

1902 - Serving Our Community for nearly 120 Years - 2022
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 23, 2022 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

District Manager

Sergio Ramirez

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE or ZOOM ONLY

Pursuant to California Assembly Bill 361, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate telephonically only, and may submit comments in advance by email addressed to treese@westbaysanitary.org by 4:00 p.m. on Wednesday, March 23rd.

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

<https://us06web.zoom.us/j/86182158938?pwd=YU9TcFIBN2FURktaaVNyY2k2TINPQT09>

Meeting ID: 861 8215 8938 Passcode: 450441

Or by phone, call: 1-669-900-6833 Meeting ID: 861 8215 8938 Passcode: 450441

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

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

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

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

- A. Approval of Minutes for Regular Meeting March 9, 2022 Pg. 3A-1

- B. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – APNs 080-084-320 and 080-084-330 (1061 Los Trancos Road, Portola Valley and Adjacent Vacant Lot) Pg. 3B-1
 - C. Consider Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Main Improvements for 110 Constitution Drive and 115 Independence Drive, Menlo Park, CA Pg. 3C-1
4. Discussion and Direction on the West Bay - Sharon Height's Recycled Water Facility's Solar Power Plan Pg. 4-1
 5. Report by Finance Advisory Committee Pg. 5-1
 6. Discussion, Direction and Consideration to Accept the Sewer Connection Fee Report by HF&H Consultants, and Establish a Public Hearing Date for April 27, 2022 to Review Proposed Sewer Connection Fees Pg. 6-1
 7. District Manager's Report Pg. 7-1
 8. March 23rd Update Report on District Response to Corona Virus Pg. 8-1
 9. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 9-1
 10. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 10-1
 11. Report and Discussion 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. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
 14. 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 nearly 120 Years - 2022

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 9, 2022 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, Secretary Walker,
Director Moritz, Director Otte

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña

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

Others Present: None

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 February 23, 2022
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru February 28, 2022
- C. WBSD Operations and Maintenance Report – February 2022
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – February 2022
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – February 2022
- F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361
- G. Bank of the West Monthly Investment Portfolio Statements

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

4. Consider to Approve the Financial Statements FY 2021-22, Second Quarter Ending 12/31/2021

Discussion/Comments: Staff presented the Financial Statements for the quarter ending 12/31/21 highlighting the combined revenues and expenses compared to the approved budget, revenues, and expenses by individual fund showing the change in net position. Staff also reviewed the cash and investment accounts and restricted balances for capital and other reserves.

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

5. District Manager's Report

Discussion/Comments: District Manager Ramirez reported District Counsel is working on an agreement to re-route the District's sewer main around an ADU constructed in an easement of a parcel on Saratoga Ave. in East Palo Alto. He also reported that the Finance Advisory Committee met regarding connection fees. The Board will consider the item at the March 23rd Board meeting. He continued to report that negotiations are underway with the Town of Los Altos Hills for renewal of the maintenance services agreement. He reported that a public hearing will be set regarding the Blue Oaks subdivision reimbursement agreement after an existing permit is finalized. At that time, reimbursement checks will be sent out that will include a notice of public hearing. He also reported that the District has begun the Sewer System Management Plan (SSMP) 5 year audit. District Manager Ramirez continued to report the Strategic Goals Committee met to update to the Strategic Goals Plan. The Board will consider approval of the Strategic Goals Plan at the April 13th Board meeting. The complete District Manager's written report is in the March 9, 2022 agenda packet.

6. March 9th Update Report on District Response to Corona Virus

Discussion/Comments: District Manager Ramirez reported that the District has prepared an update to COVID-19 Response Plan and will hold training on March 10.

7. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported that 4.4 Million Gallons (MG) was treated in February and 1.5MG were delivered. He also reported that a solar power agreement is being developed and will be reviewed by District Counsel.

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

Discussion/Comments: District Manager Ramirez reported that permitting is underway for the levee project. He also reported the District is coordinating with SVCW on performing Bayfront entrance improvements to the District's trunk lines while they perform upgrades to the Menlo Park Pump Station. Negotiations continue with Signature Group for the Willow Village Project recycled water MOU.

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

Discussion/Comments: President Dehn reported on the virtual retreat which was hosted by SBWMA staff.

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

Discussion/Comments: Director Otte reported the next meeting will be on Monday, March 14 and will include the annual budget.

11. Closed Session

Entered closed session at 8:18 p.m. Left closed session at 8:39 p.m.

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Cal. Govt. Code § 54957.6)
Agency designated representative: District Manager
Unrepresented employees: (all unrepresented staff)

Reportable action: None.

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

Discussion/Comments: None.

13. Adjournment Time: The meeting was adjourned at 8:40 PM

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

To: Board of Directors

From: Bill Kitajima, Projects & IT Manager

Subject: Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – APNs 080-084-320 and 080-084-330 (1061 Los Trancos Road, Portola Valley and Adjacent Vacant Lot)

Background

The owners of 1061 Los Trancos Road and adjacent vacant lot located (APN: 080-084-320/330) have requested that the Local Agency Formation Commission (LAFCo) annex their property into the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The proponent will construct a single-family residence that will need to connect to the existing gravity sewer main located on Los Trancos Road.

Analysis

Attached for the Board's review is the description of the property to be annexed (Exhibit A) and the LAFCo Resolution No. 1248 (Exhibit B) approving the annexation.

Fiscal Impact

Property owner has paid all required annexation fees, and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected. The property owner will also need to pay into the Los Trancos and Blue Oaks Reimbursement agreements.

Recommendation

The Projects Manager recommends that the District Board approve the Resolution as presented.

Attachments: Resolution _____ (2022)
Site Location
Exhibit A – Plat/Legal description
Exhibit B – LAFCo resolution 1248

RESOLUTION NO. ____ (2022)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

**A Resolution Consenting to the Annexation of APNs 080-084-320 and 080-084-330,
Unincorporated San Mateo County to the West Bay Sanitary District**

WHEREAS:

1. A petition for annexation of the property described herein to this District was initiated by the property owners.
2. The Local Agency Formation Commission of San Mateo County assigned the following distinctive short-form designation: Annexation of APN's 080-084-320 and 080-084-330 to West Bay Sanitary District
3. The property to be annexed is described as follows:
See Exhibit "A" attached hereto and by this reference made a part hereof.
4. The said property is uninhabited.
5. The conditions of annexation are:
 - a. In the event that, pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money either as a lump sum or installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by rules, regulations or ordinances of the District, as now or hereafter amended.
 - b. Upon and after the effective date of said annexation, the territory, and all persons entitled to vote by reason of residing or owning land within the territory, shall be subject to the jurisdiction of the District; shall have the same rights and duties as if the territory had been a part of the District upon its original formation; shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then-authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District; shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.

6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.
7. The Local Agency Formation Commission of San Mateo County has adopted Resolution 1248 (Exhibit B) ordering annexation of the referenced territory to the West Bay Sanitary District.

NOW, THEREFORE, BE IT RESOLVED that:

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 23rd day of March, 2022 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:

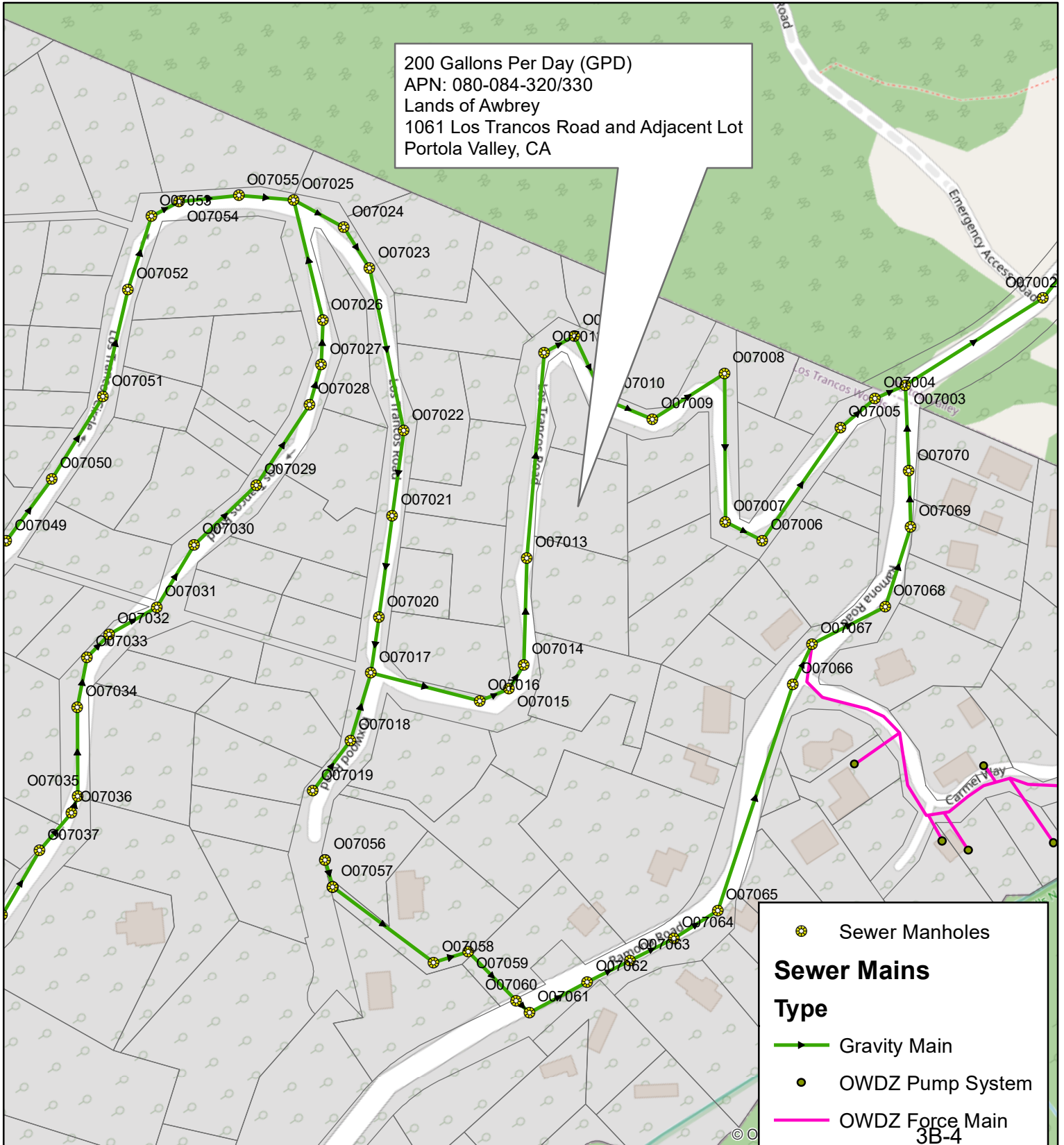
Secretary of the District Board of the West
Bay Sanitary District of San Mateo County,
State of California



WEST BAY SANITARY DISTRICT SITE LOCATION

1061 LOS TRANCOS ROAD & ADJACENT VACANT LOT PORTOLA VALLEY, CA

200 Gallons Per Day (GPD)
 APN: 080-084-320/330
 Lands of Awbrey
 1061 Los Trancos Road and Adjacent Lot
 Portola Valley, CA



| | |
|--------------------|-------------------------|
| | Sewer Manholes |
| Sewer Mains | |
| Type | |
| | Gravity Main |
| | OWDZ Pump System |
| | OWDZ Force Main 3B-4 |

EXHIBIT A
Geographic Description
Annexation to the West Bay Sanitary District

All that certain real property situated in the County of San Mateo, State of California, being all of Lots 45 and 46 of "Los Trancos Woods, Tract No. 1" recorded in Volume 17 of Maps at Pages 14 and 15, San Mateo County Records, more particularly described as follows:

Beginning at a point on the Northeasterly right of way line of Los Trancos Road, said point being the Westerly corner of Lot 45 as shown on the map of Los Trancos Woods, Tract no. 1, recorded in Volume 17 of Maps at Pages 14 and 15, San Mateo County Records;

Thence (1) along the Northwesterly line of Lot 45 North 45 Degrees 45 Minutes 55 Seconds East a length of 108.17 feet to the Northerly corner of said lot 45;

Thence (2) South 58 Degrees 57 Minutes 46 Seconds East a length of 124.00 to the Easterly corner of Lot 46;

Thence (3) South 45 Degrees 45 Minutes 55 Seconds West a length of 130.63 feet to the Northeasterly right of way line of Los Trancos Road and Southerly corner of Lot 46;

Thence (4) North 54 Degrees 56 Minutes 30 Seconds West a length of 61.03 feet along the Northwesterly right of way line of Los Trancos Road common corner of Lots 45 and 46;

Thence (5) North 42 Degrees 03 Minutes 30 Seconds West a length of 60.00 continuing along Los Trancos Road right of way to the Point of Beginning.

Containing 14,727 sq. ft. more or less.

Disclaimer:

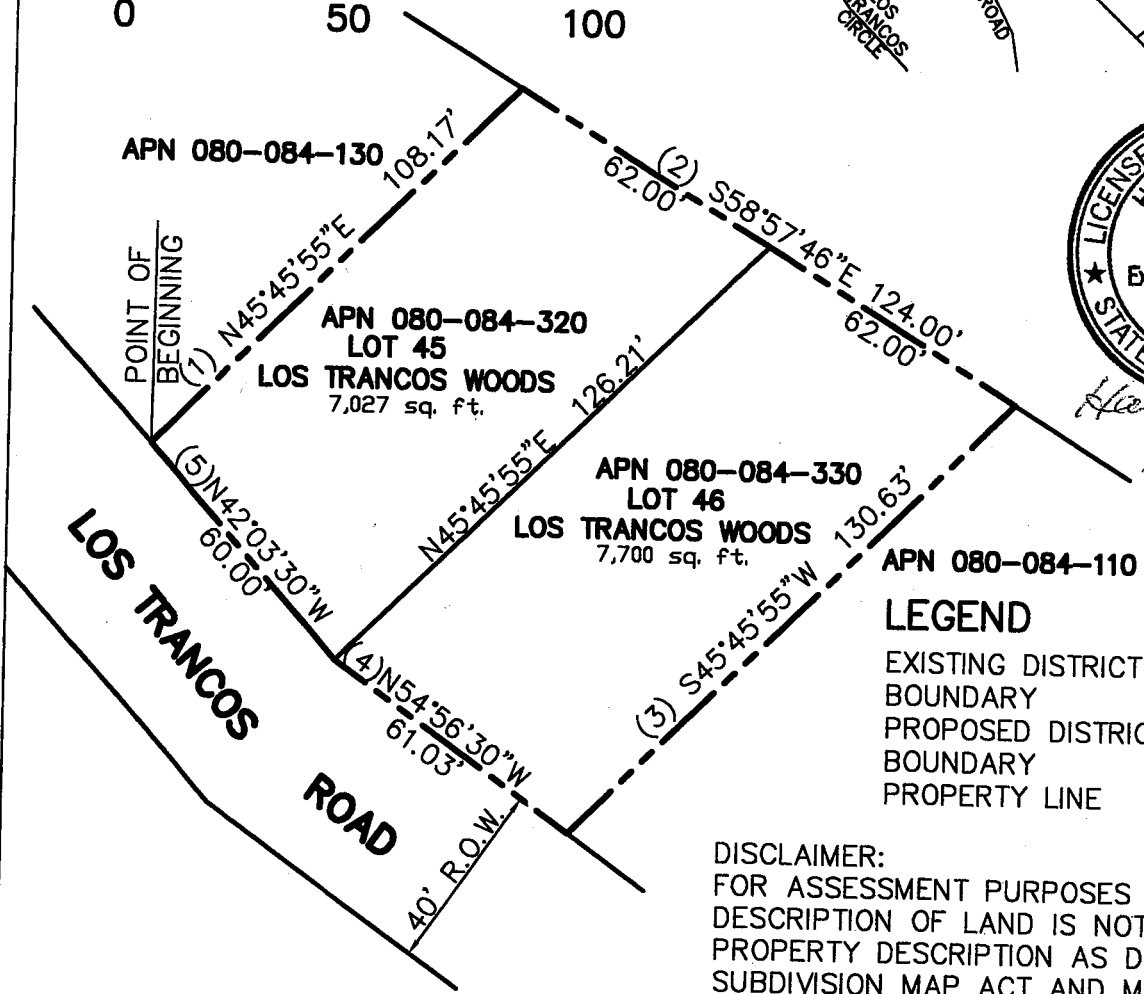
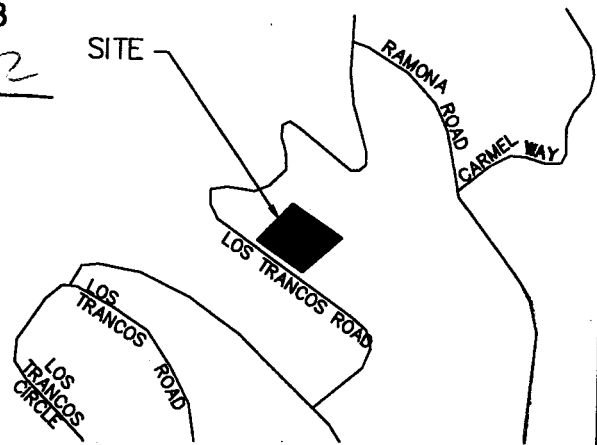
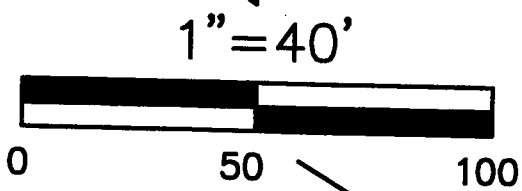
"For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for on offer for sale of the land described"



Harry Babicka

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

EXHIBIT A PAGE 1 OF 2



LEGEND

- EXISTING DISTRICT BOUNDARY
- PROPOSED DISTRICT BOUNDARY
- PROPERTY LINE

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

EXHIBIT B

| | | | | |
|--|----------------------|--|-------------------|-----------------|
| ASSESSOR'S PARCEL NUMBERS 080-084-320 & 080-084-330 | LAFCO RESOLUTION NO. | ACREAGE 0.338 AC. | DATE 1/23/2020 | SCALE 1"=40' |
| WEST BAY SANITARY DISTRICT ANNEXATION NO. 2020- LOTS 45 & 46, LOS TRANCOS WOODS, TRACT NO. 1, VOLUME 17 OF MAPS, PAGES 14-15, SAN MATEO COUNTY RECORDS. | | WESTFALL ENGINEERS, INC. 14583 BIG BASIN WAY, SARATOGA, CA 95070 408-867-0244 | | |

2019-053

RECORDING REQUESTED BY:

EXHIBIT B

San Mateo LAFCo
455 County Center, 2nd Floor (LAF124)
Redwood City, CA 94063

(Exempt from filing fees per Government Code 6103)

2020-062147 CONF

12:45 pm 07/01/20 CCL Fee: NO FEE

Count of pages 7

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



7

SHORT-FORM DESIGNATION OF DOCUMENT:

Certificate of Completion:

Annexation of APN's 080-084-320 and 080-084-330 to West Bay Sanitary District

WHEN RECORDED, PLEASE SEND TO:

LAFCo (LAF 124)

RECORDER'S CODE: CCL

Exempt from filing fees per Government Code 6103)



LOCAL AGENCY FORMATION COMMISSION

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

CERTIFICATE OF COMPLETION

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

1. The short-form designation, as determined by LAFCo, is Annexation of APNs 080-084-320 and 080-084-330, unincorporated San Mateo County to the West Bay Sanitary District.
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

| <u>City or District</u> | <u>Type of Change of Organization</u> |
|-------------------------|---------------------------------------|
|-------------------------|---------------------------------------|

| | |
|----------------------------|------------|
| West Bay Sanitary District | Annexation |
|----------------------------|------------|

3. The above-listed cities and/or districts are located within the following counties: San Mateo County only.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on May 20, 2020 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1248, adopted on May 20, 2020.

Dated: June 24, 2020

Martha Poyatos
Executive Officer

COMMISSIONERS: JOSHUA COSGROVE, CHAIR, SPECIAL DISTRICT ▪ WARREN SLOCUM, VICE CHAIR, COUNTY ▪ RICH GARBARINO, CITY ▪ DON HORSLEY, COUNTY ▪ MIKE O'NEILL, CITY ▪ RIC LOHMAN, SPECIAL DISTRICT ▪ ANN DRAPER, PUBLIC

ALTERNATES: KATI MARTIN, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY
MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ ROB BARTOLI, MANAGEMENT

STAFF: ANALYST ▪ ANGELA MONTES, CLERK

RESOLUTION NO. 1248

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 20-02 -
ANNEXATION OF APNS 080-084-320 and 080-084-330, UNINCORPORATED SAN MATEO COUNTY
TO THE WEST BAY SANITARY DISTRICT
AND WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

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

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

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

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

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

WHEREAS, the landowners and District have requested that the Commission waive conducting authority proceedings pursuant to government code Section 56837(c); and

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

EXHIBIT B

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

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

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

Section 3. The territory consists of 0.34 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of APNs 080-084-320 and 080-084-330, unincorporated San Mateo County to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56663 and this annexation is hereby ordered.

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

EXHIBIT B PAGE 2 OF 3

EXHIBIT B

Regularly passed and adopted this 20th day of May 2020.

Ayes and in favor of said resolution:

Commissioners:

ANN DRAPER
RICH GARRARINO
DON HORSLEY
RIC LOITMAN
MIKE O'NEIL
WARREN SLOCUM
JOSHUA COSGROVE, Chair


Noes and against said resolution:

none

Commissioners Absent and/or Abstentions:

Commissioners:

none


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

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

EXHIBIT B PAGE 3 OF 3

ATTEST:

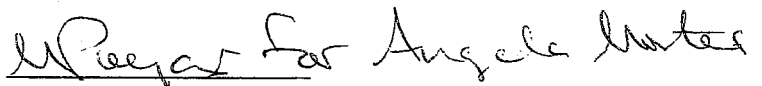


Executive Officer
Local Agency Formation Commission

Date: 6-24-20

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

Date: 6-24-20



Clerk to the Commission
Local Agency Formation Commission

EXHIBIT B

EXHIBIT A
Geographic Description
Annexation to the West Bay Sanitary District

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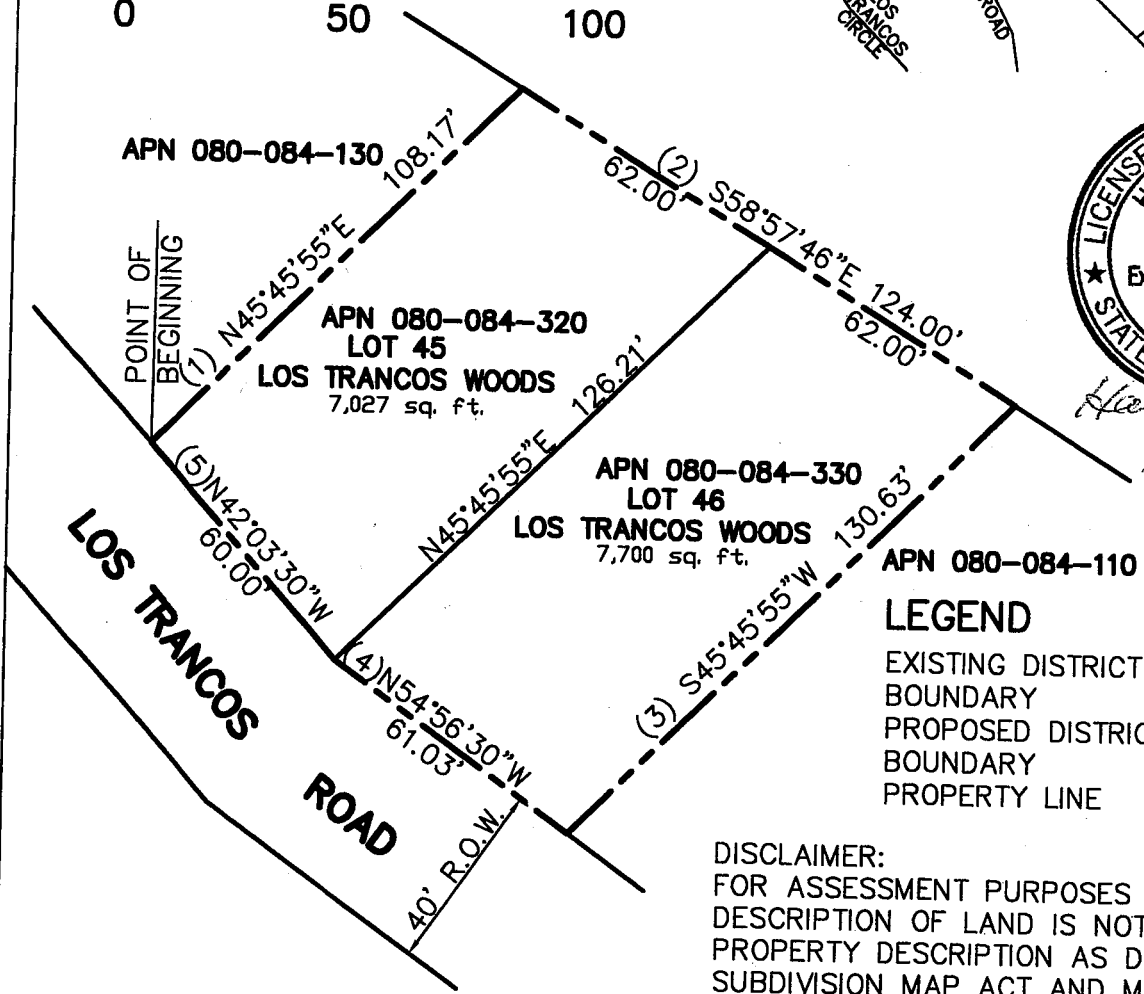
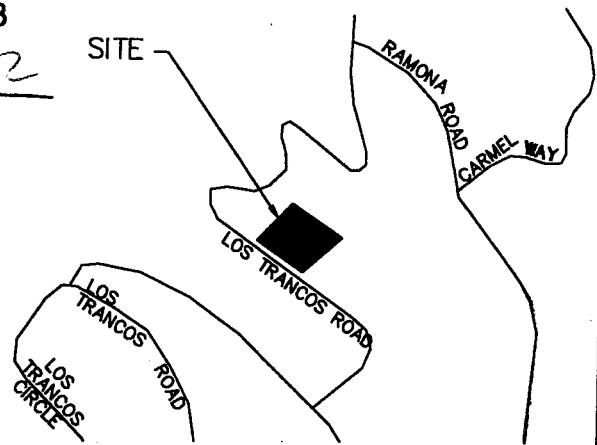
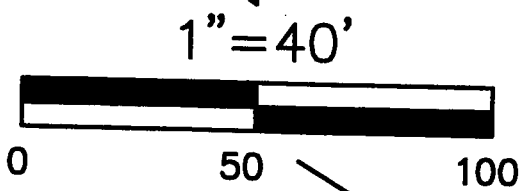
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Harry Babicka

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

EXHIBIT A PAGE 1 OF 2



LEGEND

- EXISTING DISTRICT BOUNDARY
- PROPOSED DISTRICT BOUNDARY
- PROPERTY LINE

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EXHIBIT B

| | | | | |
|--|----------------------|--|-------------------|-----------------|
| ASSESSOR'S PARCEL NUMBERS 080-084-320 & 080-084-330 | LAFCO RESOLUTION NO. | ACREAGE 0.338 AC. | DATE 1/23/2020 | SCALE 1"=40' |
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2019-053

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

To: Board of Directors

From: Bill Kitajima, Projects & IT Manager

Subject: Consider Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Main Improvements for 110 Constitution Drive and 115 Independence Drive, Menlo Park, CA

Background

110 Constitution Drive and 115 Independence Drive currently laterals to an 8-inch main along Constitution Drive and Independence Drive. The main along these alignment cannot accommodate the additional flows proposed by this development. The District also has a 54-inch main that runs adjacent to these property that can handle additional flow, and suggested re-routing their lateral to this main.

Analysis

The developer is proposing to re-route their lateral to two new main extension; one along Constitution Drive and the other along Independence Drive to the existing 54-inch main that can accommodate this development. The plan set has been reviewed and approved by District staff.

Fiscal Impact

No impact to the District.

Recommendation

The Projects Manager recommends the District Board direct the District Manager to issue Class 3 Sewer Permit No.1616 for the work required to provide sewer service for the project.

Attachments: Resolution _____(2022)
Class 3 Permit (1616)
Site Map

RESOLUTION NO. _____ (2022)

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: Site Improvement Plans for 110 Constitution Drive and 115 Independence Drive

Location: 110 Constitution Drive and 115 Independence Drive, Menlo Park, CA

Entity or Person Undertaking Project: Greystar

Determination of the District Board:

The District Board hereby certifies that it has reviewed the Preliminary Review and Notice of Exemption 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 Preliminary Review and Notice of Exemption has been prepared and completed in compliance with the California Environmental Quality Act and the State Guidelines.

The Board finds that the project Preliminary Review and Notice of Exemption 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 Final EIR.

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 Final EIR.

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

_____ Approved

_____ Disapproved

The District Manager of West Bay Sanitary District is directed to prepare a Notice of Exemption pursuant to the provisions of the State Guidelines Implementing the California Environmental Quality Act adopted by Resolution No. 1105 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 23rd day of March 2022, 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

WEST BAY SANITARY DISTRICT

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

Permit Number
1616

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

110 Constitution Drive & 115 Independence drive, Menlo Park, CA

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

Residential Non-residential Development at said location.

ENGINEER'S

BKF

Name

1730 N. First Street, Suite 600
Address San Jose CA 95112

CONTRACTOR'S

Greystar, LP

Name

750 Bering Drive, Suite 200
Address Houston, TX 77057

OWNER'S

Chad Zakskorn

Name

450 Sansome St, Suite 500, San Francisco, CA 94111
Address

[Signature]

Applicant's Signature

XAVIER JOHNSON

Signed by - Please Print Name

750 Bering Drive Suite 200
Address Houston TX 77057

Receipt of \$ 585 Application Fee is hereby acknowledged [Signature] 12/15/2021
Date

Receipt of \$ 2000 Cash Deposit or Performance Bond

Comments Install (2) - New 8" Sewer Mains, New Sewer Manholes,
connections to an existing 54" main & connections to existing
sewer man holes

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Sergio Ramirez, District Manager

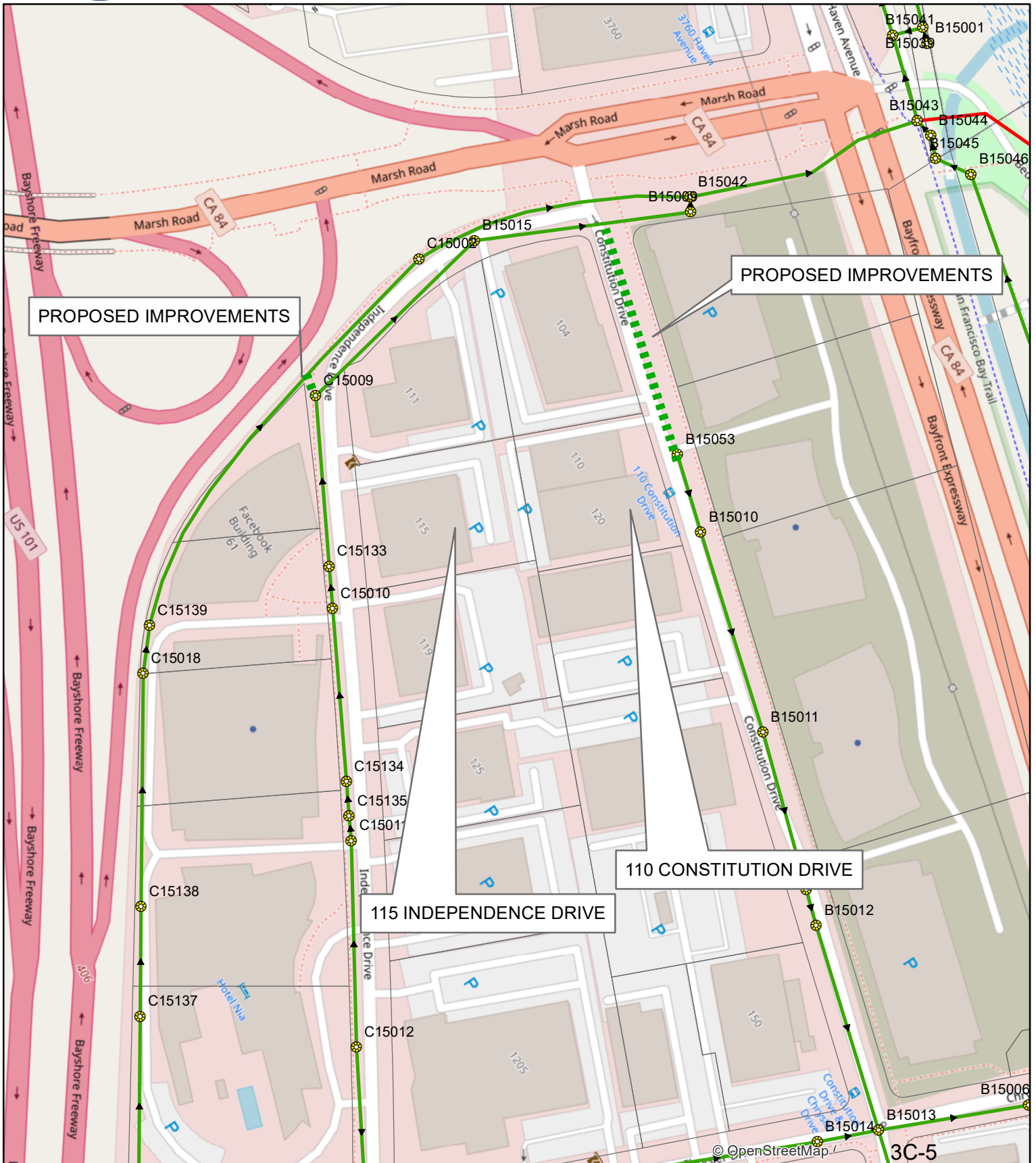
Date _____

By _____

Final Acceptance by the District Board on _____



WEST BAY SANITARY DISTRICT SITE LOCATION - CLASS 3 1616 110 CONSTITUTION DRIVE AND 115 INDEPENDENCE DRIVE MENLO PARK, CA



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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4**

To:*Board of Directors*

From:*Sergio Ramirez, District Manager*

Subject:*Discussion and Direction on the West Bay – Sharon Height's
Recycled Water Facility's Solar Power Plan*

Representatives from Sharon Heights Golf & Country Club (SHGCC) will report on the solar power plan for the Recycled Water Facility.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Report by the Finance Advisory Committee

Members of the Finance Advisory Committee will give a report on their recent meeting with HF&H Consultants, the District Manager, and the Finance Manager regarding the Sewer Connection Fee study and the Finance Auditor Request for Proposals process.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Discussion, Direction and Consideration to Accept the Sewer Connection Fee Report by HF&H Consultants, and Establishing a Public Hearing Date for April 27, 2022 to Review Proposed Sewer Connection Fees*

Background

The District collects Collection Fees on every new connection or accessory dwelling unit (ADU) to the sewer system. A standard home is assumed to have 20 fixture units and requires 200 gallons per day (GPD) of capacity. The current charge for a standard home is \$8,501, which is the minimum charge except in adding an ADU to an existing connection, where the charge is pro-rated per new fixture unit. The Connection Fees are comprised of a District charge of \$6,919 per 200 GPD standard home and \$1,582 for the Silicon Valley Clean Water (SVCW) treatment plant.

HF&H Consultants has completed a connection fee study of the current connection fees which were last reviewed and updated in 2017. The District's Finance Advisory Committee met on March 9, 2022 to review and discuss the proposed sewer connection fee study.

The current Sewer Connection Fee Study recommends increasing the District charge from \$6,919 per single family equivalent dwelling unit (EDU) based on 200 gallons per day (GPD) to a minimum \$8,608.

The accessory dwelling unit (ADU) fee on an existing connection will be based on the new fee of \$8,608 per EDU with 20 fixtures or \$430.40 per fixture making the fee per gallon \$43.04.

Sewer connection fees will be increased annually by the Engineering News Record Construction Cost Index (ENR CCI) for San Francisco.

The separate SVCW Connection Fee of \$1,582 will no longer be collected.

Analysis

HF&H Consultants will present a final report on the Connection Fees for the Board's consideration.

The Connection Fee analysis resulted in an overall recommended increase from \$8,501 to \$8,608 per equivalent dwelling unit, a difference of \$107. The proposed increase is partially due to the planned future capital improvement plan projects, as well as the increased replacement cost for the existing infrastructure.

Silicon Valley Clean Water (SVCW) no longer charges an additional connection fee for its treatment facilities, instead the District contributes to its capital program fund in monthly installments.

Adoption of the proposed increase in Sewer Connection Fees would place West Bay Sanitary District in the lower-range amongst the SBSA partners.

If the Board discusses, gives direction, and accepts the Connection Fee report and desires to propose an increase in Connection/Capacity Fees, a Public Meeting is required. Any interested parties are to be notified of the Board's intention to approve an amendment to the Code of General Regulations at least fourteen days prior to its adoption.

To this end the Board is asked to establish a date for a public hearing for April 27, 2022 to review the proposed Sewer Connection Fees for 2022.

Fiscal Impact

District connections fees will increase from \$42.505 per gallon to \$43.04 per gallon, with the minimum sewer connection fee increase from \$8,501 to \$8,608 or 1%. This change will have an immaterial effect on the District. The sewer connection fees allow for more proactive Capital Improvement Projects to improve pipeline and pump station capacity and projects reducing Inflow/Infiltration to the SCVW wastewater treatment plant, which reduce future operating and maintenance contributions to SCVW.

Recommendation

The District Manager recommends the Board discuss, give direction, and consider adopting the sewer connection study.

Therefore, the District Manager recommends:

1. The Board set a Public Hearing date for April 27, 2022, to review the proposed increase in Sewer Connection Fees and consider a proposed amendment to the District's Code of General Regulations which formalizes those increases and authorizes their collection; and
2. Provide staff direction regarding the proposed increase in Sewer Connection Fees and the noticing of a public hearing to be held April 27, 2022 prior to adopting the increase in Sewer Connection Fees.

Attachments:

West Bay Sanitary District Sewer Connection Fee Study dated March 17, 2022



WEST BAY SANITARY DISTRICT SEWER CONNECTION FEE STUDY

March 17, 2022



HF&H Consultants, LLC

WEST BAY SANITARY DISTRICT

500 Laurel Street
Menlo Park, CA 94025



CONNECTION FEE STUDY

March 17, 2022

HF&H CONSULTANTS, LLC

590 Ygnacio Valley Rd, Suite 105
Walnut Creek, CA 94596



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Robert C. Hilton, CMC

March 17, 2022

Mr. Sergio Ramirez
District Manager
West Bay Sanitary District
500 Laurel Street
Menlo Park, California, 94025
Subject: Connection Fee Update

Dear Mr. Ramirez,

Connection fees were last updated in 2017. This report documents the results of our analysis of the District's connection fees to update the connection fees based on the current value of capacity that benefits new connections to the District.

Thank you for asking HF&H to assist with this matter.

Sincerely,

HF&H CONSULTANTS, LLC

Rick Simonson, Senior Vice President

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ACRONYMS

| | |
|------------|--|
| CIP | Capital Improvement Plan |
| EDU | Equivalent Dwelling Unit; an average single-family residential customer |
| ENR CCI | Engineering News Record Construction Cost Index |
| FU | Fixture units |
| FY | Fiscal Year |
| GPD | Gallons Per Day |
| HCF or CCF | Hundred Cubic Feet of metered water; 748 gallons; a cube of water 4.6 feet on edge |
| I&I | Inflow and infiltration |
| JPA | Joint Powers Authority |
| MGD | Million Gallons per Day |
| MPPS | Menlo Park Pump Station |
| RCN | Replacement Cost New |
| SVCW | Silicon Valley Clean Water |

ACKNOWLEDGEMENTS

Board of Directors

Fran Dehn, President
David Walker, Secretary
Roy Thiele-Sardina, Treasurer
Edward Moritz, Director
George Otte, Director

District Staff

Sergio Ramirez, District Manager
Debra Fisher, Finance Manager
Bill Kitajima, Projects and IT Manager

HF&H Consultants, LLC

Rick Simonson, Senior Vice President
Gabe Sasser, Senior Associate

WEST BAY SANITARY DISTRICT

CONNECTION FEE STUDY



SECTION 1: EXECUTIVE SUMMARY

Customers connecting to the District pay connection fees once at the time of connection to reimburse the District for costs incurred to provide capacity for future growth. This report describes the methodology, summarizes the analysis, and includes a comparison with the connection fees charged by the three other JPA member agencies of Silicon Valley Clean Water (SVCW).

FINDINGS AND RECOMMENDATIONS

- 1. Current connection fees.** The District conducted its last connection fee update in 2017 based on its collection system *Master Plan* prepared by West Yost Associates in 2013, which identified future specific capital improvement projects. Since that time, the District has updated its capital improvement program. Therefore, it is appropriate that the District update its connection fees to reflect changes in its currently planned improvements and the value of its current assets which provide capacity for development.
- 2. Methodology.** In 2011 and 2017, HF&H derived the connection fee using the Replacement Cost New (RCN) method, which is intended to fully recover growth's share of the cost of capacity. We recommend that the District continue using this method. The updated replacement value of the District's facilities is determined to be \$309,894,468, assuming Scenario #2 is used to value the District's sewer mains. Two valuation scenarios are discussed in Section 3.
- 3. System Capacity.** The District's facilities provide 7,200,000 million gallons per day (MGD) of capacity. The District has attributed 200 gallons per day (GPD) as the capacity per single family equivalent dwelling unit (EDU). As a result, the District can accommodate 36,000 EDUs at 200 GPD.
- 4. Connection fees per EDU.** The results of the present analysis increase the current connection fee of \$6,919 per EDU to \$8,608. This amount reflects the changes since 2017, the District's planned capital improvements and the District's share of the retired debt service costs to date for the SVCW capital improvements associated with the treatment plant renovation that began in 2009. The District has discretion to charge less than \$8,608 as this analysis is intended to determine the maximum value of the connection fee. The recommended connection fee is based on computing the value of the District's sewer mains using the approach of Scenario #2 discussed in Section 3. The computed connection fee using the approach of Scenario #1 is included in Section 3, for reference.
- 5. Connection fee per accessory dwelling unit.** Existing laws dictate that connection fees for sewer service should be based either on the size of the accessory dwelling unit or the number of fixture units. In 2017, HF&H recommended the District use fixture units as the basis for charging connection fees for accessory dwelling units. We recommend

that the District continue using this method. To derive the fee per fixture unit, we recommend the District continue using 20 fixture units per EDU based on plumbing code values for the number of fixture units per sink, dishwasher, clothes washer, shower, toilet, etc. for the average single-family home.

6. **Incremental connection fee for remodeling.** The charge per fixture unit used to determine the connection fee for accessory dwelling units can also be used for charging incremental connection fees for remodeling that requires additional capacity in the District's facilities.

CONCLUSION

The \$1,691 increase in the connection fee, from \$6,919 to \$8,608 per EDU, is primarily attributable to:

1. The infrastructure added by the District since the last update.
2. An increase in asset value of existing infrastructure due to construction cost inflation.
3. The additional retired debt service for capital improvements at the SVCW treatment facility.
4. The inclusion of five years of planned capital improvements for future facilities in the near term.

The value of capacity derived in this report represents the value of a connection in the District's facilities. By paying connection fees, development reimburses the District for costs incurred to provide capacity for future growth. The value of capacity for other purposes, such as leasing or selling capacity, may be different.

IMPLEMENTATION

Once the District has adopted an updated connection fee based on the findings of this study, we recommend that the District annually update the connection fees by the percentage change in the *Engineering News Record* Construction Cost Index for San Francisco over the next five-year period. The District should plan to conduct detailed connection fee studies approximately every five years in keeping with industry practice, which will reflect other changed conditions, such as capital improvement program assumptions.

SECTION 2: INTRODUCTION

DISTRICT BACKGROUND

The District provides wastewater collection and transport services for approximately 55,000 customers in the City of Menlo Park, portions of the Cities of Redwood City, Atherton, Portola Valley, Woodside, East Palo Alto, and unincorporated areas of San Mateo County and Santa Clara County. Wastewater collected in the District's system is transported to the Menlo Park Pump Station (MPPS) where it is pumped to the SVCW plant for treatment.

CURRENT CONNECTION FEE

The District's current connection fee of \$6,919 per equivalent dwelling unit (EDU) was last studied in detail in 2017.¹ Because the District assigned 200 gallons per day (GPD) per EDU, the \$6,919 connection fee equals \$34.595 per gallon. Commercial customers are charged \$34.595 per GPD based on the estimated wastewater discharge plus \$1,037.70 for 30 GPD of inflow and infiltration (I&I) into the lateral. A Supplementary Connection Fee is also charged for a second connection at the same building equal to \$1,037.70.

LEGAL REQUIREMENTS

Connection fees are a type of development impact fee that public agencies may impose as a condition of development under the authority of California Government Code Section 66000 et seq., the Mitigation Fee Act. The purpose of these fees is to ensure that development pays its fair share of the costs associated with providing system capacity. Connection fees are a one-time charge paid at the time the connection is made. The Act requires that "those fees or charges shall not exceed the estimated reasonable cost of providing the service". Because the Act does not prescribe a formula or procedure for determining "the estimated reasonable cost," it is the responsibility of the analyst to employ a method that yields a reasonable result.

The courts generally regard fees as being reasonable if they are not capricious, arbitrary, or discriminatory. Fees are capricious if there is no factual basis for the underlying data used to make the calculations. Fees are arbitrary if there is no logical rationale for choosing among alternatives. Fees are discriminatory if they disproportionately allocate costs to one class of service at the expense of another class. The purpose of this report is to document that the conditions have been met to establish that the District's sewer service connection fees are reasonable.

¹ *Sewer Connection Fee Study*. HF&H Consultants November 2017.

ANALYTICAL APPROACH

Three steps are required to determine the reasonable costs that can be recovered with connection fees: (1) facilities that benefit growth must be identified, (2) the cost of those facilities must be derived, and (3) the capacity provided by those facilities must be determined. The approach used in this report to address each of these steps is described below.

The District's current fee is based on the replacement cost of its infrastructure assets and land. As such, the current replacement value is dependent on construction cost inflation, which gradually increases over time. The calculation is based on the entire collection system as an integral network without attempting to separate capacity for existing customers from capacity for growth. The current methodology determined the connection fee in terms of the unit cost of capacity in today's dollars.

Facilities That Benefit Growth

The combination of the existing and future facilities comprises the facilities that will be needed to serve existing and future customers within the foreseeable planning horizon. Existing facilities are included in the connection fee calculation because they provide capacity for existing and future customers. The existing facilities constitute a network with capacity for both existing rate payers as well as capacity for growth.

The inventory of the existing collection systems was compiled by the District as of June 30, 2021. The inventory categorizes facilities by function (i.e., pump stations and flow equalization) or, for *administrative* assets, by description (i.e., land and buildings). A copy of the inventory of existing facilities is shown in **Appendix A**.

The future capital improvements were developed by the District and constitute pay-as-you-go capital projects that are budgeted for the next five years. Future facilities will provide capacity for growth as well as benefit existing ratepayers by improving reliability and upgrading facilities. There are currently no plans for constructing facilities which shall be used exclusively by growth or expanding current facilities to accommodate growth. A copy of the proposed capital improvements is also provided in **Appendix B**.

The combination of the existing and future facilities represents all infrastructure that will be required to meet demands within the near term. Additional facilities introduced will be included in future updates. There will also be other facilities that are currently projected for future construction that are modified or replaced by other facilities. Again, changes like this can be reflected in future updates to the facility inventory.

Value of Facilities

The determination of reasonable costs begins by determining the value of the existing facilities. The maximum value, RCN, is the amount that it would cost the District to construct its facilities today. This value represents the original cost escalated from the construction date based on

construction cost inflation. By escalating the value, the District is compensated for having constructed capacity for growth, if and when a new customer chooses to connect. In effect, the RCN value represents the cost to construct capacity today.

RCN value also indirectly compensates the District for incurring the subsequent costs of maintaining facilities. By maintaining facilities, the capacity for both existing users and growth maintains its ability to provide service. The District has no choice but to maintain not only the capacity for existing customer but also the unused capacity for growth. The District is entitled to receive reimbursement from growth for having maintained growth's share of capacity. Maintenance and repair costs at least partially offset depreciation. These costs can be reimbursed by not deducting depreciation. In addition, The District incurs the cost of carrying capital costs until they receive reimbursement from growth. It is assumed that the District is indirectly reimbursed for this opportunity cost by not deducting depreciation.

Capital facilities are typically funded either directly from rate revenue on a PAYGo basis or from borrowed funds such as bonds or loans. When borrowed funds are used, it is reasonable for the District to be reimbursed for the debt service they have retired but not for the outstanding debt. Hence, in the case of debt-funded infrastructure, it is appropriate to include the cumulative principal and interest cost that the District has incurred instead of the full acquisition cost. In this way, growth is not reimbursing the District for borrowed funds.

Contributed capital can be excluded for facilities that do not provide system-wide capacity such as in-tract facilities, which includes customer meters, services, and laterals. In-tract facilities are facilities constructed by developers specifically for the benefit of subdivisions without any additional capacity for other connections. Data is often not available to estimate exactly how much capital was contributed by developers. However, reasonable estimates can be made to minimize how much contributed capital is included in the connection fee calculation so that double counting is avoided.

For purposes of this study, the RCN value should be considered the maximum justifiable value.

Capacity in Facilities

The proposed connection fee relies on the available capacity in the collection system. Capacity was based on the estimated total number of equivalent dwelling units at build-out. In effect, the approach follows the *buy-in*, or *average cost*, methodology. By using the buy-in methodology, it was not necessary to determine the portion of facilities that is attributable to growth, as is done in some connection fee studies.

The connection fee represents the unit cost of capacity. The unit cost is determined by dividing the value of the facilities by the capacity available in the system. Total capacity available in the system relies on a standard capacity per connection. In this way, the connection fee is the average cost paid by today's connections. In order to join the system, new connections need to pay the average cost so that they are at the same level of capital participation as existing

connections so that all connections have borne an equivalent cost. The connection fee should not be viewed as the cost of a share in the facilities. Paying a connection fee does not convey an ownership share in the facilities. Paying a connection fee only provides reimbursement to those who bore the cost of providing capacity for future connections.

SECTION 3: CALCULATION METHODOLOGY

FACILITIES INCLUDED IN CALCULATION

Most of the existing facilities constitute the transmission system, which is well documented and represents a District-wide network of pipelines that provide capacity for existing ratepayers as well as for the growth expected during the next five years. The inventory of sewer mains and pump stations used in the 2017 *Connection Fee Study* was adjusted for additions, retirements, and replacement of assets. The inventory of other existing assets (Land, Pump Stations, Fleet, Buildings, Plant & Administrative, and Flow Equalization Facilities) was provided by the District and represents assets in operation as of June 30, 2021.

The future facilities planned during the next five years were derived from the District's updated capital improvement plan. Future facilities will provide capacity for growth as well as benefit existing ratepayers by improving reliability and upgrading facilities. These future facilities are included because it is expected that they will also provide capacity for growth during the study period.

Connection fees are used to recover growth's fair share of the costs of existing facilities that provide capacity for growth. Growth can occur anywhere within the service area. Hence, the facilities required to serve the District's current customers are the same facilities that provide service for growth.

The combination of the existing and future facilities represents all infrastructure that will be required to meet demands within the near term. Undoubtedly, there will be additional facilities that should be included in future updates. There will also be other facilities that are currently projected for future construction that are modified or replaced by other facilities. Again, changes like this can be reflected in future updates.

Figure 3-1 summarizes the current and planned facilities that are included in the connection fee calculation.

Figure 3-1. Facility Costs Recovered by Connection Fees

| Type of Facility |
|------------------------------|
| Sewer Mains |
| Land |
| Pump Stations |
| Fleet |
| Plant & Administration |
| Buildings |
| Flow Equalization Facilities |

While **Figure 3-1** identifies the facilities included in the calculation, it is important to point out facilities excluded from the calculation, as well. Assets associated with Sharon Heights Recycled Water Facility were not included. This facility does not benefit all customers within the District, nor does it provide capacity for growth. Instead, this facility provides recycled water for the specific benefit of Sharon Heights Golf & Country Club. Therefore, the value of these facilities was not included.

VALUE OF FACILITIES

The 2017 *Connection Fee Study* updated the number of linear feet of sewer pipe laid in the District, the diameter of the pipes, the original construction cost based on the year of construction, and the replacement cost in current dollars. We determined any additions, along with retirements, by comparing the total linear feet of pipe (by diameter) in the 2017 *Connection Fee Study*, to the total linear feet of pipe (by diameter) provided by the District staff.

Existing facilities were then valued by escalating the original construction costs to current year costs using the *Engineering News Record Construction Cost Index (ENR CCI)* for San Francisco as of June 2021. An updated inventory of the existing facilities is shown in **Appendix A**. The value of future facilities in the capital improvement program for the next five years is presented in current dollars.

Two approaches used to derive the value of the District's existing sewer mains yielded a contrast in the total value of the system. As the largest component of the system value, the range in value of the sewer mains directly influences the computed connection fees. The first approach (Scenario #1 in **Figure 3-2**) assumes replacement of all existing sewer mains at the current replacement cost per linear foot. Current supply shortages, permitting costs, and construction materials have inflated current replacement costs. For reference, in Scenario #1 the replacement cost per linear foot of 6" main is \$310. In the previous study, the replacement cost for a sewer main with an identical diameter was \$73. An increase of more than 300% from the previous study emphasizes the current replacement cost may be influenced by more than sustained increases to construction costs.

The second approach (Scenario #2 in **Figure 3-2**) escalates the 2015 replacement cost from the previous connection fee study to 2021 using the ENR CCI for San Francisco as of June 2021. Scenario #2 determined a replacement cost per linear foot of 6" main equal to \$111, only a 52% increase from the previous study replacement cost. Scenario #2 leads to a more conservative valuation of the District's sewer mains.

Our recommendation is to use Scenario #2, the more conservative approach to value the District's sewer mains. The current climate of inflation and material shortages is the product of economic uncertainty brought on by the COVID-19 pandemic. With time, material supply chains will re-stabilize, and inflation will return to more historic levels. Scenario #1 considers replacement values under a set of circumstances that are a departure from typical norms. As a result, higher replacement costs reflect this outlier scenario. In contrast, the approach used in

Scenario #2 to escalate 2015 replacement costs to 2021 levels reflects only the change in construction costs relative to the past. The result is a more pragmatic valuation, absent of current pandemic-related abnormalities.

The District's five-year capital improvement program (CIP) has been included as a component of the valuation of the system. This connection fee analysis looks forward five years until the next update. As such, the value of the system includes existing facilities and planned, future facilities that will be added to the system to support capacity. If these planned, future facilities were not included, the analysis would be out of date before the next connection fee update occurred. The District's five-year CIP is included to reflect the true cost of capacity to be provided by these improvements once built. A copy of the District's CIP program is shown in **Appendix B**.

The retired debt service on the SVCW CIP, paid by the District, is also included in the District's connection fees. SVCW's CIP began in 2009 and is funded by bonds and loans with repayment periods of at least 25 years. The SVCW debt service is allocated among the four member agencies based on their shares of capacity; the District's share is currently about 27%. The District's debt service payments have grown as additional bonds and loans have been issued since 2009. Beyond the next five years, the District is scheduled to begin making payments for their share of new WIFIA loans. Once initiated, these payments should be added to the District's register of retired debt service in future connection fee updates. An inventory of the District's retired debt service is shown in **Appendix C**.

The SVCW CIP has been underway since 2009. The District's cumulative share of SVCW debt service to date has grown from \$10.2 million in 2017 to \$35.6 million, but still represents a small portion of the overall connection fee. However, the District's nearly one-quarter share of almost \$1 billion in estimated project costs will continue to grow, particularly when financing costs are included. All of the principal and interest should be included in deriving the District's connection fees because it represents a cost borne by the District for facilities that benefit growth.

Since the previous study, the District has used reserves to reduce its total of SVCW debt service. The \$13 million reduction of debt service the District paid in 2019 and 2020 has been included in the valuation of the system to reflect the District's cost to provide capacity.

The value of the District's existing and future assets is summarized in **Figure 3-2** on the next page.

Figure 3-2. Infrastructure Assets

| | Replacement Cost New Scenario #1 | Replacement Cost New Scenario #2 |
|--|-------------------------------------|-------------------------------------|
| Sewer Mains | \$535,563,632 | \$188,816,838 |
| 5-Year CIP Projects | \$45,239,500 | \$45,239,500 |
| Pump Stations | \$12,121,354 | \$12,121,354 |
| Other Assets (Land, Fleet, Buildings, FEF) | \$15,051,957 | \$15,051,957 |
| SVCW Debt Buydown | \$13,000,000 | \$13,000,000 |
| Retired Debt Service through FY 2020-21 | \$35,664,819 | \$35,664,819 |
| Total Asset Value | \$656,641,261 | \$309,894,468 |

CAPACITY IN FACILITIES

The District’s *Master Plan* from 2013 identified a total projected system capacity of 7.2 MGD. This figure was used for the *2017 Connection Fee Study* and has been used reconfirmed for this study. This 7.2 MGD capacity was then divided by standard flow per EDU to determine the number of EDUs that can be accommodated by the current capacity in the system.

District staff continues to recommend assuming the standard flow of 200 GPD per EDU, in line with the *2017 Connection Fee Study*, the estimated average use has not changed since 2017. This flow provides capacity for average flows per EDU that the District is currently experiencing plus an allowance for I&I. Dividing 7.5 MGD by the standard flow per EDU, 200 GPD, yields a capacity of 36,000 EDUs, as shown in **Figure 3-3**.

Figure 3-3. Capacity in Collection Facilities – EDUs

| System Capacity | |
|------------------------------|---------------|
| Total Dry Weather Flow (gpd) | 7,200,000 |
| Average Flow per EDU (gpd) | 200 |
| Capacity (EDUs) | 36,000 |

CONNECTION FEES

The value of the facilities in **Figure 3-2** serves as the basis for the connection fee. The connection fee is determined by dividing the values in **Figure 3-2** by the Total EDUs shown in **Figure 3-3**. The resulting connection fee per EDU is shown in **Figure 3-4** below.

In addition to the connection fee per EDU, **Figure 3-4** provides the capacity charge per gallon for commercial connections and the capacity charge per fixture unit (FU) for residential accessory dwelling units or remodels. Commercial connections would multiply the connection charge per gallon by the projected volume of wastewater discharged per day. The connection fee per FU would be multiplied times the number of FUs in the accessory dwelling unit to charge a connection for the accessory dwelling unit. The District will continue to use 20 FUs per

EDU as the basis for charging accessory dwellings. The charge per fixture unit could also be applied for remodeling projects that require additional wastewater capacity. For example, adding a bathroom with a shower, sink, and toilet would require six additional FUs. Similarly, commercial remodeling that requires additional FUs could be charged an incremental connection fee.

The connection fees shown below represent the maximum unit cost the District could charge, based on the calculated unit cost of capacity. However, the District has discretion to set the connection fee as something less, if desired. We recommend the District adopt the proposed connection fees using the Scenario #2 values for reasons previously discussed. The connection fee per EDU would increase from \$6,919 to \$8,608.

Figure 3-4. District's Connection Fee Calculation

| | Scenario #1 | Scenario #2 |
|-----------------------------------|--------------------|--------------------|
| Total System Value | \$656,641,261 | \$309,894,468 |
| System Capacity | | |
| Total Dry Weather Flow (gpd) | 7,200,000 | 7,200,000 |
| Average Flow per EDU (gpd) | <u>200</u> | <u>200</u> |
| Capacity (EDUs) | 36,000 | 36,000 |
| Capacity Charge per EDU | | |
| Total Assets | \$656,641,261 | \$309,894,468 |
| Total EDUs | <u>\$36,000</u> | <u>\$36,000</u> |
| Charge per EDU | \$18,240 | \$8,608 |
| Capacity Charge per Gallon | | |
| Capacity Charge per EDU | \$18,240 | \$8,608 |
| Average Flow per EDU (gpd) | <u>200</u> | <u>200</u> |
| Charge per Gallon | \$91.20 | \$43.04 |
| Capacity Charge per Gallon | | |
| Capacity Charge per EDU | \$18,240 | \$8,608 |
| Fixture Units per EDU | <u>20</u> | <u>20</u> |
| Charge per Fixture Unit | \$912.00 | \$430.41 |

SECTION 4: CONNECTION FEE COMPARISON

Figure 4-1 compares residential connection fees among the SVCW members. The District's proposed fee of \$8,608 per dwelling unit is neither the highest nor the lowest among this peer group. This figure also indicates the flow per EDU used by each SVCW member agency to determine their respective fee per dwelling unit.

Figure 4-1. Comparison of Residential Connection Fees

| SVCW Member | Connection Fee (\$/DU) | Assumed Flow/EDU |
|---------------------|------------------------|------------------|
| WBSD | | |
| Current | \$6,919 | 200 GPD |
| Proposed | \$8,608 | 200 GPD |
| San Carlos | | |
| Single Family | \$10,811 | 190 GPD |
| Multi Family | \$5,000 | 120 GPD |
| Redwood City | | |
| | \$960 | 270 GPD |
| Belmont | | |
| | \$9,889 | 270 GPD |

Figure 4-2 compares commercial connection fees among the SVCW members. The District's proposed fee of \$43.04 per GPD is also neither the highest nor the lowest among this peer group. This figure also indicates what the connection fee would be for each SVCW member agency based on 300 GPD².

² The District charges a minimum commercial connection fee based on 300 GPD. Projected discharge less than 300 GPD is subject to the minimum charge.

Figure 4-2. Comparison of Commercial Connection Fees

| SVCW Member | Connection Fee (\$/unit) | Connection Fee (at 300 GPD) |
|---------------------|--------------------------|------------------------------|
| WBSD | | |
| Current | \$34.59/GPD | \$10,377 |
| Proposed | \$43.04/GPD | \$14,149 |
| San Carlos | \$56.90/GPD | \$17,070 |
| Redwood City | \$960/2,000 sq. ft. | \$4,800 at 10,000 sq. ft. |
| Belmont | \$36.63/GPD | \$10,989 |

As of the writing of this report, limited information was available for how the other SVCW member agencies determine their connection fees for accessory dwelling units (ADUs). Applicants for ADUs in San Carlos pay a connection fee proportionately in relation to the square footage a typical single-family dwelling if the ADU footprint is greater than 750 square feet. However, no connection fee information was available for ADUs that are less than 750 square feet. Also, no information was available to describe how Redwood City and Belmont determine their connection fees for any size of ADUs.

APPENDIX A: FIXED ASSET LIST

West Bay Sanitary District
 Connection Fee Model
 Tab 3. Fixed Asset Listing

| Asset Type | Asset # | Asset Description | Acquired | Date In Service | Acquisition | | Cost/Basis | ENR CCI Index | ENR CCI Ratio | RCN Value |
|---------------|----------------------------|--|-----------|-----------------|-------------|--|------------------|---------------|---------------|----------------------|
| | | | | | Year | | | | | |
| | | Land | 7/1/15 | | 2015 | | 44,467 | 11,155.41 | 1.19 | 52,741.80 |
| | Total Land | | | | | | 44,467 | | | 52,741.80 |
| Pump Stations | 404 | Henderson Pump Station | 7/91 | 7/1/1991 | 1991 | | 525,766 | 6,222.06 | 2.13 | 1,118,039.95 |
| Pump Stations | 545 | Grinder Pump Main Proj 1749.9 | 9/01 | 9/1/2001 | 2001 | | 67,251 | 7,399.07 | 1.79 | 120,260.33 |
| Pump Stations | 579 | Menlo Ind Pump Sta | 06/03 | 7/1/2003 | 2003 | | 501,159 | 7,788.80 | 1.70 | 851,340.70 |
| Pump Stations | 16 | Willow Road Ps | | | 1980 | | 27,285 | 4,371.96 | 3.03 | 82,574.59 |
| Pump Stations | 325 | Univ & Illinois Ps Improv | | | 1985 | | 87,960 | 5,055.04 | 2.62 | 230,228.04 |
| Pump Stations | 326 | Willow Road Pump Station | | | 1980 | | 330,507 | 4,371.96 | 3.03 | 1,000,238.25 |
| Pump Stations | 333 | Stowe Ln Ps Impr | | | 1959 | | 51,594 | 979.66 | 13.51 | 696,830.42 |
| Pump Stations | 416 | 2 Ram Sewage Pumps-Stowe Ln. | | | 1959 | | 24,170 | 979.66 | 13.51 | 326,442.31 |
| Pump Stations | 422 | 2 Multiquip Gens/Switches | | | 1992 | | 98,789 | 6,294.84 | 2.10 | 207,646.05 |
| Pump Stations | | GASB 34 Implementation Adjustment - Infrastructure | 6/30/04 | 7/1/2004 | 2004 | | 1,732,644 | 8,228.39 | 1.61 | 2,786,077.62 |
| Pump Stations | 581 | University Pump Station | 07/04 | 7/1/2004 | 2004 | | 91,369 | 8,228.39 | 1.61 | 146,920.74 |
| Pump Stations | 594 | Install New Mq25 Diesel Generator (University Ps) | 4/05 | 4/1/2005 | 2005 | | 24,818 | 8,462.45 | 1.56 | 38,803.29 |
| Pump Stations | 687 | Illinois Pump Station - Xfer From Cip | 12/09 | 1/1/2010 | 2009 | | 912,493 | 9,722.17 | 1.36 | 1,241,837.63 |
| Pump Stations | 702 | Flyght Pump For Hamilton Ps | 4/30/2011 | 5/1/2011 | 2011 | | 29,662 | 10,204.79 | 1.30 | 38,459.34 |
| Pump Stations | 703 | Gorman 6" Portable Pump | 6/24/2011 | 7/1/2011 | 2011 | | 31,027 | 10,204.79 | 1.30 | 40,228.59 |
| Pump Stations | 754 | Willow Road Ps Control Panel-Construction | 6/30/13 | 7/1/2013 | 2013 | | 109,871 | 10,898.84 | 1.21 | 133,383.01 |
| Pump Stations | 793 | Sausal Vista Ps | 11/30/16 | 12/16/2016 | 2016 | | 1,354,419 | 11,609.44 | 1.14 | 1,543,619.60 |
| Pump Stations | | Pump & Panel Replacements | | 7/1/2017 | 2017 | | 25,893 | 12,014.72 | 1.10 | 28,514.55 |
| Pump Stations | 794 | Sausal Vista Ps II | 2/28/17 | 3/1/2017 | 2017 | | 1,215,564 | 12,014.72 | 1.10 | 1,338,637.04 |
| Pump Stations | | O'Brien & University Pump Station - Tank Replacement | 11/8/19 | 12/1/2019 | 2019 | | 21,731 | 12,764.52 | 1.04 | 22,525.51 |
| Pump Stations | | Pump & Panel Replacements | 2/5/20 | 2/5/20 | 2020 | | 20,960 | 13,168.76 | 1.00 | 21,058.96 |
| Pump Stations | | Bayside Equipment: Willow Pump Station - Diesel Pump | 6/26/20 | 7/1/2020 | 2020 | | 20,886 | 13,168.76 | 1.00 | 20,985.14 |
| Pump Stations | | Air & Lube Systems: Diesel Tanks Replacements | 6/30/20 | 7/1/2020 | 2020 | | 52,759 | 13,168.76 | 1.00 | 53,009.30 |
| Pump Stations | | 34 Hp Flygt Pump | 6/2/21 | 6/9/21 | 2021 | | 33,693 | 13,231.18 | 1.00 | 33,692.70 |
| | Total Pump Stations | | | | | | 7,392,271 | | | 12,121,353.65 |
| Fleet | 551 | 21002 Gmc Camera Van - 216 | 9/02 | 10/1/2002 | 2002 | | 191,793 | 7,644.46 | 1.73 | 331,959.75 |
| Fleet | 575 | 2004 Sewer Rodder #204 | 6/04 | 7/1/2004 | 2004 | | 81,790 | 8,228.39 | 1.61 | 131,516.97 |
| Fleet | 449 | Case 580Sk Loader Backhoe | 7/94 | 8/1/1994 | 1994 | | 51,684 | 6,530.35 | 2.03 | 104,717.18 |
| Fleet | 538 | Bobcat Skid Loader | 10/01 | 11/1/2001 | 2001 | | 41,225 | 7,399.07 | 1.79 | 73,718.87 |
| Fleet | 557 | 2003 Intl Sewer Van-Model 7400 - 215 | | 11/1/2006 | 2006 | | 115,890 | 9,108.66 | 1.45 | 168,341.08 |
| Fleet | 682 | Unit 203 - Rehab Truck | 01/09 | 3/1/2009 | 2009 | | 120,213 | 9,722.17 | 1.36 | 163,601.83 |
| Fleet | 704 | Unit 214 - Source Control Vehicle | 10/1/10 | 11/1/2010 | 2010 | | 33,035 | 10,120.29 | 1.31 | 43,189.67 |
| Fleet | 706 | Unit 217 - Pump Station Truck | 6/1/11 | 7/1/2011 | 2011 | | 49,514 | 10,204.79 | 1.30 | 64,198.65 |
| Fleet | 707 | Ditch Witch Equip. Co. Inc. | 5/11/11 | 6/1/2011 | 2011 | | 67,617 | 10,204.79 | 1.30 | 87,669.79 |
| Fleet | 723 | Unit 220 - F550 2012 | 3/31/12 | 4/1/2012 | 2012 | | 46,127 | 10,355.09 | 1.28 | 58,938.25 |
| Fleet | 724 | Unit 206 - Maint Sup Expedition 2012 | 3/31/12 | 4/12/2012 | 2012 | | 34,432 | 10,355.09 | 1.28 | 43,995.16 |
| Fleet | 725 | Unit 210 - Pump Station Truck 2012 F550 | 3/31/12 | 4/12/2012 | 2012 | | 112,444 | 10,355.09 | 1.28 | 143,674.46 |
| Fleet | 726 | Harben 1/2" Jetter For Unit 220 | 6/30/12 | 7/12/2012 | 2012 | | 45,309 | 10,355.09 | 1.28 | 57,893.10 |
| Fleet | 741 | Jet/Vac Combo Unit | 3/30/2013 | 4/13/2013 | 2013 | | 329,414 | 10,898.84 | 1.21 | 399,908.41 |
| Fleet | 742 | Ford Cmax Unit 201 - Replacement (2002) | 6/30/2013 | 7/13/2013 | 2013 | | 29,841 | 10,898.84 | 1.21 | 36,226.76 |
| Fleet | 768 | Cctv Step Van System | 4/30/2014 | 5/1/2014 | 2014 | | 271,505 | 10,915.84 | 1.21 | 329,093.50 |
| Fleet | 766 | Unit 208 - Replacement (2006) | 2/1/2014 | 3/1/2014 | 2014 | | 54,645 | 10,915.84 | 1.21 | 66,235.67 |
| Fleet | 771 | Source Control Pickup | 2/18/2015 | 2/18/2015 | 2015 | | 34,782 | 11,155.41 | 1.19 | 41,254.01 |
| Fleet | 772 | Hydrojet | 6/30/2015 | 6/30/2015 | 2015 | | 248,913 | 11,155.41 | 1.19 | 295,229.90 |
| Fleet | 785 | Case Backhoe | 2/5/2016 | 3/1/2016 | 2016 | | 126,984 | 11,609.44 | 1.14 | 144,722.45 |
| Fleet | 797 | 2016 F-150 Pickup Unit 202 | Mar-17 | 4/1/2017 | 2017 | | 32,279 | 12,014.72 | 1.10 | 35,547.17 |
| Fleet | 798 | Ford Explorer Unit 207 | Mar-17 | 4/1/2017 | 2017 | | 41,334 | 12,014.72 | 1.10 | 45,518.97 |
| Fleet | 813 | Construction Inspector Vehicle - Unit 211 | Jan-18 | 2/1/2018 | 2018 | | 34,635 | 12,115.37 | 1.09 | 37,824.84 |

West Bay Sanitary District
 Connection Fee Model
 Tab 3. Fixed Asset Listing

| Asset Type | Asset # | Asset Description | Acquired | Date In Service | Acquisition | | Cost/Basis | ENR CCI Index | ENR CCI Ratio | RCN Value |
|--------------------------------|---------|---|------------|-----------------|-------------|--|-------------------|---------------|---------------|---------------------|
| | | | | | Year | | | | | |
| Fleet | 814 | Heavy Duty Pu - Rehab Unit 209 | May-18 | 5/1/2018 | 2018 | | 109,256 | 12,115.37 | 1.09 | 119,318.35 |
| Fleet | 829 | Unit 223 - F250 (Ops Sup Vehicle), Truck 33,203.70 | 12/30/2018 | 1/1/2019 | 2019 | | 34,887 | 12,764.52 | 1.04 | 36,162.29 |
| Fleet | | National Auto Fleet: Replace Unit 206 | 12/9/2019 | 1/1/2020 | 2020 | | 46,794 | 13,168.76 | 1.00 | 47,016.06 |
| Fleet | | Replace Unit 208 | 1/20/20 | 2/1/2020 | 2020 | | 54,957 | 13,168.76 | 1.00 | 55,217.28 |
| Fleet | | National Auto Fleet: 2019 Ford F-550, Unit 226 (Cc) | 1/20/20 | 2/1/2020 | 2020 | | 52,899 | 13,168.76 | 1.00 | 53,149.59 |
| Fleet | | Harben Jetter: Underground Inc: Pipehunter Unit 226 | 2/27/20 | 3/1/2020 | 2020 | | 167,172 | 13,168.76 | 1.00 | 167,964.49 |
| Fleet | | 2020 Ford Ranger Truck | 8/24/20 | 8/24/2020 | 2020 | | 42,738 | 13,168.76 | 1.00 | 42,940.64 |
| Fleet | | Pipehunter (Hoses & Camera Reel Spares) | 10/8/2020 | 10/8/2020 | 2020 | | 23,250 | 13,168.76 | 1.00 | 23,359.81 |
| Fleet | | New Super Duty F350 With Crane, Unit 217 | 8/25/20 | 9/1/2020 | 2020 | | 87,290 | 13,168.76 | 1.00 | 87,703.47 |
| Total Fleet | | | | | | | 2,814,646 | | | 3,537,808.44 |
| Plant & Admin | 484 | Base Mapping System | 7/95 | | 1995 | | 65,087 | 6,558.16 | 2.02 | 131,313.79 |
| Plant & Admin | 497 | Roof Repair-Corp Yard | 9/96 | | 1996 | | 35,254 | 6,629.61 | 2.00 | 70,359.32 |
| Plant & Admin | 531 | Telemetry System | 2/01 | | 2001 | | 80,182 | 7,399.07 | 1.79 | 143,383.24 |
| Plant & Admin | 550 | Tsurumi Heavy Duty Trash Pump | 07/02 | 7/1/2002 | 2002 | | 20,529 | 7,644.46 | 1.73 | 35,531.94 |
| Plant & Admin | 435 | Generator-110 Kw Mq125 W/Watt | 3/01 | | 2001 | | 42,043 | 7,399.07 | 1.79 | 75,182.03 |
| Plant & Admin | | needs asset # | 06/04 | | 2004 | | 126,387 | 8,228.39 | 1.61 | 203,229.50 |
| Plant & Admin | 631 | Asphalt Roller (Pape) | 10/06 | 11/1/2006 | 2006 | | 25,340 | 9,108.66 | 1.45 | 36,809.07 |
| Plant & Admin | 637 | Air Compressor (Ingersol) | 01/07 | 2/1/2007 | 2007 | | 31,806 | 9,131.81 | 1.45 | 46,084.16 |
| Plant & Admin | 660 | Trailer Jetter Model #Usj4018-600 | 9/6/2007 | 10/1/2007 | 2007 | | 51,307 | 9,131.81 | 1.45 | 74,339.84 |
| Plant & Admin | 715 | K2Reel Portable Mainline Inspection System | 6/1/11 | 7/1/2011 | 2011 | | 59,978 | 10,204.79 | 1.30 | 77,765.75 |
| Plant & Admin | 729 | District Office Upgrades | 12/31/11 | 1/12/2012 | 2012 | | 9,067 | 10,355.09 | 1.28 | 11,585.33 |
| Plant & Admin | 747 | Narrow Band- Mobile, Portable And Base Radios | 3/31/13 | 4/1/2013 | 2013 | | 23,763 | 10,898.84 | 1.21 | 28,848.78 |
| Plant & Admin | 787 | Cusi Billing Software | 6/30/16 | 7/1/2016 | 2016 | | 82,906 | 11,609.44 | 1.14 | 94,487.27 |
| Plant & Admin | 801 | Flow Meters | 2/17/17 | 3/1/2017 | 2017 | | 138,523 | 12,014.72 | 1.10 | 152,548.12 |
| Plant & Admin | 802 | Cusi Billing Software | 3/17/17 | 4/1/2017 | 2017 | | 45,194 | 12,014.72 | 1.10 | 49,769.78 |
| Plant & Admin | 816 | Sewer System Model Software | 3/31/2018 | 4/1/2018 | 2018 | | 45,000 | 12,115.37 | 1.09 | 49,144.45 |
| Plant & Admin | 817 | Flow Meters | 5/1/2018 | 6/1/2018 | 2018 | | 46,334 | 12,115.37 | 1.09 | 50,601.80 |
| Plant & Admin | | Cctv Mainline Camera | 8/2/2019 | 8/1/2019 | 2019 | | 30,075 | 12,764.52 | 1.04 | 31,174.88 |
| Plant & Admin | | Standby Generator | 2/12/2020 | 3/1/2020 | 2020 | | 79,609 | 13,168.76 | 1.00 | 79,985.95 |
| Plant & Admin | | Mudmaster Cctv Camera | 3/11/2020 | 4/1/2020 | 2020 | | 40,008 | 13,168.76 | 1.00 | 40,197.44 |
| Plant & Admin | | Flo Dar Equipment | 5/20/20 | 6/1/2020 | 2020 | | 33,979 | 13,168.76 | 1.00 | 34,139.84 |
| Plant & Admin | | Purchase Cctv Mainline Camera 9/2020 | 10/27/2020 | 11/1/2020 | 2020 | | 23,835 | 13,168.76 | 1.00 | 23,947.65 |
| Total Plant & Admin | | | | | | | 1,136,207 | | | 1,540,429.95 |
| Buildings | 405 | Corporation Yard Remodel | 4/92 | | 1992 | | 396,743 | 6,294.84 | 2.10 | 833,917.21 |
| Buildings | 686 | Admin Building (Xfer From Cip & G12000) | 06/2009 | 7/1/2008 | 2008 | | 2,484,679 | 9,781.67 | 1.35 | 3,360,902.22 |
| Buildings | 716 | Maintenance Bldg Remodel | 6/1/11 | 7/1/2011 | 2011 | | 25,052 | 10,204.79 | 1.30 | 32,481.99 |
| Buildings | | Ferff Improvements | 2019-20 | 7/1/2020 | 2020 | | 23,960 | 13,168.76 | 1.00 | 24,073.17 |
| Total Buildings | | | | | | | 2,930,433 | | | 4,251,374.60 |
| Flow Equalization | 433 | Flow Equalization | 7/93 | 7/1/1993 | 1993 | | 2,692,039 | 6,477.95 | 2.04 | 5,498,477.34 |
| Flow Equalization | 435 | Fe Dewatering/Aeration | | | 1993 | | 46,158 | 6,477.95 | 2.04 | 94,277.02 |
| Flow Equalization | 470 | Flowmeters | 6/95 | 7/1/1995 | 1995 | | 38,090 | 6,558.16 | 2.02 | 76,847.97 |
| Total Flow Equalization | | | | | | | 2,776,288 | | | 5,669,602.33 |
| Grand Total | | | | | | | 17,094,313 | | | 27,173,311 |

APPENDIX B: CAPITAL IMPROVEMENT PLAN

| | A | B | C | D | E | F | G | H | I | J | K |
|----|---|--|---|---|---|---|---|---|---|---|--|
| 1 | | West Bay Sanitary District | | | | | | | | | |
| 2 | | Sewer Rate Study | | | | | | | | | |
| 3 | | Table 4. Capital Projects | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | Administration | | | | | | | | | Notes |
| 8 | | Corporate Yard Renovation Feasibility Study | | | | | | | | | FY 2021-22 based on budget, future years per 10-year CIP approved Feb 2021 |
| 9 | | Administration Subtotal | | | | | | | | | Per District 10 year plan |
| 10 | | Collection Facilities | | | | | | | | | |
| 11 | | Metal Storage Building 1 | | | | | | | | | |
| 12 | | Metal Storage Building 2 | | | | | | | | | |
| 13 | | FERRF (Levee) | | | | | | | | | |
| 14 | | FEF | | | | | | | | | |
| 15 | | Collection Facilities Subtotal | | | | | | | | | Per District 10 year plan |
| 16 | | Equipment Replacement | | | | | | | | | |
| 17 | | Flo Dar Equipment (Flow Meters) | | | | | | | | | |
| 18 | | Jet Truck, Superduty F550 4x4, 1/2in Jetter - Unit 228 | | | | | | | | | |
| 19 | | Large Diameter Trunkline Cleaning & CCTV | | | | | | | | | |
| 20 | | Equipment Replacement Subtotal | | | | | | | | | Per District 10 year plan |
| 21 | | Subsurface Lines & Other Capital | | | | | | | | | |
| 22 | | Pump & Valve Replacement Program | | | | | | | | | |
| 23 | | Flow Monitoring Study | | | | | | | | | |
| 24 | | Subsurface Lines & Other Subtotal | | | | | | | | | |
| 25 | | | | | | | | | | | |
| 26 | | Pipe Replacement and Rehabilitation | | | | | | | | | |
| 27 | | Levee Survey & GPS Update | | | | | | | | | |
| 28 | | Pump Station Miscellaneous | | | | | | | | | |
| 29 | | Gilbert | | | | | | | | | |
| 30 | | Isabella, Gilbert & Bay North Phase 2 | | | | | | | | | |
| 31 | | Willow Road PS - Piping | | | | | | | | | |
| 32 | | Santa Margarita | | | | | | | | | |
| 33 | | Camino al Lago | | | | | | | | | |
| 34 | | Santa Cruz | | | | | | | | | |
| 35 | | Avy | | | | | | | | | |
| 36 | | Vine | | | | | | | | | |
| 37 | | Marsh Road CIPP (Remaining) | | | | | | | | | |
| 38 | | Westminster | | | | | | | | | |
| 39 | | Stowe Lane Pump Station | | | | | | | | | |
| 40 | | Stowe Lane PS xcrossing SFPUC sag | | | | | | | | | |
| 41 | | ECR @ Glenwood | | | | | | | | | |
| 42 | | University | | | | | | | | | |
| 43 | | Alameda Campo Bello to Harrison (Bad Soil) | | | | | | | | | |
| 44 | | Hermosa | | | | | | | | | |
| 45 | | Santa Cruz | | | | | | | | | |
| 46 | | Flood Park | | | | | | | | | |
| 47 | | East Palo Alto | | | | | | | | | |
| 48 | | MacBain | | | | | | | | | |
| 49 | | Berkeley | | | | | | | | | |
| 50 | | Bayfront Entry Improvements | | | | | | | | | 36" pipe replacement project ~300' |
| 51 | | Pipe Replacement and Rehabilitation Subtotal | | | | | | | | | Per District 10 year plan |
| 52 | | Capacity | | | | | | | | | |
| 53 | | Lower Ringwood | | | | | | | | | |
| 54 | | Capacity Subtotal | | | | | | | | | Per District 10 year plan |
| 55 | | Other | | | | | | | | | |
| 56 | | Manhole Raising | | | | | | | | | FY 2020-21 currently reflect PY Rate Study amounts |
| 57 | | Allow for Unanticipated Cap Exp | | | | | | | | | FY 2020-21 currently reflect PY Rate Study amounts |
| 58 | | Other Subtotal | | | | | | | | | |
| 59 | | | | | | | | | | | |
| 60 | | Total Capital Expenses | | | | | | | | | |

APPENDIX C: RETIRED DEBT SERVICE

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|----|---|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| 1 | West Bay Sanitary District | | | | | | | | | | | | | | |
| 2 | Connection Fee Model | | | | | | | | | | | | | | |
| 3 | Tab 5. SVCW Retired Debt Calculation | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | |
| 6 | | | FY 2009-10 | FY 2010-11 | FY 2011-12 | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 | TOTAL |
| 7 | | | | | | | | | | | | | | | |
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HF&H Consultants, LLC
590 Ygnacio Valley Rd, Suite 105
Walnut Creek, CA 94596



To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) Administrative:

- a. The Strategic Goals Committee is reviewing the Board's revised Strategic Plan. A draft will be brought to the Board for discussion and consideration.
- b. The District has received requests regarding easements in the Willow and Menalto subdivision areas.
- c. District Staff has prepared a presentation to the Menlo Park City Council on the recycled water facility at Bayfront Bedwell Park. The presentation will be given in April according to City staff.
- d. Staff continues to work on the Sanitary Sewer Management Plan (SSMP) five year audit with Fisher Compliance. An on-site meeting took place on March 16, 2022.

2) Finance:

- a. Staff has been developing the Fiscal Year 22/23 Budget. The proposed budget will be presented to the Board at the Budget Workshop proposed for May 4, 2022 at 12pm.
- b. Staff is working with Automated Data Processing (ADP) on migrating away from Prime Pay.
- c. The sewer connection fee study was reviewed by the Finance Advisory Committee on March 9, 2022.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. F&L is working on the permitting of the levee project in anticipation of construction later in 2022. Coordination with SVCW is taking place regularly.
- ii. The District has received comments from the Friends of Bedwell Bayfront Park, Sequoia Audubon Society, Santa Clara Valley Audubon Society and Sierra Club Loma Prieta Chapter's Bay Alive Campaign through the United States Army Corps of Engineers permit process. The project team is working to address their concerns.

b. Construction Capital Improvement Program (CIP)

- i. The reclaimed water pipeline has been installed from Chilco Street to the Menlo Park Community Campus site. Work will continue through March of 2022.
- ii. Staff will be going out for bid on the Bayfront Entrance Improvements. The project will include the replacement and upsizing of the final effluent pipeline to the Menlo Park Pump Station. The pipeline was found to be in disrepair.

Report to the District Board for the Regular Meeting of March 23, 2022

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

- 4) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. Crews continue to catch up on pipeline maintenance after the latest COVID-19 surge caused many absences.
 - b. **Training:**
 - i. New maintenance staff will be sent to the Entry Level Driver Training (ELDT) for their Commercial Driver's License (CDL). The ELDT is a new requirement by the Department of Motor Vehicles for commercial drivers.
 - ii. The California Water Environmental Association training conference will take place from April 11th to April 14th. A few maintenance staff members will be attending the training.

- 5) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. Sharon Heights Golf and Country Club (SHGCC) will participate in the March 23, 2022 Regular Board Meeting to discuss a Solar Plan for the facility.
 - ii. The Avy Altschul Pump Station is moving forward. Staff will be meeting with the School District to discuss the new pump station easement. PG&E services will require a new light pole adjacent to the new pump station.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. Signature Group is reviewing the Bayfront Recycled Water Facility draft agreement for the Willow Village project.
 - c. **Menlo Country Club:**
 - i. Menlo Country Club (Club) is moving forward with a flow study and has been in communication with the State regarding their Feasibility Study grant.
 - d. **West Bay:**
 - i. Staff is preparing for a Public Hearing on the proposed 2% increase to the Sewer Service Charge rate and potentially a Public Hearing to increase the Sewer Connection Fee by 1% for all new connectors to the public sewer system. The Public Hearings are scheduled for April 27, 2022.

- 6) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. Delays in the supply chain for the approved Hydro Jet Cleaner may require the District to rollover the budgeted amount into next fiscal year.

- 7) **Personnel:**
 - i. Recruitment has begun for the Utility Worker position. The position will assist in the Step and Grinder Systems in the On-Site Wastewater Disposal Zone and with the Recycled Water facility.

Report to the District Board for the Regular Meeting of March 23, 2022

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

- ii. Staff has been working with Shepard and Associates on the Vision, Dental, and Long Term Disability plans. Thus far, we have negotiated a 3.5% decrease in rates from last year's costs. Renewals are due by the end of April.

8) **Upcoming Events:**

- a. **Next Regular Board Meetings:** Wednesday, March 23, 2022 and April 13, 2022.

9) **Misc. Items:**

- a. **LAFCo:** District Staff has reviewing the draft Municipal Services Review report.
- b. **West Bay:** The District experienced 0 SSO's in February 2022.
- c. **Town of Los Altos Hills:** The Town experienced 1 SSO's in February 2022.
- d. **Town of Woodside:** The Town did not experience any SSO's in all of 2021.

Report to the District Board for the Regular Meeting of March 23, 2022

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *March 23rd, 2022 Update Report on District Response to Corona Virus*

Background

In early March of 2020, the outbreak of Corona Virus in the USA caused Federal, State and Local governments to enact several laws, regulations and guidelines to mitigate the impact of the spread and severity of the virus including Shelter in Place. The District has been busy employing measures to meet those regulations and guidelines as well as taking action to ensure the safe working conditions of staff and minimize exposure of and interaction with the public.

Analysis

The District has thus far taken action in regards to: Shelter in Place, Social Distancing, Personal Protective Equipment, and the Injury and Illness Prevention Program (IIPP).

Shelter in Place: The District as a wastewater agency has been designated as an “Essential Service” and supplied employees with letters drafted by legal counsel that can be shown to legal authorities, if required, to justify their travel to, during and from work. In addition, the District has developed a Modified Work Schedule that requires individuals to stay at home or telecommute in order to reduce interaction and thus the potential of any spread of the virus among District staff. The District has also implemented the use of Zoom for meetings to reduce the need for consultants, partners, the public and Board member to attend in person. A camera and large screen have been installed to accommodate this mode of virtual meetings.

Social Distancing: District staff has employed several measures related to Social Distancing including; limiting meeting size to 10, marking seating spots at tables with 6 foot separation, signage encouraging 6 foot distancing, separation of reporting stations

Report to the District Board for the Regular Meeting of March 23, 2022

to include the FERRF, Plexi-glass shields at the counter and between workspaces that cannot achieve 6 foot distancing, and closing of the District Office to the public unless by appointment.

Personal Protective Equipment (PPE): The District has been engaged in supplying employees and Board members with several forms of Personal Protective Equipment and emphasizing the frequent and regular use of this equipment. These items include: The distribution of hand sanitizer to employees and Board members, wipes for counters, chairs and tables, installation of hand sanitizer at counter, tables and offices, N95 masks to all employees, increased counts coveralls, face shields, goggles etc.

This has caused the District to reassess its inventory and at what levels of existing stock should trigger new orders so that the District can maintain adequate levels of important supplies to carry us not only through traditionally thought of natural disasters but pandemics such as this. To that end staff has developed an improved inventory check list that includes contact information for ordering, expected lag times in ordering, minimum levels of stock, Trigger-levels for ordering, dates of stock added to inventory and so on. This should help us be better prepared for future events where PPE can be in short supply or difficult to obtain and District operations can continue uninterrupted.

Injury and Illness Prevention Program: The District has made a significant effort in the way of training employees in how to deal with the COVID 19 response. We have developed SOP's for both field staff and office staff in dealing with customers while maintaining social distancing, utilizing PPE, and remote permitting etc. We have complied with local health officials requirement to complete and post at all entrances the Social Distancing Protocols and used that and our SOP's as a basis for developing a comprehensive COVID 19 Preparedness and Response program.

The District has taken great efforts to inform the public of changes in business procedures during this time including website postings, posting notices and information on all entrance doors, mailings of letters and flyers to residents, and ads in Facebook and YouTube. The use of Wipes has emerged as a huge problem for the District and our outreach has included addressing this problem in the flyers, ads, and correspondence to persuade our constituents to refrain from flushing wipes.

May 13 update: The District has found that it takes at least 3 weeks from the date of order to delivery of consumable PPE items such as; N95 face masks (we have received 2,000 masks since the first March order), 500 face shields, and 150 goggles to protect the field staff from droplets and mist while cleaning the sewer lines.

The District will now be faced with transitioning back to normal operations. The District Office is open on Friday by appointment only. Construction activities are increasing and inspections are being scheduled much more frequently. Social Distancing and PPE will continue to be key elements of District life for the foreseeable future.

May 27 update: The District has opened the office to the public on Tuesdays and Thursdays. Stickers on the floors and notices on the doors and shields at the counters have been placed to remain compliant with the Health Dept. Wipes and signs have been placed in the bathrooms. All the departments except Administration have returned to normal work hours (which are mostly 9/80 schedule but crews are still separated with the Satellite Office/Corp Yard. As a result of these changes have updated the COVID 19 response plan and affixed to entry doors as required.

June 10 update: Staff is resuming normal Pre-COVID 19 work schedules beginning June 8, with the exception of some of the Admin staff. Office hours will open up to Monday through Thursday 9am to 3pm.

June 24 update: As of Friday, June 12 the Administration Office was open by appointment. Office hours continue to be open Monday through Thursday 9am to 3pm. Staff is continuing to make a concerted effort to be available to the public and contractors for business.

July 8 update: The current YouTube advertisement advising customers not to flush wipes or towels has been viewed by 220,653 people and 24% or 50,759 have viewed the video to completion.

August 12 update: When an employee has been in contact with a known or possible COVID 19 positive patient or been in contact with someone who has been in contact with a confirmed COVID 19 positive patient they will asked to stay home for a 14-day self-quarantine period and will be asked to be tested for COVID 19. If the employee is well enough during the self-quarantine period, they will work from home during this time. As soon as the employee is COVID 19 negative, they will be asked to return to work.

September 9 update: The District's COVID-19 Preparedness and Response Program has been updated through DuAll Safety to include usage of current San Mateo County Health Department signage, updated social distancing protocol (verbiage and links for continuing SIP order), CDC updates on Coronavirus symptoms, addition of cloth face mask and San Mateo County Health guidelines. Training to be scheduled for September with DuAll Safety (by ZOOM) for all current updates. Staff has purchased two disinfecting fog machines to disinfect surfaces in the Admin and Maintenance Buildings, and Operations Building at FERFF. Disinfection of surface are being done weekly.

September 23 update: Two employees are currently out sick and in quarantine due to a possible exposure to COVID-19 per District's protocol memorialized in our August 12, 2020 update (above) "*When an employee has been in contact with a known or possible COVID 19 positive patient or been in contact with someone who has been in contact with a confirmed COVID 19 positive patient they will asked to stay home for a 14-day self-quarantine period and will be asked to be tested for COVID 19.*" Once the

employees test negative for COVID-19, or quarantine for 14 days, they will be allowed back to work.

October 14 update: No updates at this time.

October 28 update: Updated training on the Response Program will be conducted in October. Two office employees were experiencing COVID-19 symptoms and were asked to work from home until test results were available. Both employees tested negative and have returned to work.

November 18 update: Updated training on the Response Program will be conducted on November 16.

December 9 update: The District is following all County of San Mateo increased COVID-19 restrictions and has cancelled our Holiday Luncheon out of an abundance of caution.

January 13, 2021 update: The front office is now limiting customers inside the lobby to no more than one. Others are asked to socially distance outside while they wait. Staff is working on the new COVID-19 Prevention Emergency Temporary Standards regarding prevention and reporting outbreaks.

January 27, 2021 update: The new COVID-19 Prevention Plan is complete and staff will receive training shortly.

February 10, 2021 update: Updated training on the Response Program was provided on February 2.

February 24, 2021 update: District Manager issued COVID-19 Vaccine letter to staff so they may schedule their vaccine on or after February 22, 2021 as part of the Phase 1B.

March 10, 2021 update: To date 7 employees have received at least one vaccine shot and approximately 3 others have received appointments.

March 24, 2021 update: Approximately 10 employees have been vaccinated.

April 14, 2021 update: The front office is back open to the public with limited hours of 9am-3pm Monday thru Friday with one customer being allowed in the lobby at a time. All four front office staff have received their second vaccine. Approximately, 33% of all staff have received one or more vaccine shots.

April 28, 2021 update: Approximately 50% of West Staff has been vaccinated. Effective May 3rd the Administrative staff will begin to work in the office full time, rather than from home, as they were for one to two days per week.

May 12, 2021 update: West Bay staff is back to working in the office full time and we are continuing have the front office opened to the public Monday through Friday. Over 50% of all staff are now vaccinated.

May 26, 2021 update: According to voluntary data, approximately 70% of West Bay staff have been vaccinated. Staff continues to follow Health Department guidelines.

June 9, 2021 update: Staff is following the County and State updates closely as restrictions ease up.

June 23, 2021 update: The District has made no changes to our existing COVID-19 policy but it is currently under review for updates and we are following Cal/OSHA and County of San Mateo requirements.

July 14, 2021 update: Staff is working with legal counsel and Du-All Safety to update the COVID 19 Response Plan. Training will take place in July on the updated plan.

July 28, 2021 update: There is no update since the July 14, 2021 Board meeting.

August 18, 2021 update: There is no further update since the July 14, 2021 Board Meeting.

September 8, 2021 update: The District is considering mandatory vaccination for staff.

September 22, 2021 update: District Manager and Legal Counsel will meet with Teamsters Local 350 to discuss mandatory vaccination.

October 13, 2021 update: There is no further update since the September 22, 2021 Board meeting.

October 27, 2021 update: There is no further update since the October 13, 2021 Board meeting.

November 10, 2021 update: An email was sent to staff letting them know that West Bay will mandate COVID-19 vaccinations.

December 8, 2021 update: On November 8, 2021 the District Manager and Safety Officer (Water Quality Manager) held training regarding the COVID-19 vaccine mandate. Staff has been submitting proof of vaccination to Human Resources since the training was held.

January 12, 2022 update: All employees and Board Members have provided proof of vaccination by the December 30 deadline.

January 26, 2022 update: State indoor mask mandate in effect until February 15. Front office staff is working from home two days per week to limit exposure.

February 9, 2022 update: Staff is working with DuALL Safety to update the response plan and will incorporate the latest CDC guidelines and requirements.

February 23, 2022 update: Staff is working with District Counsel to incorporate all of the recent guidelines with the various government bodies, if possible.

March 9, 2022 update: The office staff has returned to an in-full office work schedule after the latest COVID-19 surge. The District has prepared an update to COVID-19 Response Plan and will hold training in March.

March 23, 2022 update: Staff was trained on updated COVID-19 Response Plan on March 10. Masks are no longer required at this time unless staff is helping the public.

Report to the District Board for the Regular Meeting of March 23, 2022

Fiscal Impact

While there has been considerable expense to implementing some of the COVID 19 mitigation measures such as; converting the FERRF office space (approx. \$2,000), purchasing PPE for stock (\$8,000 to \$10,000), Public Outreach (\$10,500), Zoom Meeting Equipment (approx. \$6,000) these expenses were absorbed in the Operating budget. The FY2020-21 Budget was impacted by the effects of the national COVID 19 response. To date approximately \$5300.00 has been spent in PPE, \$2000.00 in disinfecting equipment, and \$1927.00 in producing and updating the COVID 19 Response Plan. Cost are continuing to be tracked in FY2021-22.

Recommendation

The District Manager recommends the Board accept this report and provide comments to the District Manager in regards to the report. Additional information may be available at the Board meeting as conditions and responses are rapidly changing throughout the COVID-19 pandemic.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

Recycled Water Facility Production Data:

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

* 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, District Manager*

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 12**

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

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

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

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