

1902 - Serving Our Community for over 120 Years - 2023
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, AUGUST 9, 2023 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

General Manager

Sergio Ramirez

District General Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

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

<https://us06web.zoom.us/j/84907156951?pwd=NW5ocldNLzJsMVV2Smk4VGNaTXMxUT09>

Meeting ID: 849 0715 6951 Passcode: 786918

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

1. Call to Order and Roll Call

2. Communications from the Public

3. Consent Calendar

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

- A. Approval of Minutes for Regular Meeting July 26, 2023 Pg. 3A-1
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru July 31, 2023 Pg. 3B-1
- C. WBSD Operations and Maintenance Report – July 2023 Pg. 3C-1
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – July 2023 Pg. 3D-1
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – July 2023 Pg. 3E-1
- F. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 18032 for the Construction of Force Main Extension, and Class 5 Sewer Permit No. 18033 for the Construction of Wastewater Facilities for 35 Possum Lane, Portola Valley, California Pg. 3F-1

- G. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1613 for the Construction of Wastewater Facilities for 155 Grove Drive, Portola Valley, California Pg. 3G-1
- 4. General Manager's Report Pg. 4-1
- 5. Presentation and Discussion by Woodard & Curran on the Woodside Recycled Water Facility Feasibility Study Pg. 5-1
- 6. Discussion and Direction on the West Bay and Sharon Heights Recycled Water Facility Pg. 6-1
- 7. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 7-1
- 8. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 8-1
- 9. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 9-1
- 10. Closed Session
 - A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code § 54956.9(d)(1))
Name of Case: 1740 Oak. Ave., LP v. West Bay Sanitary District, et al., - SMCSC Case No. 18CIV02813
 - B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Govt. Code § 54956.9(d)(2): (1 potential case)
- 11. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
- 12. Adjournment

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



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

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JULY 26, 2023 AT 7:00 P.M.

1. **Call to Order**

President Dehn called the meeting to order at 7:01 PM

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Treasurer Thiele-Sardiña, Director Moritz (Secretary Pro Tem), Director Otte

BOARD MEMBERS ABSENT: Secretary Walker

STAFF MEMBERS PRESENT: Ramirez, and Condotti by Zoom

Others Present: Joe La Marina – SBWMA, Dashiell Leeds

2. **Communications from the Public:** None.

3. **Consent Calendar**

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

- A. Approval of Minutes for Regular Meeting July 12, 2023
- B. Bank of the West Monthly Investment Portfolio Statements
- C. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1618 for the Construction of Wastewater Facilities for 155 Grove Drive, Portola Valley, California

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

4. **General Manager's Report**

Discussion/Comments: General Manager Ramirez reported there will be upcoming staff training on recycling and organics on August 1st. He also reported the maintenance building design proposal came in higher than expected at \$500,000. General Manager Ramirez would like to explore design build request for qualifications (RFQ) and the traditional request for proposals (RFP.) In addition, he noted the SVCW is performing bypass pumping for their upgrades at the Menlo Park Pump Station. General Manager Ramirez presented an update to the new website based on input from the Board. General Manager Ramirez further reported the Bayfront Entrance, Point Repair and Avy Altschul Pump Station projects have begun. The Annual Goals meeting will be on August 8th and the next regular Board meetings will be held August 9th and August 23rd. The complete General Manager's written report is in the July 26, 2023 agenda packet.

5. Review and Approval of a Resolution Authorizing South Bayside Waste Management Authority (SBWMA) To Acquire Real Property Located At 1245 San Carlos Avenue, Unit E, San Carlos, CA

Motion to Approve by: Thiele-Sardiña 2nd by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: Joe La Marina of SBWMA reported on the potential purchase of the property at 1245 San Carlos Ave., Unit E, San Carlos that would serve as SBWMA's new headquarters. He outlined the purchase cost compared to an office lease for a 30-year period. The office purchase would save approximately \$2.1M over 30-years.

6. Presentation and Discussion by South Bay Waste Management Authority Executive Director on their Site Optimization Plan

Discussion/Comments: Joe La Marina of SBWMA reported on a site optimization plan at the District's Flow Equalization Resource Recovery Facility (FERRF). He outlined the current facility being used at the Shoreway site and the need for additional space. Board consensus was to have the General Manager move forward with discussions with SBWMA and report back to the Board for consideration.

7. Discussion and Direction on City of East Palo Alto RFP for Sanitary Sewer Operations

Discussion/Comments: General Manager Ramirez reported the City of East Palo Alto has issued a request for proposals (RFP) for sanitary sewer operations. He further reported that the following items are outlined in the RFP: Operate and Manage 30 miles; Clean Twice per Year; CCTV Inspection; Support CIP Program; Manage GIS and Database; Construction Inspections including FOG Inspections; Emergency Spill Response; Lateral Services including TV (Courtesy Cleaning); Assistance with their SSMP; and to conduct Public Outreach. Board consensus was to request an extension to the August 11 deadline and move forward with submitting an RFP. The Board requested the RFP be brought before the Board prior to the formal submission.

8. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez reported 4.8MG was treated in June and 456 were used for construction dust control. Casey Construction is underway with the Avy Altschul Pump Station. Casey reports PG&E is on schedule but there is a 16 week wait for the pump station switch gear.

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

Discussion/Comments: General Manager Ramirez reported habit monitoring is continuing until August 24th. The new bid for the Levee Improvement Project will be August 17th. He discussed the need to purchase the sheet piles directly for the project since the cost could be above \$5M. The Boards consensus was to purchase the sheet piles but would require the contractor to place the order and have the material delivered to the District's facility prior to paying for the invoice. He also reported on the United States Bureau of Reclamation application and being able to ask for grant funding for approximately \$10M.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported the Commission approved a task order contract.

12. Closed Session

Entered closed session at 9:10 p.m. Left closed session at 9:25 p.m.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Cal. Govt. Code § 54956.9(1))

Name of Case: Gruber v. West Bay – SMSC Case No. 23-SCS-00490 (Small Claims Court)

Reportable action: None

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

Discussion/Comments: None.

14. Adjournment Time: The meeting was adjourned at 9:26 PM

Secretary

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WEST BAY SANITARY DISTRICT
Financial Activity Report
July 2023

Date: *August 9, 2023*

To: *Board of Directors*

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

Subject: *Approve Monthly Financial Activity Report*

Financial Activity for the month of July 2023.

Receipt Summary:

Commercial Deposits	216,565.22
Deposits in Transit/(Prior Period)	0.00
Returned Checks	0.00
Credit Cards	12,690.08
Franchise Fees	13,177.55
San Mateo County [Tax Roll]	0.00
Other Receipts	0.00
Transfers	4,187,144.08
Total Receipts	<u>4,429,576.93</u>

Withdrawal Summary

Total Checks	852,897.52
Total Corp Cards	7,226.00
Total Bank Wires/ACHs	4,621,066.83
External Withdrawals	5,481,190.35
Total Internal Bank Transfers	5,000.00
Total Withdrawals	<u>5,486,190.35</u>

Fund Expenditure Summary by Budget Category

100	Operations	791,869.66
200	Capital	310,714.51
300	Solid Waste	0.00
500	Recycled Water	230,194.29
800	Silicon Valley Clean Water	4,153,411.89
Expenditures by Fund		<u>5,486,190.35</u>

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

President _____

Secretary _____

**West Bay Sanitary District
Receipts
July 2023**

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
463075	7/5/2023	ER Plumbing & Construction: 339 Vine St, MP, Permit	85.00
463076	7/6/2023	Anderson Pacific: Levee Project Plan Bid Set# 17	60.00
463077	7/6/2023	Tetrud James William Tr: 20 Coquito Ct, PV, Permit	110.00
463078	7/7/2023	Marrone & Marrone: 24 Hawthorne Dr, ATH, ADU	3,443.20
463079	7/7/2023	Marrone & Marrone: 24 Hawthorne Dr, ATH, Permit	290.00
463080	7/7/2023	Ej Plumbing: 1301 Cotton St., MP, Permit	490.00
463081	7/10/2023	Bayshore Plumbers: 1097 Woodland Ave, MP, Permit	490.00
463082	7/10/2023	Edward Goodstein: 71 MacbainAve, Ath, Permit	490.00
463083	7/10/2023	Pacific Peninsula Group: 43 Santiago Ave, ATH, Permit	1,103.00
463084	7/10/2023	Wizard Plumbing: 2070 Camino A Los Cerros, MP, Permit	430.00
463085	7/10/2023	Ej Plumbing: 1301 Cotton St, MP, Permit	230.00
463086	7/11/2023	Bayshore Plumbers: 455 Claremont Way, MP, Permit	395.00
463087	7/11/2023	15 Sewer And Drain: 710 Berkeley Ave, MP, Permit	490.00
463088	7/12/2023	Hanford Applied Restoration & Conservation: Plan Bid Set#19	60.00
463089	7/12/2023	Michael Henkin: 330 August Circle, MP, ADU & Permit	6,085.20
463090	7/12/2023	Rebuild Green: 330 August Circle, MP, Permit	396.34
463091	7/14/2023	Post & Lintel: Permit: 7 Cheryl, ADU	4,304.00
463092	7/14/2023	Ej Plumbing: 1231 Orange Ave, MP, Permit	490.00
463093	7/17/2023	Guild Craft Builder Inc.: 217 Park Ln, ATH, ADUs(3) & Permit	14,262.80
463094	7/17/2023	Discount Plumbing: 423 Chester St, MP, Permit	490.00
463095	7/18/2023	Bayshore Plumbers: 640 College, MP, Permit	490.00
463096	7/18/2023	Paragon Custom Builders: 175 Britton Ave, ATH, Permit	220.00
463097	7/18/2023	Recology: SW Franchise Fee 6/2023 & Curbside Supp CY 2022	13,177.55
463098	7/19/2023	Allianz: Vehicle Unit 211 Salvage Value	5,000.00
463099	7/19/2023	Henry Santos: Insole reimbursement - H. Santos	38.42
463100	7/19/2023	Bayshore Plumbers: 855 Wallea Dr, MP, Permit	490.00
463101	7/19/2023	Pacific Penisula Group: 92 Inglewood Ln, ATH, Permit	220.00
463102	7/20/2023	Jared Wilcox: 175 Britton Ave, ATH, Permit	752.32
463103	7/20/2023	Jared Wilcox: 88 Faxon Rd, ATH, Permit	774.76
463104	7/20/2023	Hal Stober: Levee Project Plan Bid Set# 20	60.00
463105	7/20/2023	Build Home Construction: 1131 Saxon Way, MP, ADU & Permit	4,794.00
463106	7/21/2023	Michael & Janeen Poutre: 315 Grove Dr, PV,Annex & OWDZ	3,710.00
463107	7/21/2023	Bell Plumbing Of San Mateo: 1016 Louise St, MP, Permit	490.00
463108	7/24/2023	Niham Group Llc: 91 Marsh Rd, Ath, ADU & Permit	6,085.20
463109	7/25/2023	Deborah Eula: 2 Mosswood Way, ATH, Permit	1,253.66
463110	7/25/2023	Bayshore Plumbers: 2190 Ashton Ave, MP, Permit	490.00
463111	7/26/2023	Commando Plumbing: 1222 N Lemon Ave, MP, Permit	490.00
463112	7/27/2023	Tetrud James William Tr: 20 Coquito Ct, PV, Permit	490.00
463113	7/27/2023	Alon Krashinsky: 35 Possum Ln, PV, Conn, Fees, RA-Carano	151,238.40
463114	7/27/2023	Jian Yang: 2035 Liberty Park Ave, MP, Permit	220.00
463115	7/28/2023	De Mattei Construction: 729 Middle Ave, MP, Permit	220.00
463116	7/31/2023	Don Passerino: 275 Camino Al Lago, Ath, ADU & Permit	12,110.80
463117	7/31/2023	Rebuild Green: 2 Linden Ave, ATH, Permit	220.00
463118	7/31/2023	Faraday Enterprises Inc.: 1245 Laurel Ave., MP, Permit	290.00
463119	7/31/2023	TJH Norcal: 1340 Hillview Rd., MP, ADU & Permit	3,933.20
463120	7/14/2023	Post & Lintel: 7 Cheryl, Permit	490.00
463121	7/31/2023	Rooter Hero: 160 N. Balsamina Way, PV, Permit	490.00
463122-463124	8/1/2023	Subsequent Month	
463125	7/21/2023	WBSD: Transfer: LAIF to BofW Checking	4,000,000.00
463126	7/27/2023	WBSD: Transfer: BofW Equip MM to Checking	187,144.08
Total Receipts			\$4,429,576.93

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

Check	Date	Payee	Purpose	Amount
70665	7/13/2023	Aaa Rentals	Arrow Board Rental 6/2023	415.64
70666	7/13/2023	A-A Lock & Alarm	Doorknob - 500 Laurel St 6/2023	27.29
70667	7/13/2023	Matheson Tri-Gas	Tank Rentals 6/2023	76.68
70668	7/13/2023	Bay Area Air Quality Mgmt Dist	BAAQMD Permit Renewal - SHRWF 6/2023	17,458.00
70669	7/13/2023	Bayside Equipment Company	Stowe Lane Automatic Transfer Switch Repair, Generator Service & Repair 6/2023	5,719.54
70670	7/13/2023	CSRMA C/O Alliant Insurance	Vehicle Coverage FY 2023-24	15,560.00
70671	7/13/2023	California Water Service	Water Service - May-June 2023	52.51
70672	7/13/2023	Cintas	Uniform Service 6/2023	2,193.34
70673	7/13/2023	Cleanserv Universal Services	Janitorial Service 7/2023	1,075.00
70674	7/13/2023	Comcast	Internet - Laurel St 6/20/23-7/19/23	336.78
70675	7/13/2023	CPS HR Consulting	HR Consulting Services 4/30/23-5/27/23	1,296.25
70676	7/13/2023	Dell Marketing	VMWare Upgrade: PowerEdge R660 Server, 10HDs, 2CPUs, 64RAM	17,928.46
70677	7/13/2023	Downtown Ford Sales	Ford F150 Lightings (2) 6/2023	129,285.38
70678	7/13/2023	Navia Benefit Solutions	Commuter & FSA Fees 6/2023 & FSA Contributions PR 7/14/23	1,292.69
70679	7/13/2023	Freyer & Laureta	Bayfront Park, CIP Point Repair Design, Avy P/S Design 5/2023-6/2023	43,596.36
70680	7/13/2023	Freyer & Laureta	O'Brien Dr, Willow PS Study 3/2023, Levee Design, Staff Augmentation 3/2023-5/2023	228,089.13
70681	7/13/2023	Grainger	Misc.Parts & Supplies 6/2023	1,108.08
70682	7/13/2023	Hach Company	Flo Dar Maint. & Reporting 6/2023, HACH Instrument Calibrations-SHRWF 6/2023	16,586.75
70683	7/13/2023	Norcal Materials, Inc.	Ops Supplies - Finance Charge 4/26/23 & 5/30/23	30.69
70684	7/13/2023	Gabriel Hernandez	SHRWF Gardening Service 6/2023	300.00
70685	7/13/2023	IEDA	Consulting Fee 7/2023	814.00
70686	7/13/2023	Kone Pasadena	Elevator Service 7/2023	319.60
70687	7/13/2023	City Of Menlo Park - Water Svc	Water Service - May-June 2023	135.15
70688	7/13/2023	City Of Menlo Park - Fuel	Fuel: District Vehicles 6/2023	7,264.42
70689	7/13/2023	Napa Auto Parts	Vehicle Parts 5/2023	25.10
70690	7/13/2023	Ovivo Usa, LLC	Ovivo Drum Screen Repair Parts 5/2023	9,555.81
70691	7/13/2023	Pier 2 Marketing	Q3 Quarterly Website Maintenance 6/2023	500.00
70692	7/13/2023	Principal Life Insurance	Dental, Vision, Life, AD&D, Disability Ins 7/2023	7,021.26
70693	7/13/2023	Recology Peninsula Services	Recology Waste 2 Yard Bin - SHGCC 6/2023	249.39
70694	7/13/2023	County Of San Mateo	LSSA Recording Fee: 671 Live Oak Ave, MP	20.00
70695	7/13/2023	County Of San Mateo	LSSA Recording Fee: 860 Olive St, MP	20.00
70696	7/13/2023	County Of San Mateo	LSSA Recording Fee: 1325 Johnson St, MP	23.00
70697	7/13/2023	County Of San Mateo	LSSA Recording Fee: 339 Vine St, MP	26.00
70698	7/13/2023	County Of San Mateo	LSSA Recording Fee: 1301 Cotton St, MP	20.00
70699	7/13/2023	Seekzen Systems	IT Consulting Service 5/2023 & 6/2023	950.00
70700	7/13/2023	Sharp Business Systems	Copiers Monthly Lease 7/2023	1,206.28
70701	7/13/2023	TPX Communications	District VoIP & Fiber Service 6/2023	3,156.71
70702	7/13/2023	Teamsters Local No. 350	Union Dues 7/2023	1,008.00
70703	7/13/2023	Central Square Technologies	Lucity Annual Renewal 8/1/23-7/31/24 & Online Permitting System 50% Deposit	54,180.88
70704	7/13/2023	Verizon Wireless	Internet 6/2/23-7/1/23	65.67
70705	7/13/2023	Vision Communications Co.	Radio Repair 7/2023	764.15
70706	7/13/2023	Check Overflow	Void Check	0.00
70707	7/13/2023	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 6/2023	1,305.00
70708	7/13/2023	Check Overflow	Void Check	0.00
70709	7/13/2023	Home Depot Credit Services	Pump Station Parts and Material & Tools 6/2023	1,921.74
70710	7/13/2023	Check Overflow	Void Check	0.00
70711	7/13/2023	Pacific Gas & Electric	Electric Service - May-June 2023	20,063.12
70712	7/20/2023	Airgas Usa, LLC	Tank Rentals 6/2023	52.80
70713	7/20/2023	Alpha Analytical Laboratories	Water Quality Analysis - BFRWF & Daily Coliform Samples - SHGCC RWF 6/2023	1,980.00
70714	7/20/2023	Veolia Water North America	Water Service - 1805 Purdue Ave 6/2/23-7/1/23	64.55
70715	7/20/2023	Aqua Natural Solutions	Microbe Lift 7/2023	1,211.04
70716	7/20/2023	Readyrefresh By Nestle	Water Delivery 6/1/23-6/30/23	279.11
70717	7/20/2023	Bay Alarm	Alarm Monitoring 8/1/23-10/31/23	902.70
70718	7/20/2023	CWEA	CWEA Membership 7/2023	703.00
70719	7/20/2023	California Water Service	Water Service - May-June 2023	2,006.41
70720	7/20/2023	CalPERS Longterm Care Program	LTC Withholding 7/1/23-7/15/23	67.27
70721	7/20/2023	Cintas	Uniform Service 7/12/23	1,037.40
70722	7/20/2023	Dolphin Graphics	Signs & Decals 6/2023	1,970.89
70723	7/20/2023	Du-All Safety, LLC	DuAll Safety Maintenance Contract & SOP Development 6/2023	2,880.00
70724	7/20/2023	The Almanac	Ad 6/2023: Public Hearing Sections 5473, 7/12/23	420.00
70725	7/20/2023	Golden Gate Truck Center	Unit 221 Parameter Update 6/2023	461.38
70726	7/20/2023	John Green	Website Photography 6/2023	775.00
70727	7/20/2023	Hadronex	Smartcover Renewal ASM-SC1R 7/1/23-6/30/24	41,496.00
70728	7/20/2023	Mallory Co.	PPE Supplies June-July 2023	3,887.15
70729	7/20/2023	City Of Menlo Park - Water Svc	Water Service - Laurel St 6/2/23-7/7/23	698.38

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

70730	7/20/2023	Ovivo Usa, LLC	Ovivo Screen Health Check-Up Service Visit SHRWF 6/2023	1,615.43
70731	7/20/2023	Owen Equipment Sales	Unit 229 Vacuum Tubes 6/2023	3,178.73
70732	7/20/2023	D&J Gardening	Landscaping 7/2023	400.00
70733	7/20/2023	Red Wing Shoe Store	Safety Boots - 6/2023	750.00
70734	7/20/2023	Redwood General Tire Co	Tire Repair & Purchase 6/2023	1,404.68
70735	7/20/2023	Redwood City Health & Wellness	DOT Physicals - E. Madrigal 7/10/23	85.50
70736	7/20/2023	County Of San Mateo	Recording Fee: 130 Shawnee Pass, PV	35.00
70737	7/20/2023	County Of San Mateo	LSSA Recording Fee: 2070 Camino A Los Cerros, MP	20.00
70738	7/20/2023	Sensera Systems	Sensera Site Cloud Yearly Renewal 7/12/23-7/11/24	2,148.00
70739	7/20/2023	Staples Credit Plan	Staples: Office Supplies 6/2023	1,317.10
70740	7/20/2023	Towne Ford	Vehicle Repair 7/2023	144.60
70741	7/20/2023	Weco Industries	Unit 229 Warthogs Nozzle 5/2023	4,935.68
70742	7/26/2023	AT&T	Telemetry & Alarms 6/13/23-7/12/23	1,150.94
70743	7/26/2023	Alpha Analytical Laboratories	Water Quality Analysis - BFRWF 6/2023 & Daily Coliform Samples - SHGCC RW Facility 7/2023	1,980.00
70744	7/26/2023	Atchison, Barisone & Condotti	Legal Services 6/2023	10,984.66
70745	7/26/2023	CWEA	Membership Renewals & Test Fees 7/2023	325.00
70746	7/26/2023	Comcast	Internet - 2900 Sand Hill Rd 6/18/23-7/17/23	286.17
70747	7/26/2023	Dell Marketing	NAS Server 3-Year Annual Support & Maintenance	1,475.36
70748	7/26/2023	Navia Benefit Solutions	FSA Contributions PR 7/28/23	1,092.69
70749	7/26/2023	Governmentjobs.Com	NeoGov Renewal 7/16/23-7/15/24	4,871.92
70750	7/26/2023	Grainger	Pump Station Parts & Material 7/2023	203.26
70751	7/26/2023	Bob Hulsmann	B.Hulsmann: Petty Cash Reimbursement	389.45
70752	7/26/2023	Las Lomitas Elementary Sd	Easement for Avy Altschul PS 2245 Avy Ave., MP	49,000.00
70753	7/26/2023	Pacific Gas & Electric	Electric Service - June-July 2023	1,294.42
70754	7/26/2023	Preferred Alliance	DOT Testing Admin Fees 6/2023	266.76
70755	7/26/2023	Leaf Capital Funding	Fujitsu Scanner Monthly Lease 7/2023	462.99
70756	7/26/2023	Verizon Wireless	District Cellphones 6/16/23-7/15/23	1,592.49
70757	7/26/2023	West Yost & Associates	Grant Funding Service BFRWF 6/2023	9,308.00
70758	7/26/2023	Woodard & Curran	Woodside Reclaimed Water Facility Plan 6/2023	98,241.76
Checks				852,897.52

Corporate Cards:

GL	Date	Account Name	Description	Amount
54028	7/17/2023	Commuter Benefits	Fastrak: Commuter Expenses	1,180.00
54061	7/17/2023	Gas & Diesel Vehicles	Unit 202 & 206: Fuel 6/2023	95.12
54063	7/17/2023	Diesel Pump Stations Fuel	Electrify Am: Fuel 6/25/23	9.60
54080	7/17/2023	Memberships	Google Store: Cloud Storage 6/19/23	60.00
54091	7/17/2023	Stationary and Office Supplies	Amazon: Office Supplies 6/15/23	28.89
54092	7/17/2023	Periodicals & Printer Supplies	BNP Media, ENR News: Annual Subscription 5/26/23	99.99
54095	7/17/2023	Postage	June Birthday Cards & Get Well Flowers	85.65
54101	7/17/2023	Ops Supplies & Materials	Amazon: Tablet Case 6/07/23	54.34
54106	7/17/2023	Small Tools	Amazon: Tools, Home Depot: Sampling Supply	799.54
54131	7/17/2023	Advertisement & Legal Notices	The Daily Post: CIP Bid Ad 6/23/23	675.00
54134	7/17/2023	Printing Maps	San Mateo County Clerk: Recorder Scanning Fee 6/22/23	82.00
54151	7/17/2023	Fleet/Vehicle R&M	Unit 206: Windshield Replacement	969.80
54158	7/17/2023	Computer Software R & M	Duo, Zoom, Windows 10 Pro; Subscriptions	481.29
54173	7/17/2023	Dept Training & EE Development	Employee Training	271.79
54174	7/17/2023	Mgmt Conf. & District Meetings	Employee Appreciation Lunch, Business Meetings	970.57
54175	7/17/2023	CWEA Conf/Section Mtgs	CWEA: Collection System Work Shop & Summer Meeting	250.00
54176	7/17/2023	Business Meetings	GM Meetings	135.20
54191	7/17/2023	Internet	Comcast: Internet SHRWF 6/07/23	171.76
54203	7/17/2023	Licenses & Permits	SMC Building: Encroachment Permit Service Fee 6/2023	805.46
US Bank - CalCards - Credit Cards				7,226.00

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

Bank Transfers:

Date	Payee	Purpose	Amount
7/3/2023	Paytrace	Credit Card Processing Fees	757.67
7/5/2023	SVCW	SVCW Monthly Operating Contribution	596,016.00
7/7/2023	ADP	ADP Fees	285.00
7/10/2023	CalPERS	Retirement Contributions PR 6/30/2023	24,955.87
7/11/2023	CalPERS	Health Premiums	62,750.78
7/13/2023	ADP	Payroll Taxes - Board	594.96
7/13/2023	ADP	Payroll Taxes - 7/14/23	42,797.76
7/13/2023	ADP	Employee Payroll - Check Date: 07/14/2023	132,004.54
7/13/2023	ADP	Director Fees June 2023	3,076.37
7/14/2023	MissionSquare	Deferred Compensation	9,593.96
7/14/2023	CalPERS	1959 Survivor Billing	878.40
7/20/2023	Bank of the West	Bank Fees	215.98
7/21/2023	ADP	ADP Fees	315.00
7/25/2023	Zions Bank	SVCW 2018 Revenue Bonds	1,249,009.22
7/25/2023	Zions Bank	SVCW 2021 Revenue Bonds	2,308,386.67
7/27/2023	ADP	Payroll Taxes - 7/28/2023	41,190.90
7/27/2023	ADP	Employee Payroll - Check Date: 07/28/2023	136,302.18
7/28/2023	MissionSquare	Deferred Compensation	11,635.57
7/28/2023	NeoPost	Postage	300.00
Bank Wires & ACHs			4,621,066.83

Date	Payee	Purpose	Amount
7/27/2023	WBSD Navia Checking	Transfer to Commuter Account	5,000.00
Internal Bank Transfers			5,000.00

Summaries:

Withdrawal Summary

Total Checks	852,897.52
Total Corp Card	7,226.00
Total Bank Wires / ACHs	4,621,066.83
Total Internal Bank Transfers	5,000.00
Total Withdrawals	5,486,190.35

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 07/31/2023

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals July 2023
AAA Rentals	415.64	415.64
A-A Lock & Alarm	27.29	27.29
ADP Fees	600.00	600.00
Airgas Usa, LLC	52.80	52.80
The Almanac	420.00	420.00
Alpha Analytical Laboratories	5,265.00	5,265.00
Aqua Natural Solutions	1,211.04	1,211.04
AT&T	1,150.94	1,150.94
Atchison, Barisone & Condotti	10,984.66	10,984.66
Bank of the West	215.98	215.98
Bay Alarm	902.70	902.70
Bay Area Air Quality Mgmt Dist	17,458.00	17,458.00
Bayside Equipment Company	5,719.54	5,719.54
CPS HR Consulting	1,296.25	1,296.25
California Water Service	2,058.92	2,058.92
CalPERS - Retirement	24,955.87	24,955.87
CalPERS - Health Premiums	62,750.78	62,750.78
CalPERS - 1959 Survivor Billing	878.40	878.40
CalPERS Longterm Care Program	67.27	67.27
Central Square Technologies	54,180.88	54,180.88
Cintas	3,230.74	3,230.74
City Of Menlo Park - Fuel	7,264.42	7,264.42
City Of Menlo Park - Water Svc	833.53	833.53
Cleanserv Universal Services	1,075.00	1,075.00
Comcast	622.95	622.95
CSRMA c/o Alliant Insurance	15,560.00	15,560.00
CWEA	1,028.00	1,028.00
D&J Gardening	400.00	400.00
Dell Marketing	19,403.82	19,403.82
Dolphin Graphics	1,970.89	1,970.89
Downtown Ford Sales	129,285.38	129,285.38
Du-All Safety, LLC	2,880.00	2,880.00
Freyer & Laureta	271,685.49	271,685.49
Golden Gate Truck Center	461.38	461.38
Governmentjobs.Com	4,871.92	4,871.92
Grainger	1,311.34	1,311.34
John Green	775.00	775.00
Hach Company	16,586.75	16,586.75
Hadronex	41,496.00	41,496.00
Gabriel Hernandez	300.00	300.00
Home Depot Credit Services	1,921.74	1,921.74
Bob Hulsmann	389.45	389.45
IEDA	814.00	814.00
Kone Pasadena	319.60	319.60
Las Lomitas Elementary Sd	49,000.00	49,000.00
Leaf Capital Funding	462.99	462.99
Mallory Co.	3,887.15	3,887.15
Matheson Tri-Gas	76.68	76.68
MissionSquare	21,229.53	21,229.53
Napa Auto Parts	25.10	25.10
Navia Benefit Solutions	2,385.38	2,385.38
NeoPost	300.00	300.00

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 07/31/2023

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals July 2023
NorCal Materials, Inc.	30.69	30.69
Ovivo Usa, LLC	11,171.24	11,171.24
Owen Equipment Sales	3,178.73	3,178.73
Pacific Gas & Electric	21,357.54	21,357.54
Paytrace	757.67	757.67
Pier 2 Marketing	500.00	500.00
Preferred Alliance	266.76	266.76
Principal Life Insurance	7,021.26	7,021.26
Readyrefresh By Nestle	279.11	279.11
Recology Peninsula Services	249.39	249.39
Red Wing Shoe Store	750.00	750.00
Redwood City Health & Wellness	85.50	85.50
Redwood General Tire Co	1,404.68	1,404.68
SVCW - Monthly Operating Contribution	596,016.00	596,016.00
SVCW 2018 Bonds	1,249,009.22	1,249,009.22
SVCW 2021 A-B Bonds	2,308,386.67	2,308,386.67
County of San Mateo	164.00	164.00
Seekzen Systems	950.00	950.00
Sensera Systems	2,148.00	2,148.00
Sharp Business Systems	1,206.28	1,206.28
Staples Credit Plan	1,317.10	1,317.10
TPX Communications	3,156.71	3,156.71
Teamsters Local No. 350	1,008.00	1,008.00
Towne Ford	144.60	144.60
US Bank - CalCards - Credit Cards	7,226.00	7,226.00
Veolia Water North America	64.55	64.55
Verizon Wireless	1,658.16	1,658.16
Vision Communications Co.	764.15	764.15
Weco Industries	4,935.68	4,935.68
West Yost & Associates	9,308.00	9,308.00
Woodard & Curran	98,241.76	98,241.76
Total Vendor Withdrawals	5,125,223.64	5,125,223.64
Wages & Payroll Taxes		
Salaries/Wages - Net Pay	268,306.72	268,306.72
Directors Fees - Net Pay	3,076.37	3,076.37
Payroll Taxes	84,583.62	84,583.62
Total Payroll	355,966.71	355,966.71
Total External Withdrawals	5,481,190.35	5,481,190.35
WBSD Transfers:		
WBSD LAIF Account	-	-
WBSD Investment Accounts	-	-
Public Agency Retirement Services (PARS)	-	-
Other Transfers	5,000.00	5,000.00
Total Transfers	5,000.00	5,000.00
Total Withdrawals	5,486,190.35	5,486,190.35

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

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

Month	Basin PM Pipe Clean- ing Miles	High Freq. PM Pipe Clean- ing Miles	Un- Sche. Pipe Clean- ing Miles	WBSD CCTV Insp. Miles	Pipe Patch Repairs Qty.	Open Trench Repairs Qty.	Pump Sta. PM Qty.	Pump Sta. Unsch. Repairs Qty.	SSO Cat. 1	SSO Cat. 2&3s	Service Calls- Unit 208			
											Call Outs	Sch PM	Unsch. PM	USA's
January	7.2	4.5	1.1	3.1	6	7	78	0	0	0	103	0	0	393
February	7.2	5.3	1.4	3.7	2	10	60	0	0	1	75	12	0	324
March	15.7	0.2	0.6	4.7	7	7	67	0	0	0	71	16	0	320
April	12.1	4.4	0.4	2.7	5	9	64	0	0	1	74	4	0	305
May	10.0	7.9	0.6	3.7	5	8	75	0	0	0	64	13	0	293
June	16.1	0.1	0.3	1.7	0	12	69	0	0	0	56	9	0	350
July	9.8	5.4	0.4	5.5	12	12	64	0	0	0	44	15	0	315
August														
Sept.														
Oct.														
Nov.														
Dec														
Yr to date	78.1	27.8	4.8	25.1	37.0	65.0	477.0	0.0	0.0	2.0	487.0	69.0	0.0	2300.0
2023 Goals	120.0	50.0	n/a	45-50	50-65	90	n/a	<10	<	4	n/a	n/a	n/a	n/a

Report to the District Board for the Regular Meeting of August 9, 2023

2022 Results	120.9	53.6	7.5	**40.3	**92	100	774	0	1	2	858	97	2	3161
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4	944	n/a	n/a	2294
2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0	1012	89	5	2362
2019 Results	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525

*** = Including TOW**

****= Including LAH and TOW**



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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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

	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month	Miles	Miles	Miles	Miles	Qty.	Qty.	Cat. 1	Cat. 2&3s	Call Outs
January-23	0.8	1.3	0.1	0.9	5	0	1	0	0
February	1.8	0.3	0.3	0.8	4	0	0	0	0
March	0.8	0.9	0.0	1.1	4	3	1	0	0
April	0.0	1.6	0.1	1.0	4	0	0	0	0
May	0.0	1.8	0.2	1.4	5	0	1	0	0
June	0.7	0.5	0.0	1.0	4	0	0	0	0
July	0.0	1.3	0.0	0.1	4	0	0	0	0
*August 22	0.1	1.1	0.0	0.9	4	0	0	0	0
Sept.	1.6	1.3	0.1	0.9	4	0	0	0	0
Oct.	0.9	1.4	0.4	1.1	4	0	0	0	0
Nov.	0.4	1.3	0.0	1.1	4	0	0	1	1
Dec	0.3	1.4	0.0	0.5	4	0	0	0	0
** Yr to date	7.4	14.2	1.2	10.8	50	3	3	1	1

FY22/23Goals	10.6	14.4	n/a	8.1	52	n/a	n/a	n/a	n/a
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* = August- Start of Contract

	Goal	Total	Remain
Pipe Cleaning	25	24.2	0.8
CCTV Inspection	8.1	11.1	-3.0



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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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

Month	Basin PM Pipe Cleaning (miles)	High Freq PM Pipe Cleaning (miles)	Unscheduled Pipe Cleaning (miles)	CCTV Inspection (miles)	Pump Stations Preventive Maintenance Qty	Pump Stations Unscheduled Repairs Qty	SSO Cat 1	SSO Cat 2 & 3	Service Calls Call Outs
January	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
March	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
April	0.00	0.0	0.0	1.1	8	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
June	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	14	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
September	0.19	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
December	4.42	0.0	0.0	0.0	8	0.0	1	0.0	0.0
Totals	4.61	0.8	0.0	1.1	96	0.0	1	0.0	0.0

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

To: Board of Directors

From: Fariborz Heydari, P.E. Project Manager

Subject: Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 18032 for the Construction of Force Main Extension, and Class 5 Sewer Permit No. 18033 for the Construction of Wastewater Facilities for 35 Possum Lane, Portola Valley, California

Background

This permit request is for the extension of the existing force main and construction of a Grinder Pump System that will connect to a WBSD new force main (FM) constructed as part of this project located on Possum Lane on Portola Valley.

Analysis

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

Recommendation

The Project Manager recommends that the Board direct and authorize the General Manager to issue Class 3 Sewer Permit No. 18032 and Class 5 Sewer Permit No. 18033.

Attachments: Resolution ____ (2023)
 Notice of Exemption
 Class 3 Permit (18032)
 Class 5 Permit (18033)
 Site Map

RESOLUTION NO. _____ (2023)

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

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: 35 Possum Lane, Portola Valley, California –
Force Main Extension and Grinder Pump System

Location: 35 Possum Lane., Portola Valley, California

Entity or Person Undertaking Project: Alon Krashinsky & Jen Liu

Determination of the District Board:

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

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

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

N/A

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

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

N/A

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

- N/A Changes or alterations have been required in, or incorporated, into the project which mitigate or avoid the significant environmental effects thereof as identified in the Environmental Impact Report.
- N/A Such changes or alterations are within the responsibility and jurisdiction of a public agency other than the District. Such changes have been adopted by such other agency or can and should be adopted by such other agency.
- N/A Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the Environmental Impact Report.

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

- _____ Approved
- _____ Disapproved

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

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 9th day of August, 2023, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

Notice of Exemption

To: County Clerk
County of San Mateo

From: West Bay Sanitary District

Project Title: 35 Possum Lane, Portola Valley, California – Grinder pump system

Project Location – Specific: 35 Possum Lane, Portola Valley, California 94028

Project Location – Town: Town of Portola Valley

Project Location – County: San Mateo

Description of Project: Abandonment of Existing Onsite Wastewater Treatment System, Extension of Existing Offsite Force Main, and Installation of New Onsite Grinder Pump System

Name of Public Agency Approving Project: West Bay Sanitary District

Name of Person or Agency Carrying Out Project: Alon Krashinsky & Jen Liu

Exempt Status:

CEQA Guidelines Section 15601(b)(3), General Rule;
Categorical Exemption. Class 3 – Section 15303 (a) (d) of the State CEQA Guidelines.

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

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

Reasons why project is exempt:

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

Lead Agency: West Bay Sanitary District

Lead Agency Contact Person: Sergio Ramirez (650) 321-0384

Signature Date: _____ Title: General Manager

“PRELIMINARY REVIEW”

35 Possum Lane, Portola Valley, California – Grinder Pump System and Force Main Extension
August 3, 2023

INTRODUCTION. At the August 9, 2023, District Board Meeting, the Board will consider the approval of the Class 3 sewer permit for the construction of a Force Main Extension, and the Class 5 sewer permit for the Grinder pump system for 35 Possum Lane, Portola Valley; and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by the property owner, Alon Krashinsky & Jen Liu.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the Grinder System Project at 35 Possum Lane, Portola Valley, California was conducted to determine whether the project is exempt from CEQA. Based on this review, staff has concluded that the project is exempt from CEQA under several sections of the guidelines. In summary, the project would not have any significant impacts on the environment because it includes little or no expansion of capacity, and will employ mitigation measures to alleviate any impacts.

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

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

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

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

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

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

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

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

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

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

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



WEST BAY SANITARY DISTRICT

500 Laurel Street, Menlo Park, CA 94025
 Telephone: (650) 321-0384 Fax (650) 321-4265

Connection Record:
18032

Status:

Connection Record

CONNECTION RECORD FOR A CLASS 3 SEWER PERMIT

LEGAL DESCRIPTION		TYPE OF WORK TO BE DONE	
35	Possum Ln.	Connection Type: Other	
Portola Valley		Permit Type: New - Open Trench	
APN: 077-051-030	Permit : 3 Class 3 Construction	Bld Permit No:	Jurisdiction: Portola Valley
OWNER	Name: Alon Krashinsky	SEWER CONTRACTOR	Contact: Hal Nelson
	C/O :		E-Mail:
	E-Mail		Company: O. Nelson & Son
	Address: 35 Possum Ln.		Address: 3355 Tripp Road
	City: Portola Valley CA 94028-		City: Woodside CA 94062-
	Phone/Cell: (408) 348-9272		Phone/Cell: (650) 444-3600 () -
GENERAL CON.	Contact: Dennis Balling	E-Mail:	
	Company DJ Balling Construction		
	Address: 37530 Enterprise Ct. #1	City: Newark CA 94555-3624	
	Phone/Cell: (510) 713-3624 (510) 714-2022	Fax: () -	

Comments:
 Mainline extension.

For Non-residential Calculations Only	Fees Due:	
Commercial = 0.00 gpd	Connection Fee:	Subtotal (Conn. Fee)
Code:	Less Conn. Fee Credit: \$0.00	Reimbursement Fee:
Rate: \$0.00	Agreement Name:	Permit Fee: \$2,660.00
I/I Fee \$0.00		TV Inspection Fee: \$0.00
Subtotal (Non-residential) \$0.00		Misc: \$0.00
		Total Fees Due 2,660.00



WEST BAY SANITARY DISTRICT

500 Laurel Street, Menlo Park, CA 94025
 Telephone: (650) 321-0384 Fax (650) 321-4265

Connection Record:
18033

Status:

Connection Record

CONNECTION RECORD FOR A CLASS 5 SEWER PERMIT

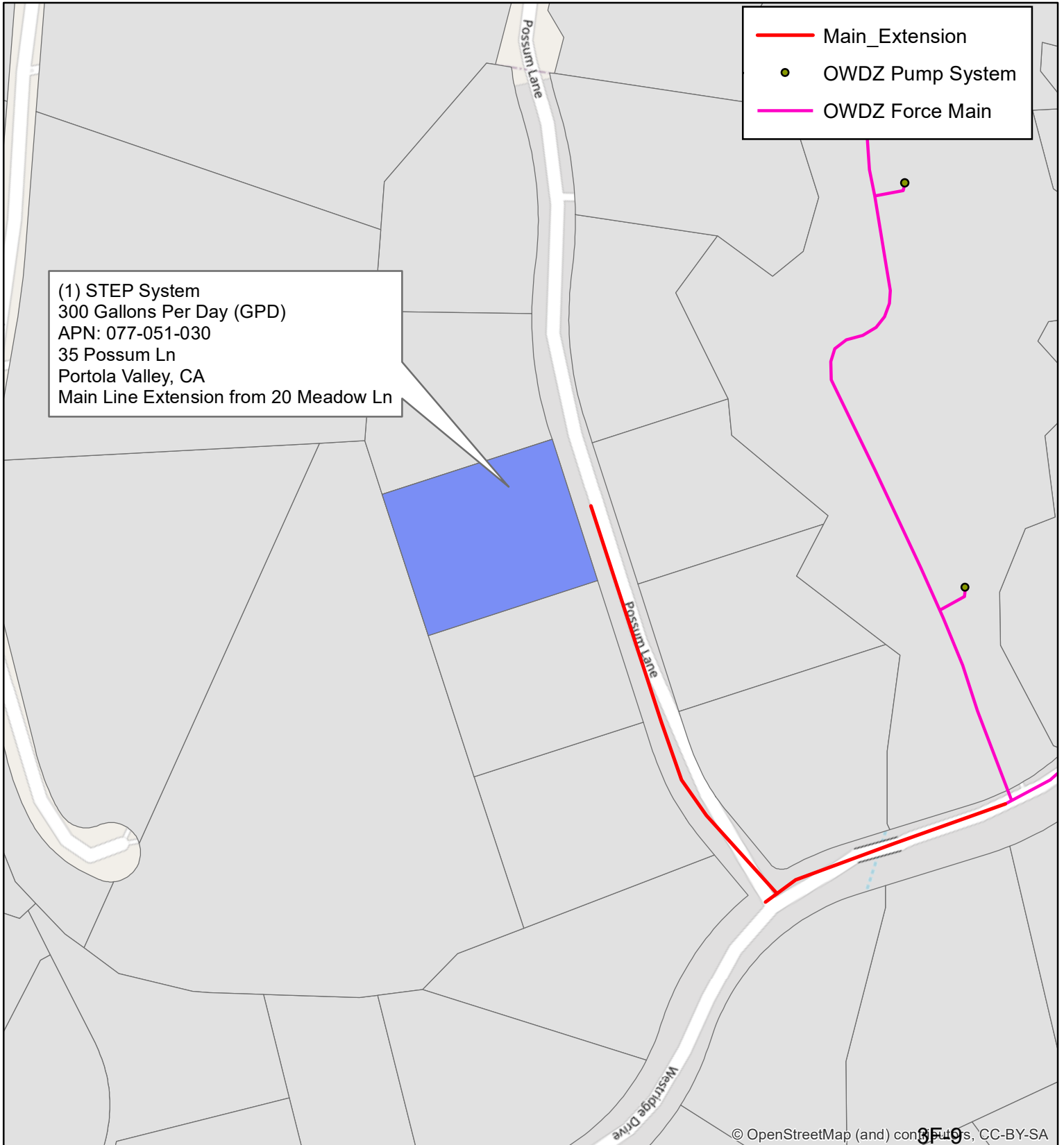
LEGAL DESCRIPTION		TYPE OF WORK TO BE DONE	
35	Possum Ln.	Connection Type: Other	
Portola Valley		Permit Type: New - Open Trench	
APN: 077-051-030	Permit : 5 STEP & GRINDER	Bld Permit No:	Jurisdiction: Portola Valley
OWNER	Name: Alon Krashinsky	SEWER CONTRACTOR	Contact: Hal Nelson
	C/O :		E-Mail:
	E-Mail		Company: O. Nelson & Son
	Address: 35 Possum Ln.		Address: 3355 Tripp Road
	City: Portola Valley CA 94028-		City: Woodside CA 94062-
	Phone/Cell: (408) 348-9272		Phone/Cell: (650) 444-3600 () -
GENERAL CON.	Contact: Dennis Balling	E-Mail:	
	Company DJ Balling Construction		
	Address: 37530 Enterprise Ct. #1	City: Newark CA 94555-3624	
	Phone/Cell: (510) 713-3624 (510) 714-2022	Fax: () -	

Comments:
 STEP System installation

For Non-residential Calculations Only		Fees Due:			
Commercial =	0.00 gpd	Connection Fee:	\$12,910.00	Subtotal (Conn. Fee)	\$12,910.00
Code:		Less Conn. Fee Credit:	\$0.00	Reimbursement Fee:	\$130,066.40
Rate:	\$0.00	Agreement Name:	Carano	Permit Fee:	\$5,660.00
I/I Fee	\$0.00			TV Inspection Fee:	\$0.00
Subtotal (Non-residential)	\$0.00			Misc:	\$0.00
				Total Fees Due	\$148,636.40



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
35 POSSUM LANE
PORTOLA VALLEY, CA
STEP SYSTEM



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

To: Board of Directors

From: Fariborz Heydari, P.E. Project Manager

Subject: Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1618 for the Construction of Wastewater Facilities for 155 Grove Drive, Portola Valley, California

Background

The District requires an easement to maintain the flow from the Grinder system that serves 155 Grove Drive. The easement includes ingress and egress to the location of the Grinder system and is conforming to District specifications.

Recommendation

The Project Manager recommends that the Board adopt the attached Resolution accepting the Deed of Easement.

Attachments: Resolution ____ (2023), Grant Deed of Easement

RESOLUTION NO. _____ (2023)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

BE IT RESOLVED that the President and Secretary of the West Bay Sanitary District be and are hereby authorized to accept the attached Grant Deed of Easement by and between the following parties:

Kathleen C Mitic Tr & Scott Mitic Tr

BE IT FURTHER RESOLVED that the General Manager is hereby directed to place the same on record.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 9th day of August, 2023, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

RECORDING REQUESTED BY:
WEST BAY SANITARY DISTRICT

WHEN RECORDED MAIL TO:
WEST BAY SANITARY DISTRICT
500 LAUREL STREET
MENLO PARK, CA 94025

Title Order No. N/A
Escrow No. N/A
Parcel No. 079-011-080

GRANT DEED OF EASEMENT

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

- DOCUMENTARY TRANSFER TAX is \$0 CITY TAX is \$0
- computed on the full value of the property conveyed, or
 - computed on full value less value of liens or encumbrances remaining at the time of sale,
 - this is a conveyance of an easement and the consideration and value is less than \$100, R & T 11911.
 - Unincorporated area of San Mateo County City/Town of Portola Valley

FOR NO CONSIDERATION, receipt of which is hereby acknowledged, We

Kathleen C Mitic Tr & Scott Mitic Tr

Hereby GRANTS to:

West Bay Sanitary District, a Public Agency organized and existing under the laws of the State of California,

an easement described as follows over the following described real property in the Town of Portola Valley,
County of San Mateo, State of California:

LEGAL DESCRIPTION ATTACHED HERETO AS EXHIBITS "A" AND "B" AND MADE A PART HEREOF

Also Known As: 155 GROVE DRIVE, PORTOLA VALLEY, CA 94028

Assessor's Parcel Number: 079-011-080

PLEASE SEE
ACKNOWLEDGMENT
FROM NOTARY PUBLIC

Executed on JUNE 27 2023, at _____, at

KATHLEEN C MITIC
Printed Name

MENLO PARK, CA
(City and State)

Signature

Executed on JUNE 27 2023, at _____, at

SCOTT MITIC
Printed Name

Menlo Park, CA
(City and State)

Signature

(ATTACH NOTARY CERTIFICATE)

PLEASE SEE ATTACHED
ACKNOWLEDGMENT/JURAT
FROM NOTARY PUBLIC

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of San Mateo)

On 06/27/2023 before me, Jesus Eladio Bustos Jr., Notary Public
(insert name and title of the officer)

personally appeared scott mitic and Katherine mitic
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Jesus Eladio Bustos Jr. (Seal)



SEE ATTACHED
ACKNOWLEDGMENT/JURAT
NOTARY PUBLIC



**County of San Mateo
TRANSFER TAX AFFIDAVIT**

DTT AFFIDAVIT

Per San Mateo County Ordinance Code 2.93.050

NOTICE: Any material misrepresentation of fact in this affidavit is a misdemeanor under section 2.93.120 of the San Mateo County real property tax code. Any person who makes such a representation is subject to prosecution for such offense.

The Assessor-Clerk-Recorder reserves the right to report potentially fraudulent recordings to the District Attorney's Real Estate Fraud Unit.

This form must accompany any document that requires a Documentary Transfer Tax declaration, including but not limited to; Agreement for Sale; Assignment of Lease; Deed in Lieu of Foreclosure; Easement; Grant Deed; Land Contract; Lease; Memorandum of Lease;

1. LOCATION OF PROPERTY: Assessor's Parcel Number: 079 - 011 - 080 City: Portola Valley
Street Address: 155 Grove Drive Portola Valley, CA 94028 Document To Be Recorded: EASEMENT

2. IS THIS A FORECLOSURE OR TRUSTEE SALE? Yes No (If yes, complete this section.)

a. Is the transferee the Beneficiary or Mortgagee? Yes No

b. Please provide. Name of Trustee: _____

Date of original Deed of Trust: _____

3. IS THIS A LEASE? Yes No (If yes or no, complete this section.)

a. Is remaining term of lease, including renewal options, greater than 35 years? Yes No

b. If NO, submit a copy of the lease, or summary, or terms.

c. If YES, enter the value of the lease interest on line 9a. (For tax calculations.)

4. IS THIS A GIFT IN WHOLE OR IN PART? Yes No (If yes, give a complete explanation.)

Name of the Donor: _____

Name of the Donee: _____

Please be aware that certain gifts in excess of \$13,000 per calendar year may trigger a Federal Gift Tax. In such cases, the Transferor/Donor may be required to fill out a Form 709 (Federal Gift Tax Return) with the Internal Revenue Service. Please also be aware that the information stated on this document may be given to and used by governmental agencies, including the Internal Revenue Service.

I, as the Transferor/Donor declare under penalty of perjury that I have read the above paragraph and acknowledge that a Federal Gift Tax may be triggered.

Signature of Donor: _____ Print Donor Name: _____ Donor Phone: _____
SIGNATURE ON REVERSE STILL REQUIRED.

5. ARE YOU ADDING OR REMOVING A CO-OWNER FOR REFINANCING PURPOSES? Yes No Initial here: _____
If yes, initial to the right to indicate your agreement with the statement below and sign on reverse.

The proportional ownership interest will revert back to its original holding within one (1) month from the date of recording; otherwise I will pay the applicable transfer tax.

TRANSFER TAX AFFIDAVIT, pg. 2

6. ARE YOU MOVING TITLE INTO OR OUT OF A TRUST? Yes No / Into Out of / Revocable Irrevocable

a. Name of Trust: _____ b. Date of Trust: _____

c. Name of Trustor(s): _____

d. Name(s) of Currently Active Trustee(s): _____

e. If this transaction changes who is on title or the proportional interest of how title is held, further explanation is required and may require additional time to review.

Attach additional page(s) if necessary.

7. DO YOU CONTEND THAT NO TRANSFER TAX IS DUE FOR A REASON NOT EXPLAINED IN #1-6? Yes No
(If yes, give a complete explanation.)

a. The nature of the transaction is: DEED OF EASEMENT

b. The reason (exemption) you claim no tax is due: DEED TO PUBLIC ENTITY

8. IS THIS A TRANSFER BETWEEN LEGAL ENTITIES? Yes No

IF YES, TRANSFERS INVOLVING LEGAL ENTITIES MUST PROVIDE, PREFERABLY ONE (1) WEEK IN ADVANCE, APPLICABLE DOCUMENTATION. SOME EXAMPLES ARE LISTED BELOW. THIS TYPE OF TRANSACTION WILL REQUIRE 1-3 BUSINESS DAYS TO REVIEW.

Entity ownership documentation is required if you are a:

Corporation—A copy of the Articles of Incorporation amendments and any other documents showing the shares issued and share ownership; or

LLC—A copy of the Operating Agreement, amendments, and any other documentation showing the partners and ownership percentage; or

Partnership— A copy of the Partner Agreement, amendments and any other documents showing the partners and ownership percentage.

For all legal entities, provide the names of individuals and specific percentages held by each individual prior to and following the transfer.

9. TAXABLE TRANSACTIONS: Complete the following and calculate the tax below. Tax is calculated as \$0.55 per \$500 of line 9D. Example, \$100,000 value/\$500 increments = 200. 200 increments x \$0.55 = \$110 in tax due. You may also use \$1.10

A) Consideration paid or value. \$ _____

B) Full cash value. Less liens.

C) If less liens, loan amount assumed. \$ _____

D) Total consideration or value less liens. (Line A minus line C.) \$ _____

E) Tax due. \$ _____ N/A

I DECLARE OR AFFIRM UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Are you the Transferee, Transferor, Both, or Representative with full knowledge of foregoing. Signature still required.

Signature of Transferee: _____

Print Name: _____

Address of Transferee: _____

Phone Number of Transferee: _____ ()

Signature of Transferor: _____

SCOTT MITCHELL
Print Name

155 GRAVE DRIVE, BONITA VALLEY CA
Address of Transferor:

405 297 2057
Phone Number of Transferor:

BONITA VALLEY, SAN MATEO, CA
Place of Execution: (City, County, State where executed.)

JUNE 27 2023
Date of Execution



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

1) Administrative:

- a. Staff is preparing the Sewer Maintenance and Operations Request for Proposals for the City of East Palo Alto.
- b. Staff will participate in the Tour de Menlo again this year.
- c. The City of Menlo Park is hosting an open house and asked the District to participate. The open house is scheduled for September 16, 2023.
- d. HF&H is conducting a Solid Waste Rate Study for 2024. Workshop is scheduled for September Board meeting.

2) Finance:

- a. The Silicon Valley Clean Water 2018 Revenue Bond debt service of \$1,249,009.02 as well as the 2021 Revenue Bond debt service for \$2,308,386.67 were paid for FY2023/24.
- b. Staff is researching accounting and reporting Software as a Service to streamline the accounting and reporting activities at the District.

3) CIP Projects:

a. Construction Capital Improvement Program (CIP):

- i. The Bayfront Park Sewer Improvements Project awarded to Ranger Pipelines Inc. is scheduled to begin work in the middle of August. The contractor has begun to mobilize equipment to the site.
- ii. The Point Repair Project has begun. The first repairs were performed in the West Menlo area.

b. Levee Improvement Project:

- i. Levee Improvement Project bid opening is now August 17th.
- ii. A pre-bid meeting was held on August 2. Four additional contractors attended the pre-bid meeting.

4) Information Technology (IT):

- a. Staff is working with Central Square on the new online permit system.

5) Operations and Maintenance:

a. Collection System:

- i. Staff has been investigating the storm manhole crossings in the Town of Atherton and Menlo Park. The General Manager will give an update at the Board meeting.

b. Pump Facilities:

- i. The Pump Crew continues to work on the STEP and Grinder System lights and buzzards alarm installation.

c. Training:

- i. Maintenance and Construction Staff will receive training on Asbestos Pipe handling in August.

- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. Casey Construction commenced the Avy Altschul Pump Station project. The majority of the work in the street has been completed.
 - ii. Staff recently learned the State Water Board will no longer require the 20% match from SHGCC for the SRF loan. A meeting is scheduled with the State Water Board and SHGCC to discuss the implications. SHGCC wished to include their soft cost into the loan and expected a zero percent interest loan. The matter will need to be sorted out prior to finalizing the finance agreement with the State.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. The District received the draft finance agreement from the State Revolving Fund staff and was reviewed by General Counsel.
 - c. **Woodside Recycled Water Facility (WRWF):**
 - i. The Woodside Recycled Water Facility feasibility will conclude soon. The BRWF team will be discussing the report with the Board at the August 9th Board meeting.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The new EV Charging Policy will be incorporated into the Personnel Policy and will come before the Board.
- 8) **Personnel:**
 - i. Recruitment for a Maintenance Worker began in late July.
- 9) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesdays, August 23rd and September 13th.
- 10) **Misc. Items:**
 - a. **West Bay:** The General Manager will update the Board on miscellaneous items related to District operations.
 - b. **Town of Los Altos Hills:** The District is entering into the 2nd year of the 5-year contract.
 - c. **Town of Woodside:** Is working with Menlo Country Club on the proposed Woodside Recycled Water Facility.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Presentation and Discussion by Woodard & Curran on the
Woodside Recycled Water Facility Feasibility Study*

Environmental Engineer, Elisa Lee, PE with Woodard and Curran will give a presentation on the Woodside Recycled Water Feasibility Study.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

Recycled Water Facility Production Data:

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

Report to the District Board for the Regular Meeting of August 9, 2023

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

2023	Treated	Delivered
January	5MG	0 gallons
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	0 gallons

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

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

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

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 8**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

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.

Report to the District Board for the Regular Meeting of August 9, 2023

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