



1902 - Serving Our Community for over 120 Years - 2025

**WEST BAY SANITARY
DISTRICT AGENDA OF
BUSINESS**

**REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 22, 2025 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION
BUILDING, 500 LAUREL STREET, MENLO PARK,
CALIFORNIA 94025**

Board Members

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

General Manager

Sergio Ramirez

District General Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

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

<https://us06web.zoom.us/j/89886542457?pwd=CQYNvXKVmnjvOXNVel1I6brMzgsfnh.1>

Meeting ID: 898 8654 2457 Passcode: 265768

1. Call to Order and Roll Call
2. Communications from the Public
3. Consent Calendar
Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.
 - A. Approval of Minutes for Regular meeting January 8, 2025 Pg. 3A-1
 - B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru December 31, 2024 Pg. 3B-1
4. General Manager's Report Pg. 4-1
5. Consider Authorizing the General Manager to Execute the Design Build Agreement – Amendment One with Anderson Pacific for Bayfront Recycled Water Facility Project Pg. 5-1
6. Consider Authorizing General Manager to Execute the Contract-C Agreement for Design & Construction Project Management and Post Construction Support Services for the “Bayfront Recycled Water Facility Project” with Woodard & Curran, Inc. Pg. 6-1

7. Consideration of 1) Accepting Work by Casey Construction, Inc. for the Avy-Altschul Pump Station Project No. 1761.7; 2) Authorizing the General Manager to File the Notice of Completion; and 3) Release the Retention of \$45,917.75 to Casey Construction, Inc. Pg. 7-1
8. Consideration Authorizing the General Manager to Issue the Call for Bids for the District's Capital Improvement Project- Point Repairs Project Phase III (High Frequency Pipeline Replacement and Repairs) Project No. 1770.0 Pg. 8-1
9. Discussion and Direction on Sharon Heights Recycled Water Facility Pg. 9-1
10. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 10-1
11. Report, Discussion, and Direction on South Bayside Waste Management Authority (SBWMA) Pg. 11-1
12. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 12-1
13. Closed Session
 - A. PUBLIC EMPLOYMENT/CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Representatives: General Manager; General Counsel
Employees: Represented and Unrepresented Employees
 - B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(3): 1 potential case
 - C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: General Manager
14. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
15. Adjournment

The West Bay Sanitary District does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet can be provided in a format to accommodate special needs. If you require a copy of the agenda or related materials in an alternative format to accommodate a disability, or if you wish to attend this public meeting and will require special assistance or other special equipment, please call the District at (650) 321-0384 at least five days in advance and we will make every reasonable attempt to provide such an accommodation.



1902 - Serving Our Community for over 120 Years - 2025

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 8 2025 AT 7:30 P.M.**

1. Call to Order

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

President Dehn made motion to allow Treasurer Thiele-Sardiña to attend by zoom due to illness. Director Moritz seconded the motion. Roll call vote: AYE: 5 NAY: 0 Abstain: 0

Roll Call

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Heydari AND Beyer and Condotti by Zoom

Others Present: Rich Laurretta – Freyer & Laurretta, Jim Fischer – Fischer Compliance

2. Communications from the Public: None.

3. Consent Calendar

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

- A. Approval of Minutes for Regular meeting December 18, 2024
- B. WBSD Operations and Maintenance Report – December 2024
- C. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2024
- D. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – December 2024 Pg
- E. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – December 2024

Comments: None.

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the Telemetry Project is scheduled to begin soon. He reported on the Point Repair Project Phase II and that staff will be adding two line segments to the project in the Stanford Park area. He continued to report on the recruitment of the Associate Engineer and Engineering Technician. Staff began to perform maintenance in EPASD on January 2 and discovered a plugged main near Menalto Ave. in Menlo Park. The next regular meetings are scheduled for January 22 and February 12. He also reported on recent public outreach efforts which included an annual newsletter in the Almanac and three YouTube video ads. The ads received a total of 82,707 customer views. The complete General Manager's written report is in the January 15, 2025, agenda packet.

5. WBSD Sewer System Management Plan (SSMP) Audit Presentation by Fischer Compliance

Discussion/Comments: Jim Fischer with Fischer Compliance reported the audit of the District's SSMP. The presentation included audit background, procedures, findings, and recommendations. He also reported the District received a clean audit.

6. Consider Approving Master Fee Schedule (2025)

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

Comments: General Manager Ramirez reported the Master Fee Schedule was increased by 4% to reflect an increase in salaries. As well as Flow Equalization Facility Pond storage fees and reclaimed water connection charges.

7. Discussion and Direction on Public Comment Policy

Discussion/Comments: General Manager Ramirez and General Counsel Condotti reported on options for public comment via Zoom at Board meetings. Board consensus was to move forward with future meetings with the following rules: 1) Eliminate chat feature in Zoom; 2) Default microphone to off position; 3) Raise hand to allow public comment via Zoom; 4) President of Board may set public comment time limit when necessary.

8. Report on Levee Improvement Project

Discussion/Comments: General Manager Ramirez and District Engineer Heydari reported on several items related to the project including FERRF elevation levels and the need to raise the driveway entrance from 9.3 ft. to 13 ft. They also presented the original scope of work to the Board and the FEMA national flood hazard layer. Freyer and Laureta Engineering will work on the revised design.

9. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported the 2024 plant met the LTA requirement of 154-200 acre/ft. He also reported the plant processed 293.1 acre/ft in December and delivered 177.8 acre/ft. to the pond.

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

Discussion/Comments: General Manager Ramirez reported General Counsel is preparing an amendment to the Phase I agreement for upcoming Board consideration.

11. Report, Discussion and Direction on South Bayside Waste Management Authority (SBWMA)

Discussion/Comments: None.

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

Discussion/Comments: None.

13. Closed Session

- A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(3):
1 potential case
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: General Manager

Entered closed session at 8:44 p.m. Left closed session at 8:52 p.m.

Reportable action: None.

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

Discussion/Comments: Board consensus was to have staff run the District newsletter in the Almanac News again on Jan. 31.

15. Adjournment Time: The meeting was adjourned at 9:07 PM

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WEST BAY SANITARY DISTRICT
Financial Activity Report
December 2024

Date: *January 22, 2025*

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 December 2024.

Receipt Summary:

Commercial Deposits	74,698.70
Deposits in Transit/(Prior Period)	57,579.00
Returned Checks	0.00
Credit Cards / eChecks	67,442.20
Franchise Fees	10,063.08
San Mateo County [Tax Roll]	16,930,868.46
Other Receipts	1,631,203.84
Transfers	0.00
Total Receipts	<u>18,771,855.28</u>

Withdrawal Summary

Total Checks	3,314,287.20
Total Corp Cards	12,721.00
Total Bank Wires/ACHs	1,559,708.87
External Withdrawals	4,886,717.07
Total Internal Bank Transfers	15,575,000.00
Total Withdrawals	<u>20,461,717.07</u>

Fund Expenditure Summary by Budget Category

Fund		
100	Operations	16,436,163.30
200	Capital	1,848,253.96
300	Solid Waste	0.00
500	Recycled Water	1,210,874.81
800	Silicon Valley Clean Water	966,425.00
	Expenditures by Fund	<u>20,461,717.07</u>

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

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

President _____

Secretary _____

Investment Portfolios

There are currently five separate investment reserves maintained to support the goals of the District, along with reserves held in LAIF, the Vehicle & Equipment Reserve held in a money market account, and the restricted Pension Trust and Recycled Water State Revolving Fund (SRF) Reserves. Annual contributions are made in accordance with the Board approved budget and periodically evaluated.

The Operating Reserve target is set at six months of collection operating expenses, based on the approved fiscal year budget. The reserves are replenished when funds are received through the tax roll, with the first payment for fiscal year 2024-25 expected in December 2024. Funds are also held in the Capital Project Reserve, where \$20 million for long-term liabilities were transferred in fiscal year 2023-24, to earn increased yields. \$6.8 million was transferred year-to-date to the Operating account to fund current capital projects.

The Treatment Plant Reserve target balance was set to cover Silicon Valley Clean Water (SVCW) capital needs and avoid incurring additional debt. In July 2024, \$2 million was transferred from the Treatment Plant Reserve's available cash to provide funds for the \$3,356,334 to SVCW for cash in lieu of additional debt due in FY 2024-25.

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Balance 12/31/24</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$17 million	\$17,245,253	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	\$11,483,583	Achieved
Treatment Plant Reserve	8/1/2021	\$12 million	\$10,884,302	Unfulfilled
Capital Project Reserve	11/26/2014	\$8 million	\$23,632,504	Achieved *
Emergency Capital Reserve	10/19/2010	\$6 million	\$6,253,704	Achieved
Recycled Water Cash Flow	11/18/2016	\$8 million	\$6,619,645	Unfulfilled
Recycled Water SRF Reserve	3/1/2018	\$1.46 million	\$1,520,156	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	\$1,006,967	Achieved

* The District has \$19.67 million over total unrestricted target balances.

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

<u>Investments by Type</u>	<u>Target Balance</u>	<u>Balance 12/31/24</u>
Operating Accounts		\$2,528,294 ***
Local Agency Investment Fund (LAIF)		\$19,817,784
Unrestricted Reserves		
Investment Portfolios	\$44 million	\$58,873,737
Money Market Account	\$1 million	\$1,006,967
Restricted Reserves		
Recycled Water SRF Reserve	\$1.46 million	\$1,520,156
Public Agency Retirement Services (PARS)		\$1,001,221

*** The District had approximately \$2.25 million in outstanding checks at 12/31/24. Outstanding payments resulted in the high balance in operating account at monthend.

**West Bay Sanitary District
Receipts
December 2024**

Receipt Number	Receipt Date	Description	Amount
463909	12/3/2024	Town of Los Altos Hills: MSA 10/2024	40,986.18
463910	12/3/2024	SVCW: Refund Debt Reserve FY 2022-23 & 2023-24, \$1.43m & \$66	1,496,969.12
463911	12/5/2024	Peninsula Innovation Partners: BFRWF Design Reim 7/2024	11,947.63
463912	12/5/2024	Roy Thiele-Sardina: Adopt-a-Family Fundraiser	150.00
463913	12/9/2024	SHGCC: O&M 12/2024 & SRF Loan Installment# 9	122,287.09
463914	12/13/2024	US Bank: CalCard Rebate Q3 2024	608.82
463915	12/13/2024	Paymac: Public Surplus Auctions 10/2024 Unit 203 Dump Truck	25,700.00
463916	12/16/2024	Recology: SW Franchise Fee 11/2024	10,063.08
463917	12/17/2024	SMC: SSC FY 2024-25 - 50% Apportionment, less \$25 fee	16,930,868.46
463918	12/19/2024	John Urbanowicz: 4111 Alpine Rd, PV, SSC FY 2024-25	1,168.50
463919	12/20/2024	Jill Rutan: 1790 Holly Ave, MP, Permit	490.00
463920	12/3/2024	Roto Rooter: 251 Leland Ave, MP, Permit	490.00
463921	12/20/2024	Bayshore Plumbers: 168 E Creek, MP, Permit	343.30
463922	12/19/2024	Wescott Construction: 1250 Hermosa Way, MP, Permit	230.00
463923	12/18/2024	EPS Inc: 261 Gabarda Way, PV, Permit	490.00
463924	12/16/2024	Vahid Firouzdar: 102 Linden Ave, Ath, Permit	220.00
463925	12/20/2024	RQ Tech Construction: 810 Harvard Ave, MP, ADU & Permit	4,794.00
463926	12/6/2024	EPS Inc: 570 Fremont S, MP, Permit	490.00
463927	12/16/2024	Bruce Lovazzano: 241 Georgia Ln, PV, Conn, ADU & Permit	13,402.00
463928	12/18/2024	Tolibas Construction: 178 Felton Dr, MP, Permit	490.00
463929	12/20/2024	Meghan & Andrew Poon: 188 E Creek, ADU & Permit	6,085.20
463930	12/3/2024	Bayshore Plumbers: 168 E Creek Dr, MP, Permit	490.00
463931	12/3/2024	Bayshore Plumbers: 1035 Valparaiso Ave, MP, Permit	490.00
463932	12/2/2024	Pro Roto: 301 Walnut St, Mp, Permit	490.00
463933	12/23/2024	Bayshore Plumbers, Sam Jimenez: 1664 Tulane Ave, Epa, Permit	490.00
463934	12/13/2024	Void	0.00
463935	12/6/2024	Commando Plumbing: 461 Linfield Dr, Mp, Permit	720.00
463936	12/5/2024	Void	0.00
463937	12/5/2024	Void	0.00
463938	12/19/2024	Void	0.00
463939	12/19/2024	Wescott Construction: 1012 Cotton St, Mp, Permit	230.00
463940	12/26/2024	Bayshore Plumbers: 1345 Hoover St, Mp, Permit	490.00
463941	12/3/2024	Xian Xu: 531 Pope St, MP, ADU & Permit	8,667.60
463942	12/2/2024	Yiru Zhou: 18 Arastradero, PV, SSC FY 2024-25	1,168.50
463943	12/3/2024	Lindsay Brown: 376 Fletcher Dr, Ath, Permit	230.00
463944	12/3/2024	Wizard Plumbing And Drain\Brian Carmichael Or Accounting Dep	230.00
463945	12/9/2024	EJ Plumbing: 17 Buckthorn Way, MP, Permit	720.00
463946	12/9/2024	Joe Kephart: 20 Quail Ct, PV, Permit	720.00
463947	12/11/2024	Jia Pu: 430 Central Ave, MP, ADU & Permit	6,085.20
463948	12/11/2024	Yeobo Darling Llc: 827 Santa Cruz Ave, MP, Permit	690.00
463949	12/11/2024	Raul Martinez Vazquez: 796 Arnold Way, Mp, Permit	720.00
463950	12/12/2024	Rishabh Singh: 1340 Cotton St, MP, ADU & Permit	8,667.60
463951	12/12/2024	Ravenswood City SD: 413 Ivy Dr, Belle Haven ES Music Rm Conn	12,524.00
463952	12/16/2024	Behrooz Nemati: 810 Harvard Ave, Mp, Permit	220.00
463953	12/30/2024	State of California: Bayfront SRF Loan 02-D2301011	57,579.00
463954	12/31/2024	Void	0.00
463955	12/31/2024	Armando Lopez: 120 Alma St, Mp, Permit	490.00
463956	12/31/2024	Armando Lopez: 348 Waverley St, Mp, Permit	490.00
463957	12/31/2024	Armando Lopez: 368 Waverley St, Mp, Permit	490.00
463958	12/31/2024	Armando Lopez: 489 Waverley St, Mp, Permit	490.00

Total Receipts **18,771,855.28**

Returned Checks

Net Receipts **18,771,855.28**

**West Bay Sanitary District
Financial Activity Report
Withdrawals
December 2024**

Check	Date	Payee	Purpose	Amount
71446	12/31/2024	Paytrace	Void Stale Dated Check	(320.42)
71799	12/31/2024	City of Menlo Park	Void Stale Dated Check	(690.10)
72177	12/31/2024	Seth Avila	Void Stale Dated Check	(369.94)
72433	12/31/2024	George Choi & Michele Ono	Void Stale Dated Check	(2,120.43)
72456	12/31/2024	David H. McMurtry	Void Stale Dated Check	(3,169.80)
72475	12/31/2024	Stephen Wheeler	Void Stale Dated Check	(3,169.80)
72482	12/31/2024	Nicolas Rochard & Leigh Birch	Void Stale Dated Check	(3,169.80)
72505	12/31/2024	Mary Ann H. Furda	Void Stale Dated Check	(3,169.80)
72507	12/31/2024	Larry & Mary Anderson	Void Stale Dated Check	(3,169.80)
72506	12/5/2024	Jancie L. Avilla	Void Check	(3,169.80)
72597	12/5/2024	Airgas USA, LLC	Tank Rentals & Supplies 10/2024	110.05
72598	12/5/2024	Bay Alarm	Bay Alarm Building Monitoring - Marsh Rd 12/1/24-2/28/24	928.20
72599	12/5/2024	Bayside Equipment Company	Generator Service and Repair 11/2024	228.51
72600	12/5/2024	Bonny Doon Environmental	STEP System Pumps (3) 11/2024	4,170.06
72601	12/5/2024	California State Lands Comm	Bayfront: CSLC Staff/Project Charges 9/2024	248.44
72602	12/5/2024	CalPERS LongTerm Care Program	LTC Withholding 11/1/24-11/15/24	67.27
72603	12/5/2024	Cintas	Uniform Service 11/20/24	1,396.09
72604	12/5/2024	City of Menlo Park - Water Svc	Water Service - Laurel St 10/4/24-11/1/24	1,591.16
72605	12/5/2024	CleanServ Universal Services	Janitorial Service 11/2024	1,075.00
72606	12/5/2024	Deborah Peres	Landscaping Main Office & SHRWF 11/2024	800.00
72607	12/5/2024	FedEx	FedEx: ABC Law 11/19/2024	48.04
72608	12/5/2024	First Unum Life	Life, AD&D, Disability Ins 12/2024	2,610.84
72609	12/5/2024	G3 Engineering, Inc	Slide Gate Coupling - SHRWF 11/2024	1,026.57
72610	12/5/2024	Grainger	Misc Parts & Supplies 11/2024	4,688.89
72611	12/5/2024	Jancie L. Avilla	Reim Agmt: Sewer4LT Conn #72.55	3,169.80
72612	12/5/2024	Kone Pasadena	Elevator Maintenance 11/2024	341.20
72613	12/5/2024	Mallory Co.	PPE Supplies 11/2024	3,797.74
72614	12/5/2024	Napa Auto Parts	Gator Battery 11/2024	81.46
72615	12/5/2024	National DRIVE	Teamster Pledge Contribution 11/27/24	10.00
72616	12/5/2024	Navia Benefit Solutions	Commuter & FSA Fees 10/2024 FSA Contributions PR 11/27/24	1,502.30
72617	12/5/2024	Void	Void Check	0.00
72618	12/5/2024	Pacific Gas & Electric	Electric Service - Oct-Nov 2024	22,967.76
72619	12/5/2024	Pacific Peninsula Group	358 Walsh Maintenance Deposit Release 10/5/23	36,851.00
72620	12/5/2024	Ponton Industries	Batteries (8) 11/2024	2,537.50
72621	12/5/2024	Readyrefresh By Nestle	Water Delivery Services 11/2024	284.35
72622	12/5/2024	Spartan Tool	Cable, Splice, Blades 11/2024	2,490.38
72623	12/5/2024	Teamsters Local No. 350	Union Fees 12/2024	1,170.00
72624	12/5/2024	U.S. Jetting, LLC.	U.S. Jetter Pump Repair and Parts 11/2024	47.25
72625	12/5/2024	Uline	Lockers (2) 36" & 12" Single Tier 9/2024	851.87
72626	12/5/2024	Underground Republic Water	Sewer Couplers, Wye, T.s 11/2024	715.70
72627	12/12/2024	AAA Rentals	Miscellaneous Equipment Rentals 11/2024	663.00
72628	12/12/2024	Abila	MIP Cloud Monthly Subscription 1/4/24-2/3/25	698.36
72629	12/12/2024	Airgas USA, LLC	Tank Rentals & Supplies 11/2024	107.21
72630	12/12/2024	Alpha Analytical Laboratories	Total Coliform Analysis, Weekday - SHRWF 11/2024	1,170.00
72631	12/12/2024	Angel Ambriz	Boot Program PPE - A.Ambriz	210.61
72632	12/12/2024	Bay Reprographic	45-111 Bella Bond Paper 36x500 11/2024	219.03
72633	12/12/2024	California Water Service	Water Service - Oct-Nov 2024	488.25
72634	12/12/2024	CalPERS LongTerm Care Program	LTC Withholding 11/16/24-11/30/24	67.27
72635	12/12/2024	Chavan & Associates	Financial Audit FY 2023-24 2nd/Final Pmt	7,500.00
72636	12/12/2024	Cintas	Uniform Service 11/27/24	632.47
72637	12/12/2024	City of Menlo Park	Fuel: District Vehicles 11/2024	5,952.04
72638	12/12/2024	City of Menlo Park - Water Svc	Water Service - Oct-Nov 2024	117.07
72639	12/12/2024	CleanServ Universal Services	Janitorial Service 12/2024	1,075.00
72640	12/12/2024	Comcast	Internet - Laurel St 11/20/24-12/19/24	353.07
72641	12/12/2024	CSRMA c/o Alliant Insurance	Treasury Bond R.Thiele-Sardina 12/13/24-12/13/25	658.00
72642	12/12/2024	Deborah Peres	Landscaping Main Office & SHRWF 12/2024	2,033.00
72643	12/12/2024	Du-All Safety, LLC	Safety Maintenance Contract 11/2024	1,800.00
72644	12/12/2024	Electro-Motion Inc.	Replace Failing Generator Circuit Boards 11/2024	5,239.48
72645	12/12/2024	Environmental Dynamics Int.	Diffuser Repair Parts - SHRWF 11/2024	2,680.97
72646	12/12/2024	Home Depot Credit Services	Tools 10/30/24	860.23
72647	12/12/2024	IEDA	Labor Relations Consulting Fees 12/2024	814.00
72648	12/12/2024	Industrial Scientific Corp.	iNet Exchange Program - Gas Monitors 11/2024	3,389.68
72649	12/12/2024	Kone Pasadena	Elevator Maintenance 12/2024	341.20
72650	12/12/2024	McCrometer Inc.	McCrometer Flow Data Contract #101042496 - 36mo. 11/2024	17,262.00
72651	12/12/2024	Morse Hydraulics	Hose & Hydraulic Fittings Replacement 7/2024	155.73

**West Bay Sanitary District
Financial Activity Report
Withdrawals
December 2024**

72652	12/12/2024	Napa Auto Parts	Vehicle Parts 11/2024	192.78
72653	12/12/2024	National DRIVE	Teamster Pledge Contribution 12/13/24	10.00
72654	12/12/2024	Navia Benefit Solutions	Commuter & FSA Fees 11/2024 FSA Contributions PR 12/13/24	1,752.30
72655	12/12/2024	Occupational Health Centers	Health Screenings (2) 11/12/24	196.00
72656	12/12/2024	Oracle America	NetSuite SAS 8/30/24-11/29/24 NetSuite Implimentation 10/24/24-11/22/24	21,406.88
72657	12/12/2024	Pacific Gas & Electric	Electric Service - Oct-Nov 2024	1,409.49
72658	12/12/2024	Preferred Alliance	DOT Testing Admin Fees 10/2024	261.54
72659	12/12/2024	Principal Life Insurance	Dental & Vision Ins 12/2024	4,851.17
72660	12/12/2024	Void	Void Check	0.00
72661	12/12/2024	Recology Peninsula Services	Recology 2yd Bin - SHRWF 11/2024	249.39
72662	12/12/2024	Redwood City Health & Wellness	DOT Physical - A.Ambriz 12/3/24	85.50
72663	12/12/2024	Rich Voss Trucking	Trucking 3/4 Rock & Base Rock 11/2024	928.00
72664	12/12/2024	Rupert Sandoval	CWEA P3S Conference R.Sandoval	295.00
72665	12/12/2024	Seekzen Systems	IT Consulting Monthly Fee 11/2024	475.00
72666	12/12/2024	Sharp Business Systems	Sharp Copiers Monthly Lease 12/2024	1,059.48
72667	12/12/2024	Sutter EAP	Quarterly EAP Charges 7/2024 - 9/2024 & 10/2024 - 12/2024	902.50
72668	12/12/2024	SWRCB	SWRCB Annual Permit Fees WBSD, FERRF, SHRWF FY 2024-25	28,990.00
72669	12/12/2024	TPX Communications	District VoIP & Fiber Monthly Fee 11/2024	2,734.02
72670	12/12/2024	Veolia Water North America	Water Service - 1805 Purdue 11/2/24-12/1/24	64.55
72671	12/12/2024	Verizon Wireless	Cellular Service - SHRWF 11/2/24-12/1/24	65.04
72672	12/12/2024	Vision Communications Co.	Radio Air Time 12/2024	252.00
72673	12/12/2024	Yutian Lei	Y.Lei Reimburse CA Board PE license Renewal 2024	180.00
72674	12/19/2024	A-A Lock & Alarm	Case Backhoe Keys 11/2024	22.20
72675	12/19/2024	Anderson Pacific	Bayfront RWF Phase I Demo 10/2024 - Escrow	56,525.00
72676	12/19/2024	Anderson Pacific	Bayfront RWF Phase I Demo 10/2024 & FERRF Levee Improvement 11/2024	2,683,563.23
72677	12/19/2024	Atchison, Barisone & Condotti	Legal Services 10/2024	7,137.08
72678	12/19/2024	Bay Alarm	Bay Alarm Building Monitoring 01/2025-3/2025	3,151.29
72679	12/19/2024	Bay Area Paving Co.	Street Repair (5 locations) 12/2024	19,247.00
72680	12/19/2024	California State Lands Comm	Levee Project State Staff Chgs 10/2024	367.66
72681	12/19/2024	California Water Service	Water Service - Nov-Dec 2024	2,031.78
72682	12/19/2024	CalPERS LongTerm Care Program	LTC Withholding 12/1/24-12/15/24	67.27
72683	12/19/2024	Casey Construction	Willow Road Pump Station Rehabilitation 11/2024	100,757.00
72684	12/19/2024	Cintas	Uniform Service 12/2024	1,235.21
72685	12/19/2024	CPS HR Consulting	HR Consulting Services 8/4/24-11/2/24	17,295.00
72686	12/19/2024	CWEA	CWEA Memberships - S. Lolohea 2/28/25-26	239.00
72687	12/19/2024	Dolphin Graphics	West Bay Apparel 12/2024	633.81
72688	12/19/2024	Embarcadero Media Foundation	Legal Notice Public Hearing 11/22/24	140.00
72689	12/19/2024	Fischer Compliance LLC	Fischer Compliance Services - EPASD 12/2024	9,270.00
72690	12/19/2024	Granite Rock Company	Asphalt, Concrete and CDF 7/2024	96.91
72691	12/19/2024	Horizon	Operating Supplies Cleaning / Rehab 12/2024	150.99
72692	12/19/2024	Industrial Scientific Corp.	iNet Exchange Program - Gas Monitors 10/2024	3,389.68
72693	12/19/2024	Kaz & Associates	FERRF Levee QSP Inspections (9) 11/2024	3,150.00
72694	12/19/2024	Kimball Midwest	Tools 11/2024	2,012.11
72695	12/19/2024	Pacific Gas & Electric	Electric Service - Los Trancos Rd 11/13/24-12/12/24	316.52
72696	12/19/2024	PBM	Operating Supplies 12/2024	55.98
72697	12/19/2024	Peninsula Truck Repair	EPASD: Vehicle Repair 11/2024	4,235.78
72698	12/19/2024	Readyrefresh By Nestle	Water Delivery 11/1/24-11/30/24	75.75
72699	12/19/2024	Repcor	Pipe Patch Supplies 12/2024	1,003.75
72700	12/19/2024	Seth Avila	Work Boot Reim S.Avila 12/2024	292.93
72701	12/19/2024	Stevens Creek Quarry	Base Rock and 3/4 Drain Rock 11/2024	1,512.82
72702	12/19/2024	Underground Republic Water	Sewer Couplers, Wye, T.s 12/2024	6,226.68
72703	12/19/2024	United Rentals	Trench Shoring Rental 11/2024	185.94
72704	12/31/2024	AT&T	Telemetry Service 10/13/24-11/12/24 & 11/13/24-12/12/24	2,614.20
72705	12/31/2024	California Water Service	Water Service - Nov-Dec 2024	135.87
72706	12/31/2024	CalPERS LongTerm Care Program	LTC Withholding 12/16/24-12/31/24	74.00
72707	12/31/2024	Cintas	Uniform Service 12/2024	1,330.71
72708	12/31/2024	City of Menlo Park - Water Svc	Water Service - Laurel St 11/1/24-12/6/24	1,023.12
72709	12/31/2024	Comcast	Internet - Laurel St 12/20/24-1/19/25	363.07
72710	12/31/2024	Freyer & Laureta	On-call Engineering Services, Pump Stations Telemetry System Design, Phase I, II, III F	143,586.57
72711	12/31/2024	Kimball Midwest	Metal Peg Board - Organize Shop & Material 12/2024	2,295.78
72712	12/31/2024	Marvin Argueta-Ramos	CWEA Test Fee Reim M.Argueta-Ramos	239.00
72713	12/31/2024	National DRIVE	Teaster Pledge Contribution 12/27/24	10.00
72714	12/31/2024	Navia Benefit Solutions	FSA Contributions PR 12/27/24	1,352.30
72715	12/31/2024	Pacific Gas & Electric	Electric Service - Nov-Dec 2024	21,882.77
72716	12/31/2024	Readyrefresh By Nestle	Water Delivery 11/11/24-12/10/24	228.60
72717	12/31/2024	Robert J. Scheidt	Safety Eye Glasses B.Scheidt 12/18/24	200.00

**West Bay Sanitary District
Financial Activity Report
Withdrawals
December 2024**

72718	12/31/2024	Shape, Inc.	Oak St Pump Station Pump Repair - SHRWF 12/2024	17,372.72
72719	12/31/2024	State Water Resources	FERRF - Annual Permit Fee	781.00
72720	12/31/2024	Verizon Wireless	Mobile Service Monthly Fees 11/16/24-12/15/24	2,273.07
72721	12/31/2024	Void	Void Check	0.00
				3,314,287.20

Corporate Cards:

GL	Date	Account Name	Description	Amount
54028	12/23/2024	Commuter & FSA Benefits	Fastrak: Commuter Benefit 11/02/24	1,260.00
54063	12/23/2024	Electric Vehicle Charging	Chargepoint: F150 Charging 11/18/24	10.00
54080	12/23/2024	Memberships	Amazon & Peloton Memberships	61.48
54091	12/23/2024	Office Supplies	Office Supplies	2,522.90
54092	12/23/2024	Printer Supplies	Amazon: MICR Ink 10/31/24	224.22
54101	12/23/2024	Ops Supplies & Materials	Amazon: Vehicle Maintenance Supplies 11/01/24	425.26
54107	12/23/2024	Personal Protective Equipment	Carhartt: New Employee Raingear 11/10/24	984.28
54129	12/23/2024	Recruitment	Engineer Tech Job Postings; Construcion Inspector Interviews 11/2024	432.39
54132	12/23/2024	Printing Forms	Amazon: AP Check Stock 10/31/24	32.80
54135	12/23/2024	Printing Documents	San Mateo County Recorder: Easement Documents 11/2024	206.00
54151	12/23/2024	R&M - Fleet/Vehicle	O'Reilly 3474: Headlights 11/22/24	127.43
54154	12/23/2024	R&M - Other Equipment	Remote Winch Control 11/06/24; Repair Old Case Backhoe 11/18/24	394.86
54158	12/23/2024	Computer Software	Zoom: Monthly Subscription 11/04/24	49.00
54159	12/23/2024	Computer Hardware	Costco: Computer Monitor 11/12/24	219.74
54173	12/23/2024	Dept Training & EE Development	Nassco, Inc.: M.Ramos Training ; Safety Trainings; PMPP Luncheon	1,544.38
54174	12/23/2024	District Meetings	PMPP Luncheon; Managers Meetings; Holiday Luncheon Deposit	3,514.63
54176	12/23/2024	Business Meetings	General Manager Meetings	271.30
54191	12/23/2024	Internet	Comcast California: 11/2024 - SHRWF - Plant & Pump Station	440.33
US Bank - CalCards				12,721.00

Bank Wires/ACH

Date	Payee	Purpose	Amount
12/5/2024	SVCW	SVCW Monthly Operating Contribution	966,425.00
12/6/2024	ADP	ADP Fees	350.00
12/11/2024	CalPERS	Health Premiums	73,017.59
12/12/2024	ADP	Payroll Taxes - Board	628.82
12/12/2024	ADP	Payroll Taxes - 12/13/2024	50,748.06
12/12/2024	ADP	Director Fees November 2024	3,740.19
12/12/2024	ADP	Employee Payroll - Check Date: 12/13/2024	147,972.02
12/12/2024	ADP	ADP Wage Garnishment Payment	235.84
12/12/2024	CalPERS	Retirement Contributions PR 11/27/2024	31,024.27
12/13/2024	MissionSquare	Deferred Compensation PR 12/13/2024	11,125.47
12/20/2024	ADP	ADP Fees	402.40
12/24/2024	CalPERS	Retirement Contributions PR 12/13/2024	30,549.29
12/26/2024	ADP	Employee Payroll - Check Date: 12/27/2024	181,900.36
12/26/2024	ADP	Payroll Taxes - 12/27/2024	50,961.35
12/26/2024	ADP	ADP Wage Garnishment Payment	235.84
12/27/2024	MissionSquare	Deferred Compensation PR 12/27/2024	9,802.37
12/31/2024	Navia Benefit Solutions	Commuter Benefits - January 2025	590.00
Bank Wires/ACH			1,559,708.87

Bank Transfers:

Date	Payee	Purpose	Amount
12/17/2024	WBSD LAIF Account	Transfer from BofW Operation Account to LAIF	15,000,000.00
12/17/2024	WBSD PR Account	Transfer from BofW Operation Account to PR Account	500,000.00
12/18/2024	PARS	Contributions Pension \$50k & OPEB \$25k	75,000.00
Internal Bank Transfers			15,575,000.00

Withdrawal Summary:

Total Checks	3,314,287.20
Total Corp Card	12,721.00
Total Bank Wires / ACHs	1,559,708.87
Total Internal Bank Transfers	15,575,000.00
Total Withdrawals	20,461,717.07

**West Bay Sanitary District
Expenditures By Vendor
7/01/2024 to 12/31/2024**

Withdrawals	Total by Vendor YTD FY 2024-25	Withdrawals December 2024
Name	YTD	Current
AAA Rentals	663.00	663.00
A-A Lock & Alarm	414.64	22.20
Action Towing	364.65	-
Abila	4,888.52	698.36
ADP - Fees	4,908.90	752.40
ADP-Wage Garnishment	4,558.60	471.68
Airgas Usa, LLC	651.78	217.26
Alpha Analytical Laboratories	12,474.25	1,170.00
Anderson Pacific	8,444,251.70	2,740,088.23
Angulos NorCal Tree Service	2,000.00	-
Aqua Natural Solutions	1,614.72	-
AT&T	7,695.37	2,614.20
Atchison, Barisone & Condotti	47,830.34	7,137.08
BAGG Engineers	55,090.00	-
Backflow Prevention Specialist	2,760.00	-
Battery Junction Wholesale	963.39	-
Bay Alarm	19,914.74	4,079.49
Bay Area Air Quality Mgmt Dist	10,267.00	-
Bay Area Paving Co.	20,222.00	19,247.00
Bay Reprographic	219.03	219.03
Bayside Equipment Company	1,550.99	228.51
Bonny Doon Environmental	4,170.06	4,170.06
CDIAC	5,000.00	-
CPS HR Consulting	17,522.50	17,295.00
California State Lands Comm	4,671.20	616.10
California Water Service	15,595.13	2,655.90
CalPERS - GASB Fee	1,050.00	-
CalPERS - Retirement	368,298.25	61,573.56
CalPERS - Health Premiums	433,731.56	73,017.59
CalPERS - Unfunded Accrued Liability	66,215.00	-
CalPERS Longterm Care Program	813.97	275.81
California Car Sounds	8,227.56	-
Casey Construction	3,487,019.08	100,757.00
CDW Government	980.46	-
Center For Hearing Health	720.00	-
CentralSquare Technologies	17,895.00	-
Chargepoint Inc.	690.00	-
Chavan & Associates	15,000.00	7,500.00
Cintas	31,594.68	4,594.48
City of Foster City	582.00	-
City of Menlo Park	6,745.94	5,261.94
City Of Menlo Park - Fuel	38,274.93	-
City Of Menlo Park - Water Svc	7,485.34	2,731.35
Clean Earth Environmental	2,688.49	-
Cleanserv Universal Services	7,525.00	2,150.00
Comcast	2,128.42	716.14
Commercial Van Interiors	6,005.54	-
The Concept Genie	3,521.35	-
Consolidated Parts	3,830.65	-
Core & Main	788.70	-
Costco	65.00	-
CSDA	10,035.00	-
CSRMA c/o Alliant Insurance	232,891.49	658.00
CUES	5,053.14	-
CWEA	4,342.00	239.00
Deborah Peres	7,633.00	2,833.00
DES Architects & Engineers	24,769.75	-
Dell Marketing	8,113.45	-
Ditch Witch West	8,790.64	-
Dolphin Graphics	2,362.17	633.81
Du-All Safety, LLC	12,870.00	1,800.00
Duke's Root Control, Inc	223,416.56	-
Electro-Motion Inc.	5,239.48	5,239.48
Embarcadero Media Foundation	700.00	140.00
Environmental Dynamics Int.	2,680.97	2,680.97
FedEx	1,027.23	48.04
First Unum Life	15,629.88	2,610.84
Fischer Compliance LLC	21,770.00	9,270.00
Freyer & Laureta	620,949.08	143,586.57
Frisch Engineering, Inc.	1,987.50	-
G3 Engineering, Inc	1,026.57	1,026.57
Global Equipment, Inc	231.91	-
GoldStreet Design Agency	5,000.00	-
Govconnection, Inc.	1,440.00	-
Governmentjobs.Com	5,281.47	-
Grainger	21,560.96	4,688.89
Granite Rock Company	96.91	96.91

West Bay Sanitary District
Expenditures By Vendor
7/01/2024 to 12/31/2024

<u>Withdrawals</u>	<u>Total by Vendor</u> <u>YTD FY 2024-25</u>	<u>Withdrawals</u> <u>December 2024</u>
HF&H Consultants	305.00	-
Hadronex	44,972.83	-
Harrington Industrial Plastics	1,152.73	-
Helix Laboratories	2,764.03	-
Hillyard/San Francisco	1,098.93	-
Home Depot Credit Services	5,941.55	860.23
Horizon	248.90	150.99
IEDA	4,884.00	814.00
Industrial Scientific Corp.	13,558.72	6,779.36
Instrument Technology Corp.	17,126.99	-
Interstate Traffic Control	672.11	-
Ironhouse Sanitary District	2,713.45	-
Jack Doheny Companies, Inc.	2,780.00	-
Jones Hall	15,000.00	-
Kaz & Associates	10,000.00	3,150.00
Kimball Midwest	9,527.03	4,307.89
Kone Pasadena	2,366.80	682.40
Mallory Co.	9,654.90	3,797.74
Matheson Tri-Gas	576.02	-
McCrometer Inc.	138,096.00	17,262.00
Medco Supply Company	929.53	-
Menlo Park Hardware Co. #14016	891.18	-
Mid Peninsula Abstracts	830.00	-
Mission Clay Products, LLC	12,139.91	-
MissionSquare	170,822.80	20,927.84
Morse Hydraulics	1,082.14	155.73
Municipal Maintenance Equip.	14,603.77	-
Napa Auto Parts	1,872.34	274.24
National Auto Fleet Club	185,145.19	-
National DRIVE	70.00	30.00
Navia Benefit Solutions	23,418.60	5,196.90
NeoPost	599.57	-
NorCal Materials, Inc.	1,343.13	-
Nuvei / Paya	2.50	-
O'Grady Paving, Inc.	22,500.00	-
Occasions, Etc.	90.91	-
Occupational Health Centers	2,352.00	196.00
Omega Industrial Supply	5,251.56	-
Oracle America	25,666.09	21,406.88
Owen Equipment Sales	319.02	-
P&F Distributers	252.72	-
PBM	1,915.07	55.98
Pacific Gas & Electric	242,524.42	46,576.54
Pacific Peninsula Group	36,851.00	36,851.00
Pape Machinery	4,323.61	-
Paxxo (USA)	579.29	-
Paytrace	(320.42)	(320.42)
Peninsula Truck Repair	25,474.30	4,235.78
Pier 2 Marketing	1,000.00	-
Ponton Industries	2,537.50	2,537.50
Preferred Alliance	1,632.88	261.54
Principal Life Insurance	28,809.42	4,851.17
Quadient Leasing USA	519.05	-
R.A. Nosek Investigations	1,890.00	-
Ranger Pipelines	1,125,187.77	-
Readyrefresh By Nestle	1,880.08	588.70
Recology Peninsula Services	7,461.84	249.39
Red Wing	3,679.06	-
Redwood City Health & Wellness	513.00	85.50
Redwood General Tire Co	11,230.29	-
City Of Redwood City	4,418.61	-
Repcor	32,784.17	1,003.75
Rich Voss Trucking	1,968.00	928.00
Roadsafe Traffic Systems, Inc.	3,508.67	-
Samuel M. Rose	315.00	-
SVCW - Monthly Operating Contribution	5,798,550.00	966,425.00
SVCW - 2018 Bonds	1,262,655.78	-
SVCW - 2021 A&B Bonds	2,327,154.24	-
SVCW - SRF Debt	2,155,593.25	-
Silicon Valley Clean Water	2,550.00	-
Chamber San Mateo County	475.00	-
County of San Mateo	1,390.00	-
San Mateo County Tax Collector	698.16	-
San Mateo County Health	6,143.00	-
County of San Mateo - LAFCO	24,913.00	-
San Mateo Lawn Mower Shop	159.19	-
SWRCB	28,990.00	28,990.00
Seekzen Systems	4,242.00	475.00
Sensera Systems	4,296.00	-

West Bay Sanitary District
Expenditures By Vendor
7/01/2024 to 12/31/2024

Withdrawals	Total by Vendor YTD FY 2024-25	Withdrawals December 2024
Shape, Inc.	25,578.97	17,372.72
Sharp Business Systems	6,138.20	1,059.48
Spartan Tool	4,815.07	2,490.38
State Water Resources	781.00	781.00
Stevens Creek Quarry	3,921.42	1,512.82
Sunbelt Rentals, Inc.	2,348.22	-
Sunstate Equipment	1,377.44	-
Sutter EAP	2,265.75	902.50
TPX Communications	14,787.22	2,734.02
Teamsters Local No. 350	6,432.00	1,170.00
Teletrac Navman US	1,631.76	-
Total Equipment Of Fremont	2,774.61	-
Towne Ford	59,380.23	-
Uline	2,915.62	851.87
Underground Republic Water	26,177.81	6,942.38
Underground Service Alert	16,632.63	-
United Rentals	805.00	185.94
Univar Solutions USA	6,326.16	-
US Bank - CalCards	78,873.71	12,721.00
U.S. Jetting, LLC.	1,054.22	47.25
US Standard Products Corp	1,120.15	-
Valley Heating & Cooling	588.00	-
Vallombrosa Center	975.00	-
Veolia Water North America	396.07	64.55
Verizon Wireless	11,597.31	2,338.11
Vision Communications Co.	1,512.00	252.00
Weco Industries	44,245.48	-
Western States Tool & Supply	4,371.64	-
Woodard & Curran	203,809.27	-
Angel Ambriz	533.86	210.61
Marvin Argueta-Ramos	239.00	239.00
Seth Avila	292.93	(77.01)
Heath Cortez	185.00	-
Andres Garcia	200.00	-
Victor Garcia	300.00	-
Everardo Huerta	1,972.27	-
Yutian Lei	955.55	180.00
Lisandro Marquez	234.98	-
Dominic Nanni	5,179.13	-
Sergio Ramirez	368.99	-
Rupert Sandoval	295.00	295.00
Robert J. Scheidt	568.99	200.00
Desiree S Slater	75.00	-
Stevan Kull	42,642.00	-
Mark Weiss	4,653.33	-
Michael Chang	14,611.84	-
Dorian Mckelly	660.93	-
George Choi & Michele Ono	-	(2,120.43)
Gurtner Living Trust	973.78	-
Alison Krausz	973.78	-
Katrina Montinola	973.78	-
Michael Scandalios	973.78	-
Domenic Andrighetto	973.78	-
TJB Investments LLC	9,611.26	-
Bob Sick	9,611.26	-
John & Virginia Kavanaugh	2,120.43	-
Alan & Lauren Denenberg	2,120.43	-
Mark & Rebecca Hilderbrand	2,120.43	-
Donald Turnquist	781.92	-
Daniel Siegel	973.78	-
William & Susan Thomas	2,120.43	-
Keri Nicholas	973.78	-
Ronald Dalman & Jocelyn Dunn	973.78	-
Richard W. & Sandra W. Boyce	2,120.43	-
Dorothy Garcia Bachler	2,120.43	-
Ramon & Kelly W. Villareal	2,120.43	-
Kent Ryhorchuk & Cathy Brewer	3,169.80	-
Yanting Zhang	3,169.80	-
Lynne Penek - Holden	3,169.80	-
Charles & Toni Markley	6,339.60	-
David H. McMurtry	-	(3,169.80)
Erin & Julie Whalan	3,169.80	-
John Nightingale	3,169.80	-
Frazier Miller	3,169.80	-
Thomas V. & Nusrat T. Uridel	3,169.80	-
Heather Kirkby	3,169.80	-
Victoria S. Sargent	3,169.80	-
Lyn Louise Dearborn	3,169.80	-
Robert J. & Nancy J. Neuer	3,169.80	-

West Bay Sanitary District
Expenditures By Vendor
7/01/2024 to 12/31/2024

Withdrawals	Total by Vendor YTD FY 2024-25	Withdrawals December 2024
Stephen Daane & Sheryl Garrett	3,169.80	-
Patricia Burns	3,169.80	-
Scott & Jennifer Gamel	3,169.80	-
Thomas W. Sisson	3,169.80	-
The Jensen Family Trust	3,169.80	-
Fumio Adachi	3,169.80	-
Thomas Robert Clandinin	3,169.80	-
Sean A. Curran	3,169.80	-
David & Julie Duncan	6,339.60	-
Lois DuBois	3,169.80	-
Stephen Wheeler	-	(3,169.80)
James H. Foster	3,169.80	-
Palwasha & Zelikha Dost	3,169.80	-
Ingrid B. Hardy	3,169.80	-
William E. Nelson	3,169.80	-
Claude Michael Beasley	3,169.80	-
Stephen Dunne	9,509.40	-
Nicolas Rochard & Leigh Birch	-	(3,169.80)
Jerald Hall Jensen	3,169.80	-
John Paul Huetter	3,169.80	-
JoAnn Loulan	3,169.80	-
Martin & Kristen Casado	3,169.80	-
Gary Daniel MacGregor	3,169.80	-
David Stagg	3,169.80	-
Cindy Lee Russell	3,169.80	-
Svend Agesen	3,169.80	-
Carol Kemper	3,169.80	-
Grover T. Wickersham	6,339.60	-
Armin Staprans	6,339.60	-
Keith Reeves	3,169.80	-
Ann Hardy	3,169.80	-
Tracy & Peter Cowperthwaite	3,169.80	-
Alexander M. Kostrikin	3,169.80	-
Gregory G. Van Hauser	3,169.80	-
Mary Kelley & Marc Levaggi	3,169.80	-
David A. Lowin	3,169.80	-
Sean Riley & Judy Riley	3,169.80	-
Stig & Holly Nybo	3,169.80	-
Kenneth D. Woods	3,169.80	-
Mary Ann H. Furda	-	(3,169.80)
Jancie L. Avilla	3,169.80	-
Larry & Mary Anderson	-	(3,169.80)
Ian Earnest	6,339.60	-
Thomas & Jean Schellenberg	3,169.80	-
Raivis Kampenuss	3,169.80	-
Julie Handley	3,169.80	-
Pehr Harbury & Shivani Nautiya	3,169.80	-
Matt Gebhart	3,169.80	-
Total Vendor Withdrawals	29,209,089.62	4,450,766.27
Wages & Payroll Taxes		
Salaries/Wages - Net Pay	1,828,998.36	329,872.38
Directors Fees - Net Pay	22,161.69	3,740.19
Payroll Taxes	649,274.79	102,338.23
Performance Merit Program - Net Pay	145,570.24	-
Total Payroll	2,646,005.08	435,950.80
Total External Withdrawals	31,855,094.70	4,886,717.07
WBSD Transfers:		
WBSD LAIF Account	15,000,000.00	15,000,000.00
WBSD PR Account	500,000.00	500,000.00
WBSD Investment Accounts	-	-
Public Agency Retirement Services (PARS)	75,000.00	75,000.00
Total Transfers	15,575,000.00	15,575,000.00
Total Withdrawals	47,430,094.70	20,461,717.07



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4**

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

- 1) **Administrative:**
 - a. The scanning project is coming to a close. A presentation on the progress will be made at the board meeting.
 - b. Staff has obtained three quotes to replace HVAC system.
- 2) **Finance:**
 - a. The Finance Manager continues to submit for SFR loan reimbursements for the Bayfront Facility and is preparing to do the same for the Avy Altschul Pump Station project.
- 3) **CIP Projects:**
 - a. **Capital Improvement Program (CIP):**
 - i. The Bayfront Recycled Water Facility construction has gone well. Anderson Pacific is prepared to continue with the project in February 2025.
 - b. **Levee Improvement Project:**
 - i. Anderson Pacific continues to work on the second phase of the levee project. The Ecotone portion of the levee will continue as planned.
 - c. **Point Repair Project Phase II:**
 - i. Casey Construction continues to replace numerous pipe segments as part of the Phase II Point Repair Project and two additional pipe segments were added to this project.
 - d. **Telemetry Replacement Project:**
 - i. Blocka Construction began the Telemetry Replacement Project. The project includes replacing the alarm and remote monitoring systems at twelve pump station sites. Replacement should be completed in late 2025.
- 4) **Information Technology (IT):**
 - a. Server updates and backups were performed in December.
- 5) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. District crews began to maintain the EPASD system on January 2, 2025. A mainline stoppage on Menalto Ave. was found in a known problematic pipe segment. The pipe issues were identified by EPASD's prior CCTV contractor.

- b. **Pump Facilities:**
 - i. Field site visits were conducted by Blocka Construction and parts have been ordered for the telemetry project.
 - c. **Training:**
 - i. Training continues per the annual schedule and as recommended by the Safety Committee.
- 6) **Water Quality:**
- a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. The facility will produce reclaimed water at the lowest level to keep the biology in the plant healthy.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. Phase 1 of the recycled water facility will conclude in early February 2025 and the remainder of the project will continue once the Phase 1 agreement is amended and approved by the Board.
- 7) **Fleet and Facilities:**
- a. **Vehicle Maintenance:**
 - i. Staff ordered the new CCTV, Hydro Jetter, and Hybrid Mavrick.
- 8) **Personnel:**
- a. Management staff will begin to work with their staff to incorporate the Succession Plan into performance reviews.
 - b. Second-round interviews for Engineering went well. The new Engineering Tech. will begin on January 20 and the new Associate Engineer will begin on January 28.
- 9) **Upcoming Events:**
- a. **Next Regular Board Meetings:** Wednesdays, January 22 and February 12.
- 10) **Misc. Items:**
- a. **West Bay:** The General Manager will update the Board on miscellaneous items related to District operations including the scanning project.
 - b. **Town of Los Altos Hills:** Staff continues to support the contract and continues to make pipeline replacement recommendations.
 - c. **Town of Woodside:** Staff continues to maintain the sewer collection system and provide restaurant Fats, Oils, and Grease inspections.
 - d. **East Palo Alto:** Staff found a few EPASD pipe segments located within Highway 101. Maps will be updated to reflect this unforeseen issue.



WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Consider Authorizing the General Manager to Execute the Design Build Agreement - Amendment One with Anderson Pacific for Bayfront Recycled Water Facility Project*

Background

West Bay Sanitary District (WBSD) is developing, financing, designing and building a water recycling facility at its Bayfront Property and the associated infrastructure to serve recycled water to the Bayfront area in Menlo Park. New development is conditioned based upon the understanding that recycled water will be used in those developments for all appropriate non potable uses, whenever recycled water is available, and developments exceeding certain size criteria are required to use recycled water. In July 2024, the Board voted to authorize award Phase 1 of the Design Build Agreement, with a total contract value of \$7.1 million, to Anderson Pacific Engineering and Construction (APEC), with Water Works Engineers (WWE) as the Engineer of Record. WBSD is also securing State Grant and Loan financing for the majority of the project with the State of California. Meantime, WBSD has been working with its first large customer (Meta) on securing private financing for its proportionate share of the first phase of the Bayfront Project.

Phase 1 of the Design-Build Agreement was executed to allow the APEC/WWE to proceed with initial design and sitework and maintain the overall project schedule while WBSD continued to develop its private financing and cash flow approach. Now, with Phase 1 work nearly complete, an amendment to the original agreement is required to address the balance of the design, permitting and construction effort by the APEC/WWE.

Analysis

Phase 1 has been effectively completed (though not fully billed) and has consisted of the following activities:

- Hazardous Materials abatement
- Demolition of existing structures having no remaining useful life or salvage value
- High priority design for critical path items
- Potholing (for underground interferences for pipeline route and recycled water facility--RWF)
- Geotechnical borings (RWF)
- Rough grading (RWF)
- Pier installation (RWF site)
- Pipeline installation at RWF (beneath structures)

- Initial permitting for the above elements.

Phase 2 will move forward with the balance of the proposed and negotiated scope of work associated with designing, permitting, construction and testing the new recycled water facilities.

The second and final phase of work includes the following financing schedule:

(1)	Project - Phase 1 Scope of Work:	\$7,100,000.00 (95% completed)
(2)	Project – 2025 Scope of Work:	\$34,241,117.00
(3)	Total Scope through 2025:	\$41,341,117.00
(4)	Phase 2 Scope of Work (total contract price):	\$84,699,668.00
(5)	Project Element 8:	[time and materials]

This work will allow the WBSD and Anderson Pacific Team to progress the project within environmental constraints on the site, and be fully prepared to deliver reclaimed water in 2027.

Fiscal Impact

The estimated cost for the full scope described above is \$84,699,668.00 This cost is consistent with the overall pricing has been negotiated through value engineering between WBSD staff and Anderson Pacific; and will preserve and enhance the value of the Bayfront property for its ultimate beneficial use as a Recycled Water Facility. There is no Fiscal Impact to the General Fund as users of the reclaimed water will fund the project through Contributions In Aid of Construction, Reclaimed Water Connection Fees, and Reclaimed Water Charges to cover Operation and Maintenance costs.

Recommendation

The General Manager recommends that the Board authorize the General Manager, on contract form reviewed and approved by District Counsel, to execute an amendment to the Design Build Agreement, attached to this staff report, within the general scope and budget parameters presented in this Staff Report.

Attachments: Design Build Agreement Amended One



WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Consider Authorizing General Manager to Execute the Contract-C Agreement for Design & Construction Project Management and Post Construction Support Services for the “Bayfront Recycled Water Facility Project” with Woodard & Curran, Inc.

Background

The Bayfront Recycled Water Facility Project progressed to the preliminary design and initial construction phase, with an Initial Construction Contract awarded to the Design Build Team early this year. The project includes a new recycled water treatment facility, influent pumping facilities and a distribution system to serve Phase 1 customers. The process to date has been managed by Woodard & Curran, and their work has included environmental permitting, grant applications and coordination, preliminary design, preparation of the request for qualifications/proposals and facilitation of the DB Team procurement process. This Project Management work been contracted in two previous stages (Contract A and Contract B), the scopes of which have now been completed.

Given Woodard & Curran’s knowledge and involvement with the Bayfront Recycled Water Project and experience with the District’s Sharon Heights Recycled Water Project, Staff is recommending this Contract C to the Board to continue the Project Management for Design and Construction and Post Construction Support Services.

Analysis

Woodard & Curran will provide management support through the design, construction and start-up phases of the Project. This will include limited design reviews, coordination of construction meetings and communication, limited permitting, administration of the District’s SWRCB SRF loan/grant and coordination of permitting activities. In addition, Woodard & Curran will work to develop/revised the District’s existing recycled water program and standard.

To meet the timeline for implementation of the recycled water facility, the Project Management and related support services are needed. The project is anticipated to have 3 phases. The first two phases (Contract A and Contract B) are complete, and Contract C is the third and last anticipated phase. The proposed third phase of the work includes:

- *Task 1 Update Financing*
- *Task 2 Design and Construction Management Coordination*
- *Task 3 Permitting and Permit Coordination*
- *Task 4 State Revolving Fund Administration*
- *Task 5 Coordinate Start Up*
- *Task 6 Project Management/Administration*
- *Task 7 Recycled Water Program Development*
- *Task 8 Specialty Consulting: Matthew Mirenda*

The full scope is found in the attached proposal.

Fiscal Impact

This project management during design/construction and post-construction support services agreement, also known as Contract C, is for \$1,590,861.00

The cost for the agreement will be reimbursed by developers and users of recycled water as they join in the project.

Recommendation

The District Board to Authorize the General Manager to execute the Contract C agreement for Project Management for Design and Construction and Post-Construction Support Services from Woodard & Curran for the Bayfront Recycled Water Facility Project.

Attached: Woodard & Curran West Bay Sanitary District, Bayfront Recycled Water Facility Scope for Project Management for Design and Construction and Post Construction Support Services, Proposal, including Fee Estimate as Exhibit A, dated December 2024.

**WEST BAY SANITARY DISTRICT
BAYFRONT RECYCLED WATER FACILITY**

**SCOPE FOR PROJECT MANAGEMENT SERVICES
WOODARD & CURRAN**

**CONTRACT 'C'
DESIGN & CONSTRUCTION PROJECT MANAGEMENT AND POST CONSTRUCTION SUPPORT**

Introduction

West Bay Sanitary District (WBSD) is implementing a recycled water project to construct a 0.6 mgd MGD (initial) satellite facility with provisions for expansion to 1 MGD at the site of the former WBSD Wastewater Treatment Plant (WWTP). The Bayfront Recycled Water Project will consist of a new Recycled Water Facility (RWF) at the former WWTP site, an influent pump station and force main to convey raw wastewater to the RWF, piping for return of off specification wastewater to the sewer system, and recycled water distribution piping.

Team

The following designations are used throughout the Scope of Work:

- District or WBSD, which refers to the West Bay Sanitary District
- Woodard & Curran (W&C) as the CONSULTANT (or W&C Team)
- Design-Build Team (or DB Team), which refers to the team of contractor and design engineer who will execute the design, construction and short-term operation of the Project under design-build contract with the District.

Scope of Services

This Scope of Services defines the tasks that CONSULTANT will perform in completing the Project. The Project has thus far been executed in two prior contracts: Contract 'A' and Contract 'B.' The work completed under these contracts to date is summarized below.

Contract 'A'

- Prepared Request for Qualifications (RFQ) and supported District through SOQ development
- Supported in developing District in Memorandum of Understanding (MOU) with stakeholders
- Developed Preliminary Design (5%)
- Updated Environmental Impact Report (EIR)

Contract 'B':

- Developed Bridging Documents (30%)
- Completed field investigations and data collection to support Request for Proposals (RFP)
- Coordinated with District regarding water quality investigation and bench testing
- Performed initial permitting and permit coordination with jurisdictional agencies (in support of RFP)
- Developed and issued RFP and facilitated proposal period with prospective proposers
- Provided Contract Negotiation Support
- Updated Financing (coordination with State)

Contract 'C' (current proposed Scope of Work)

The detailed Scope of Work for Contract 'C' is defined in this proposal. In general, this Scope of Work will consist of the following:

- Task 1 Update Financing
- Task 2 Design and Construction Management Coordination
- Task 3 Permitting and Permit Coordination
- Task 4 State Revolving Fund Administration
- Task 5 Coordinate Start Up
- Task 6 Project Management/Administration
- Task 7 Recycled Water Program Development

General Notes and Assumptions for Scope of Services

- As needed, the District's legal services will be provided by others (as specified by Counsel for West Bay Sanitary District), and supported by the CONSULTANT with technical and engineering services only.
- Throughout this Scope of Services, reference is made to the District's recently completed Recycled Water Project – Sharon Heights. That project, managed by Woodard & Curran, was executed as a design-build effort in the same manner as the proposed Bayfront Project, and the Bayfront Project is expected to leverage and build upon materials and approaches developed by W&C for the previous project. This assumption is key to the efficiency of execution for the Bayfront Project.
- It is anticipated that the Contract 'C' work will be executed in two phases. The initial phase, running from September 2024 until approximately January 2025, is expected to correspond to the DB Team's initial design development as well as the DB Team's initial on-site demolition work, permit coordination, field data collection, ground improvements, and the start of below grade construction on the Project site. The second phase, expected to be initiated in January 2025, will coincide with the balance of the DB Team's contract. In total, the DB Team Contract is anticipated to extend approximately 34 months. The CONSULTANT contract is expected to extend 2 months beyond the DB Contract to account for final finance coordination with the State, or 36 months total.

Task 1 Update Financing

With the final, negotiated DB Team contract in hand, CONSULTANT will provide the District with an updated Cash Flow Projections to define the expected monthly cash flows for the project (payments to the DB Team, CONSULTANT, and third parties) to assist the District in planning for cash flow. This projection will be updated quarterly as the project progresses.

Deliverables

- Cash Flow Projections

Assumptions

- Cash Flow Projection is not a financial analysis for use in determining rates, cost sharing approach, or other funding means for the Project. It is assumed that the District will contract separately with a financial consultant for these updates, as needed.

Task 2 Design and Construction Management Coordination

This task includes management activities by the CONSULTANT for the design and construction phases of the Project. The DB Team shall be solely responsible for the design and construction of the facilities, including the technical design, equipment selection, Project scheduling and coordination, Project communications (as defined in the RFP), and Construction Management. The CONSULTANT will oversee these activities to verify compliance with the requirements of the RFP and final proposal for execution of the projects.

Task 2.1 Project Meetings

CONSULTANT will attend regular project meetings (assumed to be biweekly through design and construction) at District offices. Meetings are anticipated to occur in two parts: (1) District and CONSULTANT only and (2) including the DB Team. DB Team will be responsible for maintaining the agenda for regular project meetings for the portion of the meeting in which they are involved, and CONSULTANT shall prepare the agenda and materials for the District/CONSULTANT portion of the meeting. The District/CONSULTANT meetings will typically include discussion of the following:

- Project Status (Budget/Schedule)
- Project Issues (schedule and budget threats, non-compliant work)
- Project Change Orders (as needed)
- Permitting Status

In addition to biweekly meetings, the Project is expected to require regular coordination between CONSULTANT and the District. To facilitate this, the Scope of Work includes weekly calls between the District and CONSULTANT Project Manager (up to 2 hours per week) to review the Project in additional detail throughout the assumed construction period.

Task 2.2 Project Coordination

Oversight of the DB Team is expected to occur regularly through design and construction. Generally, the CONSULTANT will be responsible for verifying that the DB Team is in compliance with respect to permit requirements, technical requirements, environmental requirements, and requirements of the RFP/Proposal. This oversight shall never relieve the DB Team of ultimate responsibility for compliance or the consequences of non-compliance. The intent is for CONSULTANT to function as a Project Manager on behalf of the District, and in this capacity be able to verify the completeness of the work and enforce the requirements of the RFP/Proposal. It is anticipated that this PM effort will include answering questions from the DB Team, facilitating communication between the DB Team and the District, obtaining status updates from the DB Team, and tracking DB schedule and budget against baseline values. The level of effort for 34 months is as defined in the fee estimate.

Task 2.3 Design Review

CONSULTANT shall review interim design submittals from the DB Team for general compliance with the RFP/Proposal. Given the design build nature of the Project, it is anticipated that design submittals will be parsed to coincide with the construction schedule, but will generally consist of mechanical, electrical, civil/pipeline, instrumentation and control and process design. Structural design will not be reviewed. Equipment selection for major equipment will be confirmed against the Project requirements and the DB Team's proposal. Minor equipment or items not specified in detail within the Project RFP will not be reviewed. CONSULTANT will provide written comments and/or markups to the DB Team and District for discussion and resolution in the subsequent phase of design.

Task 2.4 Site Visits

CONSULTANT will attend site visits monthly throughout construction. Site visits are intended to monitor overall progress only; daily progress reports by the DB Team will be used for purposes of verifying pay applications.

CONSULTANT will communicate concerns to the District/DB Team, as needed. Inspection of the work and Special Inspection are not included.

Task 2.5 Construction Consultation/Support (Freyer & Laureta)

CONSULTANT (specifically, Freyer & Laureta (F&L)) will attend construction meetings and provide support during construction. For this task, F&L has allocated a total of 174 hours over a 116-week period (a subset of the 34 month DB Team contract period to reflect ramp up/down of major construction)

Similar to the Sharon Heights project, F&L will provide Part Time Construction Observation (not special inspection), monitoring progress and flagging issues. F&L anticipates 4 hours/week for a total of 52 weeks (a portion of the construction period only). When identified, issues will be raised in email correspondence and discussed at regular construction meetings.

Task 2.6 Pay Application and Change Order Review

CONSULTANT shall review monthly pay applications from the DB Team and provide written comments to the DB Team for correction and/or recommendation for payment to the District. Change orders, should they be needed on the project, will be generated by the DB Team and will be reviewed by the CONSULTANT for accuracy and pricing. Following review of change orders, CONSULTANT will provide comments to the District and DB Team and will, during the course of monthly meetings, participate in discussion and negotiation of change orders, as needed.

Task 2.7 Punch List

DB Team shall maintain a “punch list” near the conclusion of construction detailing work and activities to take place prior to substantial and final completion. List shall be generated based on input of District inspectors (under separate contract), CONSULTANT (based on site visits only) and DB Team Construction Manager. CONSULTANT shall verify that the punch list is completed and verified prior to final acceptance of the Project by the District.

Task 2 Deliverables:

- As defined above.

Task 2 Assumptions:

- Biweekly construction period coordination meetings, at 2 hours per meeting, are assumed. One half of these meetings will be virtual, with up to half being in person for budgeting purposes. It is assumed that meetings will be held either at District offices or at the Bayfront site in facilities provided by the DB Team. CONSULTANT will not require or provide onsite facilities for meetings or other activities.
- Scope does not include inspection or special inspection services. These will be contracted separately by the District.
- The assumed design and construction duration is 34 months, with a 2 month wrap up phase (36 months total).
- Some components of the distribution system (pipelines) may be designed and constructed by developers. Where the occurs, it is assumed that developers will be provided with technical requirements from the RFP, as applicable, but that additional oversight of design and construction will not be required. CONSULTANT will only review these third-party designs for compatibility with the DB Team design.
- Review of design and construction by the DB Team shall not in any way relieve the DB Team of its contractual obligations for design and construction of the facility. The CONSULTANT shall not be responsible for work prepared by others. Reviews are intended to verify general compliance with RFP requirements only.
- Estimated level of effort (hours) as shown in the attached fee spreadsheet.

Task 3 Permitting and Permit Coordination

The responsibility for permitting for this Project, in general, is split between the DB Team and the CONSULTANT Team, as defined in the Project RFP. This task includes those permit applications to be prepared by the CONSULTANT, as well as coordination efforts to support permits to be obtained by the DB Team.

Task 3.1 BAAQMD Permitting

CONSULTANT will provide technical and coordination assistance in applying for and obtaining appropriate permits from the Bay Air Air Quality Management District (BAAQMD) for the West Bay Sanitary District Bayfront Recycled Water Project. The project consists of a new recycled water treatment plant and a new wastewater pump station, both located in Menlo Park, CA. It is assumed that two separate permits will be required, as both facilities will require standby power generation (diesel generators), and the treatment plant will have odor emission control facilities that will be permitted through the BAAQMD. CONSULTANT will be responsible for the permit application and technical development and will provide the permit to the District for final submittal.

Task 3.2 Title 22 Engineering Report

The Title 22 Engineering Report, a requirement of the recycled water permitting under the Department of Drinking Water (DDW) is addressed in two parts. The Title 22 Report for Recycled Water Production will be prepared by the DB Team and reviewed by the CONSULTANT under this task. The DB Team shall be fully liable for that Report and complying with DDW comments/requirements for its approval.

The Title 22 Report for Recycled Water Distribution will be prepared by the CONSULTANT. CONSULTANT will prepare a draft and final version of the report for District review prior to submitting to DDW.

Task 3.3 Jurisdictional Agency Support

CONSULTANT understands that jurisdictional agency permitting (City, County, Caltrans, railroad) will be the responsibility of the DB Team but may require direct support and coordination by the District and CONSULTANT. CONSULTANT will provide support to the District for requests the DB team may have about jurisdictional permitting and verify that proper permitting is being obtained.

Task 3 Deliverables

- Draft and Final BAAQMD Permit Application with technical backup
- Comments on DB Team Title 22 Report for Recycled Water Production (tabulated comments)
- Draft and Final Title 22 Engineering Report for Recycled Water Distribution (Word and pdf format)

Task 3 Assumptions

- CONSULTANT will rely on the DB Team to provide technical backup for its design in order to prepare the BAAQMD Permit.
- The BAAQMD timeline is not generally conducive to the District's design-build approach. CONSULTANT will endeavor to negotiate this timing with the BAAQMD to avoid fees associated with the Permit to Construct; however, past experience has shown that a "late" fee may be assessed. Such a fee, if levied, shall not be the CONSULTANT's responsibility to pay and shall be paid directly by the District. This fee may not be reimbursable by the State Board under the CWSRF. In addition, CONSULTANT is not responsible for delays caused by the DB Team in delivering technical data to support the application process or errors in this data.

- Fees due for the Title 22 Engineering Report for Recycled Water Distribution, or any permit/fine associated with permitting, will be paid by the District directly.
- Level of effort (hours) for Task 3.3 is estimated as shown in the attached fee estimate.

Task 4 State Revolving Fund Administration

CONSULTANT will administer the Clean Water State Revolving Fund (CWSRF) reporting and disbursement request process with the State Board on behalf of the District. Additionally, CONSULTANT will assist the District in reporting compliance with mandatory mitigation measures associated with the Environmental Impact Report (EIR) for the Bayfront Project and with preparing for and completing a potential audit by the State Board in the course of the Project execution. The detailed scope for these activities is presented below.

Task 4.1 FBA Preparation:

Prepare the Final Budget Approval (FBA) form, review supporting documentation, including RFP, proposal, and contract, for compliance with CWSRF requirements. Includes one coordination call with WBSD to verify numbers and request outstanding information; however, this scope assumed assumes that CONSULTANT has the majority of the supporting documents already. CONSULTANT will organize the documents and upload to FAAS using WBSD's login information.

Task 4.1 Assumptions

- Hours shown in the attached fee estimate include one, 1-hour call with the District

Task 4.2 Quarterly reporting

Prepare draft up to 8 quarterly reports based on invoices and knowledge of project status. Quarterly reports will be based on the requirements included in the CWSRF agreement, and generally includes updates on the project activities, status of contracts and schedule, compliance with environmental requirements and any special conditions in the agreement, and reporting on potential project issues and change orders. [add info]

Task 4.3 Disbursement Requests

Prepare disbursement requests using State Board's SRF forms 259, 260, and 261. CONSULTANT will create a tracking spreadsheet in excel to manage the project invoices and document any potential differences between the invoice totals and what is reimbursed by the state. Invoices will be reviewed for eligible costs and annotated as needed. CONSULTANT will coordinate with WBSD and its vendors to resolve potential missing documentation or issues on the invoices related to SRF eligibility, if reasonable. CONSULTANT will complete the forms and send to WBSD for review and signature before uploading to FAAS using WBSD's login. The first disbursement request will include all eligible costs to-date at the time of preparation and is generally a larger effort than subsequent disbursement requests. Construction and Construction Management costs cannot be submitted until after the FBA (Task 1.1, above) is approved by the State Board.

Task 4.3 Deliverables:

- Monthly Disbursement Requests, thirty-three

Task 4.3 Assumptions:

- Level of effort (hours) for Task 4.3 is estimated as shown in the attached fee estimate

Task 4.4 Project Completion Report

Prepare a project completion report meeting the requirements of the CWSRF Agreement. Generally, includes an overall summary of the project as completed, any project changes, the total costs of the project, and final reporting on environmental and special commitments. Includes preparation of final disbursement request as needed. Woodard & Curran will submit via FFAST using WBSD's login.

Task 4.4 Assumptions:

- One-time submittal

Task 4.5 Environmental Compliance Tracking

Woodard & Curran will use the Mitigation Monitoring and Reporting Plan (MMRP) and any environmental special requirements included in the CWSRF funding agreement to develop a tracking table for environmental mitigation and commitments. For each mitigation measure or action, Woodard & Curran will draft a memo to be signed by the responsible party listed in the MMRP when the action is complete. Updates will be requested monthly as part of the data request sent out for invoices. Any documents developed because of the mitigation measures will be saved with the environmental compliance tracking files.

Task 4.6 Audit Support and Administration Coordination

In the event of an audit related to the SRF agreement, CONSULTANT will participate as needed in meetings and provide requested information, such as copies of invoice tracking spreadsheets and submitted disbursement requests. This task also includes overall management of the SRF administration tasks, coordination with WBSD and State Board staff related to administration of the SRF agreement, as well as additional support that may be required over the course of the project as related to the SRF funding.

Assumptions:

- Level of effort (hours) for Task 4.6 is estimated as shown in the attached fee estimate

Task 5 Coordinate Start Up

Startup and testing of the Project is the responsibility of the DB Team, and the requirements will be defined in the RFP. However, startup of a treatment facility is rarely trouble free, and CONSULTANT shall provide support to the District throughout startup and initial operation. This support will include:

- Review of DB Team startup plans
- Review of startup and testing data
- Coordination with District/DB Team regarding failed testing, failed equipment, or problematic performance (to resolution)
- Review of Operations and Maintenance Plan (expected to be revised through start up)

Task 6 Project Management/Administration

Task 6.1 Monthly Invoicing and Progress Reporting

Monthly invoicing and program progress reports shall be prepared. Monthly reports shall include schedule updates, and cash flow forecast update. The report shall also include project accomplishments as well as scheduled and upcoming work.

Task 6.2 Team Management

This task includes hours/effort to internally manage and coordinate the CONSULTANT Team, including but not limited to budget and schedule management.

Task 6 Deliverables

- Invoices and Progress Reports

Task 6 Assumptions

- Project Duration of 36 months
- Progress and management discussions with the District are included in earlier tasks.

Task 7 Recycled Water Program Development

Task 7.1 Kick-Off and Meetings

CONSULTANT key staff shall attend a 1-hr kick-off (suggested after initial document review). CONSULTANT shall attend regularly scheduled ½-hour progress meetings with District staff monthly.

Task 7.1 Assumptions:

- Task duration of 6 months
- Meetings will be held virtually on Teams or similar platform.

Task 7.2 Review Existing Documents

The District has developed recycled water program materials specific to the Recycled Water Treatment Facility (RWTF) at Sharon Heights and sewer service materials for the entire service area. In addition, the District has identified the municipal water purveyors that overlap their service area. Both the City of Redwood City and the City of Menlo Park have existing recycled water ordinances. Cal Water has expressed interest to the District in developing a recycled water program as well.

CONSULTANT will review existing program administration documents

Task 7.2 Deliverables:

- List of documents that should be updated or developed under Tasks 7.3 and 7.4

Task 7.2 Assumptions:

- District will provide electronic copies of existing relevant documents
- District will be point of contact with water agencies to reach out for relevant documents

Tak 7.3 Update Existing Governance Materials

CONSULTANT will provide technical support to the District to collaborate with the municipal water agencies that provide water service within the District's sewer service area to propose updates to City ordinances to further support the implementation of the District's recycled water program. CONSULTANT will attend meetings with the City of Menlo Park, Cal Water, and up to two additional adjacent agencies to review recycled water program governance materials (ex. Municipal code, ordinances, etc).

City of Menlo Park regulations require that construction projects over a certain size use non-potable and/or recycled water or provide on-site water recycling to minimize the use of potable water. CONSULTANT will work with District to

identify specific updates requested for the City of Menlo Park regulations to maximize recycled water use in the overlapping service area.

Task 7.3 Deliverables:

- Up to 3 meetings each with the City of Menlo Park and Cal Water
- Up to 2 meetings total with 1 or more additional adjacent recycled water purveyors to discuss lessons learned (ex. City of Redwood City)
- Summary meeting notes for all meetings
- Redline markups of proposed changes to the City of Menlo Park existing alternate water source ordinance.

Task 7.3 Assumptions:

- Meetings will be held virtually on Teams or similar platform.
- Documents that would be needed for the District's overlapping service area with Cal Water are not known at this time. It is assumed that Cal Water would develop if and as needed. CONSULTANT time to prepare Cal Water program documentation is not included.

Task 7.4 Develop Recycled Water Program Materials

CONSULTANT will update/develop recycled water program materials that will outline the procedures, rules and regulations, and the monitoring/compliance requirements for recycled water use. The following documents to administer the program are anticipated:

- **Recycled Water Rules and Regulations** – Consultant will develop the WBSD Recycled Water Rules and Regulations, building off of the set developed for Sharon Heights.
- **Cross-Connection Certification Form** – Documents successful cross-connection control test, typically signed by the certified cross-connection control specialist. *Note: Process may already be in place through MPMW; if so, will not duplicate but may request to incorporate WBSD into joint form as appropriate.*
- **Coverage Test Compliance Form** – Document to be filled out by the District during the final site inspection prior to issuing the use permit and initiating recycled water service.
- **Recycled Water Permit** – Consultant will develop a simple Use Permit template for the District's use. The permit will be issued by the District once the site has met all necessary requirements to begin recycled water services and will certify that the new Use Area conforms to the District's rules and regulations.
- **Use Area Inspection Form** – Annual form completed by User during self-inspection to ensure their on-site recycled water system is in working order and best management practices are observed.
- **Design and Construction Standards** – Consultant will work with District to identify and develop a small set of typical details, plan check lists, standard notes, and specifications that the District can provide to customers to ensure their on-site irrigation systems meet applicable rules and regulations. Development of customer standards in CADD format are not included and it is assumed that typical details will be developed from existing sources.
- **Site Supervisor Training** – CONSULTANT will update the existing PowerPoint Presentation used by the District for customers served by the Sharon Heights WRF to provide comprehensive training to Site Supervisors.
- **District Customer Approval Checklist** – Consultant will develop a simple recycled water checklist to be used by the City and the user to verify the site has followed all necessary procedures and submitted all required documentation which includes use area irrigation plans, the cross-connection control certification, site supervisor training certification, and final approved coverage test.

Task 7.4 Deliverables:

- Confirmation list of typical details/standards to be developed
- Draft and Final Electronic copies of each deliverable listed above

Task 7.4 Assumptions:

- Design and construction standards are focused on on-site recycled water system requirements downstream of the recycled water meter
- District will have up to 2 weeks to review each document
- CONSULTANT will build off existing Sharon Heights materials where possible

Task 7.5 As-Needed Support (OPTIONAL)

In addition to the tasks outlined above, there may be additional recycled water program items that arise based on the development of the Bayfront system, discussions with the City of Menlo Park, the Regional Board, etc. In addition, there may be a need to update the listed pertinent documents listed in this proposal letter. CONSULTANT will provide limited as needed support for the preparation of additional materials where identified by the City.

Task 8 Specialty Consulting: Matthew Mirenda

CONSULTANT will provide access to the services of Matthew Mirenda, and independent contractor, to enhance the review and coordination of the Bayfront project with lessons learned from the Sharon Heights Golf and Country Club project. Matthew played a key role in the construction and startup of the SHGCC, and has continued to support the District following startup of the facility. For Bayfront, Matthew will participate in regular construction meetings to review progress and advise on proposed design and construction team approaches on behalf of the District. The level of effort for this are assumed to be as follows, though hours may be allocated differently than shown depending on Project/District need:

- Construction Meetings:
 - Start: Bi-weekly for 6 months (2 hours each)
 - Major Construction: Weekly for 24 months (2 hours each)
 - Project End: Bi-Weekly for 6 months (2 hours each)
- Startup Support: 60 hours (total) – These hours are intended to support start-up as requested by the District
- Additional Support: 40 hours (total) – These hours may be used as requested by the District

Total Hours from Above: 364 hours

West Bay Sanitary District Bayfront Recycled Water Facility

December 2024

CONTRACT C - DESIGN & CONSTRUCTION PROJECT MANAGEMENT AND POST CONSTRUCTION SUPPORT

Tasks	Labor												Total Hours	Total Labor Costs (1)	Outside Services			ODCs		Total Fee		
	Dave Richardson	Tony Valdivia	Ryker Brown	TBD	Donna Rammell	Kyle Tracy	Ali Kantar	Sally Johnson	Sarah Rhodes	TBD	Carrie Del Boccio	Deanna Lee			Freyer & Laureta Design Support & Construction Consultation	Matt Miranda Coordination and Startup	Mizutani Environmental Air Permitting Support	Subcontract Subtotal	Sub Consultant Total Cost (2)		ODCs	Total ODCs (3)
Project Role	Principal in Charge	Project Manager	Deputy PM	Project Engineer	Electrical Review	SCADA Review	Process Review	Funding and Compliance Lead	RW Reg Lead	Planner 3	RW Permitting Lead	Project Assistant										
Blended Billing Rate (2024-2027)	\$414	\$393	\$360	\$240	\$382	\$393	\$393	\$344	\$382	\$289	\$360	\$153										
Task 1: Update Financing																						
Prepare and Maintain Cash Flow Projection Report	4	2	4	18									28	\$8,201						\$0	\$8,201	
Subtotal Task 1:	4	2	4	18	0	0		0	0	0	0	0	28	\$8,201	\$0	\$0	\$0	\$0	\$0	\$0	\$8,201	
Task 2: Design and Construction Management Coordination																						
2.1: Project Meetings (biweekly + 1 hour/week)		129	160										289	\$108,225					\$1,020	\$1,020	\$109,245	
2.2: Project Coordination (36 months)		162	324	324									810	\$257,934					\$0	\$0	\$257,934	
2.3: Design Review			40		24	16	40						120	\$45,541	\$63,872				\$63,872	\$63,872	\$109,413	
2.4: Site Visits (20 total)		60	90	60	8		8						226	\$76,534				\$3,600	\$3,600	\$80,134		
2.5: Construction Consultation/Support (Freyer & Laureta)													0	\$0	\$104,380				\$104,380	\$104,380	\$104,380	
2.6: Pay Application and Change Order Review (36 assumed)			34	68									102	\$28,550					\$0	\$0	\$28,550	
2.7: Punch List			16	16	8	8	8						56	\$18,932					\$0	\$0	\$18,932	
Subtotal Task 2:	0	351	664	468	40	24	56	0	0	0	0	0	1603	\$535,717	\$168,252	\$0	\$0	\$168,252	\$168,252	\$4,620	\$4,620	\$708,589
Task 3: Permitting and Permit Coordination																						
3.1: BAAQMD Permitting		8	8	16									32	\$9,858			\$24,480		\$24,480		\$0	\$34,338
3.2: Title 22 Engineering Report										80	32		112	\$34,636					\$0	\$0	\$0	\$34,636
3.3: Jurisdictional Agency Support		12	40	40									92	\$28,703	\$30,048			\$30,048	\$30,048	\$600	\$600	\$59,351
Subtotal Task 3:	0	20	48	56	0	0	0	0	0	80	32	0	236	\$73,197	\$30,048	\$0	\$24,480	\$54,528	\$54,528	\$600	\$600	\$128,325
Task 4: State Revolving Fund Administration																						
4.1: FBA Preparation		2	1					6		24			33	\$10,142					\$0	\$0	\$0	\$10,142
4.2: Quarterly Reporting (up to 8)		4	8					32		96			140	\$43,185					\$0	\$0	\$0	\$43,185
4.3: Disbursement Requests		9	16	16				136		416			593	\$180,070					\$0	\$0	\$0	\$180,070
4.4: Project Completion Report		1	4					8		24			37	\$11,516					\$0	\$0	\$0	\$11,516
4.5: Environmental Compliance Tracking		10	14	14				40		88			166	\$51,495					\$0	\$0	\$0	\$51,495
4.6: Audit Support and Administration Coordination		34	36	36				144		72			322	\$105,215					\$0	\$0	\$120	\$105,335
Subtotal Task 4:	0	60	79	16	0	0	0	366	0	720	0	0	1291	\$401,624	\$0	\$0	\$0	\$0	\$0	\$120	\$120	\$401,744
Task 5: Coordinate Startup																						
Coordination Start up		8	8	8	8	8	16						56	\$20,415					\$0	\$0	\$720	\$21,135
Subtotal Task 5:	0	8	8	8	8	8	16	0	0	0	0	0	56	\$20,415	\$0	\$0	\$0	\$0	\$0	\$720	\$720	\$21,135
Task 6: Project Management/Administration																						
6.1 Monthly Invoicing and Progress Reporting		34										34	68	\$18,539	\$11,040				\$11,040	\$11,040	\$0	\$29,579
6.2: Team Management		136	136										272	\$102,336	\$26,820				\$26,820	\$26,820	\$0	\$129,156
Subtotal Task 6:	0	170	136	0	0	0	0	0	0	0	0	34	340	\$120,875	\$37,860	\$0	\$0	\$37,860	\$37,860	\$0	\$0	\$158,735
SUBTOTAL TASKS 1-6	4	611	939	566	48	32	72	366	0	800	32	34	3554	\$1,160,029	\$236,160	\$0	\$24,480	\$260,640	\$260,640	\$6,060	\$6,060	\$1,426,729
Task 7: Recycled Water Program Development																						
7.1: Kick-Off and Meetings	2	7							8	6		8	31	\$9,586					\$0	\$0	\$0	\$9,586
7.2: Review Existing Documents									8	16			24	\$7,677					\$0	\$0	\$0	\$7,677
7.3: Update Existing Governance Materials		2							18	18			38	\$12,857					\$0	\$0	\$0	\$12,857
7.4: Develop Recycled Water Program Materials									42	96		12	150	\$45,606					\$0	\$0	\$0	\$45,606
7.5: As-Needed Support (Optional)									24	16			40	\$13,784					\$0	\$0	\$0	\$13,784
Subtotal Task 7:	2	9	0	0	0	0	0	0	100	152	0	20	283	\$89,512	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$89,512
Task 8: Specialty Consulting; Matthew Miranda																						
8.1: Support Activities													0	\$0			\$74,620		\$74,620	\$74,620	\$0	\$74,620
Subtotal Task 8:	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$74,620	\$0	\$74,620	\$74,620	\$0	\$0	\$74,620
TOTAL TASKS 1-7	6	620	939	566	48	32	72	366	100	952	32	54	3837	\$1,249,541	\$236,160	\$74,620	\$24,480	\$335,260	\$335,260	\$6,060	\$6,060	\$1,590,861

- The individual hourly rates include salary, overhead and profit.
- Subconsultants will be billed at actual cost plus 0%.
- Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 0%.
- Additional Woodard & Curran staff may perform work on the project, based on our standard billing rate schedule currently in effect
- Woodard & Curran rates are set for the duration of the contract (36 months)

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WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Fariborz Heydari, P.E., District Engineer*

Subject: *Consideration of 1) Accepting Work by Casey Construction, Inc. for the Avy-Altschul Pump Station Project No. 1761.7; 2) Authorizing the General Manager to File the Notice of Completion; and 3) Release the Retention of \$45,917.75 to Casey Construction, Inc.*

Background

On May 24, 2023, the District Board awarded the construction of Avy-Altschul Pump Station to low bidder, Casey Construction, Inc. of Emerald Hills, CA for \$894,795.50 with no contingency for a construction change order. On July 10, 2024, the District Board approved Change Order No. 1 for additional work for \$40,000. The total construction cost with CCO #1 was \$934,795.50.

Analysis

The project involved construction of a new pump station at Los Lomitas Elementary School District property in a new easement that abuts against an existing sanitary sewer easement through the same property. All works and punch-list items have been completed, and Casey Construction will be submitting the one-year maintenance warranty bond prior to recording the notice of completion.

Fiscal Impact

Sharon Heights Golf and Country Club (SHGCC) committed to funding the Avy-Altschul Pump Station Project through a Sharon Heights Golf and Country Club Recycled Water Facility – Long Term Agreement Amendment No. 1. The District applied for a loan from the State Water Resources Control Board (SWRCB) State Revolving Fund (SRF) to design and construct the pump station. The SWRCB awarded the project \$950,000 including approximately \$300,000 in State Grants. The total contract amount with the \$40,000 in change orders is \$934,795.50, which is less than the SRF loan of \$950,000.

On January 7, 2025, the District received Final Budget Approval (FBA) from the State Water Resources Control Board for the Avy-Altschul Pump Station (Project); Clean Water State Revolving Fund (CWSRF) Program; Project No. 8662-110.

There is no fiscal impact on the District's General Fund as the SRF loan will be repaid by SHGCC.

Recommendation

The District Engineer requests that the District Board 1) accept the work by Casey Construction, Inc.; 2) Authorize the General Manager to file the Notice of Completion for the Avy-Altschul Pump Station Project No. 1761.7; and 3) release the retention of \$45,917.75 to Casey Construction, Inc.

Attachments: Notice of Completion

EXEMPT FROM RECORDING FEES

Recorded at Request of
and Return to:

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

NOTICE OF COMPLETION

Notice is hereby given that West Bay Sanitary District (a Government Agency) whose address is 500 Laurel Street, Menlo Park, California 94025, caused the Avy-Altschul Pump Station Project within Menlo Park, California; that the contract for doing said work was made with Casey Construction, Inc. as contractor and entered into on May 24, 2023; that the work on said contract was actually completed on July 10, 2023 and accepted by the West Bay Sanitary District Board of Directors on January 22, 2025; that the owner of said "Avy-Altschul Pump Station Project" is the West Bay Sanitary District.

WEST BAY SANITARY DISTRICT

Sergio Ramirez, General Manager

STATE OF CALIFORNIA
COUNTY OF SAN MATEO

Sergio Ramirez being duly sworn says he is the General Manager of West Bay Sanitary District, the owner of the above referred improvements; that he has read the same, and knows the content thereof, and that the facts stated therein are true.

Sergio Ramirez, General Manager

1/22/2025

Date

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WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Fariborz Heydari, P.E., District Engineer*

Subject: *Consideration Authorizing the General Manager to Issue the Call for Bids for the District's Capital Improvement Project-Point Repairs Project Phase III (High Frequency Pipeline Replacement and Repairs) Project No. 1770.0*

Background

District Staff has been able to maintain the sewer system well and has minimized the amount of Sanitary Sewer Overflows (SSOs) to record levels. The Board has approved multiple pipeline replacement projects which have also contributed to SSO reduction and have limited Inflow and Infiltration into the system. The sewer system has been maintained using aggressive cleaning schedules. Many pipe segments require cleaning every three, six, and twelve months. Replacing or repairing these high frequencies schedules are the next step in improving the sewer system. The latest project approved by the Board was the Point Repair Phase II project, which is 75% completed and the construction is in progress by Casey Construction, Inc.

During the July 24, 2024 Regular Board Meeting, the District Board approved a design project for the Point Repair Phase III Project to replace and repair sewer pipelines that are on a high frequency cleaning schedule due to root intrusion, sags, damaged pipe, and other structural issues. These high frequency pipelines involve additional maintenance and work force. The District has determined that replacing and repairing sewer pipelines along these pipe segments would alleviate some of the required maintenance and work force so maintenance staff can concentrate in other areas. However, the number of repairs is so large that the project will have to be conducted in a phased approach over three to four years.

West Bay system mapping is based on a grid pattern spread across the District, known as Block Maps. The first and second phase of the project included: 1) main lines that are the highest priority projects determined by District Staff, 2) within areas of planning street surface improvements and 3) any point repairs needed within the same Block Maps in which planned street improvements are within.

Most recently, the District received recognition from the California Water Environment Association (CWEA) by awarding the District with the coveted "Collection System of the

Year” award. The award recognizes outstanding preventative maintenance programs, minimal sewer spills, and an excellent “no loss time due to accidents” history.

Analysis

The design engineering firm, Freyer & Laureta (F&L) reached out to the City of Menlo Park, the Town of Atherton, San Mateo County, and the Town of Portola Valley to obtain their planned street improvements for 2025 and overlaid them over the list of point repairs provided by District Staff. Using the criteria for selected projects, the anticipated construction cost for the Point Repairs Project Phase III is \$7 million with 15% contingency (approximately \$1 million) for a total of \$8 million, based on current market conditions.

Fiscal Impact

The Capital Assets Fund for Fiscal Year 2024-2025 has an approved budget of \$10 million. The project’s anticipated cost for priority pipeline replacements and point repairs within planned surface improvement areas is \$8 million as indicated above, which is \$2 million under the approved budget amount.

Recommendation

The District Engineer recommends the District Board of Directors authorize the General Manager to issue a call for bids for the District’s Capital Improvement Project – Point Repairs Project Phase III (High Frequency Pipeline Replacement and Repairs) Project No. 1770.0.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

Recycled Water Facility Production Data:

2024	Processed	Delivered
January	5.8MG	175K gallons
February	5.6MG	464K
March	6.5MG	1.5MG
April	8.1MG	4.4MG
May	10.6MG	9.3MG
June	10.7MG	9.9MG
July	11.3MG	9.9MG
August	10.7MG	9.3MG
September	7.8MG	7MG
October	8.8MG	5.4MG
November	4.6MG	530K
December	5.3MG	82K

2023	Processed	Delivered
January	5MG	0 gallons
February	3.3MG	0 gallons
March	3.5MG	0 gallons
April	4.9MG	32k gals. Dust Control
May	5.1MG	432k gals. Dust Control
June	4.8MG	456k gals. Dust Control
July	6.2MG	1.05MG Dust Control
August	8.1MG	2.7MG (+ 1.5 MG Dust Control)
September	8.4MG	4MG (+ 1.04 MG Dust Control)
October	9.6MG	7.4MG
November	7.7MG	3.7MG
December	7.4MG	970K

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

2021	Total Processed	Total Delivered
Yearly Total	88.2MG	56.26MG (*) (**)
2020	Total Processed	Total Delivered
August-Dec.	34.1MG	19.75MG

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

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

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

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 the opportunity to provide direction to staff and general counsel.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Report, Discussion, and Direction 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.

Report to the District Board for the Regular Meeting of January 22, 2025

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 12**

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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