

1902 - Serving Our Community for 120 Years - 2022
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, OCTOBER 12, 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



General Manager

Sergio Ramirez

District General Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE or ZOOM ONLY

Pursuant to California Assembly Bill 361, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate telephonically only, and may submit comments in advance by email addressed to treese@westbaysanitary.org by 4:00 p.m. on Wednesday, October 12th.

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

<https://us06web.zoom.us/j/82336087583?pwd=QWFNTnNEc0Z5MGVVRXBvWmorZFNpQT09>

Meeting ID: 823 3608 7583 Passcode: 306461

Or by phone, call: 1-669-900-6833 Meeting ID: 823 3608 7583 Passcode: 306461

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

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

1. Call to Order and Roll Call
2. Communications from the Public
3. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Kaveh (1195 Westridge Drive, Portola Valley) Pg. 3-1
4. Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Kaveh (1195 Westridge Drive, Portola Valley) Pg. 4-1

5. 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 September 28, 2022 Pg. 5A-1
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru September 30, 2022 Pg. 5B-1
- C. WBSD Operations and Maintenance Report – September 2022 Pg. 5C-1
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – September 2022 Pg. 5D-1
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – September 2022 Pg. 5E-1
- F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361 Pg. 5F-1
- G. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 1195 Westridge Drive, Portola Valley (079-011-050), Lands of Kaveh Pg. 5G-1

6. General Manager's Report Pg. 6-1

7. 2023 Solid Waste and Recycling Collection Rate Study Workshop and Direction Pg. 7-1

8. Consider Accepting the HF&H Solid Waste Rate Study, Set a Public Hearing for December 14, 2022 to Review Proposed Rates for the Year 2023 and Provide Direction by Minute Order Regarding the Rate Adjustment and Proposition 218 Notice for a Public Hearing Pg. 8-1

9. Consider Accepting the Performance Merit Pay Program Results Oct. 1, 2021 to Sept. 30, 2022 and Authorize the General Manager to Disburse the Final Payout Pg. 9-1

10. Consider Authorizing the General Manager to Consent to the Abandonment of Public Utility Easement at 1715 Bay Laurel Drive, Menlo Park Pg. 10-1

11. October 12, 2022 Update Report on District Response to Corona Virus Pg. 11-1

12. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 12-1

13. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 13-1

14. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 14-1

15. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 15-1

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

17. 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.



WEST BAY SANITARY DISTRICT AGENDA ITEM 3

To: *Board of Directors*

From: *Todd Reese, Office & Communications Manager*

Subject: *Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Kaveh (1195 Westridge Drive, Portola Valley)*

Background

On August 10, 2022, the Board adopted a Resolution of intention to annex the parcel referenced above to the District's On-Site Wastewater Disposal Zone. The Public Hearing date was established as October 12, 2022.

Analysis

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

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

The San Mateo County Health Officer has responded by a letter of approval dated September 28, 2022 a copy of which is attached; the San Francisco Bay Regional Water Quality Control Board responded by a letter of approval dated September 30, 2022, a copy of which is attached; and the San Mateo Local Agency Formation Commission has approved per their Resolution No. 1280 dated March 16, 2022, a copy of which is attached.

Fiscal Impact

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

Recommendation

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

Attachments: San Mateo County Health Officer Letter

San Francisco Bay Regional Water Quality Control Board Letter

San Mateo Local Agency Formation Commission Resolution No. 1280



COUNTY OF SAN MATEO

Heather Forshey, MS, REHS
Director

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

September 28, 2022

APN 077-022-050

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

Dear Mr. Reese:

**SUBJECT: ANNEXATION, 1195 WESTRIDGE DRIVE, PORTOLA VALLEY,
APN 077-022-050**

Thank you for the September 28, 2022, letter of *Intention to Annex Certain Territory* to District's On-Site Wastewater Disposal Zone for the subject parcel. County Environmental Health has reviewed the letter of intent and has no objection to the annexation of this parcel into the District's on-site wastewater disposal zone. The existing onsite wastewater treatment system (OWTS) must be destroyed under permit with Environmental Health upon connection to the West Bay system.

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

Sincerely,

Supervisor Water Protection and Land Use Programs

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





San Francisco Bay Regional Water Quality Control Board

September 30, 2022
File: CW-255833

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

Approval to Annex Certain Territory (Lands of Kaveh) to the West Bay Sanitary District On-Site Wastewater Disposal Zone: APN: 077-022-050

Dear Bill Kitajima:

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

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

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

Sincerely,

Gaurav Mittal
Water Resource Control Engineer

2022-048849 CONF

County

9:31 am 06/17/22 CCL Fee: NO FEE

Count of pages 7

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



(This space for Recorder's use only)

RECORDING REQUESTED BY:

SAN MATEO LAFCO
LOCAL AGENCY FORMATION COMMISSION

WHEN RECORDED, PLEASE SEND TO:

San Mateo LAFCo

LAF 124

SHORT-FORM DESIGNATION OF DOCUMENT:

Annexation of 1195 Westridge Drive, Portola Valley to the West Bay Sanitary
District

RECORDER'S CODE: CCL

(Exempt from filing fees per Government Code 6103)



LOCAL AGENCY FORMATION COMMISSION

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

CERTIFICATE OF COMPLETION

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

1. The short-form designation, as determined by LAFCo, is Annexation of 1195 Westridge Drive, Portola Valley to the West Bay Sanitary District.
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

City or District

Type of Change of Organization

West Bay Sanitary District

Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County and Santa Clara County.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on March 16, 2022, by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1280, adopted on March 16, 2022.

Dated: June 17, 2022

Rob Bartoli
Executive Officer

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

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

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

EXHIBIT "A"
LEGAL DESCRIPTION

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

FOR
ANNEXATION TO WEST BAY SANITARY DISTRICT
LANDS OF FARROKH KAVEH AND SOHAILA KAVEH
1195 WESTRIDGE DRIVE, PORTOLA VALLEY, CA
APN 077-022-050

EXHIBIT A PAGE 1 OF 2

ALL THAT CERTAIN REAL PROPERTY SITUATE IN THE TOWN OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA;

BEING ALL OF LOT 1 IN BLOCK 3, AS DESIGNATED ON THE MAP ENTITLED "TRACT NO. 761 ARROWHEAD MEADOWS UNIT NO. 2 BEING A PORTION OF THE RANCHO EL CORTE MADERA SAN MATEO COUNTY, CALIFORNIA", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA ON MAY 29, 1958 IN BOOK 48 OF MAPS AT PAGES 48 AND 49, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST EASTERLY CORNER OF LOT 1, ALSO BEING NORTHWESTERLY CORNER OF LOT 5, AND ALSO BEING THE EXISTING WEST BAY SANITARY DISTRICT BOUNDARY; THENCE ALONG THE SOUTHERLY LINE OF SAID LOT 1, (1) NORTH 90°00'00" WEST 490.00 FEET TO SOUTHWEST CORNER OF SAID LOT 1;

THENCE LEAVING THE SOUTHERLY LINE OF SAID LOT 1 AND ALONG SOUTHWESTERLY LINE OF SAID LOT, (2) NORTH 51°00'00" WEST 30.00 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT;

THENCE ALONG SAID TANGENT CURVE (3) HAVING A RADIUS OF 30.00 FEET, THROUGH A CENTRAL ANGLE OF 69°42'07", AN ARC LENGTH OF 36.50 FEET;

THENCE ALONG A CURVE TO THE RIGHT (4) HAVING A RADIUS OF 165.00 FEET, THROUGH A CENTRAL ANGLE OF 38°09'53", AN ARC LENGTH OF 109.91 FEET;

THENCE LEAVING SAID TANGENT CURVE AND ALONG NORTHWESTERLY LINE OF SAID LOT 1, (5) NORTH 56°52'00" EAST 54.45 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE LEFT;

THENCE ALONG SAID CURVE (6) HAVING A RADIUS OF 435.00 FEET, THROUGH A CENTRAL ANGLE OF 21°48'00", AN ARC LENGTH OF 165.51 FEET;

THENCE LEAVING SAID CURVE AND ALONG NORTHWESTERLY LINE OF SAID LOT 1, (7) NORTH 35°04'00" EAST 40.00 FEET TO THE MOST NORTHERLY CORNER OF SAID LOT 1;

THENCE LEAVING SAID LINE AND ALONG NORTHEASTERLY LINE OF SAID LOT 1, (8) SOUTH 40°41'13" EAST 414.00 FEET TO THE POINT OF **POINT OF BEGINNING**.

CONTAINING 2.03 ACRES, MORE OR LESS.

SEE EXHIBIT "B" FOR THE ACCOMPANYING PLAT, ATTACHED HERETO AND MADE A PART HEREOF.

PREPARED BY, OR UNDER THE SUPERVISION OF WAAN CHUI.



PREPARED ON JUNE 2, 2022

LC ENGINEERING

A handwritten signature in cursive script that reads "Waan Chui".

H. W. CHUI RCE NO. 32912
EXPIRATION DATE 06/30/2024

EXHIBIT B PAGE 1 OF 3

RESOLUTION NO. 1280

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 22-01 -
ANNEXATION OF 1195 WESTRIDGE DRIVE, PORTOLA VALLEY,
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

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

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

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

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

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

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

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

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

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

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

Section 3. The territory consists of 2 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 1195 Westridge Drive, Portola Valley 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.

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

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

Regularly passed and adopted this 16th day of March 2022.

Ayes and in favor of said resolution:

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

EXHIBIT B PAGE 3 OF 3

Commissioners:

Joshua Cosgrove
Don Horsley
Ric Lohman
Harvey Rarback
Ann Draper
Mike O'Neill

Noes and against said resolution:

None

Commissioners Absent and/or Abstentions:

Commissioners: Warren Slocum (Absent)

Michael Draper

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

ATTEST:

Roberto J. Bartolif

Executive Officer
Local Agency Formation Commission

Date: 3-29-2022

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

Date: _____

Clerk to the Commission
Local Agency Formation Commission

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WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Todd Reese, Office & Communications Manager*

Subject: *Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Kaveh (1195 Westridge Drive, Portola Valley)*

Background

This property will utilize a STEP system; consequently this property must be annexed into the District's On-Site Wastewater Disposal Zone. The proponent shall be required to connect to the existing 3-inch force main along Cervantes Road.

Analysis

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

Fiscal Impact

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

Recommendation

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

Attachment: Resolution _____ (2022), Legal/Geographic Description, Site Map

WEST BAY SANITARY DISTRICT

RESOLUTION NO. _____ (2022)

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

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

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

(b) On August 10, 2022 the District Board approved and adopted Resolution No. 2279 (2022), “RESOLUTION OF INTENTION TO ANNEX CERTAIN TERRITORY TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE.” Among other things, Resolution No. 2279 (2022) described the area to be annexed to the zone, the name and address of the applicant and the number, type, volume and location of on-site wastewater disposal systems proposed.

(c) Pursuant to Resolution No. 2279 (2022), a public hearing was noticed in the manner required by H&S § 6958. The public hearing was commenced on October 12, 2022 and closed on October 12, 2022.

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

- i. From the Public Health and Environmental Protection Division, Health Services Agency of the County of San Mateo, a letter dated September 28, 2022, constituting the report of the local health officer specifying the matters required by H & S § 6960.1.
- ii. From the California Regional Water Quality Control Board, San Francisco Bay Region, a letter dated September 30, 2022 constituting the report of the affected regional water quality control board with regard to the matters required by H & S § 6960.1 and approving the proposed plan for wastewater disposal by the affected regional water quality control board required by H & S § 6960.4.
- iii. From San Mateo Local Agency Formation Commission, a letter by which the commission approved annexation to the District and the District’s On-Site Wastewater Disposal Zone.

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

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

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

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

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

In consideration of the foregoing determinations, findings and declarations,

IT IS RESOLVED by the District Board as follows:

1. The territory described in Exhibit "A" shall be annexed to the West Bay Sanitary District On-Site Wastewater Disposal Zone.
2. This annexation shall be accomplished without an election and confirmation of voters within the area to be annexed shall not be required on the question of such annexation.
3. The exterior boundaries of the annexation shall include the same territory described in Exhibit "A" to Resolution No. 2279 (2022), which Exhibit "A" is attached to this Resolution and incorporated herein by reference.
4. There shall be one on-site wastewater disposal system serving one residential user in the territory to be annexed to the zone, which system the District will either acquire, operate, maintain or monitor, as the case may be, all as set forth in Exhibit "B" to Resolution No. 2279 (2022), which Exhibit "B" is attached to this Resolution and incorporated herein by reference.
5. Operations of the portions of the zone annexed herein shall be financed by a system of fees and charges imposed upon persons who make use of the on-site wastewater disposal system in the territory annexed to the zone. The fees and charges will be structured to take into account the actual costs of operating and administering the zone and the maintenance, repair and replacement of wastewater facilities within the

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

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 12th day of October, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

EXHIBIT "A"
LEGAL DESCRIPTION

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

FOR
ANNEXATION TO WEST BAY SANITARY DISTRICT
LANDS OF FARROKH KAVEH AND SOHAILA KAVEH
1195 WESTRIDGE DRIVE, PORTOLA VALLEY, CA
APN 077-022-050

EXHIBIT A PAGE 1 OF 2

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THENCE LEAVING THE SOUTHERLY LINE OF SAID LOT 1 AND ALONG SOUTHWESTERLY LINE OF SAID LOT, (2) NORTH 51°00'00" WEST 30.00 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT;

THENCE ALONG SAID TANGENT CURVE (3) HAVING A RADIUS OF 30.00 FEET, THROUGH A CENTRAL ANGLE OF 69°42'07", AN ARC LENGTH OF 36.50 FEET;

THENCE ALONG A CURVE TO THE RIGHT (4) HAVING A RADIUS OF 165.00 FEET, THROUGH A CENTRAL ANGLE OF 38°09'53", AN ARC LENGTH OF 109.91 FEET;

THENCE LEAVING SAID TANGENT CURVE AND ALONG NORTHWESTERLY LINE OF SAID LOT 1, (5) NORTH 56°52'00" EAST 54.45 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE LEFT;

THENCE ALONG SAID CURVE (6) HAVING A RADIUS OF 435.00 FEET, THROUGH A CENTRAL ANGLE OF 21°48'00", AN ARC LENGTH OF 165.51 FEET;

THENCE LEAVING SAID CURVE AND ALONG NORTHWESTERLY LINE OF SAID LOT 1, (7) NORTH 35°04'00" EAST 40.00 FEET TO THE MOST NORTHERLY CORNER OF SAID LOT 1;

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CONTAINING 2.03 ACRES, MORE OR LESS.

SEE EXHIBIT "B" FOR THE ACCOMPANYING PLAT, ATTACHED HERETO AND MADE A PART HEREOF.

PREPARED BY, OR UNDER THE SUPERVISION OF WAAN CHUI.



PREPARED ON JUNE 2, 2022

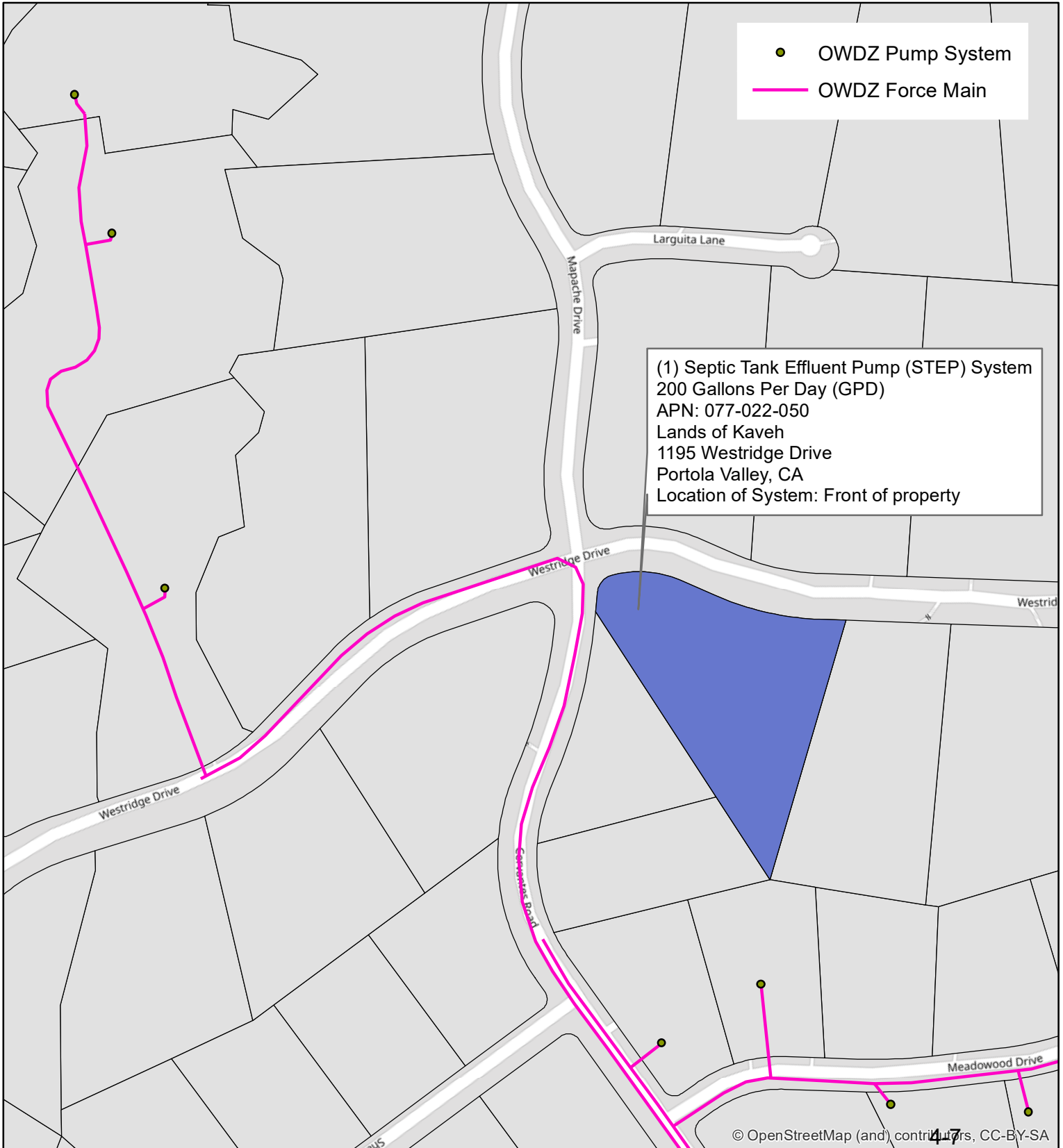
LC ENGINEERING

A handwritten signature in cursive script that reads "Waan Chui".

H. W. CHUI RCE NO. 32912
EXPIRATION DATE 06/30/2024



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
1195 WESTRIDGE DRIVE
PORTOLA VALLEY, CA
STEP SYSTEM



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1902 - Serving Our Community for over 115 Years - 2022

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 28, 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, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

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

Others Present: James Fisher – Fisher Compliance, Rick Simonson and Dave Hilton – HF&H

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 September 14, 2022
- B. Bank of the West Monthly Investment Portfolio Statements
- C. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 1623 for the Construction of Wastewater Facilities for 229 Grove Drive, Portola Valley, California

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported that Ethics Training for Board members is now available and should be completed by October 10th. He also reported that the Bayfront Sewer Project bids are due on October 18th. He continued to report there is a Master Plan Committee meeting on October 17th. General Manager Ramirez informed the Board the District will sponsor a booth at the Halloween Parade & Carnival on October 29th. He also discussed the next Board meeting will be on Oct. 12th and the holiday luncheon on December 8th. The annual Almanac News letter on December 9th will coincide with the District's 120th anniversary on December 10th. The complete General Manager's written report is in the September 28, 2022 agenda packet.

5. Consider Resolution Approving the 5-Year Audit & Updated Sewer System Management Plan (SSMP) and Authorize Re-Certification of the SSMP for 2022

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

Discussion/Comments: General Manager Ramirez reported this item is an annual Sewer Management Plan update and 5-year audit completed by Fisher Compliance.

6. Consider Approving V&A Consulting Engineers, Inc. Proposal – West Bay Sanitary District Sanitary Sewer Master Plan Update Open Channel Flow Monitoring Services

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

Discussion/Comments: None.

7. Consider Approving Performance Merit Pay Program for FY2022-2023

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

Discussion/Comments: Operations Superintendent Robert Hulsmann presented the proposed program for fiscal year 2022-2023 which included new CIP goals, a new admin./finance goal, and a merit pay increase.

8. Consider Adopting Resolution Establishing Rates of Pay and Related Compensation Provisions

Discussion/Comments: General Manager Ramirez reported this update is necessary due to two title changes and a \$6,900 reduction in the Project Manager salary due to changing job duties.

9. 2023 Solid Waste and Recycling Collection Rate Study Draft Workshop and Direction

Discussion/Comments: Rick Simonson and Dave Hilton of HF&H presented a draft rate study which included several rate scenarios. Board consensus was to look at a rate model at the next Board meeting that reflects a 2023 rate increase of 1.5% to 2.5% in all carts, and project a 3% increase in 2024 and a 3% increase in 2025.

10. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: None.

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

Discussion/Comments: General Manager Ramirez reported the state's SRF funding for the facility was not approved in the initial fundable list.

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

Discussion/Comments: President Dehn reported the office lease for SBWMA will be extended. She also reported that SBWMA is negotiating and evaluating proposals for the new transfer station contractor.

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

Discussion/Comments: None.

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

Discussion/Comments: None.

15. Adjournment Time: The meeting was adjourned at 9:06 PM

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WEST BAY SANITARY DISTRICT
Financial Activity Report
September 2022

Date: *October 12, 2022*

To: *Board of Directors*

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

Subject: *Approve Monthly Financial Activity Report*

Financial Activity for the month of September 2022.

Receipt Summary:

Commercial Deposits	163,738.15
Deposits in Transit	4,680.40
Credit Cards	6,454.51
Franchise Fees	9,097.05
San Mateo County [Tax Roll]	0.00
Other Receipts	199,117.00
Transfers	0.00
Total Receipts	<u><u>383,087.11</u></u>

Withdrawal Summary

Total Checks	496,514.92
Total Corp Cards	9,700.77
Total Bank Wires/ACHs	1,097,070.55
External Withdrawals	1,603,286.24
Total Internal Bank Transfers	-
Total Withdrawals	<u><u>1,603,286.24</u></u>

Fund Expenditure Summary by Budget Category

100	Operations	802,851.27
200	Capital	143,643.98
300	Solid Waste	2,211.35
500	Recycled Water	63,022.64
800	Silicon Valley Clean Water	591,557.00
Expenditures by Fund		<u><u>1,603,286.24</u></u>

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

President _____

Secretary _____

**West Bay Sanitary District
Receipts
September 2022**

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
462615	9/1/2022	Craig Williams: 1215 Valparaiso Ave, MP, Permit	354.51
462616	9/1/2022	Rick Allen: 1901 Valparaiso Ave, MP, Permit	290.00
462617	9/1/2022	Abodu: 151 Gabada Way, PV, ADU Conn Fee	5,595.20
462618	9/1/2022	Slo Capital: 89 Alejandra Ave, Ath, Permit	170.00
462619	9/1/2022	Abodu Adu: 151 Gabarda Way, MP, Permit	290.00
462620	9/2/2022	Manq Group: 1105 Hollyburne Ave, MP, Permit & Conn Fee	8,898.00
462621	9/2/2022	Rosalba Betancourt: 2730 Gonzaga St, EPA, Permit	290.00
462622	9/2/2022	Marco Basurco: 1535 Santa Cruz Ave, MP, Permit	355.00
462623	9/6/2022	All Star Plumbing: 1 Maple Ave, ATH, Permit	290.00
462624	9/7/2022	Wizard Plumbing: 2184 Manzanita Ave, MP, Permit	290.00
462625	9/8/2022	Wizard Plumbing: Permit: 131 Durazno, Permit	460.00
462626	9/8/2022	Zabian Partners: 226 Park Ln, ATH, Permit & Conn Fee	5,815.65
462627	9/9/2022	Sergio Angulo: 2879 Drew Ct, EPA, Permit & Conn Fee	8,898.00
462628	9/9/2022	Decaloli LLC: 65 Los Trancos Woods Rd, PV SSC FY 2022-23	1,280.00
462629	9/9/2022	Decaloli LLC: 63 Los Trancos Woods Rd, PV, SSC FY 2022-23	1,280.00
462630	9/9/2022	Maria & Mark Geenen: 255 Golden Oak Dr, PV, SSC FY 2022-23	2,050.00
462631	9/9/2022	Costello Family Tr: 1236 Los Trancos Rd, PV, SSC FY 2022-23	1,280.00
462632	9/9/2022	Martin Miller: 3350 Alpine Rd, PV, SSC FY 2022-23	1,280.00
462633	9/12/2022	Rebuild Green: 654 Hermosa Way, MP, Permit	170.00
462634	9/12/2022	Piterman Milanendra: 1173 Saratoga Ave, EPA, Permit	290.00
462635	9/12/2022	TJH Norcal: 491 Middle Ct & 905 Monte Rosa Dr, MP, ADU Conn Fees	7,747.20
462636	9/12/2022	Thomas James Homes: 491 Middle Ct, MP, Permit	290.00
462637	9/12/2022	Thomas James Homes: 905 Monte Rosa Dr, MP, Permit	290.00
462638	9/12/2022	Paul Goswamy: 950 Lucky Ave, MP, Permit	170.00
462639	9/12/2022	Paul Goswamy: 960 Lucky Ave, MP, Permit	290.00
462640	9/13/2022	Melinda Kao: 383 Arlington Way, MP, Permit	170.00
462641	9/13/2022	Amritansh Raghav: 229 Grove Dr, PV, C3 Permit & Deposit	2,585.00
462642	9/13/2022	Amritansh Raghav: 229 Grove Dr, PV, Permit	290.00
462643	9/13/2022	Amritansh Raghav: 229 Grove Dr, PV, Conn, ADU, & RA	82,134.87
462644	9/14/2022	Shoreway Plumbing: 1105 Hidden Oaks Dr, MP, Permit	195.00
462645	9/12/2022	SHGCC: Reim Avy PS Design, CEQA Svc, SRF App	89,653.91
462646	9/14/2022	Peter E. Anderson, Anderson Pacific Engineering Construction	60.00
462647	9/14/2022	Recology: Solid Waste Franchise Fee 8/2022	9,097.05
462648	9/15/2022	Pamela Ball: Bay Front Project No. 1761.8 Re-Bid Set# 17	60.00
462649	9/15/2022	Bell/Diamond Plumbing: 1017 Louise St, MP, Permit	4,594.00
462650	9/15/2022	Mike & Lisa Douglas: 886/888 Portola Rd, PV, SSC FY 2022-23	1,280.00
462651	9/15/2022	Stephen Hansen: 380 Golden Oak Dr, PV, SSC FY 2022-23	1,280.00
462652	9/15/2022	Heida Earnest: 175 Los Trancos Circle, PV, SSC FY 2022-23	640.00
462653	9/16/2022	Latala Homes, Inc.: 1760 Poppy Ave, MP, Permit	290.00
462654	9/16/2022	Bayshore Plumbers: 1 Fennwood Dr, ATH, Permit	290.00
462655	9/16/2022	Albert Bower: 830 Los Trancos Rd, PV, SSC FY 2022-23	1,280.00
462656	9/16/2022	Jonathan Kawaja: 45 Tagus Ct, PV, SSC FY 2022-23	2,050.00
462657	9/19/2022	Thomas James Homes: 280 San Luis Dr, MP, Permit	170.00
462658	9/19/2022	Benjamin Longmier & Sara Spangelo: 1036 Los Trancos Rd, PV S	1,280.00
462659	9/20/2022	Priteshni Lal: Bay Front Project No. 1761.8 Re-Bid Set# 18	60.00
462660	9/20/2022	Underground Solutions: Bay Front Project No. 1761.8	60.00
462661	9/20/2022	JMB Construction.: Bay Front Project No. 1761.8	60.00
462662	9/20/2022	Thompson Suskind: 85 Palmer Ln., PV, Permit	290.00
462663	9/20/2022	Thompson Suskind: 85 Palmer Ln., PV, ADU Conn	2,582.40
462664	9/21/2022	Elizabeth Morgenthaler: 500 Portola Rd, PV, SSC FY 2022-23	1,280.00
462665	9/21/2022	John Urbanowicz: 4111 Alpine Rd, PV, Ck Returned to Correct	0.00
462666	9/22/2022	TJH Norcal: 1220 N. Lemon Ave., MP, ADU Conn	3,443.20
462667	9/22/2022	Sf2OG: 1220 North Lemon, MP, Permit	290.00
462668	9/22/2022	Elizabeth Cardona: Bay Front Project No. 1761.8 Re-Bid Set	60.00
462669	9/22/2022	James Momtazee: 280 Nathorst Ave, PV, SSC FY 2022-23	1,280.00
462670	9/23/2022	Handy Plumbing Man: 121 Mira Way, PV, Permit	290.00
462671	9/26/2022	Express Plumbing Services: 2104 Manzanita Ave, MP, Permit	290.00
462672	9/26/2022	Randall Livingston: 10 Sioux Way, PV, SSC FY 2022-23	2,050.00
462673	9/26/2022	Christopher Jones: 210 Golden Oak Dr, PV, SSC FY 2022-23	2,050.00
462674	9/26/2022	Teresa Luchsinger: 35 Palmer Ln, PV, SSC FY 2022-23	1,280.00
462675	9/27/2022	Pamela Ball: Bay Front Project No. 1761.8 Re-Bid Set# 23	60.00
462676	9/28/2022	Thomas James Homes: 941 Menlo Oaks Dr, MP, Permit	290.00
462677	9/28/2022	Mengqian Chu: 124 Dunsmuir Way, MP, Permit	170.00
462678	9/28/2022	Michael Rissi: 36 Minoca Rd, PV, SSC FY 2022-23	1,280.00
462679	9/28/2022	Bayshore Plumbers: 859/861 Santa Cruz Ave, MP, Permit	290.00
462680	9/27/2022	SHGCC: O&M 10/2022 & SRF Loan Installment #7	109,463.09
462681	9/29/2022	Lloyd Minor: 295 Golden Oak Dr, PV, SSC FY 2022-23	2,050.00
462682	9/29/2022	Principal: Refund	181.43
462683	9/30/2022	Westsmith Jeffrey Tr: 2142 Sterling Ave, MP, Permit & ADU Conn	3,733.20
462684	9/30/2022	Chase/Sarah Wernikoff: 145 Bear Gulch Dr, PV, SSC FY 2022-23	1,280.00
462685	9/30/2022	Jonathan & Tara Moeller: 1465 Bay Laurel Dr, MP, ADU Conn	3,400.40
462686	9/12/2022	Piterman Milanendra: 1173 Saratoga Ave, EPA, Refund Permit	(290.00)
Total Receipts			\$383,087.11

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

CHECK	DATE	PAYEE	PURPOSE	AMOUNT
69145	9/8/2022	California Water Service	Water Service - April-May 2022	(71.08)
69463	9/8/2022	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility Aug 2022	510.00
69464	9/8/2022	CWEA	CWEA Membership Fee-Rupert Sandoval ID.55295	202.00
69465	9/8/2022	California Water Service	Water Service - April-May & July-Aug2022	105.72
69466	9/8/2022	Cintas	Uniform Service 8/2022	1,975.65
69467	9/8/2022	Cleanserv Universal Services	Janitorial Service 9/2022	1,075.00
69468	9/8/2022	Dewey Pest Control	Chemical Service 8/2022	8,686.00
69469	9/8/2022	Federal Express	Shipping Charges 7/2022	132.03
69470	9/8/2022	Navia Benefit Solutions	FSA Contributions PR 9/9/22	631.93
69471	9/8/2022	Freyer & Laureta	Miscellaneous Engineering Service 7/2022	95,517.98
69472	9/8/2022	Grainger	Pump Station Parts & Material 8/2022	26.88
69473	9/8/2022	IEDA	Consulting Fees 9/2022	814.00
69474	9/8/2022	Institute For Local Government	2022 Board & GM Ethics Training	225.00
69475	9/8/2022	Interstate Traffic Control	Temporary Traffic Control Signs 8/2022	153.13
69476	9/8/2022	Kone Pasadena	Elevator Maintenance 9/2022	298.69
69477	9/8/2022	City Of Menlo Park - Water	Water Service - July-Aug 2022	143.19
69478	9/8/2022	City Of Menlo Park-Fuel	Fuel: District Vehicles 8/2022	14,605.99
69479	9/8/2022	Mission Valley Ford	Unit 203 Drive Train Repair 8/2022	5,957.00
69480	9/8/2022	Occupational Health Centers	Health Screenings 8/2022	409.00
69481	9/8/2022	Govconnection, Inc.	AutoCAD LT Single-user Annual Subscription (4) 8/2022	1,697.76
69483	9/8/2022	Pacific Gas & Electric	Electric Service - July-Aug 2022	28,134.67
69484	9/8/2022	Principal Life Insurance	Dental, Vision, Life, AD&D, Disability Ins 9/2022	6,633.44
69485	9/8/2022	Redwood General Tire Co., Inc.	Unit 210: Tire (2) Installation & Alignment 8/2022	861.10
69486	9/8/2022	Rich Voss Trucking	Rock Delivery 8/2022	580.00
69487	9/8/2022	County Of San Mateo	Notice of Exemption - 1173 Saratoga Ave, EPA	50.00
69488	9/8/2022	County Of San Mateo	LSSA Recording Fee: 1535 Santa Cruz Ave, MP	20.00
69489	9/8/2022	Seekzen Systems	IT Consulting Service 7/2022	475.00
69490	9/8/2022	Sharp Business Systems	Monthly Lease for Copiers 9/2022	1,206.28
69491	9/8/2022	Steven Creek Quarry, Inc.	Base Rock 8/2022	1,127.68
69492	9/8/2022	Teamsters Local No. 350	Union Dues 9/2022	945.00
69493	9/8/2022	Towne Ford	Unit 227: Vehicle Repair 8/2022	123.90
69494	9/8/2022	Underground Service Alert	CA State Fee: Dig Safe Board FY 22-23	3,818.31
69495	9/8/2022	U.S. Jetting, LLC.	U.S. Jetter Pump Repair and Parts 8/2022	2,018.52
69496	9/8/2022	US Standard Products Corp	PPE Safety Glasses 7/2022	942.32
69497	9/8/2022	Verizon Wireless	Internet - SHGCC 8/2/22-9/1/22	65.16
69498	9/8/2022	Seth Avila	Boot Reimbursement Seth Avila	250.00
69499	9/14/2022	Bill Kitajima	Payroll 9/3/22 - 9/14/22 Final Check	30,768.33
69500	9/15/2022	Yvonne Harrosh	Refund Maintenance Deposit 1/26/21, less Conn Fee & C1 Permi	25,848.00
69501	9/15/2022	Airgas Usa, LLC	Tank Rentals 8/2022	49.10
69502	9/15/2022	Allied Crane	Crane Certification - Quarterly - SHRWF 8/29/22	955.18
69503	9/15/2022	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 8/2022	255.00
69504	9/15/2022	Veolia Water North America	Water Service - 1805 Purdue Ave 8/2/22-9/1/22	38.66
69505	9/15/2022	Bay Area Paving Co. Inc.	Aphalt & Concrete Restoration & Slurry Seal 8/2022	14,195.00
69506	9/15/2022	Bay Reprographic, Inc.	Ink Toner (6) for Plotter 8/2022	530.48
69507	9/15/2022	Annette Bergeron	Tuition Reimbursement A.Bergeron 10/1/21 - 3/31/22	3,720.00
69508	9/15/2022	Calgon Carbon Corporation	Powdered Activated Carbon (10) 50lb bags 8/2022	3,084.16
69509	9/15/2022	California Water Service	Water Service - Aug-Sept 2022	63.61
69510	9/15/2022	CalPERS Longterm Care Program	LTC Withholding 9/1/22-9/15/22	53.76
69511	9/15/2022	Cintas	Uniform Service 9/8/22	868.30
69512	9/15/2022	Core & Main	Couplers & Supplies 8/2022	7,279.17
69513	9/15/2022	Du-All Safety, LLC	DuAll Safety Maintenance Contract 8/2022	1,800.00
69514	9/15/2022	Freyer & Laureta	Staff Augmentation & Levee Design 8/2022	78,293.50
69515	9/15/2022	Grainger	Misc Parts & Supplies 8/2022	282.96
69516	9/15/2022	Home Depot Credit Services	Pump Station Parts & Material & Tools, Wood, & Supplies 8/2022	1,739.74
69517	9/15/2022	City Of Menlo Park - Water	Water Service - July-Sept 2022	1,359.41
69518	9/15/2022	Mission Clay Products, LLC	Clay, Wye, & Tees 8/2022	4,706.98
69519	9/15/2022	Municipal Maintenance Equip.	Jet Eye Gen X Wifi Box Unit 221	9,314.65
69520	9/15/2022	Napa Auto Parts	Unit 226: Vehicle Parts 8/2022	415.75
69521	9/15/2022	R.D. Kincaide, Inc.	Pipe Patch 7/2022	1,309.64
69522	9/15/2022	Ogasawara Landscape Maint.	Landscaping Maintenance 8/2022	700.00
69523	9/15/2022	Pacific Gas & Electric	Electric Service - Georgia Ln 7/29/22-8/29/22	521.04
69524	9/15/2022	PBM	Grout 8/2022	59.33
69525	9/15/2022	Preferred Alliance	DOT Testing Admin Fees 7/2022	307.26
69526	9/15/2022	Recology Peninsula Services	Recology Waste 2 Yard Bin - SHGCC 8/2022	249.39

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

69527	9/15/2022	Red Wing Shoe Store	Safety Boots 8/10/22-9/9/22	2,351.18
69528	9/15/2022	San Mateo County Health	SMC Environmental Health Permit - Stowe Ln, Deteter St, Laurel St 9/2022	993.00
69529	9/15/2022	Seekzen Systems	Cisco Meraki Annual Renewal 9/2022	1,835.00
69530	9/15/2022	Silicon Valley Clean Water	SHRWF: Weekend Coliform Samples 8/6/22-8/28/22	525.00
69531	9/15/2022	TPX Communications	District VoIP & Fiber Service 8/2022	3,102.23
69532	9/15/2022	Teletrac Navman US	GPS For District Vehicles 9/2022	271.96
69533	9/15/2022	Leaf Capital Funding LLC	Fujitsu Scanner Monthly Lease 9/2022	509.29
69534	9/15/2022	Vision Communications Co.	Radio Air Time 9/2022	724.13
69535	9/15/2022	West Yost & Associates	Professional Services - Grant Funding BFRW 7/9/22-8/5/22	1,153.00
69536	9/22/2022	AAA Rentals	Equipment Rental 8/2022	2,100.00
69537	9/22/2022	AT&T	Telemetry & Alarms 8/13/22-9/12/22	1,195.49
69538	9/22/2022	Matheson Tri-Gas, Inc.	Tank Rentals 8/2022	68.81
69539	9/22/2022	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility Aug-Sept 2022	595.00
69540	9/22/2022	ReadyRefresh By Nestle	Water Delivery 8/2022	317.98
69541	9/22/2022	Atchison, Barisone & Condotti	Legal Services 8/2022	10,869.70
69542	9/22/2022	California Water Service	Water Service - Aug-Sept 2022	2,370.32
69543	9/22/2022	Comcast	Internet - 2900 Sand Hill Rd 9/18/22-10/17/22	261.61
69544	9/22/2022	The Concept Genie	Public Outreach Material 8/2022	3,075.00
69545	9/22/2022	Federal Express	HR Shipping Charges 9/8/2022	50.18
69546	9/22/2022	Navia Benefit Solutions	Commuter & FSA Fees 8/2022 & FSA Contributions PR 9/23/22	756.93
69547	9/22/2022	Freyer & Laureta	Engineering, Master Plan RFP Prep, CIP Point Repair Design 8/2022	19,157.64
69548	9/22/2022	Kimball Midwest	Tools June, Aug, Sept 2022	1,562.79
69549	9/22/2022	Hach Company	Flo Dar Maintenance & Reporting 9/2022	12,993.75
69550	9/22/2022	Medco Supply Company	Masune First Aid & Safety Aug-Sept2022	696.44
69551	9/22/2022	City Of Menlo Park	Public Outreach - Summer Concert Sponsor 8/2022	615.02
69552	9/22/2022	Sutter EAP	Quarterly EAP Charges - FY 22/23	413.25
69553	9/22/2022	Pacific Gas & Electric	Electric Service - Los Trancos Rd 8/16/22-9/14/22	224.26
69554	9/22/2022	Precise Printing And Mailing	Solid Waste Mailing & Printing 8/2022	2,211.35
69555	9/22/2022	Staples Credit Plan	Office Supplies & Ink 8/2022	840.88
69556	9/22/2022	Vision Communications Co.	Radio Repair 9/2022	184.50
69557	9/29/2022	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility July, Sept 2022	680.00
69558	9/29/2022	Battery Junction Wholesale	Rayovac Alkaline 6V Lantern Battery 9/2022	844.56
69559	9/29/2022	Bay Alarm	Alarm System Monitoring - Laurel St & Marsh Rd	1,052.70
69560	9/29/2022	CalPERS Longterm Care Program	LTC Withholding 9/16/22-9/30/22	53.76
69561	9/29/2022	Cintas	Uniform Service 9/21/22	880.76
69562	9/29/2022	Comcast	Internet - Laurel St 9/20/22-10/19/22	309.30
69563	9/29/2022	Costco	Membership Renewal 11/2022	60.00
69564	9/29/2022	Cues, Inc.	GraniteNet Inspection Annual Support Plan 9/2022	3,950.00
69565	9/29/2022	Fischer Compliance LLC	SSMP Audit Consultant Services 9/27/22	8,225.00
69566	9/29/2022	Grainger	PPE & Misc Parts & Supplies 9/2022	2,549.72
69567	9/29/2022	City Of Menlo Park - Water	Water Service - Aug-Sept 2022	927.25
69568	9/29/2022	Occupational Health Centers	Health Screenings - Heath C 9/8/22	67.00
69569	9/29/2022	Ogasawara Landscape Maint.	Landscaping Maintenance 9/2022	700.00
69570	9/29/2022	Omega Industrial Supply, Inc.	Sewer Aide Chemicals 9/2022	495.93
69571	9/29/2022	Pacific Gas & Electric	Electric Service - Aug-Sept 2022	2,063.72
69572	9/29/2022	City Of Redwood City	Unit 221: Vehicle Service 8/2022	2,644.66
69573	9/29/2022	Sharp Business Systems	SMC Property Tax for Copiers 2022	148.11
69574	9/29/2022	Spartan Tool	Cable, Splice, & Blades 9/2022	1,740.15
69575	9/29/2022	Towne Ford	Vehicle Repair 9/2022	166.81
69576	9/29/2022	Underground Service Alert	USA North 811: Annual Membership 2022	9,896.14
69577	9/29/2022	Verizon Wireless	District Cellphones 8/16/22-9/15/22 & Equipment	1,944.81
69578	9/29/2022	Vision Communications Co.	Four Radio Replacements 9/2022	333.53
69579	9/29/2022	Weco Industries	Sewer Cleaning Equipment Aug-Sept 2022	10,647.42
69580	9/29/2022	Woodard & Curran	SLAC Amend.#3 - Mandatory Wastewater Discharge Permit 7/1/22	4,992.25

496,514.92

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

Corporate Cards:

GL	DATE	Account Number & Name	Description	Amount
54028	9/22/2022	Commuter Benefits	Fastrak: Communter Benefit	1,150.00
54061	9/22/2022	Gas & Diesel Vehicles	Unit 202: Fuel	45.00
54080	9/22/2022	Memberships	CWEA & Peloton Membership Fees	1,467.00
54091	9/22/2022	Stationary and Office Supplies	Office Supplies	852.85
54095	9/22/2022	Office Expense	COVID Tests	26.57
54101	9/22/2022	Ops Supplies & Materials	Home Depot Supplies	781.49
54108	9/22/2022	Monitoring Supplies & Equip	SHRWF Supplies	430.33
54113	9/22/2022	Radio, Alarm, Monitoring Svc	Google Nest: Camera Storage Renewal Service	60.00
54143	9/22/2022	Postage Meter	Gold Rush Express: Delivery Service	71.57
54151	9/22/2022	Fleet/Vehicle R&M	Duckys Car Wash: Ford C-Max	36.99
54157	9/22/2022	Building Repairs & Maint.	SHRWF Supplies	300.56
54158	9/22/2022	Computer Software R & M	Go To Meeting: Gotomeeting Pro & Open Voice Monthly Subsc	69.30
54159	9/22/2022	Computer Hardware R & M	Zoom: Zoom Monthly Subscription	49.49
54173	9/22/2022	Dept Training & EE Development	Work Anniversary Lunch; Class A Driving School	2,822.48
54174	9/22/2022	Mgmt Conf. & District Meetings	Business Meetings	202.42
54176	9/22/2022	Business Meetings	Meetings	470.94
54191	9/22/2022	Internet	Comcast: Phil Scott PS Internet (x 2 months)	371.68
54203	9/22/2022	Licenses & Permits	Bay Area Air Quality: Annual Permit - 335 Demeter St	492.10
Statement	8/28/2022	Bank of the West - Credit Cards		9,700.77

Bank Transfers:

DATE	PAYEE	PURPOSE	AMOUNT
9/1/2022	CalPERS	Retirement Contributions PR 8/26/2022	24,904.76
9/2/2022	SVCW	SVCW Monthly Operating Contribution	591,557.00
9/2/2022	ADP	ADP Fees	275.00
9/2/2022	PayTrace	Credit Card Processing Fees	464.97
9/2/2022	CalPERS	GASB 68 Reporting Fees	1,050.00
9/9/2022	ADP	Employee Payroll & Board of Director Fees - Check Date: 9/09/2022	121,714.55
9/9/2022	ADP	Payroll Taxes	39,527.12
9/9/2022	ADP	ADP-Wage Garnishment	1,030.20
9/9/2022	ICMA	Deferred Compensation	8,680.35
9/12/2022	ADP	Payroll Taxes - State 7/2022-8/2022	38,865.44
9/12/2022	PrimePay	PrimePay Fees - Charged in Error 8/2022 (refund 10/2022)	165.40
9/12/2022	CalPERS	Health Premiums	55,112.38
9/15/2022	Central Payment	Net Permit Refund less Current Receipt	120.00
9/16/2022	ADP	ADP Fees	275.00
9/20/2022	Bank of the West	Bank Fees	283.48
9/21/2022	CalPERS	Retirement Contributions PR 9/9/2022	24,964.79
9/22/2022	ADP	Employee Payroll - Check Date: 9/23/2022	111,598.81
9/22/2022	ADP	Payroll Taxes	65,039.26
9/22/2022	ADP	ADP-Wage Garnishment	1,030.21
9/23/2022	ICMA	Deferred Compensation	8,611.78
9/23/2022	NeoPost	Postage	300.00
9/23/2022	PrimePay	Payroll Taxes 1st Qtr 2021 (per Primepay recon)	1,220.05
9/30/2022	ADP	ADP Fees	280.00
Bank Wires/ACHs from BofW Checking			1,097,070.55

Internal Bank Transfers:

DATE	PAYEE	PURPOSE	AMOUNT
Bank Transfers from BofW Checking			0.00

Summaries:

Withdrawal Summary

Total Checks	496,514.92
Total Corp Card	9,700.77
Total Bank Wires / ACHs	1,097,070.55
Total Internal Bank Transfers	0.00
Total Withdrawals	1,603,286.24

**West Bay Sanitary District
Expenditures By Vendor
7/01/2022 to 09/30/2022**

Withdrawals	Total by Vendor YTD FY 2022-23	Withdrawals September 2022
AAA Rentals	2,149.50	2,100.00
Action Towing	1,157.75	-
Abila	4,952.07	-
ADP Fees	1,905.00	830.00
ADP-Wage Garnishment	5,151.01	2,060.41
Aerzen USA Corp.	2,400.00	-
Airgas Usa, LLC	146.20	49.10
Allied Crane	955.18	955.18
The Almanac	1,452.00	-
Alpha Analytical Laboratories	5,670.00	2,040.00
Aqua Natural Solutions	1,211.04	-
AT&T	3,581.45	1,195.49
Atchison, Barisone & Condotti	30,988.15	10,869.70
Seth Avila	250.00	250.00
Aztec Consultants	15,722.05	-
Bank of the West - Credit Cards	34,839.58	9,700.77
Bank of the West	860.25	283.48
Battery Junction Wholesale	1,632.87	844.56
Bay Alarm	12,349.45	1,052.70
Bay Area Barricade Service Inc	1,936.33	-
Bay Area Paving Co. Inc.	14,195.00	14,195.00
Bay Reprographic, Inc.	530.48	530.48
Bayside Equipment Company	935.10	-
Annette Bergeron	3,720.00	3,720.00
CA Dept Of Tax & Fee Admin	-	-
CASA	-	-
CA State Disbursement Unit	-	-
Calgon Carbon Corporation	3,084.16	3,084.16
California Water Service	7,710.09	2,468.57
CalPERS - Actuary Fee	-	-
CalPERS - Admin Fees	-	-
CalPERS - Unfunded Accrued Liability	10,690.00	-
CalPERS - GASB Fee	1,050.00	1,050.00
CalPERS - Retirement	171,074.82	49,869.55
CalPERS - Health Premiums	165,288.17	55,112.38
CalPERS - 1959 Survivor Billing	1,677.90	-
CalPERS Longterm Care Program	322.56	107.52
Michael Chang	390.20	-
Cintas	9,972.94	3,724.71
City of Foster City	520.00	-
City of Menlo Park	615.02	615.02
City of Menlo Park-Fuel	44,262.25	14,605.99
City of Menlo Park - Water	5,259.62	2,429.85
Cleanserv Universal Services	3,725.00	1,075.00
Comcast	1,712.72	570.91
The Concept Genie	3,075.00	3,075.00
Core & Main	12,708.69	7,279.17
Costco	60.00	60.00
CSRMA c/o Alliant Insurance	220,638.37	-
Cues, Inc.	3,950.00	3,950.00
CWEA	293.00	202.00
Dewey Pest Control	8,850.00	8,686.00
Dolphin Graphics	801.87	-
Du-All Safety, LLC	5,400.00	1,800.00
Federal Express	417.31	182.21
Fischer Compliance LLC	8,225.00	8,225.00
Freyer & Laureta	246,801.50	192,969.12
Victor Garcia	250.00	-
Govconnection, Inc.	1,697.76	1,697.76
GovernmentJobs.Com, Inc	4,479.01	-
Grainger	17,737.84	2,859.56
Hach Company	47,020.62	12,993.75
Hadronex, Inc.	41,545.86	-
Harben California	456.68	-
Harrington Industrial Plastics	166.12	-
Yvonne Harrosh	25,848.00	25,848.00
Home Depot Credit Services	2,468.51	1,739.74
Bob Hulsmann	634.88	-
ICMA	63,489.56	17,292.13
IEDA	2,442.00	814.00
Institute For Local Government	225.00	225.00
Interstate Traffic Control	153.13	153.13
Kimball Midwest	3,245.24	1,562.79
Bill Kitajima	30,768.33	30,768.33
Kone Pasadena	896.07	298.69
Leaf Capital Funding LLC	1,435.27	509.29
Mallory Co.	5,032.81	-
Matheson Tri-Gas, Inc.	205.40	68.81
Medco Supply Company	696.44	696.44
Piterman Milanendra	-	-
Mission Clay Products, LLC	4,706.98	4,706.98
Mission Valley Ford	5,957.00	5,957.00
Morse Hydraulics	46.07	-
Municipal Maintenance Equip.	9,772.36	9,314.65
Napa Auto Parts	436.62	415.75
Navia Benefit Solutions	4,166.58	1,388.86
Paul Andrew Nelson	385.00	-
NeoPost	900.00	300.00
Occupational Health Centers	1,375.00	476.00
Ogasawara Landscape Maint.	2,800.00	1,400.00
Omega Industrial Supply, Inc.	2,981.14	495.93

**West Bay Sanitary District
Expenditures By Vendor
7/01/2022 to 09/30/2022**

Withdrawals	Total by Vendor YTD FY 2022-23	Withdrawals September 2022
PBM	244.36	59.33
Pacific Gas & Electric	83,714.73	30,943.69
Paytrace	1,709.88	464.97
Pier 2 Marketing	500.00	-
Charles A. Planje	1,584.00	-
Precise Printing And Mailing	2,211.35	2,211.35
Preferred Alliance	921.78	307.26
PrimePay Fees	923.25	-
Principal Life Insurance	18,919.36	6,633.44
Quadient Leasing USA, Inc.	268.51	-
Quincy Compressor	2,161.19	-
R.A. Nosek Investigations	1,192.00	-
R.D. Kincaide, Inc.	13,122.14	1,309.64
Readyrefresh By Nestle	615.90	317.98
Recology Peninsula Services	748.17	249.39
Red Wing Shoe Store	2,965.34	2,351.18
Redwood General Tire Co., Inc.	1,640.23	861.10
City Of Redwood City	9,678.32	2,644.66
Rich Voss Trucking	580.00	580.00
SVCW - Monthly Operating Contribution	1,774,671.00	591,557.00
SVCW 2018 Bonds	1,229,792.20	-
SVCW 2021 A-B Bonds	2,308,956.76	-
SVCW - SRF Debt	-	-
Silicon Valley Clean Water	2,325.00	525.00
Rupert Sandoval	50.00	-
County of San Mateo	173.00	70.00
San Mateo County Assessor	-	-
San Mateo County Tax Collector	-	-
San Mateo County Health	1,947.00	993.00
County of San Mateo - LAFCO	22,323.00	-
County of Santa Clara	-	-
Robert J. Scheidt	821.03	-
Seekzen Systems	32,235.00	2,310.00
Sensera Systems	2,148.00	-
Sharp Business Systems	3,638.69	1,354.39
Spartan Tool	1,740.15	1,740.15
Staples Credit Plan	1,962.87	840.88
Steven Creek Quarry, Inc.	1,127.68	1,127.68
Sutter EAP	413.25	413.25
TPX Communications	9,301.86	3,102.23
Teamsters Local No. 350	2,805.00	945.00
Teletrac Navman US	1,087.84	271.96
Telstar Instruments, Inc.	2,934.00	-
Towne Ford	20,102.34	290.71
Uline	955.33	-
Underground Service Alert	13,714.45	13,714.45
Univar Solutions USA	4,576.61	-
U.S. Jetting, LLC.	2,018.52	2,018.52
US Standard Products Corp	942.32	942.32
Veolia Water North America	124.09	38.66
Verizon Wireless	4,643.02	2,009.97
Video Voice Data Communication	4,700.00	-
Vision Communications Co.	2,690.42	1,242.16
Weco Industries	41,473.84	10,647.42
West Yost & Associates	3,578.00	1,153.00
Western States Tool & Supply	523.42	-
Woodard & Curran	121,687.78	4,992.25
Young's Auto Supply Center	666.47	-
Total Vendor Withdrawals	7,134,931.13	1,225,035.61
Wages & Payroll Taxes		
Salaries/Wages - Net Pay	816,839.74	231,913.11
Directors Fees - Net Pay	8,273.80	1,400.25
Payroll Taxes	255,025.16	104,566.38
Performance Merit Program - Net Pay	-	-
Total Payroll	1,080,138.70	337,879.74
Total External Withdrawals	8,215,069.83	1,562,915.35
WBSD Transfers:		
WBSD LAIF Account	-	-
WBSD Investment Accounts	2,202,111.08	-
Public Agency Retirement Services	-	-
Other Transfers	-	-
Total Transfers	2,202,111.08	-
Total Withdrawals	10,417,180.91	1,562,915.35

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5C**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: WBSD Operations and Maintenance Report – September 2022

Month	Basin PM Pipe Cleaning	High Freq. PM Pipe Cleaning	Un-Sche. Pipe Cleaning	WBSD CCTV Insp.	Pipe Patch Repairs	Open Trench Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls- Unit 208			
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Qty.	Cat. 1	Cat. 2&3s	Call Outs	Sch PM	Unsch. PM	USA's
January	9.4	4.8	0.1	0.7	3	3	64	0	0	0	83	10	1	164
February	10.2	7.3	1.2	2.8	3	10	46	0	0	0	76	5	0	165
March	14.5	0.2	0.3	2.8	3	12	63	0	0	0	84	14	0	225
April	17.3	3.8	0.5	2.7	6	8	63	0	0	1	48	9	0	224
May	7.3	8.6	0.5	3.4	6	11	60	0	0	0	47	6	1	193
June	17.2	0.3	0.5	2.1	16	9	73	0	0	0	46	14	0	234
July	7.4	5.3	0.8	2.5	7	7	68	0	0	0	78	6	0	266
August	7.7	2.1	1.3	5.2	11	9	77	0	0	1	90	15	0	319
Sept.	12.0	0.7	1.0	1.9	8	13	65	0	0	0	65	10	0	211
* Oct.														
Nov.														
Dec														
Yr to date	103.0	33.1	6.2	24.1	63	82	579	0	0	2	617	89	2	2001
2022 Goals	120.0	50.0	n/a	45-50	50-65	90	n/a	<10			n/a	n/a	n/a	n/a
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4	944	n/a	n/a	2294
2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0	1012	89	5	2362
2019 Results	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850

Report to the District Board for the Regular Meeting of October 12, 2022

2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525
2017 Results	126.4	52	6	25	66	97	1265	8	2	3	700	178	61	3218



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5D**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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

	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month							Cat. 1	Cat. 2&3s	Call Outs
Temp Help	Miles	Miles	Miles	Miles	Qty.	Qty.			
January	0.1	0.7	0.0	1.7	5	0	0	0	0
February	1.2	0.2	0.2	1.1	5	0	0	1	0
March	1.5	0.3	0.1	1.3	5	0	0	0	0
April	0.0	1.6	0.3	0.0	4	0	0	0	0
May	1.5	1.6	0.0	0.8	4	0	0	0	0
June	3.0	0.5	0.1	0.5	4	0	0	0	0
July	1.2	0.5	0.0	0.9	4	0	0	0	0
*August 22	0.1	1.1	0.0	0.9	4	0	0	1	0
Sept.	0.5	1.1	0.0	0.8	4	0	0	0	0
Oct.	1.1	1.1	0.4	0.7	4	0	0	0	0
Nov.	0.4	1.3	0.0	1.1	4	0	0	1	1
Dec	0.5	0.7	0.5	0.1	4	0	0	0	0
** Yr to date	12.2	10.9	1.7	10.0	51	0	0	3	1
FY22/23Goals	10.6	14.4	n/a	8.1	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5E**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – September 2022



Yearly Summary Report

10/5/2022
11:50 AM

Dates Between 10/1/2021 and 9/30/2022

Month	Basin PM Pipe Cleaning (miles)	High Freq PM Pipe Cleaning (miles)	Unscheduled Pipe Cleaning (miles)	CCTV Inspection (miles)	Pump Stations Preventive Maintenance Qty	Pump Stations Unscheduled Repairs Qty	SSO Cat 1	SSO Cat 2 & 3	Service Calls Call Outs
January	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
March	0.00	0.2	0.0	0.0	8	0.0	0.0	0.0	1.0
April	0.00	0.0	0.0	1.1	10	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
June	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	9	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
December	4.43	0.0	0.0	0.0	10	0.0	0.0	0.0	0.0
Totals	4.43	0.8	0.0	1.1	101	0.0	0.0	0.0	1.0

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M E M O R A N D U M

October 22, 2021

TO: Board of Directors, West Bay Sanitary District

FROM: Tony Condotti, District Legal Counsel

RE: Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361

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

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

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

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

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

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

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

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

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

FISCAL IMPACT: No significant fiscal impact.

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

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

⁴ Cal. Gov't Code § 54953(e)(3).

RESOLUTION NO. _____ (2022)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on 12th day of October, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attest:

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5G**

To: Board of Directors

From: Todd Reese, Office & Communications Manager

Subject: Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 1195 Westridge Drive, Portola Valley (077-022-050), Lands of Kaveh

Background

The owners of the property located at 1195 Westridge Drive, Portola Valley, Lands of Kaveh have requested the Local Agency Formation Commission (LAFCo) annex their property to the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The parcel will be a single-family residence using a STEP system that will need to connect to a 3-inch force main located on Cervantes Road.

Analysis

Attached for the Board's review is the Geographic/Legal Description (Exhibit A) of the property to be annexed, and the LAFCo Resolution No. 1280 (Exhibit B) approving the annexation.

Fiscal Impact

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

Recommendation

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

Attachments: Resolution _____ (2022)
Exhibit A – Geographic/Legal Description
Exhibit B – LAFCo Resolution No. 1280

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 Lands of Kaveh (APN 077-022-050) to the West Bay Sanitary District

WHEREAS:

1. A petition for annexation of the property described herein to this District was initiated by the property owners.
2. The Local Agency Formation Commission (LAFCo) of San Mateo County assigned the following distinctive short form designation: Annexation of 1195 Westridge Drive, Portola Valley to the West Bay Sanitary District
3. The property to be annexed is described as follows:
See Exhibit "A" attached hereto and by this reference made a part hereof.
4. The said property is uninhabited.
5. The conditions of annexation are:
 - a. In the event that, pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money either as a lump sum or installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by rules, regulations or ordinances of the District, as now or hereafter amended.
 - b. Upon and after the effective date of said annexation, the territory, and all persons entitled to vote by reason of residing or owning land within the territory, shall be subject to the jurisdiction of the District; shall have the same rights and duties as if the territory had been a part of the District upon its original formation; shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then-authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District; shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.
6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.

7. The LAFCo of San Mateo County has adopted Resolution 1280 (Exhibit “B”) ordering annexation of the referenced territory to the West Bay Sanitary District.

NOW, THEREFORE, BE IT RESOLVED that:

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 12th day of October, 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

EXHIBIT "A"
LEGAL DESCRIPTION

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

FOR
ANNEXATION TO WEST BAY SANITARY DISTRICT
LANDS OF FARROKH KAVEH AND SOHAILA KAVEH
1195 WESTRIDGE DRIVE, PORTOLA VALLEY, CA
APN 077-022-050

EXHIBIT A PAGE 1 OF 2

ALL THAT CERTAIN REAL PROPERTY SITUATE IN THE TOWN OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA;

BEING ALL OF LOT 1 IN BLOCK 3, AS DESIGNATED ON THE MAP ENTITLED "TRACT NO. 761 ARROWHEAD MEADOWS UNIT NO. 2 BEING A PORTION OF THE RANCHO EL CORTE MADERA SAN MATEO COUNTY, CALIFORNIA", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA ON MAY 29, 1958 IN BOOK 48 OF MAPS AT PAGES 48 AND 49, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST EASTERLY CORNER OF LOT 1, ALSO BEING NORTHWESTERLY CORNER OF LOT 5, AND ALSO BEING THE EXISTING WEST BAY SANITARY DISTRICT BOUNDARY; THENCE ALONG THE SOUTHERLY LINE OF SAID LOT 1, (1) NORTH 90°00'00" WEST 490.00 FEET TO SOUTHWEST CORNER OF SAID LOT 1;

THENCE LEAVING THE SOUTHERLY LINE OF SAID LOT 1 AND ALONG SOUTHWESTERLY LINE OF SAID LOT, (2) NORTH 51°00'00" WEST 30.00 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE RIGHT;

THENCE ALONG SAID TANGENT CURVE (3) HAVING A RADIUS OF 30.00 FEET, THROUGH A CENTRAL ANGLE OF 69°42'07", AN ARC LENGTH OF 36.50 FEET;

THENCE ALONG A CURVE TO THE RIGHT (4) HAVING A RADIUS OF 165.00 FEET, THROUGH A CENTRAL ANGLE OF 38°09'53", AN ARC LENGTH OF 109.91 FEET;

THENCE LEAVING SAID TANGENT CURVE AND ALONG NORTHWESTERLY LINE OF SAID LOT 1, (5) NORTH 56°52'00" EAST 54.45 FEET TO THE BEGINNING OF A TANGENT CURVE TO THE LEFT;

THENCE ALONG SAID CURVE (6) HAVING A RADIUS OF 435.00 FEET, THROUGH A CENTRAL ANGLE OF 21°48'00", AN ARC LENGTH OF 165.51 FEET;

THENCE LEAVING SAID CURVE AND ALONG NORTHWESTERLY LINE OF SAID LOT 1, (7) NORTH 35°04'00" EAST 40.00 FEET TO THE MOST NORTHERLY CORNER OF SAID LOT 1;

THENCE LEAVING SAID LINE AND ALONG NORTHEASTERLY LINE OF SAID LOT 1, (8) SOUTH 40°41'13" EAST 414.00 FEET TO THE POINT OF **POINT OF BEGINNING**.

CONTAINING 2.03 ACRES, MORE OR LESS.

SEE EXHIBIT "B" FOR THE ACCOMPANYING PLAT, ATTACHED HERETO AND MADE A PART HEREOF.

PREPARED BY, OR UNDER THE SUPERVISION OF WAAN CHUI.

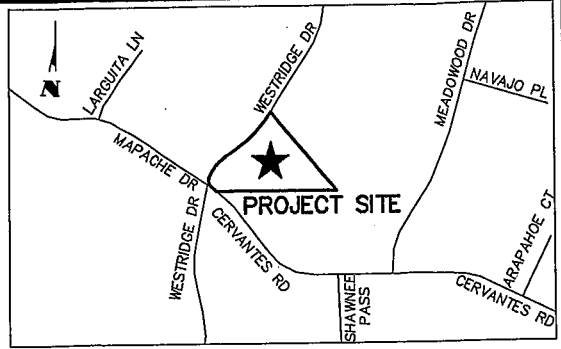


PREPARED ON JUNE 2, 2022
LC ENGINEERING

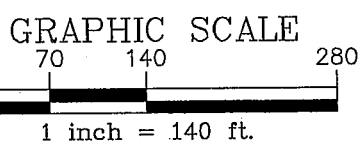
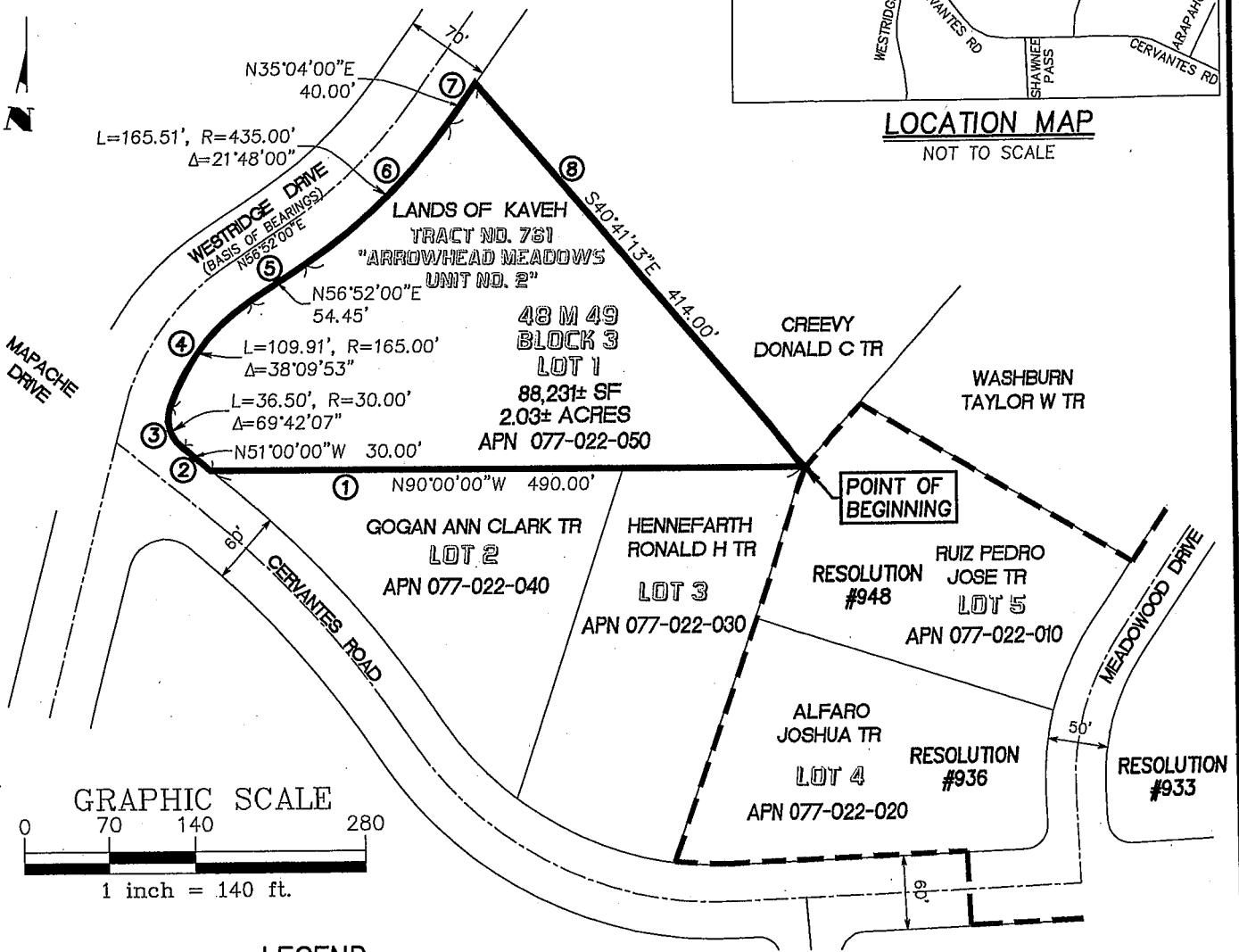
A handwritten signature in cursive script that reads "Waan Chui".

H. W. CHUI RCE NO. 32912
EXPIRATION DATE 06/30/2024

EXHIBIT "B"



LOCATION MAP
NOT TO SCALE



LEGEND

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



BASIS OF BEARINGS

THE BEARINGS SHOWN ON THIS PLAT ARE BASED ON THE CENTERLINE OF WESTRIDGE DRIVE, AS SHOWN AS N56°52'00"E ON "TRACT NO. 761 ARROWHEAD MEADOWS UNIT NO. 2", RECORDED IN VOLUME 48 OF MAPS, AT PAGES 48 AND 49, SAN MATEO COUNTY RECORDS.

EXHIBIT A PAGE 2 OF 2

PLAT TO ACCOMPANY LEGAL DESCRIPTION
PROPOSED SEWER ANNEXATION
1195 WESTRIDGE DRIVE
APN 077-022-050

ENGINEERING
598 E Santa Clara St #270
San Jose, CA 95112
Phone: (408) 806-7187

Portola Valley

California

SCALE: 1" = 140'	DATE: 06/02/22 REV'D:	LAFCO RESOLUTION NO.	PROJECT NO.	SHEET 2 OF 2
------------------	--------------------------	----------------------	-------------	--------------

2022-048849 CONF

County

9:31 am 06/17/22 CCL Fee: NO FEE

Count of pages 7

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



(This space for Recorder's use only)

RECORDING REQUESTED BY:

SAN MATEO LAFCO
LOCAL AGENCY FORMATION COMMISSION

WHEN RECORDED, PLEASE SEND TO:

San Mateo LAFCo

LAF 124

SHORT-FORM DESIGNATION OF DOCUMENT:

Annexation of 1195 Westridge Drive, Portola Valley to the West Bay Sanitary
District

RECORDER'S CODE: CCL

(Exempt from filing fees per Government Code 6103)



LOCAL AGENCY FORMATION COMMISSION

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

CERTIFICATE OF COMPLETION

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

1. The short-form designation, as determined by LAFCo, is Annexation of 1195 Westridge Drive, Portola Valley to the West Bay Sanitary District.
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

City or District

Type of Change of Organization

West Bay Sanitary District

Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County and Santa Clara County.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on March 16, 2022, by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1280, adopted on March 16, 2022.

Dated: June 17, 2022

Rob Bartoli
Executive Officer

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

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

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

EXHIBIT "A"
LEGAL DESCRIPTION

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

FOR
ANNEXATION TO WEST BAY SANITARY DISTRICT
LANDS OF FARROKH KAVEH AND SOHAILA KAVEH
1195 WESTRIDGE DRIVE, PORTOLA VALLEY, CA
APN 077-022-050

EXHIBIT A PAGE 1 OF 2

ALL THAT CERTAIN REAL PROPERTY SITUATE IN THE TOWN OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA;

BEING ALL OF LOT 1 IN BLOCK 3, AS DESIGNATED ON THE MAP ENTITLED "TRACT NO. 761 ARROWHEAD MEADOWS UNIT NO. 2 BEING A PORTION OF THE RANCHO EL CORTE MADERA SAN MATEO COUNTY, CALIFORNIA", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA ON MAY 29, 1958 IN BOOK 48 OF MAPS AT PAGES 48 AND 49, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST EASTERLY CORNER OF LOT 1, ALSO BEING NORTHWESTERLY CORNER OF LOT 5, AND ALSO BEING THE EXISTING WEST BAY SANITARY DISTRICT BOUNDARY; THENCE ALONG THE SOUTHERLY LINE OF SAID LOT 1, (1) NORTH 90°00'00" WEST 490.00 FEET TO SOUTHWEST CORNER OF SAID LOT 1;

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THENCE ALONG SAID CURVE (6) HAVING A RADIUS OF 435.00 FEET, THROUGH A CENTRAL ANGLE OF 21°48'00", AN ARC LENGTH OF 165.51 FEET;

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THENCE LEAVING SAID LINE AND ALONG NORTHEASTERLY LINE OF SAID LOT 1, (8) SOUTH 40°41'13" EAST 414.00 FEET TO THE POINT OF **POINT OF BEGINNING**.

CONTAINING 2.03 ACRES, MORE OR LESS.

SEE EXHIBIT "B" FOR THE ACCOMPANYING PLAT, ATTACHED HERETO AND MADE A PART HEREOF.

PREPARED BY, OR UNDER THE SUPERVISION OF WAAN CHUI.



PREPARED ON JUNE 2, 2022

LC ENGINEERING

A handwritten signature in cursive script that reads "Waan Chui".

H. W. CHUI RCE NO. 32912
EXPIRATION DATE 06/30/2024

EXHIBIT B PAGE 1 OF 3

RESOLUTION NO. 1280

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 22-01 -
ANNEXATION OF 1195 WESTRIDGE DRIVE, PORTOLA VALLEY,
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

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

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

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

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

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

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

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

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

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

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

Section 3. The territory consists of 2 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 1195 Westridge Drive, Portola Valley 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.

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

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

Regularly passed and adopted this 16th day of March 2022.

Ayes and in favor of said resolution:

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

Commissioners:

Joshua Cosgrove
Don Horsley
Ric Lohman
Harvey Rarback
Ann Draper
Mike O'Neill

Noes and against said resolution:

None

Commissioners Absent and/or Abstentions:

Commissioners: Warren Slocum (Absent)

Michael Draper

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

ATTEST:

Roberto J. Bartolif

Executive Officer
Local Agency Formation Commission

Date: 3-29-2022

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

Date: _____

Clerk to the Commission
Local Agency Formation Commission



To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *General Manager's Report*

1) Administrative:

- a. The District participated in the Belle Haven Resource Fair on September 24th. This event was an opportunity for organizations to share information and raise awareness of local resources to assist community members in housing, education, utilities, recreation, employment, food banks, and many others.
- b. Staff has contracted Villalobos and Associates Inc. to perform a flow monitoring and hydraulic engineering study on the wastewater flows in every basin throughout the District. The data will assist with the preparation of the 2023 Master Plan.

2) Finance:

- a. Finance Manager Fisher, continues to work with the District's Auditors. The Auditors have sent out auditor questionnaires to select staff and Board of Directors.
- b. Staff is reviewing options to replace the District's COSMO database and other software with more user friendly software to assist in the preparation of the Tax Roll.

3) CIP Projects:

a. Construction Capital Improvement Program (CIP):

- i. The Bayfront Sewer Improvements Project pre-bid meeting was held on September 22nd. The bid opening is scheduled for October 18, 2022 at 10AM.
- ii. Freyer & Laureta Inc. is coordinating the public sewer main project with the City of Menlo Park at the intersection of Ravenswood and Laurel St. The City agreed to reasonable paving requirements because they will be paving they area following the pipeline repairs.
- iii. Two pipeline segments in an easement at Alberni Street and Menalto Avenue will be replaced. The item was approved by the Board at the September 14th Regular Board Meeting.

b. Levee Improvement Project:

- i. Army Corps of Engineers 30 day comment period ended. Public comments were minimal. The District should be receiving permits by December 2022 so the project can go out to bid by January 2023.

4) Information Technology (IT):

- a. SeekZen Systems, IT consultant, is assisting with upgrading the District's office data network.

Report to the District Board for the Regular Meeting of October 12, 2022

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

5) **Operations and Maintenance:**

a. **Collection System:**

- i. Crews have been working hard to end the Performance Merit Pay Program year strong.

b. **Pump Facilities:**

- i. The pump crews and the Operations Superintendent continue to evaluate the telemetry system for the pump stations. The current ISAC System has been in place for over twenty years and will no longer be supported.

c. **Training:**

- i. Staff will be receiving training on the updated Sewer System Management Plan approved by the Board of Directors on September 28, 2022.

6) **Water Quality:**

a. **Sharon Heights Golf and Country Club (SHGCC):**

- i. The Avy Altschul Pump Station estimate has been revised to reflect current market and contractor bid conditions. The new cost is estimated to be approximately \$732 thousand rather than the original \$500 thousand estimate from 2020.
- ii. The State's SRF program has added the Avy Altschul Pump Station to its Intended Use Plan and is now on the fundable list due to its water resiliency component.

b. **Bayfront Recycled Water Facility (BRWF):**

- i. The State's SRF program has added the Bayfront Reclaimed Water Facility project to its Intended Use Plan. The project is now on the fundable list due to its water resiliency and community elements.
- ii. Staff met with Signature Group over the MOU to deliver recycled water to the Willow Village Project. The project has gained momentum in recent days. We could begin the Project Management and 30% design shortly.
- iii. The City of Menlo Park Staff will bring the Recycled Water Purveyor MOU to the City Council in October. This will establish the District as the reclaimed water provider for the Bayfront Recycled Water Facility within the City's service area.

c. **Woodside Recycled Water Facility (BRWF):**

- i. The kickoff meeting for the Woodside Recycled Water Facility feasibility was held on September 22, 2022. Several options will be considered including reclaimed water supply from Silicon Valley Clean Water and Redwood City.

7) **Fleet and Facilities:**

a. **Vehicle Maintenance:**

- i. The new electric vehicle is scheduled to arrive by October 14,2022.

8) **Personnel:**

- i. The recruitments for the Associate Engineer and Project Manager positions will be advertised soon.

Report to the District Board for the Regular Meeting of October 12, 2022

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

9) **Upcoming Events:**

- a. **Next Regular Board Meetings:** Wednesdays, October 12th and 28th.
- b. **PMPP Luncheon:** Tuesday, November 8th
- c. **End of Year Holiday Luncheon:** Thursday, December 8th.

10) **Misc. Items:**

- a. **LAFCo:** Talks with San Mateo County and LAFCo regarding the divestiture of the Solid Waste Franchise will begin in October.
- b. **West Bay:** The District has experienced 2 sanitary sewer overflow (SSO) in 2022.
- c. **Town of Los Altos Hills:** Crews continue to clean and video inspect the Town's system.
- d. **Town of Woodside:** Crews continue to clean the downtown area of Woodside every 3 months to control their grease issues.

Report to the District Board for the Regular Meeting of October 12, 2022

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*
Todd Reese, Office & Communications Manager

Subject: *2023 Solid Waste and Recycling Collection Rate Study
Workshop and Direction*

BACKGROUND

As a member of the South Bayside Waste Management Authority (SBWMA), West Bay Sanitary District, as well as the other Member Agencies is closing the tenth year of the Collection Services provided by Recology San Mateo County. The transition to these services commencing on January 1, 2011 has been significant in not just the expanded scope of services but also on diversion of materials from landfill. We've seen significant increases in residential recycling and organic materials collection while solid waste generation has significantly decreased. The collection services include more convenient weekly collection of single stream recycling, organic materials (yard trimmings and food scraps) and solid waste. The Shoreway Environmental Center which is operated by South Bay Recycling will again undergo substantial capital improvements to facilitate single stream recycling service provided by Recology, enhance onsite public recycling activities, provide for fire suppression, and improve the quality of the recyclables.

ANALYSIS

HF&H Consultants, LLC contracted this year to perform a rate analysis for the 2023 rates. The rate study looked into rates that are more in line with "Cost for Service" and at rates for residential and commercial services as they relate to SB1383.

At the September 28, 2022 Regular Board Meeting, HF&H provided the Board with rate scenarios to consider. The Board made suggestion to rates that will be presented to the Board for consideration prior to approving a new rate structure and a Prop 218 notice is sent to the public.

Fiscal Impact

No Fiscal Impact at this time.

Recommendation

Staff recommends discussion and direction from the Board of Directors in order to proceed with the rate structure recommendations and set a Public Hearing for the 2023 rates.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Sergio Ramirez, General Manager
Todd Reese, Office & Communications Manager*

Subject: *Consider Accepting the HF&H Solid Waste Rate Study, Set a Public Hearing for December 14, 2022 to Review Proposed Solid Waste and Recycling Rates for 2023 and Provide Staff Direction Regarding the Rate Adjustment for 2023 and Mailing the Proposition 218 Notice for a Public Hearing*

Background

As a member of the South Bayside Waste Management Authority (SBWMA), West Bay Sanitary District, as well as the other Member Agencies is closing the tenth year of the new Collection Services provided by Recology San Mateo County. The transition to these services commencing on January 1, 2011 has been significant in not just the expanded scope of services but also on diversion of materials from landfill. We've seen significant increases in residential recycling and organic materials collection. Solid waste generation has significantly decreased. The collection services now include more convenient weekly collection of single stream recycling, organic materials (yard trimmings and food scraps) and solid waste. The Shoreway Environmental Center which is operated by South Bay Recycling has undergone substantial capital improvements to facilitate single stream recycling service provided by Recology, enhance onsite public recycling activities and greatly improve traffic circulation.

The District and SBWMA have entered into a Restated Agreement with Recology of San Mateo County, to continue to serve the District's Solid Waste and Recycling customers for an additional ten years. The new term began in January of 2021.

The Board has expressed the need to actively move rates toward a "cost of service" level. This requires rates to be adjusted so customers are paying their fair share for the service they receive. In order to accomplish this, rate adjustments have been necessary in both increases and reductions to the rates. Considerations taken for such adjustments are as follow:

- The 20, 32, and 64 gallon containers are paying for their true cost for collection and processing.
- In past years the Board has given direction to reduce the Commercial customer's rate in order to be closer to their true cost for collection and processing.
- Continuing the implementation of rate adjustments will assist in balancing the cost of service in the program.

In the past, residential rates were set to incentivize the use of smaller containers and promote more recycling. This was done by making small residential container rates much lower than the larger residential containers. With the outreach efforts over the past years and educating residents on the importance of recycling, Staff feels the incentive aspect of the artificially low rate is no longer warranted. In some cases, it's been reported that the 20-gallon container users may be contributing to cross contamination of recyclables because the can is too small for their need and excess waste ends up in the recycling container. Therefore, if a customer really needs a 32-gallon container versus a 20-gallon container the price difference should not be set artificially low so as to deter someone from acquiring the size can that best fits their needs. This should help avoid the unintended consequence of cross contamination, from having the 20-gallon can rate artificially low. The Board's goal is to have customers pay rates that are more in line with cost of service. This approach is also more compliant with Proposition 218 (Cal. Const. Art. XIII § 6), which requires that rates for property-related services, like solid waste and refuse collection, to be proportionate to the actual cost of service attributable to each property receiving such service.

The District has made efforts to participate in talks with the County of San Mateo (County) to potentially have the County manage the District's solid waste and recycling program. The District's service area is in the unincorporated areas of the County. It appears it would be beneficial to the public to have the County manage the program in these areas, as they do other parts of the County. The process will need to include San Mateo Local Agency Formation Commission (LAFCo) approval and a vote by the SBWMA Joint Powers Authority. Talks with the County and LAFCo are on-going at this time.

Analysis

HF&H Consultants, LLC were contracted this year to perform a rate analysis for the 2023 rates. The rate study analyzed rates that are more in line with "Cost of Service" and reviewed rates for residential and commercial services. On October 12, 2022, HF&H Consultants will present a report to the Board of Directors on the rate study. During the presentation the Board may discuss potential options for adjusting rates for residential and commercial customers. If the Board agrees with the rates proposed, the Board will be asked to establish a date for a public hearing on the new Solid Waste and Recycling rates.

The aligning of residential rates to the cost of service for each container size and the overall reduction of the commercial customer class bin rates over the past several years, achieves the District's objective of a "cost of service" rate structure. Due to increased Revenue Requirements for disposal and processing the District will have to raise rates in order maintain service levels in the Solid Waste/Recycling Program.

The District has chosen to implement, as part of a multiyear plan, rate adjustments for residential and commercial customers which will close the gap between the rates and the cost for services while generating sufficient revenue to cover the projected collection and processing costs. The following are the proposed cart rate adjustments for 2023.

**Table 5 of the HF&H Rate Study
Proposed and Projected Residential Rate Adjustments (2023-2025)**

Container Size								
	20 gallon		32 gallon		64 gallon		96 gallon	
Current Rate →		\$48.75		\$55.25		\$72.00		\$105.00
Proposed 2023	2.56%	\$50.00	1.36%	\$56.00	1.04%	\$72.75	0.00%	\$105.00
Projected 2024	3.00%	\$51.50	3.13%	\$57.75	3.09%	\$75.00	0.00%	\$105.00
2025	3.89%	\$53.50	3.45%	\$59.74	3.34%	\$77.51	0.00%	\$105.00
2025 Projected Cost of Service		\$55.67		\$61.45		\$79.42		\$100.02

**Table 6 of the HF&H Study:
District’s Board Proposed Rate Adjustments**

Rates by Size of Container						
	Residential				Commercial	
	20 Gallon	32 Gallon	64 Gallon	96 Gallon	1YD Bin 1x/week	3YD Bin 1x/week
Current Rates	\$48.75	\$55.25	\$72.00	\$105.00	\$176.27	\$372.53
Proposed Rate Adjustment	2.56%	1.36%	1.04%	0.00%	0.00%	0.00%
2023 Proposed Rate / Mo.	\$50.00	\$56.00	\$72.75	\$105.00	\$176.27	\$372.53
Increase (Decrease) / Mo.	\$1.25	\$0.75	\$0.75	\$0.00	\$0.00	\$0.00
2021 Projected Revenue at Proposed Rates						
	Residential	Commercial	Total			
Projected Revenue at Current Rates ¹	\$1,578,300	\$288,217	\$1,866,517			
2023 <u>Proposed Rate</u> Revenue	\$1,604,435	\$288,743	\$1,893,178 A			
2023 Proposed Costs	<u>1,562,259</u>	<u>265,790</u>	<u>1,828,050</u> B			
Excess Amount	\$42,176	\$22,953	\$65,128 A - B = C			
Excess Percentage	2.6%	7.9%	3.4%			

¹ Projected revenue at current rates is based upon the actual revenue for the first 8 months of 2022, annualized.

For a rate increase to be considered for adoption, public noticing and majority protest procedures as outlined by Proposition 218 need to be followed. Notifications would be distributed by the end of October.

The costs of notification is approximately \$5,000 and would be paid by the District and recovered through the Franchise Fee. Following the required minimum 45 day noticing period, the District Board would then consider adoption of the proposed rates at its December 14, 2022 meeting, for an effective date of January 1, 2023. If adopted, the new rates would be included in Recology's first full billing cycle which would be for January, February, and March of 2023.

Fiscal Impact

The proposed 2023 rates will produce a projected revenue of \$1,893,178.00, an excess of approximately \$65,128 a 3.4% excess in revenue over the protected cost for service. The additional 3.4% is to cover any variables, which may not have been projected, particularly unknown costs associated with SB-1383.

Recommendation

The General Manager recommends the adoption of a \$1.75 rate increase applied to the residential 20-gallon cart, a \$0.75 rate increase applied to the 32 and 64-gallon carts, and no increase to the 96 gallon carts in 2023. The commercial bin rates will remain the same.

In addition, the General Manager recommends the adoption of the rates for Recology's Unscheduled Services as described in Attachment 3 of this report. With the adoption of these adjustments, West Bay's rates for most residential and commercial customers would become closer to their actual cost of service levels.

Therefore, the General Manager recommends:

1. The Board accept the HF&H Solid Waste Rate Study, dated October 7, 2022.
2. The Board set a Public Hearing for December 14, 2022, to review proposed Solid Waste and Recycling collection rates for year 2023; and
3. Provide staff direction by minute order regarding the rate adjustments for 2023 and mailing of the Proposition 218 notice for a public hearing to be held on December 14, 2022 prior to the adoption of the collection rates for 2023.

Attachments: Attachment 1—HF&H Draft Solid Waste Rate Study for 2023

Attachment 2—Draft 218 notice for 2023

Attachment 3— Attachment Q: Unscheduled Services

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October 7, 2022

Mr. Sergio Ramirez
General Manager
West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025

Sent via e-mail

Subject: Update the District's Solid Waste/Recycling Rate Model

Dear Mr. Ramirez:

HF&H Consultants, LLC (HF&H), at your request, has reviewed the West Bay Sanitary District's (District) projected calendar year 2023 residential and commercial costs and revenues as presented in the draft report submitted by the South Bayside Waste Management Authority (SBWMA) to determine the estimated surplus/shortfall for each customer class (residential and commercial). Additionally, we have updated the District's solid waste/recycling "cost of service" rate model to reflect 2023 projected results.

Based upon the findings described in this report and the feedback received from our preliminary findings and recommendations presented to the District's Board at its September 28, 2022 meeting, the District's Board proposed the following rate adjustments for 2023.

Container Size Serviced 1X/Week	Residential	Commercial	Proposed \$ Increase	Proposed 2023 Rate
20 Gallon	2.56% Increase	N/A	\$1.25	\$50.00
32 Gallon	1.36% Increase	1.36% Increase	\$0.75	\$56.00
64 Gallon	1.04% Increase	1.04% Increase	\$0.75	\$72.75
96 Gallon	0.0% Increase	0.0% Increase	\$0.00	\$105.00
All Bins	N/A	0.0% Increase	\$0.00	Varies

The adjustments for both residential and commercial rates will better reflect the cost of service, while generating sufficient revenue to cover the projected collection and processing costs for 2023. As part of a multi-year plan, similar adjustments were implemented in previous years.

Mr. Sergio Ramirez
October 7, 2022
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BACKGROUND

As a member of the SBWMA, the District transitioned collection services and operation of the Shoreway Recycling and Disposal Center in San Carlos from Allied Waste/Republic to Recology San Mateo County (RSMC) and South Bay Recycling (SBR). RSMC and SBR took over collection services and operation of the Shoreway Environmental Center (Shoreway), respectively, beginning January 1, 2011. The District entered into a new 15-year agreement with RSMC with operations to start January 1, 2021.

Annually, the SBWMA provides the District with its allocation of the projected costs to provide collection service and operation of Shoreway. This information is utilized in the rate-setting process. A rate model was developed by HF&H and adopted by the District's Board of Directors (Board) on December 14, 2011.

The purpose of this update was to better reflect the cost of service, while generating sufficient revenue to cover the projected collection and processing costs through a three-year planning period (2023-2025) and providing recommended rates for the first year of the three-year planning period (2023) to be adopted by the Board.

SCOPE OF WORK

Based on the results, provided by the SBWMA for the 2023 rate-setting process, HF&H updated the "cost of service" model previously developed and enhanced the cost allocation methodology between residential container sizes.

We performed the following procedures as part of our review:

- Obtained cost, rate, and current customer account data from the District and Recology;
- Prepared a summary schedule projecting the District's revenues for 2023 and revenue for the next three years (through 2025).
- Prepared a summary schedule projecting Recology collection costs for the next three years (through 2025). Based on recent inflationary increases and discussions with the SBWMA and Recology we assumed inflationary collection cost increases of 5.5% and 4.5% in 2024 and 2025, respectively. Anticipated increases in fuel and labor are driving the higher-than cost normal increases;
- Prepared a summary schedule projecting SBWMA tip fee costs at the Shoreway Environmental Center, for the next three years (through 2025). Based on recent inflationary increases and discussions with the SBWMA we assumed inflationary tip fee cost increases of 10.0% and 4.5% in 2024 and 2025, respectively. The increases reflect the anticipated costs increases to comply with SB 1383 and the impact of the procurement of a new operator of the Shoreway Environmental Center, as the current operator agreement will expire December 31, 2023;

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October 7, 2022
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- Prepared a schedule projecting residential and commercial revenue requirement through 2025 with the objective of the residential revenue to equal the costs to provide the service; and,
- Prepared a schedule proposing adjustments to the rates for the various residential carts with the objective of specific cart size revenue to equal its respective cost to provide the service.

LIMITATIONS

Our conclusions are based, in part, on Recology’s projections of its financial results of operations included in “SBWMA Final Report Reviewing the 2023 Recology Compensation Application” presented to the SBWMA Board at their September 22, 2022 meeting. Actual results of operations will usually differ from projections because events and circumstances frequently do not occur as expected and the difference may be significant.

FINDINGS

General

HF&H has updated the prior year’s rate structure analysis following its two-step process. The first step divides the solid waste collection system into two customer classes: residential and commercial. For purposes of this study, we are including multi-family customers with the commercial customer class and we have not factored any surplus or deficit from the prior year revenue reconciliations. We then reviewed the revenues and the revenue requirements for each customer class independently.

Revenue Requirement (RSMC & SBR)	2022	2023	Variance Year over Year \$	Variance Year over Year %
Collection Cost	\$1,132,870	\$1,182,552	\$49,682	4.4%
Disposal/Processing	538,744	542,023	3,279	0.6%
Agency Fees (on net revenue)	105,261	103,475	-1,786	-1.7%
Total Costs	\$1,776,875	\$1,828,050	\$51,175	2.9%

The second step is to further review the residential customer class by examining the rate and cost to provide service for each size of container (20 gallon, 32 gallon, 64 gallon and 96 gallon).

Step 1 – Residential and Commercial Customer Classes

The following table shows the Rate Year 2023 revenue requirement by customer class. At current rates (2022 rates), the solid waste collection system as a whole is projected to generate slightly more than the

Mr. Sergio Ramirez
October 7, 2022
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requirement, \$38,467 excess of revenue compared to costs. While rates may not need to increase to cover 2023 projected costs, costs to cover recent state regulations (e.g., SB 1383)

**Table 1:
2023 Projected Revenue and Costs by Customer Class**

	<i>Residential</i>	<i>Commercial</i>	<i>Total</i>
Projected Revenue at <u>Current Rates</u> ¹	\$1,578,300	\$288,217	\$1,866,517 A
Projected 2023 Costs by Service Sector			
Collection	\$1,011,868	\$170,684	\$1,182,552
Disposal/Processing	461,962	80,061	542,023
Agency Fees	88,430	15,045	103,475
Total Costs	<u>\$1,562,259</u>	<u>\$265,790</u>	<u>\$1,828,050 B</u>
Excess (Deficiency) of Revenues vs Costs	<u>\$ 16,040</u>	<u>\$ 22,427</u>	<u>\$ 38,467 A-B=C</u>
Projected Rate Adjustment	-1.02%	-7.78%	-2.06%

¹ Projected Revenue is based on Recology's Compensation Application

NOTE: The amounts shown above are for 2023 activity only. Prior year surplus/shortfalls (i.e., the balancing account held at Recology) are NOT included.

If the District elects to have the residential customer class rates generate sufficient revenue to cover its costs, rates could be adjusted all at once or over a period of time. The table below shows possible rate adjustments to both customer classes over a three-year period, assuming cost increase projections as discussed on Page 2 of this report.

**Table 2:
2023 Proposed and 2024-2025 Projected Average Rate Adjustments**

		<i>Residential</i>	<i>Commercial</i>
1	2023 - Proposed	1.66%	0.00%
2	2024 - Projected	2.86%	0.00%
4	2025 - Projected	3.23%	4.00%

The following table shows the projected revenues after the above rate adjustments. By 2025, the revenues are just slightly above the cost for commercial and slightly below the cost for residential, making use of the District's positive balancing account with Recology. Use of the balancing account allows the District to reduce rate volatility even when costs increase greater than inflation.



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**Table 3:
 Three-year Projected Revenue and Costs**

Projections - Balance Revenue & Costs over 3 Years									
	1			2			3		
	2023			2024			2025		
	Residential	Commercial	Total	Residential	Commercial	Total	Residential	Commercial	Total
Proposed Average Rate Adjustment	1.66%	0.00%		2.86%	0.00%		3.23%	4.00%	
Total Revenue	\$1,604,499	\$288,743	\$1,893,242	\$1,650,403	\$288,835	\$1,939,238	\$1,703,705	\$299,805	\$2,003,510
Assumptions:									
1) Cost Increase	"Projected"	"Projected"		5.50%	5.50%		4.50%	4.50%	
2) Disposal/Processing Increase	"Projected"	"Projected"		10.00%	10.00%		4.50%	4.50%	
Collection	\$1,011,868	\$170,684	\$1,182,552	\$1,067,520	\$180,072	\$1,247,592	\$1,115,559	\$188,175	\$1,303,734
Disposal/Processing	461,962	80,061	542,023	508,158	88,067	596,225	531,025	92,030	623,055
Agency Fees	88,430	15,045	103,475	94,541	16,088	110,629	98,795	16,812	115,607
Total Costs	1,562,259	265,790	1,828,050	1,670,219	284,228	1,954,447	1,745,379	297,018	2,042,397
Excess (Deficiency) Amount	\$42,240	\$22,953	\$65,192	(\$19,816)	\$4,608	(\$15,209)	(\$41,674)	\$2,787	(\$38,887)
Excess (Deficiency) Percentage	2.63%	7.95%	3.44%	-1.20%	1.60%	-0.78%	-2.45%	0.93%	-1.94%

Step 2 – Residential Container Rates

We reviewed the residential rates by container size and compared the rates to the cost of service by container size projected by the SBWMA, which assumed the variable cost between container sizes is primarily the disposal cost. Additionally HF&H updated the cost of service by container size using the same approach used in the rate model from the previous year. We have assumed the following:

- **Organics collection costs** are fixed per household as every customer receives the same size container and is serviced at the same frequency (64 gallon cart, serviced 1 time per week). For 2023, the fixed cost is \$24.49 per home per month;
- **Recycling collection costs** are also fixed per household for the same reason as above, (64 gallon cart - serviced 1 time per week). For 2023, the fixed cost is \$13.56 per home per;
- **Disposal cost** is variable based upon the capacity/gallon size of the solid waste cart serviced. For 2023 the projected variable cost is \$0.157 per gallon;
- **Fixed solid waste (SW) route/collection costs** are costs that do not vary based on the level of service received (e.g., customer service costs, IT costs, etc.). For 2023, the fixed cost is \$3.41 per home per month ; and,
- **All other SW route/collection costs** are attributed to each cart size using equivalent cart units (ECU) calculated by applying routing metrics. (The ECU basic principle establishes the numeric relationship between cart size and route capacities.) For 2023, the projected monthly cost per ECU is \$5.476 multiplied by a factor of:

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- 1.000 for a 20 gallon cart;
- 1.600 for a 32 gallon cart;
- 3.627 for a 64 gallon cart; and,
- 6.080 for a 96 gallon cart.

The following tables shows the current rates (2022), the SBWMA and the HF&H projected 2023 costs by cart size.

Table 4a:
HF&H Projected 2023 Costs by Residential Container Size

<i>Analysis of Costs by Size of Container</i>				
	20	32	64	96
Organics Collection Cost	\$ 24.29	\$ 24.29	\$ 24.29	\$ 24.29
Recycling Collection Cost	\$ 13.56	13.56	13.56	13.56
Disposal Cost (\$0.157 per gallon)	\$ 3.13	5.01	10.02	15.03
Fixed Solid Waste Cost	\$ 3.41	3.41	3.41	3.41
All Other Solid Waste Cost				
	\$5.4757	X a factor of	1.000	1.600
			3.627	6.080
		<u>5.48</u>	<u>8.76</u>	<u>19.86</u>
			<u>33.29</u>	
* Monthly Cost per Cart per HF&H	\$ 49.86	\$ 55.03	\$ 71.13	\$ 89.58

* Rounded to the nearest cent

Table 4b:
Comparison of Current Residential Rates and Projected 2023 Costs by Container Size

<i>Analysis of Costs by Size of Container</i>							
Subscription	Container Size	Current Mo. Rate	* 2023 Mo Cost per Cart	Excess (Deficiency) of Revenues vs Costs	Projected Rate Adjustment	2021 Variance before Adjustment	
17%	376	20	\$48.75	\$49.86	2.3%	12.7%	
56%	1234	32	\$55.25	\$55.03	-0.4%	4.8%	
22%	491	64	\$72.00	\$71.13	-1.2%	-4.2%	
4%	96	96	\$105.00	\$89.58	-14.7%	-17.4%	
100%	2197						

* Rounded to the nearest cent

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The following table shows the projected adjustments in future years to continue to work towards the cost of service. These are projections based upon annual assumed increases in costs and would need to be revised as the actual costs are known and projections revised.

**Table 5:
Proposed and Projected Residential Rate Adjustments (2023-2025)**

<i>Container Size</i>								
	20 gallon		32 gallon		64 gallon		96 gallon	
Current Rate→		\$48.75		\$55.25		\$72.00		\$105.00
Proposed 2023	2.56%	\$50.00	1.36%	\$56.00	1.04%	\$72.75	0.00%	\$105.00
Projected 2024	3.00%	\$51.50	3.13%	\$57.75	3.09%	\$75.00	0.00%	\$105.00
2025	3.89%	\$53.50	3.45%	\$59.74	3.34%	\$77.51	0.00%	\$105.00
2025 Projected Cost of Service		\$55.67		\$61.45		\$79.42		\$100.02

Rate Structure Summary

Current Rate Structure

Under the current rate structure, rate revenue (assuming current rates and no use of prior year surplus or shortfall) is projected to produce an excess of approximately \$38,467 in revenue for the forthcoming year (see Table 1).

Rate Adjustments

Residential and Commercial Customer Class

In the first step described above, HF&H divided the solid waste collection system into two customer classes: residential and commercial and modeled a rate structure which achieved a cost of service balance between the customer classes over the next few years. Overall revenue from residential rates are increased by 1.66% and revenue from commercial rates are kept flat in 2023 (see Table 2 and Table 3).

Recommendation

As we have seen in other jurisdictions over the past few years, the District's rate structure encourages customers to "downsize" their solid waste container by placing more materials in their recyclable material and organics carts, rather than in their solid waste containers, which ultimately reduces the amount of trash sent to the landfill. However, as customers reduce their container size, less revenue is generated but there is not an equal reduction of the cost to drive by, collect, and process the materials.

Mr. Sergio Ramirez
October 7, 2022
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At its September 28, 2022 meeting, the District's Board proposed to implement, as part of its multi-year plan began more than five years ago, the following rate adjustments for residential and commercial rates that will close the gap between the rates and the cost for the 20-gallon cart service, while generating sufficient revenue to cover the projected collection and processing costs for 2023.

**Table 6:
District's Board Proposed Rate Adjustments**

Rates by Size of Container						
	<u>Residential</u>				<u>Commercial</u>	
	20 Gallon	32 Gallon	64 Gallon	96 Gallon	1YD Bin 1x/week	3YD Bin 1x/week
Current Rates	\$48.75	\$55.25	\$72.00	\$105.00	\$176.27	\$372.53
Proposed Rate Adjustment	2.56%	1.36%	1.04%	0.00%	0.00%	0.00%
2023 Proposed Rate / Mo.	\$50.00	\$56.00	\$72.75	\$105.00	\$176.27	\$372.53
Increase (Decrease) / Mo.	\$1.25	\$0.75	\$0.75	\$0.00	\$0.00	\$0.00
2021 Projected Revenue at Proposed Rates						
	<u>Residential</u>	<u>Commercial</u>	<u>Total</u>			
Projected Revenue at <u>Current Rates</u> ¹	\$1,578,300	\$288,217	\$1,866,517			
2023 <u>Proposed Rate</u> Revenue	\$1,604,435	\$288,743	\$1,893,178 A			
2023 Proposed Costs	1,562,259	265,790	1,828,050 B			
Excess Amount	\$42,176	\$22,953	\$65,128 A - B = C			
Excess Percentage	2.6%	7.9%	3.4%			

¹ Projected revenue at current rates is based upon the actual revenue for the first 8 months of 2022, annualized.

* * * *

We appreciate the opportunity to be of continued service to the District. We value our relationship with you and the District and are committed to providing you the highest level of service in the performance of this matter for you. Should you have any questions, please feel free to call me at (925) 977-6957.

Sincerely,

HF&H CONSULTANTS, LLC



Rick Simonson
Senior Vice President

Rates for Other Services

The following are rates that would be charged for unscheduled services as necessary

Service Category	Rate	Description of Rate
Backyard Collection Service—Single Family Dwelling	For one Solid Waste Cart: \$22.91 (0-50 ft) \$26.72 (51-100 ft)	Rates vary based on distance & number of carts. Contact the District for rates for distances beyond 100 feet and for more than one solid waste cart.
Return Trip Cost—Single Family Dwelling (Request to provide collection service after the regularly scheduled collection day)	\$19.10	Per collection event.
On-Call Bulky Item Collection	\$103.80	Per each collection event beyond first 2 per year. (Each customer receives 2 free bulky collections per year)
Distance charge—MFD and Commercial Accounts	A – 10% of base monthly rate B – 25% of base monthly rate	A – 51 to 100 feet from access by contractor's collection vehicle B – 101 feet or more from access by contractor's collection vehicle
Container Relocation Service	A – 12% of base monthly rate each container B – 27% of base monthly rate each container	A – 51 to 100 feet from access by contractor's collection vehicle B – 101 feet or more from access by contractor's collection vehicle
Extra Pick-Up Cost—MFD and Commercial Accounts	25% of the base monthly rate for the size of container collected once per week	Per collection event
Additional Targeted Recyclable Materials or Organic Materials Cart Rental	A -- \$ 3.82	A – Monthly rental fee (any size cart, minimum 6 months)
Collection of Contaminated Targeted Recyclable Materials or Organic Materials Container	25% of the base monthly rate for the size of container collected once per week Plus: \$19.10	Per collection event
Key Service	A -- \$10.82 per month B -- \$12.09 per month	A – Residential Customers B – Commercial Customers
Lock Purchase	\$21.63 –one time charge	One-time charge per account. No fee for replacement locks.
Overage Fee	100% of base monthly rate	Per collection event
Overage Bags	50% of the base monthly rate or \$10.17 minimum	Rate per bag
Container Cleaning	A – \$63.64 B – \$108.18	A – per Cart B – per Bin or Drop-Box
Dirty Cart Replacement	A – \$82.78 B – \$95.45 C – \$108.18	A – per 32 gallon Cart B – per 64 gallon Cart C – per 96 gallon Cart
Additional Compost Material Delivery	A – \$159.09 B – \$318.18	A – One way delivery B – Round trip delivery

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500 Laurel Street
Menlo Park, CA 94025



Important Information - Notice of Public Hearing
"Solid Waste & Recyclable Material Rate Increase"
Wednesday, December 14, 2022 at 7:00 p.m.

If you wish to file a written protest, please send a letter in a sealed envelope addressed to:

West Bay Sanitary District
Attn: District Manager (Solid Waste Rates)
500 Laurel Street, Menlo Park, CA 94025

Your letter must identify the real property you own or rent by street address and assessor's parcel number (APN). Your letter must be legibly signed by any one of the current property owners or ratepayers of record.

The District must receive your letter in a sealed envelope by 4:00 p.m. on December 14, 2022 or it must be presented at the District Board meeting on December 14, 2022 prior to the close of the public hearing on this matter or by Zoom Join Zoom Meeting <https://us06web.zoom.us/j/82499115233?pwd=TmlCMjVvMkI4U29zdK11QUhCaWZiZz09> Meeting ID: 824 9911 5233 Passcode: 604893

Any person interested, including all solid waste/recycling collection customers of the West Bay Sanitary District, may appear by Zoom or phone at the public hearing and be heard on any matter related to the proposed increase in rates.

If you would like additional information on the proposed rates, please call the District at 650-321-0384.

****DRAFT****

NOTICE OF INTENT TO INCREASE COLLECTION RATES FOR SOLID WASTE/RECYCLABLE

MATERIALS IN THE WEST BAY SANITARY DISTRICT

The District Board of the West Bay Sanitary District hereby gives public notice of its intent to increase some of the existing residential rates for the collection of recyclable materials, compost, and refuse for 2023. The District Board plans to consider this rate increase at a public hearing on December 14, 2022 at 7:00 p.m. in the Board Conference Room located at 500 Laurel Street, Menlo Park or by Zoom or telephone to encourage social distancing <https://us06web.zoom.us/j/82499115233?pwd=TmlCMjVYMKI4U29zdK11QUhCaWZiZz09> Meeting ID: 824 9911 5233 Passcode: 604893

The need for this increase was discussed by the District Board at the September 28, 2022 Regular Board meeting, and is further detailed in the staff report for this matter and the Draft Report by HF&H Consultants (Rate Study), both of which are available at the District Office located at 500 Laurel Street, Menlo Park or online at www.westbaysanitary.org

Approximately fifty-six percent (56%) of residential service containers are a 32 gallon size. The new rate for 2023 for a 32 gallon container would increase from \$55.25 per month to \$56.00 per month, a \$.75 per month increase. The new rate for the 20 gallon container would increase from \$48.75 per month to \$50.00 per month, a \$1.25 per month increase. 20 gallon containers will be grandfathered to current users but are no longer available to new customers or to customers wishing to migrate down to a 20 gallon container. As further detailed in the Rate Study, the purpose of these increases is to align the Solid Waste Rates with the actual proportionate cost of providing the service to customers in each Customer Service Level.

For comparison purposes, the maximum typical residential rates for 32 gallon containers for SBWMA Cities including Burlingame, Belmont, Hillsborough, Menlo Park, Redwood City, San Carlos, and San Mateo, range from a low of \$26.21 (Foster City) to a high of \$59.40 (Hillsborough), based upon 2022 rates.

Proposed Maximum Solid Waste Rates for 2023

Customer Service Level	MONTHLY RATES			QUARTERLY RATES		
	Current Monthly Rate	Proposed Monthly Rate	Monthly Increase (Decrease)	Current Quarterly Rate	Proposed Quarterly Rate	Quarterly Increase
<i>Residential:</i>						
20 gallon can	\$48.75	\$50.00	\$1.25	\$146.25	\$150.00	\$3.75
32 gallon can	\$55.25	\$56.00	\$0.75	\$165.75	\$168.00	\$2.25
64 gallon can	\$72.00	\$72.75	\$0.75	\$216.00	\$218.25	\$2.25
96 gallon can	\$105.00	\$105.00	\$0.00	\$315.00	\$315.00	\$0.00
<i>*Commercial:(Per Pick Up)</i>						
1 yard bin	\$176.27	\$176.27	\$0.00	n/a	n/a	n/a
2 yard bin	\$334.54	\$334.54	\$0.00	n/a	n/a	n/a
3 yard bin	\$372.53	\$372.53	\$0.00	n/a	n/a	n/a
4 yard bin	\$496.70	\$496.70	\$0.00	n/a	n/a	n/a
6 yard bin	\$615.76	\$615.76	\$0.00	n/a	n/a	n/a
32-Gallon Cart	\$55.25	\$56.00	\$0.75	n/a	n/a	n/a
64-Gallon Cart	\$72.00	\$72.75	\$0.75	n/a	n/a	n/a
96-Gallon Cart	\$105.00	\$105.00	\$0.00	n/a	n/a	n/a

(Continued) Rates for Other Services

*Commercial bin rates reflect collection charge for one pick up per week; To calculate charge for more than one collection per week, multiply rate by number of collections per week. For example, 1-Cubic Yard Bin (at proposed rate) collected 3 times per week = \$528.81 (\$176.27 x 3 collections/wk)



Serving Our Community Since 1902

500 Laurel Street, Menlo Park, California 94025-3486

(650) 321-0384 (650) 321-4265 FAX

NECESSITY FOR THE NEW RATES

The West Bay Sanitary District is a member of the South Bayside Waste Management Authority, and contracts with Recology San Mateo County (RSMC) and South Bay Recycling (SBR) for collection services and operation of the Shoreway Center, respectively, as of January 1, 2011. The proposed rates result from the weekly recycling, organic materials and solid waste collection services and Shoreway operations provided by RSMC and SBR, contractual compensation adjustments, and migration to smaller containers.

The collection services include the more convenient weekly collection, rather than bi-weekly collection, of single stream recycling, organic materials (yard trimmings and food scraps) and solid waste. The Shoreway facility has also undergone substantial capital improvements to construct a new Materials Recovery Facility (MRF) and an expanded Transfer Station. These improvements facilitate single stream (mixed) recycling, enhance onsite public recycling activities, and improve traffic circulation at the Shoreway Facility.

The District is in the fourth year of a multi-year pricing restructuring plan, so that a transition is made where by the smaller cans will support their own cost of collection and disposal.

The West Bay Sanitary District hereby gives notice of a public hearing to be held at its Board meeting on December 14, 2022, at 7:00 p.m. in the District’s “Ronald W. Shepherd” Administration Building located at 500 Laurel Street, Menlo Park, CA or by Zoom or telephone to encourage social distancing <https://us06web.zoom.us/j/82499115233?pwd=TmlCMjVYMKI4U29zdK11QUhCaWZiZz09> Meeting ID: 824 9911 5233 Passcode: 604893 At this hearing, the Board of Directors will consider public comment as well as written protests by ratepayers regarding the proposed increase in monthly collection rates. If written protests are presented by a majority of the affected ratepayers prior to the close of the public hearing, the Board of Directors will not increase the rates as a matter of State law, however levels of service may be impacted.

****DRAFT****



WEST BAY SANITARY DISTRICT AGENDA ITEM 9

To: *Board of Directors*

From: *Bob Hulsmann, Operations Superintendent
Sergio Ramirez, General Manager*

Subject: *Consider Accepting the Performance Merit Pay Program
Results Oct. 1, 2021 to Sept. 30, 2022 and Authorize the General
Manager to Disburse the Merit Payout*

Background

In September of 2012 the Board approved implementation of the Performance Merit Pay Program (Program). The Program was introduced to Staff during negotiations and the MOU allowed for a Board approved program to be adopted. Staff immediately began working on the Program's aggressive goals in October of 2012.

The Board adopted Director Moritz's Program template using performance measures identified in the monthly Operations & Maintenance reports. Using this template, the General Manager and staff inserted figures for the expected base productivity level for each identified performance measure and the optimum target goal productivity level.

The Board last approved the current criteria with the established goals based on recommendations from the General Manager in September 2021. The Board subsequently approved the budget for the Program in the FY2022/23 Budget.

Analysis

The District approved the program for the 10th year running from October 1, 2021 to September 30, 2022. The totals and weight factors of the overall performance have been completed (see attachment A).

The purpose of such a program is to award staff for meeting or exceeding performance goals. The goals are not for normal performance (base) but to recognize extraordinary performance. The intent of this program is to move productivity to a new level, sustain high productivity levels, and reward the efforts of District staff for their performance in improving the efficiency and quality of work and reducing Sanitary Sewer Overflows (SSOs).

The “Miles of Pipe Cleaned” goal component was very aggressive as it required the crews to clean a minimum of 160 miles of pipe in order to meet the base of the goal and up to 170 miles of pipe cleaning in order to receive the full value of the goal. The crew completed 182.8 miles of pipe which accounts primarily for all of the District’s smaller diameter pipe that has not been recently reconstructed or rehabilitated. After staff found a couple of mainline stoppages management decided to slow down the day to day Close Circuit Television Inspections (CCTV) and Pipe Rehab Operations so crews can focus on cleaning. These crews were reassigned to pipe cleaning to expand efforts in keeping the sewage in the pipes. This extra effort was needed to keep the SSO count at two for the rest of the year. The crews did not reach the target goal for “Miles Pipe CCTVed” of 50 miles, however, this elements base goal of 40 miles was reached. Approximately 45.1 miles of pipe were CCTVed, well within the range of the overall goal. Another measurement in these components is efficient use of “man-hours” to Clean and CCTV. The crew’s efficiency and low labor hours this year in the CCTV area resulted in the full payout of this components. In September the crews needed more man-hours to clean pipe in easements. This extra labor lowered the payout for the Cleaning Goal from 100% to 94.7%, because the man-hours to miles cleaned were too high.

The Rehabilitation Crew was very busy this year. The crew completed 95 Dig Ups and 71 Pipe Patches. Both of these accomplishments are just above the target goal. The Crew completed both aspects with low man-hours to reach 100% payout for these elements. One hundred and sixty six repairs were made on the public sewer mains this year.

Two new goals which added were “Fog Inspections” and “Scanning and E-filing”. The Source Control crews were able to conduct 521 commercial FOG inspections. This elements target goal of 550 was not reached, however, the base goal of 500 was reached. The payout for this element is 85.5%. The target goal of 50 boxes scanned was exceeded by almost 7 boxes this year. The scanning of files in the administration building should be completed by April of 2023.

Out of the seventy-two pipelines that were randomly inspected after cleaning, none required to be relearned. This meant the Quality Control was excellent. Because of this, staff will receive 100% of this component.

We are proud to report staff has accomplished 98% of the overall PMPP goals.

The following chart shows the percentage of the goals reached per year since the program began.

PMPP Year	Percent Payout	Total SSOs	Contractor Caused Exceptions
2012/2013	90.58%	8	0
2013/2014	66.15%	14	0
2014/2015	78.60%	7	0
2015/2016	98.25%	6	0
2016/2017	78.60%	8	2
2017/2018	89%	4	*2
2018/2019	99.16%	4	*1
2019/2020	100%	0	0
2020/2021	98%	2	0
2021/2022	98%	4	0

* Contractor caused, did not affect payout

Fiscal Impact

The total budgeted amount for FY2022/2023 is \$170,000 (34 FTE's x \$5k) as maximum possible payout. This includes temporary workers and part-time staff. The Performance Merit Pay Program payout per employee are according to the percent of goal achieved; multiplied by the weight of the performance measure which results in a value for the particular performance measure. The value of all ten performance measures is then added to determine the final annual payout per employee based on the number of workdays during October 1, 2021 and September 30, 2022. The attached payout calculation document indicates this year's payout is \$141,162.01 in total. The 98% payout equates to \$4,900.00 per full time employee (see attachment B). Temporary and part-time staff are prorated.

Recommendation

The General Manager recommends the Board consider the above factors and approve the payout amounts based on the Performance Merit Pay Program Results and direct the General Manager to disburse payments in November 2022.

Attachment: Attachment A – Performance Merit Pay Program Results 2021-2022

Attachment B – Payout Calculations

Attachment A

Performance Merit Pay Program Results 2021-2022

No.	Performance Element	Base	PMP Goal w/o manhours	Actual w/o manhours	% of Goal w/o manhours	Base	Target Goal	Actual	% of Goal	Weight	Value
1	Customer Satisfaction		---	---	---	90%	98%	97.83%	97.9%	0.08	0.0783
2	Safety (Days of Work Lost/Yr)		---	---	---	3	0	0	100%	0.08	0.08
3	Miles Pipe CCTV'd / Manhour	40	50	45.1	90%	0.0082	0.0154	0.0269	100.0%	0.09	0.09
4	Miles Pipe Cleaned - Manhour	160	170	182.76	108%	0.0347	0.0366	0.0365	94.7%	0.15	0.142105
5	FOG Inspections	450	550	521	95%	450	550	521	85.5%	0.08	0.0684
6	Pipe Repair Dig-Ups / Manhour	75	90	95	106%	0.0309	0.037	0.1487	100.0%	0.05	0.05
7	Pipe Repair Patches / Manhour	50	65	71	109%	0.0206	0.0267	0.1994	100.0%	0.05	0.05
8	SSO's (Any Category)	---	---	---	---	7	4	4	100%	0.25	0.25
9	Scanning and E Filing	---	---	---	---	44	50	56.8	100%	0.1	0.1
10	Quality Control - Line Cleaning	---	---	---	---	8	0	0	100%	0.07	0.07
Total										100%	98%

Attachment B

Performance Merit Payout 2021/2022

Maximum Merit Payout	\$5,000.00
PMP Budget 2022-23	\$170,000.00
Qualified Employees	30
Percentage of Goal Achieved:	98%

Employees	Work Days	Staff	Qualified %	PMP %	Payout per EE	Total Payout
\$19.76 (Wkday) x 253 * 98%	253	25	100%	98%	4,900.00	122,500.00
\$19.76 (Wkday) x 241 * 98%	241	1	95%	93%	4,667.59	4,667.59
\$19.76 (Wkday) x 187 * 98%	187	1	74%	72%	3,621.74	3,621.74
\$19.76 (Wkday) x 75 * 98%	75	0	30%	29%	1,446.19	-
\$2.47 (Hour) x Hours Worked * 98%	Hourly	3			Varies	10,372.68
Insufficient Days	Less 90	6	0%	0%	-	-
Not Qualified or Included		3				-
Total		39				<u>141,162.01</u>

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Consider Authorizing the General Manager to Consent to the Abandonment of Public Utility Easement at 1715 Bay Laurel Drive, Menlo Park

Background

Property owners Mark Verbeck and Ashley Giesler have requested the abandonment of a portion an existing 10' Public Utility Easement (PUE) at the rear of 1715 Bay Laurel Drive along the San Francisquito Creek. The City of Menlo Park is requiring consent by all utility companies that may have an interest in the easement. The District currently has no sewer main within the property or easement.

Analysis

The District does not have any utilities within the public utility easement.

Fiscal Impact

None

Recommendation

The General Manager recommends the District Board authorize the General Manager to provide a "no objection" letter to the requester.

Attachment: Exhibit A - Letter from Mark Verbeck & Ashley Giesler

September 14, 2022

To whom it may concern,

We are in agreement with vacating the easement along the back of our property, 1715 Bay Laurel Drive, Menlo Park. We were under the impression that the easement had already been vacated since the power pole in our back yard was removed. Please proceed with the easement abandonment.

Thank you,

Handwritten signatures in blue ink. The first signature is 'Ashley Giesler' and the second is 'M. Verbeck'.

Mark Verbeck and Ashley Giesler
1715 Bay Laurel Dr.
Menlo Park, CA 94025



WEST BAY SANITARY DISTRICT AGENDA ITEM 11

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *October 12, 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 October 12, 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.

June 8, 2022 update: With the recent surge in COVID-19 cases, the District has two employees out with COVID-19 and three others working from home as a precaution.

June 22, 2022 update: One more staff member has contracted COVID-19. Everyone else is back on duty.

July 13, 2022 update: All staff members are back on full duty. The District's General Counsel has updated the COVID-19 Response Plan. Staff will be implementing and training on the revision in July.

August 10, 2022 update: Staff received training on the COVID-19 Response Plan revisions on August 1st. The revisions include a 48 hours testing requirement prior to returning to work from traveling outside of the state or country.

October 12, 2022 update: The District's engineering consultant tested positive for COVID-19. It appears no District employees were in close contact with the person.

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 FY2022-23.

Recommendation

The General Manager recommends the Board accept this report and provide comments to the General 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 12**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

Recycled Water Facility Production Data:

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

2022	Treated	Delivered
January	4.4MG	97,000 gallons
February	4.4MG	1.5MG
March	6.6MG	3.5MG
April	7.6MG	3.8MG
May	9.2MG	7.4MG
June	9.8MG	8.7MG
July	9.6MG	8.1MG
August	9.2MG	8.1MG
September	8.6MG	6.7MG

* 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 13**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 14**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 15**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

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

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

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