 feet, length of 119.98 feet, and through a central angle of 34°22'23"; thence,
- (6) continuing along said centerline along a tangent curve to the right with radius of 1,200.00 feet, length of 107.24 feet, and through a central angle of 5°07'13"; thence,
- (7) Leaving said centerline, South 12°53'00" West, 25.00 feet to the POINT OF BEGINNING.

Containing 55,920 square feet (1.28 acres) more or less.

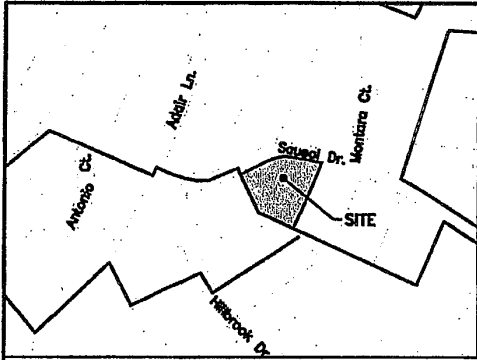
For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.



June 23, 2022

FREYER & LAURETA, INC.

Page 1 of 1

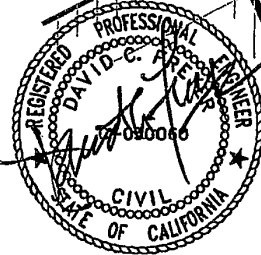
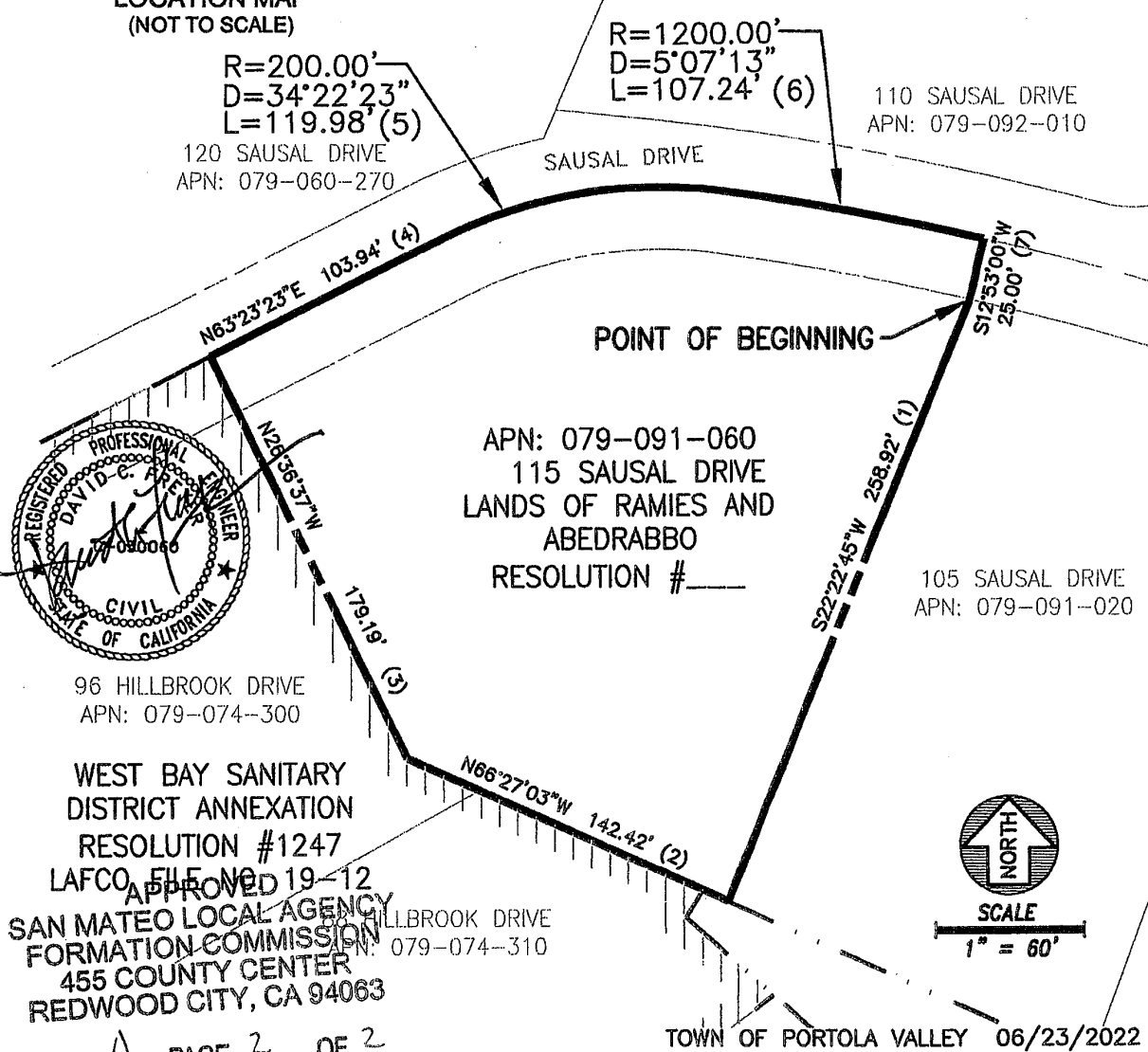


LEGEND

- PROPOSED ANNEXATION BOUNDARY LINE
- EXISTING PROPERTY LINE
- EXISTING WEST BAY SANITARY DISTRICT BOUNDARY LINE

DISCLAIMER: "FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED."

LOCATION MAP
(NOT TO SCALE)



96 HILLBROOK DRIVE
APN: 079-074-300

WEST BAY SANITARY DISTRICT ANNEXATION RESOLUTION #1247
LAFCO FILE NO. 19-12
APPROVED
SAN MATEO LOCAL AGENCY FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
APN: 079-074-310



SCALE
1" = 60'

TOWN OF PORTOLA VALLEY 06/23/2022

EXHIBIT A PAGE 2 OF 2

FREYER & LAURETA, INC.
CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS
(415)534-7070 • www.freyerlaureta.com

ANNEXATION TO THE WEST BAY SANITARY DISTRICT
LANDS OF RAMIES AND ABEDRABBO
115 SAUSAL DRIVE
AND A PORTION OF SAUSAL DRIVE

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

LAFCo File No. 22-07

EXHIBIT B PAGE 1 OF 3

RESOLUTION NO. 1295

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 22-07 -
ANNEXATION OF 155 SAUSAL DRIVE, PORTOLA VALLEY, (APN 079-091-060)
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 1.28 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 115 Sausal Drive, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT B PAGE 2 OF 3

Regularly passed and adopted this 21st day of September 2022.

Ayes and in favor of said resolution:

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
 EXHIBIT B PAGE 3 OF 3

Commissioners: Don Horsley
Kati Martin
Harvey Rarback
Ann Draper, Vice Chair
Mike O'Neill, Chair

Noes and against said resolution:

None

Commissioners Absent and/or Abstentions:

Commissioners: Warren Slocum
Ric Lohman

Michael O'Neil

Chair
 Local Agency Formation Commission
 County of San Mateo
 State of California

ATTEST:

Robert J. Bartolif
 Executive Officer
 Local Agency Formation Commission

Date: 9/22/2022

I certify that this is a true and correct copy of the resolution above set forth.

Date: _____

 Clerk to the Commission
 Local Agency Formation Commission



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9F**

To: Board of Directors

From: Todd Reese, Office & Communication Manager

Subject: Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 1625 for the Construction of Wastewater Facilities for 20 Shoshone Place, Portola Valley, California

Background

This permit request is for the construction of a Grinder Pump System that will connect to a WBSD force main (FM) located on Shawnee Pass in front of 135 Shawnee Pass.

Analysis

The plans, profiles, and engineering calculations for the proposed facilities have been reviewed by staff and corrections have been made to conform to District requirements. Owner has paid all associated fees.

Recommendation

The Office & Communications Manager recommends that the Board direct the District Manager to authorize the District Manager to issue Class 3 Sewer Permit No. 1625.

Attachment: Class 3 Permit No. 1625
Site Map
Resolution ____ (2022)
Notice of Exemption

WEST BAY SANITARY DISTRICT

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

1625

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

The undersigned, being the Owner Owner's Agent of the property located at

20 Shoshone Place, Portola Valley, CA 94028

does hereby request permission to construct sanitary sewers and related facilities to serve a

Residential Non-residential Development at said location.

ENGINEER'S

Lea & Braze Engineering, Inc.

Name

2495 Industrial Pkwy W., Hayward CA 94545

Address

CONTRACTOR'S

Able Underground

Name

1020 Ruff Drive, San Jose, CA 95110

Address


OWNER'S

Laura Davidson

Name

20 Shoshone Place, Portola Valley, CA, 94028

Address



Applicant's Signature

Laura Davidson

Signed by - Please Print Name

20 Shoshone Place, Portola Valley, CA, 94028

Address

Receipt of \$ 585 Application Fee is hereby acknowledged C.N. 1/29/23

Date

Receipt of \$ 2000 Cash Deposit or Performance Bond

Comments INSTALL GRINDER PUMP SYSTEM

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Sergio Ramirez, General Manager

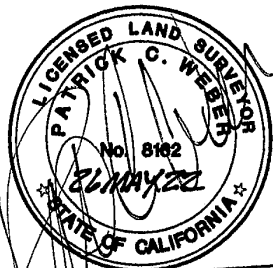
Date _____

By _____

Final Acceptance by the District Board on _____

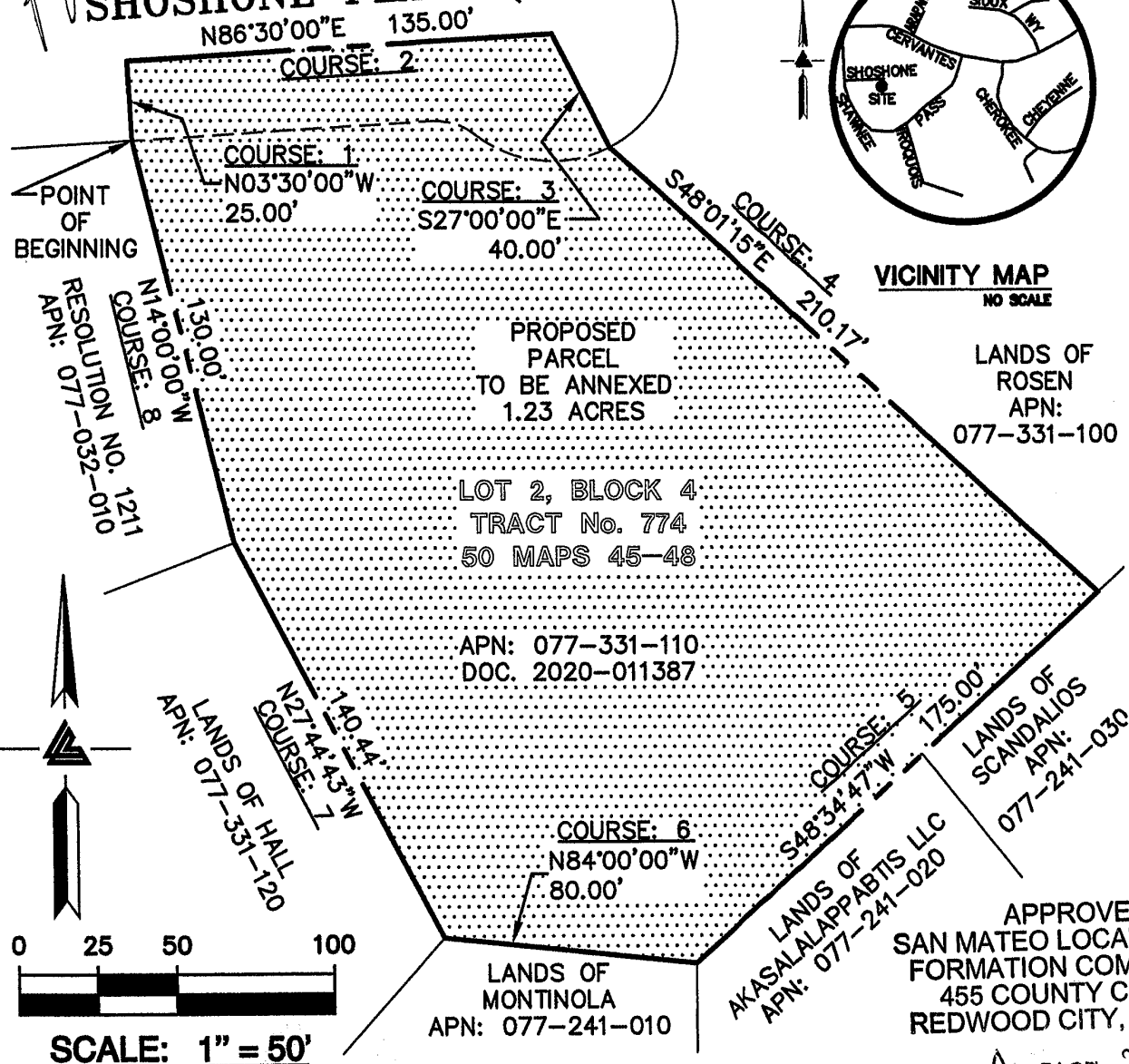
(SEE PERMIT CONDITIONS ON REVERSE)

WEST BAY SANITARY DISTRICT (20 SHOSHONE PLACE)



DISCLAIMER:
FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

SHOSHONE PLACE (50')



VICINITY MAP
NO SCALE

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 2 OF 2

LEA & BRAZE ENGINEERING, INC.
CIVIL ENGINEERS • LAND SURVEYORS

BAY AREA REGION 2495 INDUSTRIAL PKWY WEST HAYWARD, CALIFORNIA 94545 (P) (510) 887-4086 (F) (510) 887-3019	SACRAMENTO REGION 3017 DOUGLAS BLVD, # 300 ROSEVILLE, CA 95661 (P) (916) 966-1338 (F) (916) 797-7363
---	--

WWW.LEABRAZE.COM

EXHIBIT "B"
PLAT TO ACCOMPANY LEGAL DESCRIPTION
PROPOSED SEWER ANNEXATION
20 SHOSHONE PLACE
PORTOLA VALLEY, CALIFORNIA
SAN MATEO COUNTY
RANCHO EL CORTE MADERA

RESOLUTION NO. _____ (2023)

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

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: 20 Shoshone Place, Portola Valley, California –
Grinder pump system

Location: 20 Shoshone Place, Portola Valley, California

Entity or Person Undertaking Project: Laura Davidson

Determination of the District Board:

This District Board of West Bay Sanitary District determines, upon Staff recommendation, that another public agency, specifically the San Mateo LAFCo, is the lead agency for this project.

The District Board hereby certifies that it has reviewed the Negative Declaration prepared for this project and has considered the contents thereof. The Board finds that this document is adequate for use by the District in its review of the project.

The District Board finds that the following feasible alternatives and/or mitigation measures within its powers, would substantially lessen any significant effects which the project would have on the environment:

N/A

The Board certifies that the Negative Declaration has been prepared and completed in compliance with the California Environmental Quality Act and the State Guidelines.

The Board finds that the project Environmental Impact Report identifies the following significant effects:

N/A

The Board further finds that for each of these significant effects.

N/A Changes or alterations have been required in, or incorporated, into the project which mitigate or avoid the significant environmental effects thereof as identified in the Environmental Impact Report.

N/A Such changes or alterations are within the responsibility and jurisdiction of a public agency other than the District. Such changes have been adopted by such other agency or can and should be adopted by such other agency.

N/A Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the Environmental Impact Report.

Based upon the foregoing, and upon compliance with District regulations and requirements, as applicable, the project is hereby:

_____ Approved

_____ Disapproved

The General Manager of West Bay Sanitary District is directed to prepare a Notice of Determination pursuant to the provisions of the State Guidelines Implementing the California Environmental Quality Act adopted by Resolution No. IIO5 of this District Board. The District Manager is ~~(further)~~ (not) directed to prepare and file a Statement of Overriding Consideration pertaining to the approval of this project pursuant to the provisions of the same Guidelines.

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 8th day of February, 2023, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

Notice of Exemption

To: County Clerk
County of Santa Clara

From: West Bay Sanitary District

Project Title: 20 Shoshone Place, Portola Valley, California – Grinder pump system

Project Location – Specific: 20 Shoshone Place, Portola Valley, California 94028

Project Location – Town: Town of Portola Valley

Project Location – County: San Mateo

Description of Project: Grinder pump System

Name of Public Agency Approving Project: West Bay Sanitary District

Name of Person or Agency Carrying Out Project: Laura Davidson

Exempt Status:

CEQA Guidelines Section 15601(b)(3), General Rule;

Categorical Exemption. Class 3 – Section 15303 (a) (d) of the State CEQA Guidelines.

(a) Single-family residences not in conjunction with the building of two or more units.

(d) Water main, sewage, electrical, gas and other utility extensions of reasonable length to serve such construction.

Reasons why project is exempt:

This project is exempt from CEQA because it can be “seen with certainty that there is no possibility that the activity in question may have a significant impact on the environment.” This certainty is based on the District’s past experience with numerous sewer construction projects of this nature, and the mitigated measures included in all such projects to alleviate any impacts. Most project elements also are exempt as extension of utilities of a reasonable length to serve such construction.

Lead Agency: West Bay Sanitary District

Lead Agency Contact Person: Sergio Ramirez

(650) 321-0384

Signature

Date: _____ Title: General Manager

“PRELIMINARY REVIEW”

20 Shoshone Place, Portola Valley, California – Grinder Pump System
January 30, 2023

INTRODUCTION. At the February 8, 2023, District Board Meeting, the Board will consider the approval of the Class 3 sewer permit for the construction of a Grinder pump system for the Lands of Davidson; and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by the property owner, Laura Davidson

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the Grinder System Project at 20 Shoshone Place, Portola Valley, California was conducted to determine whether the project is exempt from CEQA. Based on this review, staff has concluded that the project is exempt from CEQA under several sections of the guidelines. In summary, the project would not have any significant impacts on the environment because it includes little or no expansion of capacity, and will employ mitigation measures to alleviate any impacts.

This preliminary review presents and elaborates upon the rationale for the conclusions reached by staff.

Staff has concluded that all project elements are exempt under CEQA Guidelines section 15061(b)(3) (known as the “General Rule”), since it can be “seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.”

This certainty is based on the District’s past experience with numerous sewer construction projects of this nature, and the mitigation measures included in all such projects to alleviate any impacts.

Past Experience. The District has completed many miles of sewer construction projects and pump station rehabilitation projects in residential areas throughout Menlo Park, Atherton, the County of San Mateo, and the Portola Valley area. While construction-related impacts on land use, traffic, noise, air quality, erosion, drainage, public safety, and cultural resources can occur, no significant environmental impacts have resulted from this work.

The reasons these have been “less-than-significant” include the short-term nature of construction activities, application of the District’s standard construction mitigation measures, good community relations outreach programs to inform project area residents of construction activities, and active coordination with local jurisdictions.

Construction Mitigation Measures. Specific impact mitigation measures will be included in the proposed project to avoid, minimize, reduce, or rectify for construction-related impacts. These measures are used on all sewer construction projects. The measures address dust control; erosion control; noise control; protection of soils; provision for adequate drainage; protection and restoration of structures; precautions for working

near sensitive and unique vegetation, protection and restoration of vegetation, landscaping, and improvements; public health and safety precautions; community notifications; traffic control; and preservation of cultural resources.

Most project elements also are exempt as extension of utilities of a reasonable length to serve such construction.

Staff has concluded that most project elements are “categorically exempt” under CEQA Guidelines Section 15303 (a) (Single-family residences not in conjunction with the building of two or more units) and Section 15303 (d) (Water main, sewage, electrical, gas and other utility extensions of reasonable length to serve such construction).

This project is being implemented to provide sanitary sewer service to this parcel and remove the on-site septic system.

CONCLUSION. Based on the information presented herein, staff has concluded that all of the installation of the Grinder Pump System and force main extension is exempt from CEQA under the CEQA Guidelines Section 15061(b)(3) (the General Rule), and that most project elements are also exempt under CEQA Guideline Section 15303(a) and (d).



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9G**

To: Board of Directors
From: Bob Hulsmann, Operations Superintendent
Subject: WBSD Operations and Maintenance Report – January 2023

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	SSO	Service Calls- Unit 208			
											Cat. 1	Cat. 2&3s	Call Outs	Sch PM
January	7.2	4.5	1.1	3.1	6	7	78	0	0	0	103	12	0	393
February														
March														
April														
May														
June														
July														
August														
Sept.														
Oct.														
Nov.														
Dec														
Yr to date	7.2	4.5	1.1	3.1	6.0	7.0	78.0	0.0	0.0	0.0	103.0	12.0	0.0	393.0
2023 Goals	120.0	50.0	n/a	45-50	50-65	90	n/a	<10	<	4	n/a	n/a	n/a	n/a
2022 Results	120.9	53.6	7.5	**40.3	**92	100	774	0	1	2	858	97	2	3161
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4	944	n/a	n/a	2294

Report to the District Board for the Regular Meeting of February 8, 2023

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 TOW**

****= Including LAH and TOW**



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9H**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – January 2023

Town of Los Altos Hills O & M Report 22/23									
	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.			
23-Jan	0.8	1.3	0.1	0.9	4	0	1	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
May	1.5	1.6	0.0	0.8	4	0	0	0	0
June	3.0	0.5	0.1	0.5	4	0	0	0	0
July	1.2	0.5	0.0	0.9	4	0	0	0	0
*August 22	0.1	1.1	0.0	0.9	4	0	0	0	0
Sept.	1.6	1.3	0.1	0.9	4	0	0	0	0
Oct.	0.9	1.4	0.4	1.1	4	0	0	0	0
Nov.	0.4	1.3	0.0	1.1	4	0	0	1	1

Report to the District Board for the Regular Meeting of February 8, 2023

Dec	0.5	0.7	0.5	0.1	4	0	0	0	0
** Yr to date	12.7	11.8	1.8	9.6	50	0	1	2	1
FY22/23Goals	10.6	14.4	n/a	8.1	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

	Goal	Total	Remain
Pipe Cleaning	25	24.5	0.5
CCTV Inspection	8.1	9.6	-1.5



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9I**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – January 2023



Yearly Summary Report

3/2/2023
11:24 AM

Dates Between 2/1/2022 and 1/31/2023

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	0.0	8	0.0	0.0	0.0	0.0
June	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
September	0.19	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
December	4.43	0.0	0.0	0.0	8	1	1	0.0	0.0
Totals	4.62	0.8	0.0	1.1	98	1	1	0.0	1.0

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

1) Administrative:

- a. The 2023 Master Plan consultant agreement was executed and a kick off meeting has been scheduled.

2) Finance:

- a. Staff met with the Finance Committee to discuss the District's ten year cash flow projections and met with the District investment team. A report will be given at the February 8, 2023 Regular Board Meeting.
- b. Revised applications were submitted to the State Water Board for the Bayfront Recycled Water Facility and the Avy Altschul Pump Station projects.
- c. The District received \$3,243,443.57 in a remnant payment from the County Tax Roll.

3) CIP Projects:

a. Construction Capital Improvement Program (CIP):

- i. The Bayfront Park Sewer Improvements Project was awarded to Ranger Pipelines Inc. and final permitting is being obtained before beginning construction.
- ii. The final replacement of two pipeline segments in an easement at Alberni Street and Menalto Avenue in East Palo Alto were completed.

b. Levee Improvement Project:

- i. The United States Army Corps of Engineers' (USACE) and the Bay Conservation and Development Commission supplied the District "conditions of approval" so that the bid process can begin.

4) Information Technology (IT):

- a. Staff will begin migrating to Microsoft Office 365 in early 2023.

5) Operations and Maintenance:

a. Collection System:

- i. The crew assisted Los Altos Hills with a Sanitary Sewer Overflow (SSO) where a sewer pipeline which crossed a creek failed because of erosion.

Report to the District Board for the Regular Meeting of February 8, 2023

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

- b. **Pump Facilities:**
 - i. During the January 25th Board Meeting, the Pump Supervisor and Superintendent presented on the ISAC System, which uses telephone lines and dial-up modems to communicate alarms but will no longer be supported. They presented solutions to mitigate the issue.
 - c. **Training:**
 - i. Staff will receive training on the updated COVID-19 Response Plan.
- 6) **Water Quality:**
- a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. The West Bay/SHGCC facility produced 5 million gallons for the month of January, however, 0 gallons were received by the Club. The plant is at minimal levels of production.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. An agreement was sent to Meta regarding the Project Management.
 - c. **Woodside Recycled Water Facility (BRWF):**
 - i. The Woodside Recycled Water Facility feasibility is underway. Pass through invoices are being payed to Woodard and Curran but reimbursed by Menlo Country Club as part of the feasibility agreement.
- 7) **Fleet and Facilities:**
- a. **Vehicle Maintenance:**
 - i. The District new half inch hydro jetter has been outfitted with traffic control lights, a radio, and a purple pipe fill inlet so it may use recycled water.
- 8) **Personnel:**
- i. The recruitment for the Project Manager position was successful. The new Project Manager was introduced at the January 25th Board Meeting.
 - ii. The Associate Engineering position will go out for recruitment once again.
- 9) **Upcoming Events:**
- a. **Next Regular Board Meetings:** Wednesdays, February 8th and February 22nd.
- 10) **Misc. Items:**
- a. **West Bay:** The District experienced 3 sanitary sewer overflow (SSO) in 2022.
 - b. **Town of Los Altos Hills:** Crews continue to clean and video inspect the Town's system.
 - c. **Town of Woodside:** Crews cleaned the entire system for the Town at the end of the year.

Report to the District Board for the Regular Meeting of February 8, 2023

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

To: Board of Directors

From: Debra Fisher, Finance Manager

Subject: Report by the Finance Advisory Committee

Background

Members of the Finance Advisory Committee will give a report on their recent meeting.

On February 2, 2023 the Financial Advisory Committee met with Bank of the West investment advisors, the General Manager, and the Finance Manager.

Bank of the West investment advisor, Michael Smith reviewed District investment portfolios, recent investments, and market conditions.

Staff provided a cash flow forecast through FY 2030-31.

The committee discussed cash flow needs, especially regarding Silicon Valley Clean Water and capital projects. The committee recommended increases in capital reserves, reflected in the Reserve Policy, to better reflect higher costs of capital projects.

Attached: 2023-02-02 Finance Committee

Finance Committee

February 2, 2023

- **Agenda**
 - **Investment Update, Michael Smith & Ying Lee**
 - **Cash Flow Forecast**



BANK OF THE WEST GLOBAL INVESTMENT MANAGEMENT

WBSD Review

02/02/2023

Michael D. Smith, CFA, SIU Manager, SVP

Chuen Ying Lee, CTFA, Sr Fiduciary Officer, VP

Prepared For:

West Bay Sanitary District

BANK OF THE WEST

A trade name used by BMO Harris Bank N.A.

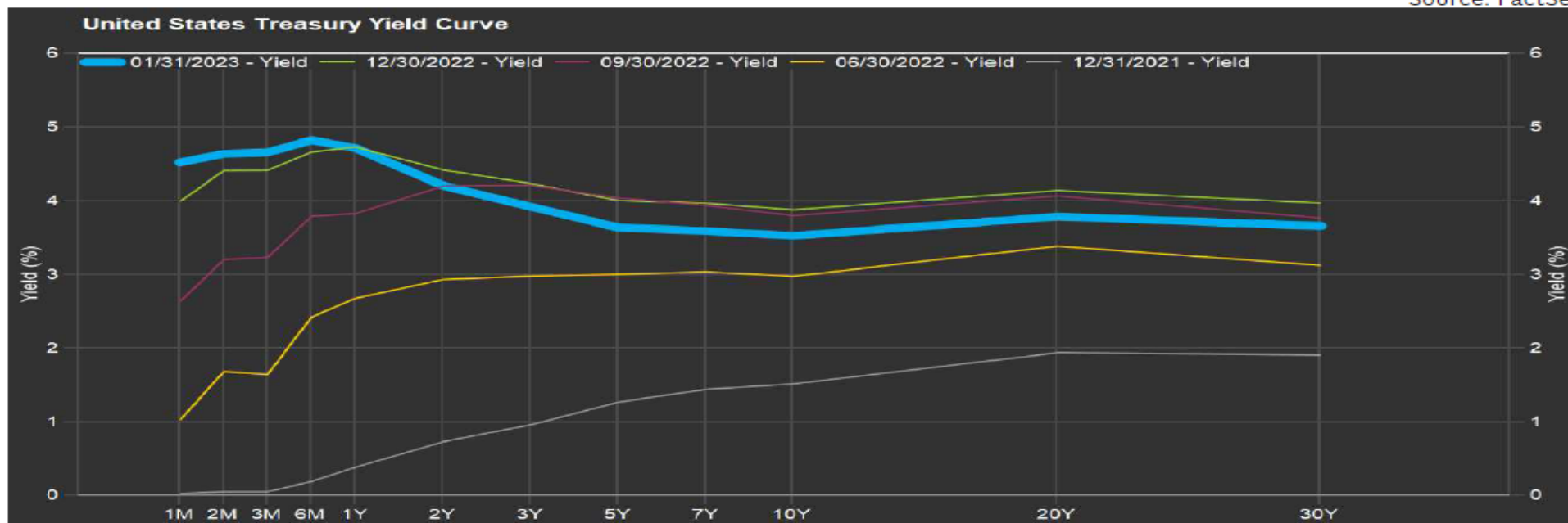
Strategic Portfolio Review

		Total	Yield to Worst	Modified Duration	Cash	2023	2024	2025	2026
61J004012	WBSD - EMERGENCY CAPITAL RESERVE	\$ 5,258,988	4.25%	1.31	1.61%	35.34%	41.30%	10.35%	11.40%
61J252017	WBSD - RATE STABILIZATION RESERVE	\$ 10,505,223	4.18%	1.17	2.22%	44.95%	30.69%	10.71%	11.43%
61J235012	WBSD - CAPITAL PROJECT RESERVE	\$ 6,313,197	4.17%	1.33	0.69%	42.00%	28.86%	16.53%	11.92%
61J260010	WBSD - RECYCLED WATER CASH FLOW	\$ 6,048,111	4.59%	1.32	0.62%	2.77%	85.94%	1.68%	8.99%
61J236010	WBSD - TREATMENT PLANT RESERVE	\$ 12,627,687	4.14%	2.26	0.92%	5.79%	30.89%	30.37%	32.03%
	Total Relationship:	\$ 40,753,206	4.24%	1.57	1.26%	24.86%	40.04%	16.32%	17.52%
	<i>As of 12/2/22:</i>	<i>\$ 30,421,696</i>	<i>4.62%</i>	<i>1.30</i>	<i>0.88%*</i>	<i>32.70%</i>	<i>53.72%</i>	<i>9.51%</i>	<i>3.19%</i>

- Cash additions in December 2022 were deployed to 2025 & 2026 maturity dates, increasing modified duration to 1.57 years.
- Yield to Worst is now lower than in December because of the inverted yield curve: three- to four-year maturities yield LESS than shorter term bonds, but will do so for a longer time.
- The goal of adding these longer maturity dates is to avoid Reinvestment Risk – i.e., the risk that yields available on the maturity of an asset might be disappointing due to market conditions at that time.
- Data as of 2/1/23 (*cash + 2022 maturities for 12/2/22 reference)

Yield Curves

Source: FactSet



- The inversion of the US Treasury has deepened since the end of 2022, with a decline of 36 bps for the three year maturity: WBSD got a better deal buying in December when yields were higher. Short Term yields under one year in maturity have, conversely, gone up.
- A curve of this shape is often associated with expectations for a recession, in response to which the combination of Fed policy and investors flocking to the safe haven of US Treasuries will likely drive rates lower across the curve: WBSD will be happy to have some longer dated maturities if that is the case.

BANK OF THE WEST
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Finance Committee

Fiscal Year 2022-23

12/31/22

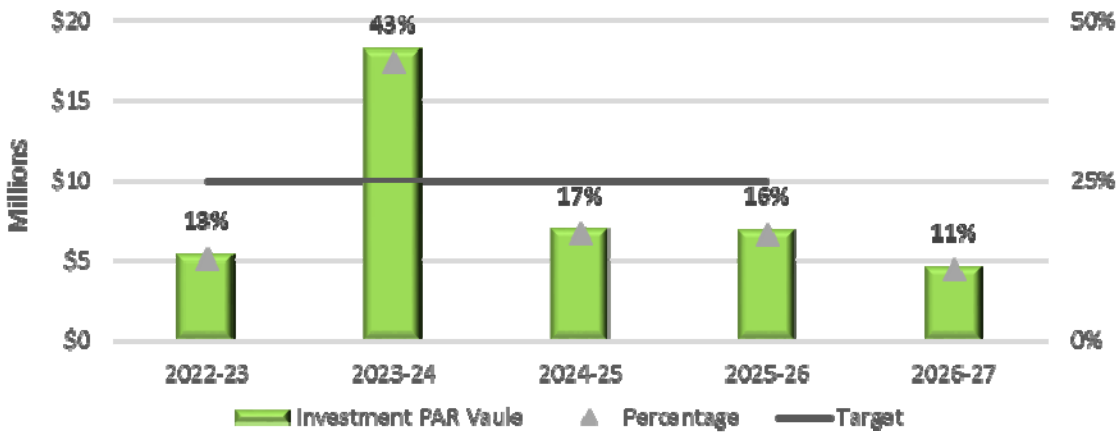
FY 2022-23 Approved Transfers

Reserve Accounts	Budget FY 2022-23	Additional Transfer 12/20/22	Reserve Target
Operating Reserve	361,837		
Rate Stabilization Reserve	300,000	767,700	10,000,000
Treatment Plant Reserve	2,500,000	7,916,100	12,000,000
Capital Project Reserve	200,000	479,000	6,000,000
Emergency Capital Reserve	200,000	381,100	5,000,000
Recycled Water Cash Flow Reserve		456,100	8,000,000
Vehicle & Equipment Reserve	389,881		1,000,000
	\$ 3,951,718	\$ 10,000,000	\$ 42,000,000



Finance Committee Fiscal Year 2022-23 12/31/22

Current Maturities



Current Market *

1 year maturities 4.6%

2 year maturities 4.0%

3-4 year maturities 3.8%,
Down 0.4% from December 2022

* 1/20/23 Current Market Yields provided by Michael Smith, Bank of the West, Strategic Investment Unit Manager, SVP



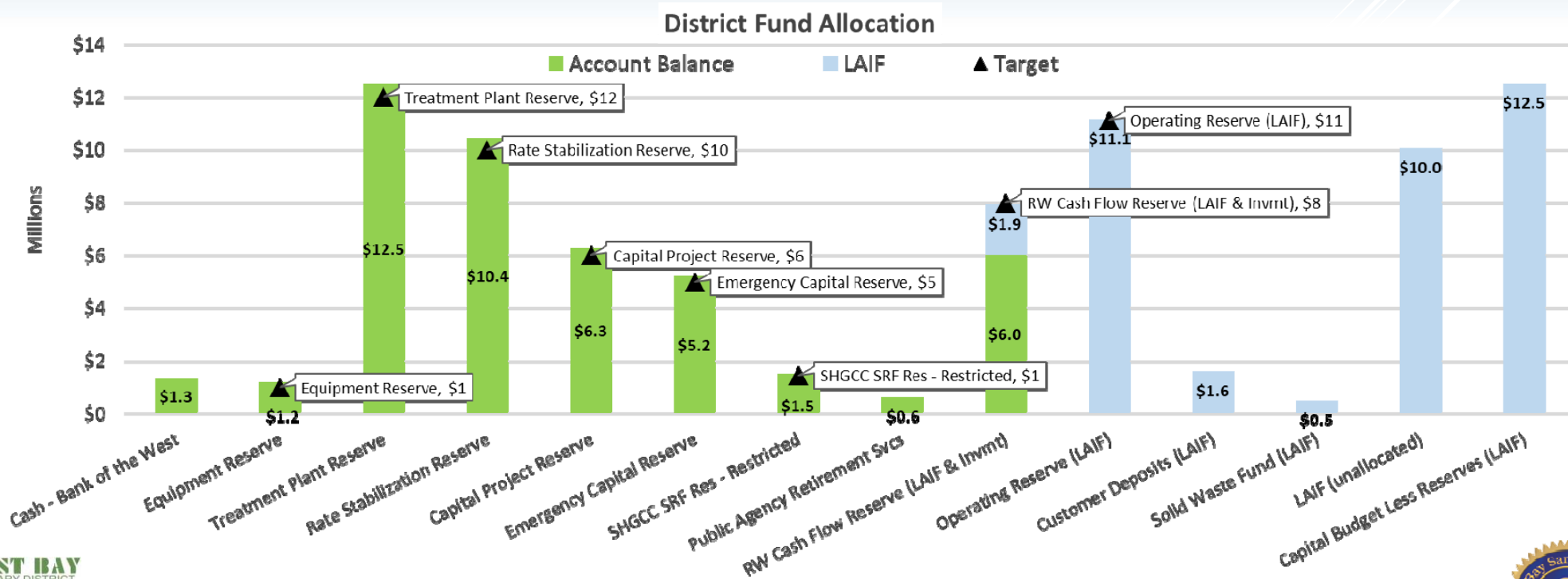
Finance Committee

District Cash Flow Analysis

- **December 31, 2022**
 - **District Cash & Investments = \$80,839,814**
 - **Restricted Accounts:**
 - **PARS Irrevocable Trust = \$617,736**
 - **SHGCC SRF Deposit = \$1,516,81**
 - **Reserve Targets = \$54,114,237**
 - **Net Over Targets = \$26,725,577**



Finance Committee District Cash Flow Analysis 12/31/22



Finance Committee District Cash Flow Analysis

- **Assumptions:**
 - **Increase Sewer Service Charges to cover Operating Expenses**
 - FY 2023-24 – Board Approved 2% Increase
 - FY 2024-25 – Estimate 3.5% Increase
 - FY 2025-2031 – Estimate 4% Increases
 - **Increase Operating Expenses by CIP-U, SF**

CONSUMER PRICE INDICES FOR ALL URBAN CONSUMERS (CPI-U) STATE FISCAL YEAR AVERAGES

Fiscal Year	San Francisco MSA	San Francisco MSA % Change	CALIFORNIA	CALIFORNIA % Change	United States	United States % Change
2022-23 f/	337.498	6.0	330.204	6.9	301.231	6.8
2023-24 f/	351.047	4.0	343.778	4.1	310.854	3.2
2024-25 f/	363.392	3.5	355.287	3.3	318.256	2.4
2025-26 f/	375.801	3.4	366.609	3.2	325.614	2.3

T/ Governor's Budget Forecast, November 2022



Finance Committee District Cash Flow Analysis Projected Budget

	Approved Budget FY 2022-23	Budget FY 2023-24	Budget FY 2024-25	Budget FY 2025-26	Budget FY 2026-27	Budget FY 2027-28	Budget FY 2028-29	Budget FY 2029-30	Budget FY 2030-31
Operating Revenues	30,887,959	31,534,572	32,623,593	33,906,070	35,240,159	36,626,878	38,069,322	39,568,675	41,128,204
Operating Expenses	(14,674,382)	(15,444,372)	(16,100,259)	(16,657,351)	(17,233,868)	(17,830,495)	(18,447,942)	(19,086,942)	(19,748,256)
SVCW	(12,177,351)	(12,628,068)	(14,849,234)	(19,039,646)	(16,638,059)	(19,837,719)	(20,072,099)	(20,920,027)	(20,606,223)
Operating Income (Loss)	4,036,227	3,462,132	1,674,100	(1,790,927)	1,368,232	(1,041,337)	(450,718)	(438,293)	773,724
Non-Operating Rev/Exp	853,468	868,866	884,522	900,441	176,627	193,085	209,820	226,836	244,140
Income Before Contributions & Special Items	4,889,694	4,330,998	2,558,622	(890,486)	1,544,859	(848,252)	(240,898)	(211,457)	1,017,864
Pension Adjustment (GASB 68)									
Recycled Water Fund: Capital Contribution	662,911	662,911	662,911	662,911	662,911	662,911	662,911	662,911	662,911
Capital Fund: Connection Fees	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Change in Net Position	5,802,605	5,243,909	3,471,533	22,425	2,457,770	64,659	672,013	701,454	1,930,775



Finance Committee

District Cash Flow Analysis

Cash Flow	Approved Budget FY 2022-23	Budget FY 2023-24	Budget FY 2024-25	Budget FY 2025-26	Budget FY 2026-27	Budget FY 2027-28	Budget FY 2028-29	Budget FY 2029-30	Budget FY 2030-31
Inflows:									
Operating Revenue	30,887,959	31,534,572	32,623,593	33,906,070	35,240,159	36,626,878	38,069,322	39,568,675	41,128,204
Other Income	519,064	529,445	540,034	550,835	561,852	573,089	584,550	596,241	608,166
Capital Contributions									
Recycled Water Fund - SHGCC	662,911	662,911	662,911	662,911	662,911	662,911	662,911	662,911	662,911
Recycled Water Fund - SHGCC Avy PS	2,000,000	2,000,000							
Recycled Water Fund - Bayfront CIAC	-	9,000,000	9,000,000	9,000,000	-	-	-	-	-
Capital Fund: Connection Fees	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Grants									
National Fish & Wildlife Foundation (NFWF)		2,442,056	2,442,056	-					
State Board: Water Recycling Funding Program (WRFP)		5,000,000	5,000,000	5,000,000					
SRF Loans		5,250,000	26,522,000	22,272,000	2,956,000	-	-	-	-
Outflows:									
Operating Expense, excluding Depreciation	(10,721,577)	(11,333,455)	(11,845,460)	(12,257,889)	(12,684,824)	(13,126,784)	(13,584,304)	(14,057,940)	(14,548,269)
SVCW	(12,177,351)	(12,628,068)	(14,849,234)	(19,039,646)	(16,638,059)	(19,837,719)	(20,072,099)	(20,920,027)	(20,606,223)
Interest Expense	(161,196)	(156,179)	(151,112)	(145,994)	(140,825)	(135,604)	(130,331)	(125,005)	(119,626)
Caital Fund Assets									
Caital Fund Assets	(14,292,500)	(24,600,000)	(11,010,000)	(8,367,500)	(8,912,000)	(8,328,000)	(9,344,000)	(8,467,000)	(10,691,800)
Recycled Water Fund Assets	(5,250,000)	(26,522,000)	(22,272,000)	(22,272,000)	-	-	-	-	-
Other Cash Flow:									
Investment Maturities	5,354,287	18,342,493	7,019,000	6,955,000	4,600,000	-	-	-	-
SRF Principal Pmt - SHRWF	(501,715)	(506,732)	(511,799)	(516,917)	(522,086)	(527,307)	(532,580)	(537,906)	(543,285)
SRF Principal Pmt - BFRWF					(1,233,333)	(1,233,333)	(1,233,333)	(1,233,333)	(1,233,333)
	(3,430,117)	(734,957)	23,419,989	15,996,871	4,139,795	(5,075,870)	(5,329,863)	(4,263,383)	(5,093,255)

Finance Committee

District Cash Flow Analysis

Silicon Valley Clean Water

Projected SVCW Cash Flow Requirements - West Bay Sanitary District (\$ Millions)

Description	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
Operating Expense	6,268,481	6,519,220	6,779,989	7,051,188	7,333,236	7,626,565	7,931,628	8,248,893	8,578,848	8,922,002
Wastewater Rev. Bonds	4,569,269	4,577,316	4,573,034	4,566,805	4,568,646	4,562,848	4,565,163	4,402,568	4,397,838	4,394,640
SRF Loans	506,765	2,385,927	2,385,927	2,385,927	2,385,927	2,385,927	2,385,927	2,385,927	2,385,927	2,385,927
WIFIA Loans	-	-	-	-	2,985,101	2,985,101	3,390,292	3,390,292	3,390,292	3,390,292
Line of Credit Interest	51,935	-	-	-	-	-	-	-	-	-
Cash-funded Capital	402,600	402,600	402,600	402,600	402,600	402,600	402,600	2,147,200	2,281,400	2,415,600
Cash-in-lieu of Debt, \$6.8m	-	-	3,798,734	996,947	792,346	603,879	603,879	-	-	-
Cash Reserves Contribs.	829,018	964,171	1,099,362	1,234,591	1,369,864	1,505,179	1,640,538	31,343	32,597	33,901
TOTAL	12,628,068	14,849,234	19,039,646	16,638,055	19,837,719	20,072,099	20,920,027	20,606,223	21,066,903	21,542,362
			+\$4.2m		+\$3.2m					



Finance Committee

District Cash Flow Analysis

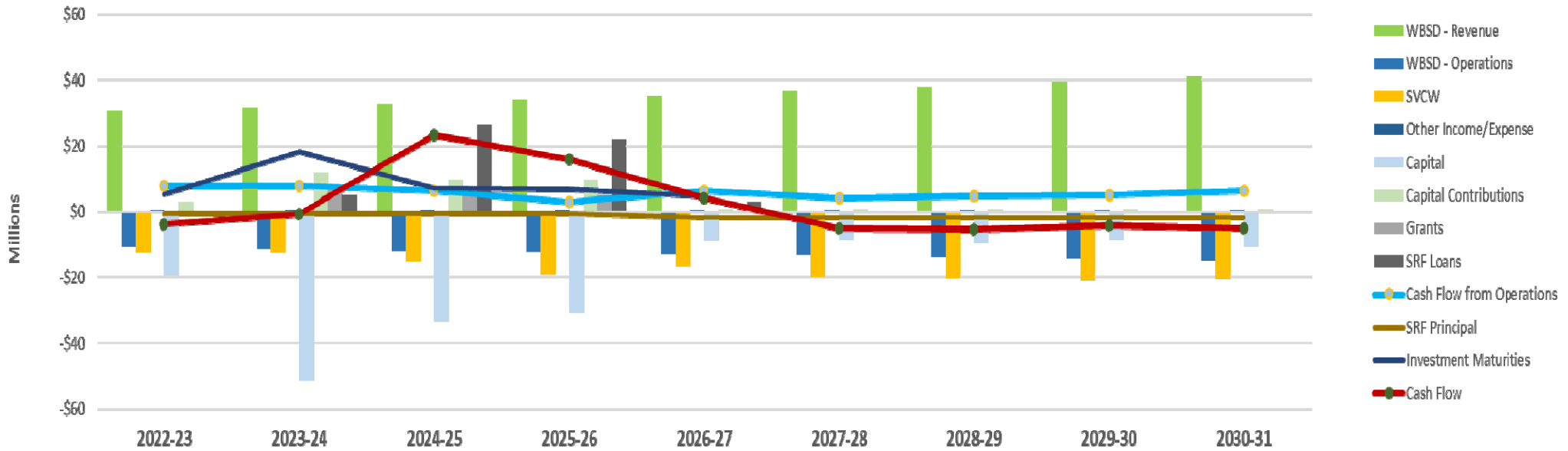
Capital Expenditures

	Budget FY 2022/23	Budget FY 2023/24	Budget FY 2024/25	Budget FY 2025/26	Budget FY 2026/27	Budget FY 2027-28	Budget FY 2028-29	Budget FY 2029-30	Budget FY 2030-31
Capital Expenditures									
Administration	350,000	0	0	0	0	0	0	0	0
Collection Facilities	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Vehicles & Equipment	762,500	1,305,000	425,000	270,000	395,000	50,000	675,000	120,000	0
Pump Stations	200,000	40,000	200,000	40,000	40,000	40,000	200,000	40,000	200,000
Subsurface Lines & Other Capital	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Construction Projects	12,280,000	22,555,000	9,685,000	7,357,500	7,777,000	7,538,000	7,769,000	7,607,000	9,791,800
Total Capital Expenditures	14,292,500	24,600,000	11,010,000	8,367,500	8,912,000	8,328,000	9,344,000	8,467,000	10,691,800
Recycled Water Capital Expenditures									
Sharon Heights Recycled Water Facility	2,000,000	2,000,000	0	0	0	0	0	0	0
Bayfront Recycled Water Facility	3,250,000	24,522,000	22,272,000	22,272,000	0	0	0	0	0
Total Recycled Water Capital Expenditures	5,250,000	26,522,000	22,272,000	22,272,000	0	0	0	0	0
Total Capital Expenditures	19,542,500	51,122,000	33,282,000	30,639,500	8,912,000	8,328,000	9,344,000	8,467,000	10,691,800



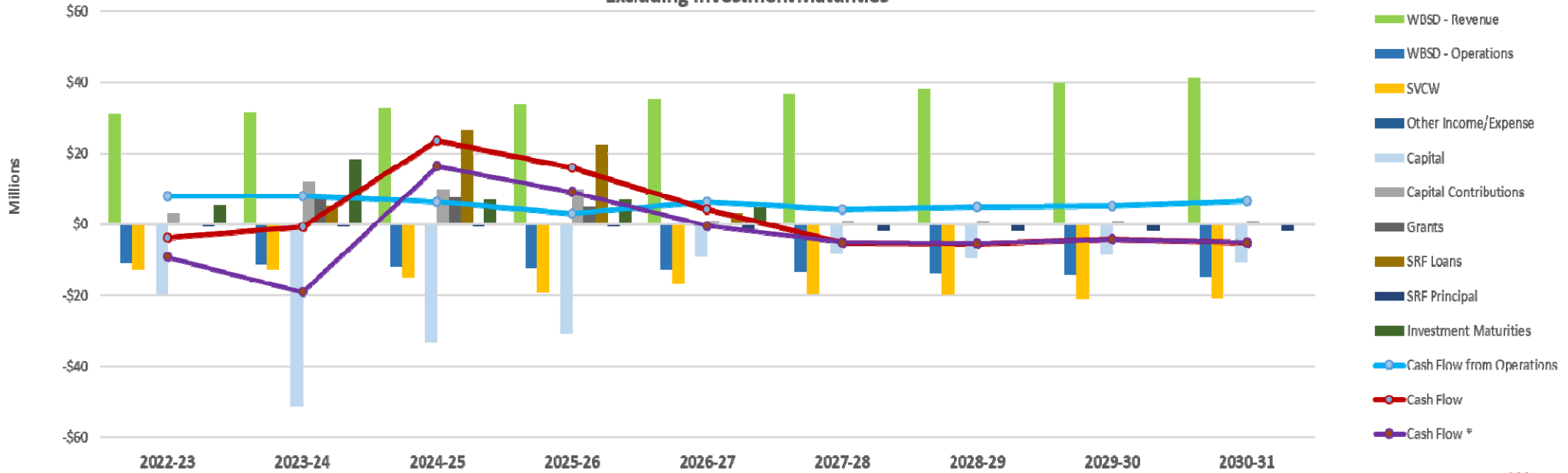
Finance Committee District Cash Flow Analysis

Cash Flow Forecast



Finance Committee District Cash Flow Analysis

Cash Flow Forecast
* Excluding Investment Maturities





WEST BAY SANITARY DISTRICT AGENDA ITEM 12

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*
Debra Fisher, Finance Manager

Subject: *Consideration to Approve the District Reserve Policy*

Background

On October 13, 2010, the Board designated Bank of the West as the District's Investment Advisor and authorized the District Manager (now GM) to transfer to and from Bank of the West Investment Management & Trust funds designated by the District Board as long-term investment funds. The reserves are managed by Bank of the West on behalf of the District.

Reserves were established to facilitate efficient district operations, capital expenditures, or as required by regulations or agreement and provide for known future funding needs and emergencies.

The Finance Committee met on June 2, 2021 to reviewed the Reserve Policy and discuss proposed changes, which were approved by the full board on June 9, 2021. The following policy revisions are recommended.

- Increase Capital Project Reserve to \$8 million, from \$6 million.
- Increase Emergency Capital Reserve to \$6 million, from \$5 million.
- Reallocate current year budget contributions to fulfill new targets.

The Reserve policy targets were revised and some language was clarified on reserves, procedures for using reserves, and update procedures for monitoring reserves levels.

Fiscal Impact

There is no immediate fiscal impact. The reserve contributions in the approved budget for FY 2022-23 of \$3,951,718 are reallocated to achieve the new target balances.

Reserves for capital projects is increasing to reflect higher costs. Preparing for future large cash flow needs allows the District to manage funds efficiently, save interest by avoiding future debt, and manage rate increases more smoothly.

The current reserve targets were achieved after transferring \$10 million on December 20, 2022, as approved by the board on December 14, 2022.

The Vehicle and Equipment Reserve does not reflect any current vehicle purchases. There is \$762,500 in the FY 2022-23 approved budget. Some vehicles will not be available in the current year and will be carried over to FY 2023-24.

The following is a list of the reserve contribution budget, with proposed revisions and account balances as of December 31, 2022, total reserve after transfers, and the revised targets in the Reserve Policy.

Reserve Accounts	Approved Budget	Revised Budget	Investment Balance	LAIF/MM Balance	Balance After	Reserve
	FY 2022-23	Transfers	12/31/22	12/31/22	Transfer	Target
Operating Reserve	361,837	361,837		11,111,437	11,473,274	11,111,437
Rate Stabilization Reserve	300,000		10,496,332		10,496,332	10,000,000
Treatment Plant Reserve	2,500,000		12,547,845		12,547,845	12,000,000
Capital Project Reserve	200,000	2,000,000	6,294,777		8,294,777	8,000,000
Emergency Capital Reserve	200,000	1,000,000	5,246,069		6,246,069	6,000,000
Recycled Water Cash Flow Reserve			6,044,156	1,892,547	7,936,703	8,000,000
Vehicle & Equipment Reserve	389,881	389,881		1,190,302	1,580,183	1,000,000
	\$ 3,951,718	\$ 3,751,718	\$ 40,629,179	\$ 14,194,286	\$ 58,575,183	\$ 56,111,437

Recommendation

Staff recommends the Board approve the Reserve Policy and authorize the General Manager to transfer funds as described.



West Bay Sanitary District

Reserve Policy

{Approved June 9, 2021 (Revised February 8, 2023)

PURPOSE

West Bay Sanitary District (District) shall maintain reserves in the General and Capital Asset Funds to establish levels of reserves necessary for maintaining the District's credit worthiness and adequately providing for:

- Funding infrastructure replacement.
- Economic uncertainties and other financial hardships.
- Loss of significant revenue sources such as property tax receipts or connection fees.
- Local disasters, catastrophic events.
- Future debt or capital obligations.
- Cash flow requirements
- Unfunded mandates including costly regulatory requirements.

POLICY

Operating Reserves —(General Fund)

The amount of operating reserves will equal six months of operating expenses. Funds are earmarked specifically for the operating expenses and are equal to six months of budgeted total expenses (excluding depreciation) for that year. The key objective for this reserve is to provide adequate cash flow from July through December, when the District does not receive revenue from sewer service charges.

The Rate Stabilization Reserve (RSR) was established in FY2015-16 to build a reserve to stabilize future rate increases. As approved by the Board through the budget approval process, contributions are made to the reserve. The target for the RSR is established at \$10M.

The Treatment Plant Reserve (TPR) has been established to assist in stabilizing rates due to future treatment plant needs. The target level for this reserve is \$12M.

The District established a Public Agency Retirement Services (PARS) Trust, with separate Other Post-Employment Benefits (OPEB) and Pension funds. The funds are administered by PARS for the purpose of pre-funding pension and retirement benefit liabilities. These reserves are irrevocable trusts as defined by the Internal Revenue Service (IRS). PARS uses mutual fund earnings to accumulate interest and gains which can be used for payment of liabilities for PERS retirement and OPEB costs.

Capital Asset Fund

The Capital Projects Reserves (CPR) will be accumulated to fund infrastructure projects and will be an integral part of the District's capital improvement plan documented in its Ten-Year Capital Improvement Master Plan. A key objective for accumulating capital reserves is to minimize potential external borrowing and interest expenses. The target for the CPR is \$~~8M~~6 million.

The Emergency Capital Reserve (ECR) was established to cover cash flow requirements in the event of catastrophic or local disasters. It is considered fully funded at a target level of \$~~65~~5M.

The Equipment Replacement Reserve (ERR) was established to stabilize expenditures for purchases of large equipment and vehicles. This reserve was initially funded with \$215,000 in FY2015-16. Contributions are added annually through the budget process ~~with by~~ 3% COLA. The ERR ~~has a target of \$1M; the balance may~~ fluctuate depending on equipment needs.

The Recycled Water Facility Reserve (RWFR) was established with \$8M with the specific objective to fund expenditure requirements of Recycled Water Projects, such as, Sharon Heights and Bayfront. The reserve is used while awaiting reimbursement from the California State Revolving Fund (SRF) or project partners. No further additions to this fund are anticipated. Upon completion of the projects the reserves could be reallocated per Board direction to the General Fund.

Recycled Water Fund

Restricted reserves may be setup and maintained to support agreements with District partners. The Sharon Heights Recycled Water Facility Reserve is a restricted reserve to hold funds of Sharon Heights Golf and Country Club as required by their long-term agreement as a security deposit for the SRF loan. The balance is dictated by the terms of their agreement.

PROCEDURE FOR USING RESERVE FUNDS

Operating Reserves

Operating Reserves can be used to meet cash flow requirements of District operations. Authority to use the funds will be consistent with the District's fiscal policies, annual Approved Budget, and Purchasing Policy.

Capital Reserves

The Board of Directors will authorize use of Capital Reserves during the budget process. Authorization for the use of Capital Reserves for unplanned capital replacement will be consistent with the District's fiscal policies, including the Purchasing Policy. Capital Reserve are subject to Board approval prior to their use.

PARS Trust

The Board of Directors may authorize the use of interest and/or principal from the PARS Trust towards the District's OPEB and PERS Unfunded Accrued Liability (UAL) or current pension liabilities. This [accountfund](#) is an irrevocable trust and is strictly for the use of paying the District's Other Post-Employment Benefits and pension liabilities. This [accountfund](#) has no requirement to be used in any fiscal year and can accumulate to the level desired by the Board to be used at a future date. The fund may be used to offset employer contributions and help stabilize annual pension fluctuations.

PROCEDURE FOR MONITORING RESERVE LEVELS

A reserve analysis is submitted to the Board upon the occurrence of the following events:

- Monthly Financial Analysis Reports are provided to the Board showing all receipts, distributions, and transfers for the previous month [from the General account](#).
- Monthly summary Investment Portfolio Statements, for all investment accounts, are provided to the Board for the previous month.
- Quarterly [Treasury](#) reports of [all account and](#) reserve balances and performance are submitted to the Board of Directors for their review and approval.
- Board of Directors reviews target levels of reserves during deliberation of the annual budget. Reserves are reviewed to determine if levels are still adequate and ~~to~~ keeping up with inflation.
- Board of Director deliberation of a sewer service charge rate increase.
- A major change in conditions threatens the reserve levels established within this policy.

If the analysis indicates projected or actual reserve levels falling 10% below or above the levels outlined in this policy, at least one of the following actions shall be included with the analysis:

- An explanation of why the reserve levels are not at the targeted level.
- An identified course of action to bring reserve levels within the minimum and maximum levels prescribed.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 14**

To: Board of Directors

From: Sergio Ramirez, General Manager

**Subject: Discussion and Direction on the West Bay and Sharon Heights
Recycled Water Facility**

A discussion will be held on the Sharon Heights Recycled Water Facility and other events related to the recycled water plant. The Board will have 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

Report to the District Board for the Regular Meeting of February 8, 2023

2022	Treated	Delivered
January	4.4MG	97,000 gallons
February	4.4MG	1.5MG
March	6.6MG	3.5MG
April	7.6MG	3.8MG
May	9.2MG	7.4MG
June	9.8MG	8.7MG
July	9.6MG	8.1MG
August	9.2MG	8.1MG
September	8.6MG	6.7MG
October	7.9MG	4.6MG
November	5.9MG	310,000 gallons
December	5.4MG	154,690 gallons

2023	Treated	Delivered
January	5MG	0 gallons

* Sharon Heights substantially tapered off their water usage for September which is the reason for the large discrepancy between treated and delivered.

** Treatment was reduced in the second half of the month. Rain in late October and an irrigation equipment malfunctions caused water delivery to decrease.

The following is a disclosure statement required for any document, written report or brochure prepared in whole or in part pursuant to the Finance Agreement with the State Water Resources Control Board for the West Bay Sanitary District Recycled Water Project - Sharon Heights: Funding for this project has been provided in full or in part through an agreement with the State Water Resources Control Board. California's Clean Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds. The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 15**

To: Board of Directors

From: Sergio Ramirez, General Manager

**Subject: Discussion and Direction on the Bayfront Recycled Water Project
and Status Update**

A discussion will be held on the District's Bayfront Recycled Water Projects and other events related to the recycled water projects including financing, environmental review, design/build issues and grant applications.

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 16**

To: Board of Directors

From: Sergio Ramirez, General 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 17**

To: Board of Directors

From: Sergio Ramirez, General Manager

**Subject: Report and Discussion on Silicon Valley Clean Water (SVCW)
Plant**

The District's representative to Silicon Valley Clean Water (SVCW), Commissioner George Otte, will report on pertinent items regarding SVCW Operations, CIP and Finance.

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