

1902 - Serving Our Community for over 115 Years - 2022
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 9, 2022 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

District Manager

Sergio Ramirez

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE or ZOOM ONLY

Pursuant to California Assembly Bill 361, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate telephonically only, and may submit comments in advance by email addressed to treese@westbaysanitary.org by 4:00 p.m. on Wednesday, March 9th.

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

<https://us06web.zoom.us/j/87915909509?pwd=YTIIMmZDd3JXckhXeWpSdkFrU1ladz09>

Meeting ID: 879 1590 9509 Passcode: 916662

Or by phone, call: 1-669-900-6833 Meeting ID: 879 1590 9509 Passcode: 916662

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

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

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

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

- A. Approval of Minutes for Regular Meeting February 23, 2022 Pg. 3A-1
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru February 28, 2022 Pg. 3B-1

- C. WBSD Operations and Maintenance Report – February 2022 Pg. 3C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – February 2022 Pg. 3D-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – February 2022 Pg. 3E-1
 - F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361 Pg. 3F-1
 - G. Bank of the West Monthly Investment Portfolio Statements Pg. 3G-1
- 4. Consider to Approve the Financial Statements FY 2021-22, Second Quarter Ending 12/31/2021 Pg. 4-1
 - 5. District Manager’s Report Pg. 5-1
 - 6. March 9th Update Report on District Response to Corona Virus Pg. 6-1
 - 7. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 7-1
 - 8. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 8-1
 - 9. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 9-1
 - 10. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 10-1
 - 11. Closed Session
 - A. CONFERENCE WITH LABOR NEGOTIATORS
(Cal. Govt. Code § 54957.6)
Agency designated representative: District Manager
Unrepresented employees: (all unrepresented staff)
 - 12. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda

13. Adjournment

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



1902 - *Serving Our Community for over 115 Years* - 2022

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 23, 2022 AT 7:00 P.M.

1. **Call to Order**

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

Roll Call

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

BOARD MEMBERS ABSENT: None

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

Others Present: None

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

3. **Consent Calendar**

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

- A. Approval of Minutes for Regular Meeting February 9, 2022
- B. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1103 for the Sewer Main Replacement near 949 El Camino Real, Menlo Park, CA

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

4. **District Manager's Report**

Discussion/Comments: District Manager Ramirez reported that there were zero SSOs in January. He reported that District staff are preparing the annual SRF loan report for the State Water Board on the Sharon Heights Recycled Water Plant. He also reported the District is continuing to work with the developer that built an ADU over a public utilities easement that includes the sewer main. District Counsel is working on an agreement to resolve the issue. He continued to report that staff met with the Strategic Goals Committee. The Committee is revising the goals to include recycled water efforts. The Strategic Goals will be presented for Board consideration in March. District Manager Ramirez reported that staff is preparing a Bayfront recycled water presentation for the Menlo Park City Council for an upcoming meeting in March. He went on to report that PrimePay notified the District they will no longer be supporting their payroll platform and will be moving to ADP in March. District staff are working with ADP to assure a smooth transition. Lastly, District Manager Ramirez reported that CSRMA reached out asking him to consider joining their Executive Board. The complete District Manager's written report is in the February 23, 2022 agenda packet.

5. Consider Authorizing the District Manager to Execute the Amendments to the Easements from Cargill Salt for the Bayfront Entrance Project

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

Discussion/Comments: None.

6. Consider Adopting Resolution Delineating Environmental Findings and Authorizing the District Manager to Call for Bids for the Bayfront Park Sanitary Sewer Improvement Project

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

Discussion/Comments: None.

7. Report and Discussion on Treatment Plant Connection Fees

Discussion/Comments: Finance Manager Fisher reported on the history of the SVCW connection fees and the current balance held by the District. Staff will bring back the item with recommendations for Board approval.

8. Bank of the West Monthly Investment Portfolio Statements

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

Discussion/Comments: Finance Manager Fisher reported on the re-allocation of Operating Reserve investment funds for FY 2021-22 to other reserves. The reallocations were performed based on the Finance Committee's recommendations and Board approval of the Investment Policy.

9. Request for Proposal for Financial Audit Service

Discussion/Comments: Finance Manager Fisher reported that an RFP would be issued for financial auditing services beginning this year, FY 2021-22. The Finance Committee will review RFPs and provide a recommendation to the full Board for approval.

10. February 23th Update Report on District Response to Corona Virus

Discussion/Comments: District Manager Ramirez reported that one staff member is out due to COVID-19. The District is updating its COVID-19 response plan and will provide training in March.

11. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported that the annual SRF report to the State is due on February 28. He also reported that the District Counsel is reviewing a solar power agreement for the plant.

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

Discussion/Comments: District Manager Ramirez reported the District participated in a California Special District Association (CSDA) roundtable on recycled water legislative efforts with Congresswomen Anna Eschoo's staff. He also reported on his recent meeting with Signature Group regarding recycled water from the Bayfront Recycled Water Facility. Signature Group is reviewing a draft agreement. District Manager Ramirez reported that the District is working with SVCW to coordinate the Bayfront Project improvements with their Menlo Park Pump Station project.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte presented a PowerPoint on the recent Commission meeting which included an item on Equipment Information Management Systems, and Effective Records Management. Other items included a change order for the RESCU Program Gravity Pipeline Project, as well as Recycled Water Planning Activities, and Organics Co-Digestion.

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

Discussion/Comments: None.

16. Adjournment Time: The meeting was adjourned at 8:36 PM

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WEST BAY SANITARY DISTRICT
Financial Activity Report
February 2022

Date: *March 9, 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 February 2022.

Receipt Summary:

Commercial Deposits	94,938.91
Deposits in Transit / <Prior Period Receipts/Returned Checks>	(10,582.27)
Credit Cards	6,154.44
Franchise Fees	8,776.73
San Mateo County [Tax Roll]	3,011,760.03
Other Receipts	0.00
Transfers	0.00
Total Receipts	<u><u>3,111,047.84</u></u>

Withdrawal Summary

Total Checks	237,041.34
Total Corp Cards	7,595.73
Total Bank Transfers	995,074.66
External Withdrawals	<u><u>1,239,711.73</u></u>
Total Internal Bank Transfers	2,050,000.00
Total Withdrawals	<u><u>3,289,711.73</u></u>

Fund **Expenditure Summary by Budget Category**

100	Operations	2,614,344.29
200	Capital	23,594.28
300	Solid Waste	0.00
500	Recycled Water	54,794.16
800	Silicon Valley Clean Water	596,979.00
Expenditures by Fund		<u><u>3,289,711.73</u></u>

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

President _____

Secretary _____

**West Bay Sanitary District
Receipts & Incoming Transfers
February 2022**

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
462284	2/1/2022	Wizard Plumbing: 36 Palm Ct, MP, Permit	290.00
462285	2/1/2022	Julia Maionchi: B.Hulsmann Bankcard 1/28/22 Reim Personal	184.39
462286	2/2/2022	Carlos Perez: 163 Greenoaks Dr, ATH, Permit	290.00
462287	2/2/2022	Bandel & Paula Carano Trust: 1600 El Camino Real, MP SSC	1,875.00
462288	2/3/2022	Thomas James Homes: 231 Vine St, MP, Permit	53.87
462289	2/3/2022	Randall J True: 4860 Alpine Road, PV, SSC FY2021-22	1,255.00
462290	2/3/2022	Katherine Leigh Carroll: 130 Golden Oak Dr, PV, SSC FY2021-22	937.50
462291	2/4/2022	Bell Plumbing of San Mateo: 2091 Camino A Los Cerros, MP, Pe	290.00
462292	2/4/2022	Nordin Builders: 1260 Hermosa Way, MP, Permit	170.00
462293	2/1/2022	SMC: Tax Roll SSC FY 2021-22	3,011,760.03
462294	2/4/2022	Tincher Construction Co.: 4388 Alpine Rd, PV, Permit	170.00
462295	2/7/2022	Rebuild Green: 24 Hawthorne Dr, Ath., Permit	170.00
462296	2/7/2022	Town of Los Altos Hills: Maintenance Service Agrmt 12/2021	19,189.32
462297	2/8/2022	SRI International: Mandatory Discharge Permit & Late Fees	1,445.71
462298	2/8/2022	Elite Rooter: 539 Gilbert Ave, MP, Permit	290.00
462299	2/10/2022	Wizard Plumbing: 2198 Camino A Los Cerros, ATH, Permit	95.00
462300	2/11/2022	Van Shadow Stables: 3899 Alpine Rd, PV, Notice of Violation	36,660.74
462301	2/14/2022	Thompson Suskind, L.P.: 77 Palmer Lane, PV, Permit	290.00
462302	2/14/2022	Zega Builders, Inc.: 328 Trenton Way, MP, Permit	290.00
462303	2/14/2022	Bayshore Plumbers: 201 Stanford Ave, MP, Permit	290.00
462304	2/14/2022	Smelly Mels Plumbing: 1 Mesa Ct, Ath., Permit	290.00
462305	2/15/2022	Goldsilverisland Properties: 824 Partridge Ave, MP, Permit	170.00
462306	2/15/2022	Bayshore Plumbers: 1088 Sherman Ave, MP, Permit	290.00
462307	2/15/2022	SF21A: 2040 Sharon Rd., MP, ADU	3,400.40
462308	2/16/2022	Thomas James Homes: 2040 Sharon Rd, MP, Permit	290.00
462309	2/17/2022	Recology: Franchise Fee 1/2021	8,776.73
462310	2/17/2022	Hsu Erica Deanne: 510 Olive St, MP, Permit	290.00
462311	2/17/2022	Discount Plumbing Inc.: 1140 Cloud Ave, MP, Permit	290.00
462312	2/18/2022	Abodu Inc.: 1847 Camino De Los Robles, MP, ADU, Permit	5,815.65
462313	2/18/2022	Peggy Chu: 18 Linda Vista Ave, ATH, ADU, Permit	5,815.65
462314	2/18/2022	OHC of California, A Med Corp: Refund - Javier Villalobos	28.00
462315	2/18/2022	Menlo Park Fire Dist: 3322 Alameda De Las Pulgas, MP, Permit	270.00
462316	2/23/2022	Monarch Plumbing & Rooter: 1003 Greenwood Dr, MP, Permit	290.00
462317	2/28/2022	Erik Bergstrom: 51 James Ave, ATH, Permit	395.57
462318	2/28/2022	Bayshore Plumbers: 975 Millie Ave, MP, Permit	290.00
462319	2/28/2022	Joe Mccrate: 2240 Avy Ave, MP, Permit	170.00
462320	2/28/2022	Satvatmanesh Shahrokh: 1325 Cloud Ave, MP, Permit	290.00
462321	2/28/2022	Ray He Living Trust: 701 Menlo Oaks Dr, MP, Permit	290.00
462322	2/28/2022	Clear Water Services: NR-0458	1,358.58
462323	2/28/2022	Bayshore Plumbers: 7 Sandstone Street, PV, Permit	290.00
462324	2/28/2022	Ray He Living Trust: 701 Menlo Oaks Dr, MP ADU Fee	5,950.70
Total Receipts			<u>\$3,111,047.84</u>

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

CHECK	DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
68718	2/2/2022	Alpha Analytical Laboratories	Daily Coliform Samples 01/2022	390.00
68719	2/2/2022	Angel Ambriz	Covid Testing & Class Fee 01/2022	119.00
68720	2/2/2022	CWEA	CWEA Membership Renewal Patino - 1/2022	91.00
68721	2/2/2022	California Water Service	Water Service - Dec 2021 - Jan 2022	1,626.65
68722	2/2/2022	Cintas	Uniform Service 1/26/22	803.86
68723	2/2/2022	Cleanserv Universal Services	Janitorial Service 2/2022	1,075.00
68724	2/2/2022	Core & Main	Couplers & Supplies Dec 2021 - Jan 2022	2,810.27
68725	2/2/2022	Dolphin Graphics	Employee Apparel - 1/2022	706.81
68726	2/2/2022	Federal Express	Shipping Charges - 1/20/2022	48.86
68727	2/2/2022	HF&H Consultants, LLC	Bayfront Recycled Water Financial Plan & Sewer Service Charges Rate Study FY 20	8,802.75
68728	2/2/2022	Kone Pasadena	Elevator Maintenance 2/2022	990.00
68729	2/2/2022	Damian Madrigal	(3) Rapid Covid Tests - 1/ 2022	537.00
68730	2/2/2022	City Of Menlo Park-Fuel	Fuel: District Vehicles 1/2022	7,563.26
68731	2/2/2022	Ogasawara Landscape Maint.	Landscaping Building Maintenance 12/2021 & FERRF 1/2022	7,286.00
68732	2/2/2022	Pacific Gas & Electric	Electric Service - Dec 2021 - Jan 2022	13,038.20
68733	2/2/2022	Ponton Industries, Inc.	Long Life Alkaline Battery 10/2021	2,450.00
68734	2/2/2022	Principal Life Insurance	Dental, Vision, Life, & Disability Insurance 2/2022	6,218.96
68735	2/2/2022	Dominic Proia	Covid Testing 1/2022	69.00
68736	2/2/2022	Seekzen Systems	IT Consulting Services 1/2022	475.00
68737	2/2/2022	Sharp Business Systems	Monthly Lease for Copiers 2/2022	1,142.15
68738	2/2/2022	Teamsters Local No. 350	Union Dues 2/2022	868.00
68739	2/2/2022	Weco Industries	Hoses 12/2021	1,052.17
68740	2/8/2022	Alpha Analytical Laboratories	Daily Coliform Samples 01/2022	195.00
68741	2/8/2022	Veolia Water North America	Water Service - 1805 Purdue Ave 1/2/22-2/2/22	46.73
68742	2/8/2022	Bay Area Air Quality Mgmt Dist	BAAQMD Permit Renewal - Pump Stations 4/1/2022-4/1/2023	937.00
68743	2/8/2022	Cintas	Uniform Service 2/2/22	835.68
68744	2/8/2022	CPS HR Consulting	Compensation & Class Study 12/2021	4,862.50
68745	2/8/2022	CUSI	Annual Maintenance & Technical Support 03/31/22-03/31/23	15,000.00
68746	2/8/2022	Navia Benefit Solutions	Flexible Spending Account PR Contributions	631.93
68747	2/8/2022	Kimball Midwest	Tools 1/2022	299.12
68748	2/8/2022	City Of Menlo Park - Water	Water Service - Dec 2021 - Jan 2022	94.50
68749	2/8/2022	Menlo Park Historical Assn.	Lifetime Membership MP Historical Assoc.	200.00
68750	2/8/2022	Occupational Health Centers	Health Screening E. Madrigal 1/27/2022	125.00
68751	2/8/2022	Pacific Gas & Electric	Electric Service - Dec 2021 - Jan 2022	1,425.10
68752	2/8/2022	CA State Disbursement Unit	Wage Garnishment	172.61
68753	2/8/2022	TPX Communications	District VoIP & Fiber Service 1/2022	3,065.75
68754	2/16/2022	Matheson Tri-Gas, Inc.	Tank Rentals 1/2022	63.11
68755	2/16/2022	Airgas Usa, LLC	Tank Rentals 1/2022	38.90
68756	2/16/2022	ReadyRefresh By Nestle	Water Delivery 1/2022	63.82
68757	2/16/2022	Atchison, Barisone & Condotti	Legal Services 1/2022	4,655.98
68758	2/16/2022	Annette Bergeron	5 Years of Service	75.00
68759	2/16/2022	CalPERS Long-Term Care Program	LTC Withholding 2/1/22-2/15/22	53.76
68760	2/16/2022	Core & Main	Couplers & Supplies 11/2021	201.64
68761	2/16/2022	D & L Supply	Sealing Frame & Cover 2/2022	1,390.25
68762	2/16/2022	Duke's Root Control, Inc	Root Foam 9, 12/2021 & 01/2022	31,595.90
68763	2/16/2022	Navia Benefit Solutions	Monthly Commuter & Annual FSA Fee 1/2022	503.00
68764	2/16/2022	Grainger	Misc. Parts & Supplies 1/2022	566.52
68765	2/16/2022	Home Depot Credit Services	LED Lights New Storage Facility 1/2022	1,276.27
68766	2/16/2022	IEDA	Consulting Fees 2/2022	814.00
68767	2/16/2022	Kone Pasadena	Elevator Maintenance 2/2022	282.80
68768	2/16/2022	Mallory Co.	PPE Supplies 1/2022	1,171.57
68769	2/16/2022	Pier 2 Marketing	Website Maintenance Q1 2022	500.00
68770	2/16/2022	Precise Printing And Mailing	Sewer Service Charge Rates 2022/23 Printing & Mailing 2/2022	11,606.05
68771	2/16/2022	Spartan Tool	Cable, Splice, & Blades 2/9/22	666.41
68772	2/16/2022	Teletrac Navman US	Vehicle GPS 2/2022	271.96
68773	2/16/2022	VOID	Void Check	0.00
68774	2/16/2022	VAR Technology Finance	Scanner Monthly Lease 2/2022	462.99
68775	2/16/2022	Verizon Wireless	Cellular Service 1/2/22-2/1/22	65.16
68776	2/16/2022	Vision Communications Co.	Radio Air Time 2/2022	724.13
68777	2/24/2022	AT&T	Telemetry & Alarms 1/13/22-2/12/22	1,117.97
68778	2/24/2022	Ace Fire Equipment & Service	Annual Fire Extinguisher Service 1/2022	1,428.52
68779	2/24/2022	Action Towing	Unit 226: Tow To Towne Ford 2/2022	277.50
68780	2/24/2022	Allied Crane	SHRWF Crane Certification - Quarterly	763.84
68782	2/24/2022	Alpha Analytical Laboratories	Daily Coliform Samples Jan-Feb 2022	715.00
68783	2/24/2022	Bayside Equipment Company	Generator Service & Repair 2/2022	258.07
68784	2/24/2022	California Water Service	Water Service - Jan-Feb 2022	2,285.66
68785	2/24/2022	Cintas	Uniform Service Feb 2022	1,637.35
68786	2/24/2022	Comcast	Internet - 2006 Sand Hill Rd 2/15/22-3/14/22	141.72

West Bay Sanitary District

Financial Activity Report

Withdrawals

February 2022

68787	2/24/2022	Du-All Safety, LLC	DuAll Safety Maintenance Contract 1/2022	1,620.00
68788	2/24/2022	Navia Benefit Solutions	Flexible Spending Account PR Contributions 2/25/22	631.93
68789	2/24/2022	Freyer & Laureta	Avy Pump Station Design, Levee Design, Bayfront Park Entrance Design, New Meta	64,013.03
68790	2/24/2022	Isac Inc	ISAC system Audit/Service 12/2021	2,750.00
68791	2/24/2022	City Of Menlo Park - Water	Water Service - Dec 2021 - Feb 2022	537.69
68792	2/24/2022	Omega Industrial Supply, Inc.	Sewer Aide Chemicals 2/2022	2,274.67
68793	2/24/2022	Pacific Gas & Electric	Electric Service - Jan-Feb 2022	713.90
68794	2/24/2022	Ditch Witch West	Lever Valve 2/2022	606.83
68795	2/24/2022	CA State Disbursement Unit	Wage Garnishment - 2/25/22	172.61
68796	2/24/2022	Recology Peninsula Services	2yd Bin Weekly - SHGCC 1/2022	249.39
68797	2/24/2022	Redwood City	Unit 214 - Vehicle Service 12/2021	59.75
68798	2/24/2022	County Of San Mateo	Notice of Exemption - 143 to 125 Lake Rd 2/21/2022	50.00
68799	2/24/2022	County Of San Mateo	Notice of Exemption - 214 Grove Dr 2/21/2022	50.00
68800	2/24/2022	Staples Credit Plan	Ink & Office Supplies Jan-Feb 2022	752.49
68801	2/24/2022	Steven Creek Quarry, Inc.	Base Rock 2/2022	2,062.13
68802	2/24/2022	Verizon Wireless	Cellular Service 1/16/22-2/15/22	5,006.10
68803	2/24/2022	Woodard & Curran	SLAC - Mandatory Wastewater Discharge Permit 12/2021	3,383.50
68804	2/24/2022	Young's Auto Supply Center	Unit 215, 220, 221: Auto Parts - Nov 2021 - Jan 2022	377.61

237,041.34

Corporate Cards:

GL	DATE	Account Number & Name	Description	Amount
16702	2/24/2022	Recycled Water - Bayfront	SMC Recorder: Bayfront Environmental Filing Fee	50.00
21000	2/24/2022	Accounts Payable	Amazon: Personal Item Reimbursed CK# 2318	184.39
54028	2/24/2022	Commuter Benefits	Fastrak: Transportation Expenses	815.00
54080	2/24/2022	Memberships	CWEA Membership Fees	321.00
54091	2/24/2022	Stationary and Office Supplies	Office Supplies	356.97
54101	2/24/2022	Ops Supplies & Materials	Computer Hardware, Daily Log Book, Canopy Sidewalls, Griddle, Coffee	753.61
54107	2/24/2022	Personal Protective Equip & Su	Covid Kits	696.33
54125	2/24/2022	Health Screening & Testing	Covid Clinic: Rapid Test	129.00
54131	2/24/2022	Advertisement & Legal Notices	Facebook: Public Outreach	273.32
54151	2/24/2022	Fleet/Vehicle R&M	Unit 202: Smog Test, Unit 208: EGR Unit, Unit 226: Hood Struts	631.08
54157	2/24/2022	Building Repairs & Maint.	Hose Clamps, Washroom Towels, Hose Repair	391.17
54158	2/24/2022	Computer Software R & M	Log Me In, Zoom, Duo: Monthly Subscriptions	146.43
54159	2/24/2022	Computer Hardware R & M	Recorder, Phone Charging Cables, Tablet Cases	2,537.47
54174	2/24/2022	Mgmt Conf. & District Meetings	Managers Meetings	16.35
54176	2/24/2022	Business Meetings	Business Meetings	293.61

Bank of the West - Credit Cards

7,595.73

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

Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
2/2/2022	SVCW	SVCW Monthly Operating Contribution	596,979.00
2/2/2022	Paytrace	Credit Card Processing Fees	675.61
2/8/2022	CalPERS	Retirement Contributions PR 1/14/2022	23,519.91
2/10/2022	PrimePay	PrimePay Fees	690.85
2/11/2022	CalPERS	Health Premiums	55,766.84
2/11/2022	PrimePay	Employee Payroll & Board of Director Fees - Check Date: 2/11/2022	107,089.73
2/11/2022	PrimePay	Payroll Taxes	32,880.51
2/11/2022	ICMA	Deferred Compensation	14,310.57
2/22/2022	Bank of the West	Bank Fees	347.03
2/25/2022	PrimePay	Employee Payroll - Check Date: 02/25/2022	118,059.17
2/25/2022	PrimePay	Payroll Taxes	30,933.02
2/25/2022	ICMA	Deferred Compensation	13,822.42
Bank Transfers From BofW Checking			995,074.66

Internal Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
2/10/2022	LAIF	BofW: Transfer Ops to LAIF	2,000,000.00
2/10/2022	Public Agency Retirement Services	OPEB Contribution	50,000.00
Bank Transfers From BofW Checking			2,050,000.00

Summaries:

Withdrawal Summary

Total Checks	237,041.34
Total Corp Card	7,595.73
Total Bank Transfers	995,074.66
Total Internal Bank Transfers	2,050,000.00
Total Withdrawals	3,289,711.73

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 02/28/2022**

Regular Payables	Total by Vendor YTD FY 2021-22	Withdrawals February 2022
3T Equipment Company	44,482.00	-
A-A Lock & Alarm	337.05	-
AAA Fire Protection Services	980.57	-
AAA Rentals	2,056.68	-
Abila	4,649.82	-
Ace Fire Equipment & Service	1,428.52	1,428.52
Action Towing	780.00	277.50
Aerzen USA Corp.	10,326.36	-
Airgas Usa, LLC	1,114.64	38.90
Allied Crane	2,013.52	763.84
The Almanac	12,654.20	-
Alpha Analytical Laboratories	17,209.00	1,300.00
Aqua Natural Solutions	2,290.98	-
American Textile & Supply	181.28	-
Anderson Pacific	10,862.63	-
Angel Ambriz	119.00	119.00
Angulos NorCal Tree Service	4,600.00	-
Marvin Argueta-Ramos	75.00	-
AT&T	8,948.18	1,117.97
Atchison, Barisone & Condotti	72,015.78	4,655.98
Avery Associates, Inc.	5,500.00	-
Aztec Consultants	963,412.70	-
BAGG Engineers	78,468.00	-
Bank of the West - Credit Cards	63,489.63	7,595.73
Bank of the West	2,581.34	347.03
Battery Junction Wholesale	956.93	-
Bay Alarm	15,387.89	-
Bay Area Air Quality Mgmt Dist	2,416.00	937.00
Bay Area Paving Co. Inc.	23,440.00	-
Bayside Equipment Company	2,140.06	258.07
Annette Bergeron	75.00	75.00
Bobcat of Fremont	3,322.21	-
Bosco Oil Inc DBA Valley Oil	1,865.00	-
CA Dept Of Tax & Fee Admin	127.57	-
CASA	13,600.00	-
CA State Disbursement Unit	1,380.88	345.22
California Water Service	17,166.46	3,912.31
CalPERS - Actuary Fee	-	-
CalPERS - Unfunded Accrued Liability	-	-
CalPERS - GASB Fee	1,050.00	-
CalPERS - Retirement	359,298.33	23,519.91
CalPERS - Health Premiums	439,864.48	55,766.84
CalPERS - 1959 Survivor Billing	-	-
Calpers Long-Term Care Program	677.60	53.76
Chavan & Associates LLP	14,000.00	-
Cintas	24,821.14	3,276.89
City of Menlo Park	46,054.00	-
City of Menlo Park-Fuel	57,347.41	7,563.26
City of Menlo Park - Water	9,525.63	632.19
Cleanserv Universal Services	9,675.00	1,075.00
Comcast	4,919.57	141.72
Consolidated Parts, Inc	4,757.81	-
The Concept Genie	5,318.01	-
Core & Main	22,809.79	3,011.91
Costco	60.00	-
CPS HR Consulting	33,220.00	4,862.50
CSDA	8,445.00	-
CSRMA c/o Alliant Insurance	216,669.35	-
Cues, Inc.	3,950.00	-
CUSI	15,000.00	15,000.00
CWEA	1,152.00	91.00
D & L Supply	11,352.56	1,390.25
Dell Marketing L.P.	1,471.93	-
Delta Diablo Sanitation Dist.	13,738.44	-
Dept Of Industrial Relations	1,125.00	-
Detection Instruments Corp.	1,847.40	-
Dewey Pest Control	8,327.00	-
Ditch Witch West	1,242.58	606.83
Dolphin Graphics	5,366.98	706.81
Du-All Safety, LLC	16,773.75	1,620.00
Duke's Root Control, Inc	114,668.12	31,595.90
East Bay Municipal Utility	2,458.50	-
Elite Parts LLC	189.64	-
Fast Response On-Site Testing	1,737.60	-
Federal Express	3,041.61	48.86
City Of Foster City	1,040.00	-
Franchise Tax Board	4,664.66	-
Freyer & Laureta	489,923.63	64,013.03
Victor Garcia	489.00	-
Golden Gate Truck Center	116.50	-
Goldstreet Design Agency, Inc.	5,400.00	-
Governmentjobs.com dba NeoGov	4,118.37	-
Grainger	19,753.31	566.52

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 02/28/2022**

Regular Payables	Total by Vendor YTD FY 2021-22	Withdrawals February 2022
Granite Rock, Inc.	181.87	-
Hach Company	47,914.88	-
Hadronex, Inc.	35,210.78	-
Harben California	3,016.43	-
Harbor Ready Mix	547.50	-
Harrington Industrial Plastics	857.08	-
Helix Laboratories, Inc.	2,523.68	-
HF&H Consultants, LLC	30,805.25	8,802.75
Hillyard/San Francisco	1,053.61	-
Home Depot Credit Services	9,548.12	1,276.27
Bob Hulsmann	267.09	-
ICMA	184,201.99	28,132.99
IEDA	6,512.00	814.00
Innovyze, Inc	8,605.00	-
Interstate Traffic Control	32.78	-
Isac Inc	2,750.00	2,750.00
Jason Kambic	12,235.58	-
Kimball Midwest	2,517.51	299.12
Kone Pasadena	3,519.52	1,272.80
Lasky Trade Printing	1,229.06	-
Sione Lolohea	359.94	-
Damian Madrigal	537.00	537.00
Lisandro Marquez	438.65	-
Mallory Co.	10,547.57	1,171.57
Matheson Tri-Gas, Inc.	487.19	63.11
Maxx Metals	194.99	-
MedCo Supply Company	237.35	-
Menlo Park Hardware Co. #14016	433.27	-
Menlo Park Historical Assn.	200.00	200.00
Mid Peninsula Abstracts	830.00	-
Mission Clay Products, Llc	4,068.09	-
Morse Hydraulics	149.04	-
Moss Rubber	365.97	-
Motion Industries, Inc.	58.67	-
Municipal Maintenance Equip.	9,725.37	-
Navia Benefit Solutions	14,542.04	1,766.86
NeoPost	1,550.00	-
Carrie Nevoli	435.31	-
Carrie Nevoli - Petty Cash	232.80	-
Nixon-Egli Equipment Company	163.55	-
Occasions, Etc.	92.69	-
Occupational Health Centers	3,120.00	125.00
Ogasawara Landscape Maint.	14,686.00	7,286.00
Omega Industrial Supply, Inc.	12,824.93	2,274.67
Pacific Gas & Electric	149,294.51	15,177.20
Paytrace	5,624.86	675.61
Peninsula Battery Inc.	117.26	-
Peninsula Building Supply	2,418.54	-
Pier 2 Marketing	1,500.00	500.00
Charles A. Planje	8,712.00	-
Ponton Industries, Inc.	5,037.50	2,450.00
Precise Concrete Sawing, Inc.	900.00	-
Precise Printing And Mailing	17,401.51	11,606.05
Precision Engineering	2,248,669.95	-
Preferred Alliance	2,083.63	-
PrimePay Fees	5,656.85	690.85
Principal Life Insurance	45,152.40	6,218.96
Priority 1 Public Safety	919.75	-
Dominic Proia	69.00	69.00
Project Ergonomics	904.97	-
Property Owners	168,622.53	-
Quadient Leasing USA, Inc.	832.37	-
Questyme USA	1,390.04	-
R.A. Nosek Investigations	909.00	-
RF Macdonald Co.	2,090.00	-
Sergio Ramirez	439.44	-
Readyrefresh By Nestle	2,973.42	63.82
Recology Peninsula Services	7,810.77	249.39
Red Wing Shoe Store	3,581.64	-
Redwood General Tire Co., Inc.	5,075.06	-
Redwood City	11,786.68	59.75
Roberts & Brune Company	1,553.88	-
SVCW - Monthly Operating Contribution	4,775,832.00	596,979.00
SVCW 2018 Bonds	1,838,027.83	-
SVCW 2021 A-B Bonds	2,724,486.24	-
SVCW - SRF Debt	506,765.20	-
Silicon Valley Clean Water	2,775.00	-
Safety-Kleen Systems, Inc.	2,246.88	-
Rupert Sandoval	50.00	-
County of San Mateo	934.00	100.00
San Mateo County Tax Collector	967.52	-
San Mateo County Health	3,360.00	-
County of San Mateo - LAFCO	32,610.00	-

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 02/28/2022**

Regular Payables	Total by Vendor YTD FY 2021-22	Withdrawals February 2022
County of Santa Clara	633.00	-
Robert J. Scheidt	1,075.26	-
Seekzen Systems	11,300.00	475.00
Sensera Systems	1,716.00	-
Sharp Business Systems	9,442.00	1,142.15
Snap On Industrial	962.28	-
Spartan Tool	1,370.39	666.41
Staples Credit Plan	4,686.41	752.49
State Water Resources	19,665.50	-
Steven Creek Quarry, Inc.	2,062.13	2,062.13
Sunstate Equipment	4,071.36	-
Sutter EAP	859.75	-
SWRCB - SHRWF SRF Loan	-	-
TPX Communications	24,082.62	3,065.75
Target Specialty Products	1,880.94	-
Teamsters Local No. 350	6,370.00	868.00
Teletrac Navman US	2,175.68	271.96
Telstar Instruments, Inc.	3,356.25	-
Roy Thiele-Sardina	1,368.31	-
Total Equip & Rental Of Fremont	1,488.66	-
Town Of Atherton	3,000.00	-
Town Of Los Altos Hills	5,625.00	-
Towne Ford Sales	9,768.48	-
Tritech Software Systems	13,309.58	-
U.S. Jetting, LLC.	906.02	-
US Standard Products Corp	476.28	-
Underground, Inc.	116.78	-
Underground Service Alert Of No. CA & NV	13,547.98	-
Univar Solutions USA	6,958.40	-
VAR Technology Finance	3,703.92	462.99
Valley Heating & Cooling	294.00	-
Veolia Water North America	245.52	46.73
Verizon Wireless	13,574.17	5,071.26
Javier Villalobos	832.88	-
Vision Communications Co.	5,392.62	724.13
Weco Industries	37,691.49	1,052.17
Jonathan Werness	225.00	-
Western States Tool & Supply	1,307.06	-
Western Truck Fabrication, Inc	131.00	-
Wex Bank (Chevron)	300.29	-
Woodard & Curran	56,439.82	3,383.50
Anthony Yllan	1,012.73	-
Young's Auto Supply Center	377.61	377.61
Zion Bank (SVCW) - Misc Fees	25.00	-
Total Regular Payables	16,673,137.13	950,749.30
<u>Wages & Payroll Taxes</u>		
Salaries/Wages - Net Pay	2,069,354.99	222,028.90
Directors Fees - Net Pay	24,240.00	3,120.00
Payroll Taxes	672,685.97	63,813.53
Performance Merit Program - Net Pay	121,884.10	-
Total Wages & Payroll Taxes	2,888,165.06	288,962.43
Total External Withdrawals	19,561,302.19	1,239,711.73
<u>WBSD Transfers:</u>		
WBSD LAIF Account	21,000,000.00	2,000,000.00
WBSD Investment Accounts	-	-
Public Agency Retirement Services	50,000.00	50,000.00
Other Transfers	-	-
Transfer to WBSD Accounts	21,050,000.00	2,050,000.00
Total Withdrawals	40,611,302.19	3,289,711.73



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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: WBSD Operations and Maintenance Report – February 2022

Month	Basin PM Pipe Clean- ing Miles	High Freq. PM Pipe Clean- ing Miles	Un- Sche. Pipe Clean- ing Miles	WBSD CCTV Insp. Miles	Pipe Patch Repairs Qty.	Open Trench Repairs Qty.	Pump Sta. PM Qty.	Pump Sta. Unsch. Repairs Qty.	SSO Cat. 1	SSO Cat. 2&3s	Service Calls- Unit 208			
											Call Outs	Sch PM	Unsch. PM	USA's
January	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	49	0	0	0	76	5	0	165
Oct.														
Nov.														
Dec														
Yr to date	19.6	12.1	1.3	3.5	6	13	113	0	0	0	159	15	1	329
2022 Goals	120.0	50.0	n/a	45-50	50-65	90	n/a	<10	0-2	5- Mar	n/a	n/a	n/a	n/a
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4- Jan	944	n/a	n/a	2294
2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0	1012	89	5	2362
2019 Results	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525
2017 Results	126.4	52	6	25	66	97	1265	8	2	3	700	178	61	3218

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To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – February 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
	Miles	Miles	Miles	Miles	Qty.	Qty.			
January	0.1	0.7	0.0	1.7	10	0	0	0	0
February	1.2	0.2	0.2	1.1	10	0	0	1	0
*August 2021	0.1	1.1	0.0	0.9	4	0	0	1	0
Sept.	1.6	1.3	0.1	0.9	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	5.0	6.4	1.2	6.5	40	0	0	3	1
FY21/22Goals	13	16.8	n/a	9.3	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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

Please see next page for work performed.



Yearly Summary Report

3/1/2022
12:39 PM

Dates Between 3/1/2021 and 2/28/2022

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	0.0	8	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
March	0.00	0.3	0.0	0.0	0.0	8	0.0	0.0	0.0
April	0.00	0.0	0.0	0.0	0.0	10	0.0	0.0	0.0
May	0.00	0.0	0.0	0.9	0.0	8	0.0	0.0	0.0
June	0.00	0.3	0.0	0.0	0.0	8	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	0.0	13	0.0	0.0	0.0
August	0.19	0.0	0.0	0.0	0.0	10	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	0.0	12	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	0.0	9	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
December	4.43	0.0	0.0	0.0	0.0	10	0.0	0.0	0.0
Totals	4.62	0.8	0.0	0.9	0.0	112	0.0	0.0	0.0

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 9th day of March, 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 3G

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

Subject: *Bank of the West Monthly Investment Portfolio Statements*

Background

In October 2010 the District named Bank of the West as the District's Investment advisor and approved an investment of \$5 million in available funds to establish the Emergency Capital Reserve. Subsequently, the Board has established several additional reserves to provide financial stability for the District. On June 9, 2021, the Board approved the new Treatment Plant Reserve, to reserve for treatment plant funding requirements and allow the District to reduce future debt, thereby realizing significant saving in interest expense. At the same time, the Operating Reserve increased to six months of operations and moved to Local Agency Investment Fund (LAIF), in order to have the funds more accessible. This was necessary, as Operating Reserves are intended to fund the District between July 1st and December each year, when the County of San Mateo delivers the first installment of sewer service charges collected through tax rolls.

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

Restricted funds for Sharon Heights Golf & Country Club (SHGCC), as required for the Clean Water State Revolving Fund (SRF) loan are held in a Money Market account, as requested by SHGCC representatives.

There are currently five separate investment reserves maintained to support the goals of the District, along with reserves held in LAIF, the Vehicle & Equipment Reserve held in a money market account, and the restricted Recycled Water State Revolving Fund (SRF) Reserve. Annual contributions are made in accordance with the Board approved budget in order to reach the target balances for each reserve.

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$10.75 million *	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	Unfulfilled
Treatment Plant Reserve	8/01/2021	\$12 million	Unfulfilled
Capital Project Reserve	11/26/2014	\$6 million	Unfulfilled
Emergency Capital Reserve	10/19/2010	\$5 million	Unfulfilled
Recycled Water Cash Flow	11/18/2016	\$8 million	Achieved
Recycled Water SRF Reserve	3/01/2018	\$1.46 million	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	Unfulfilled

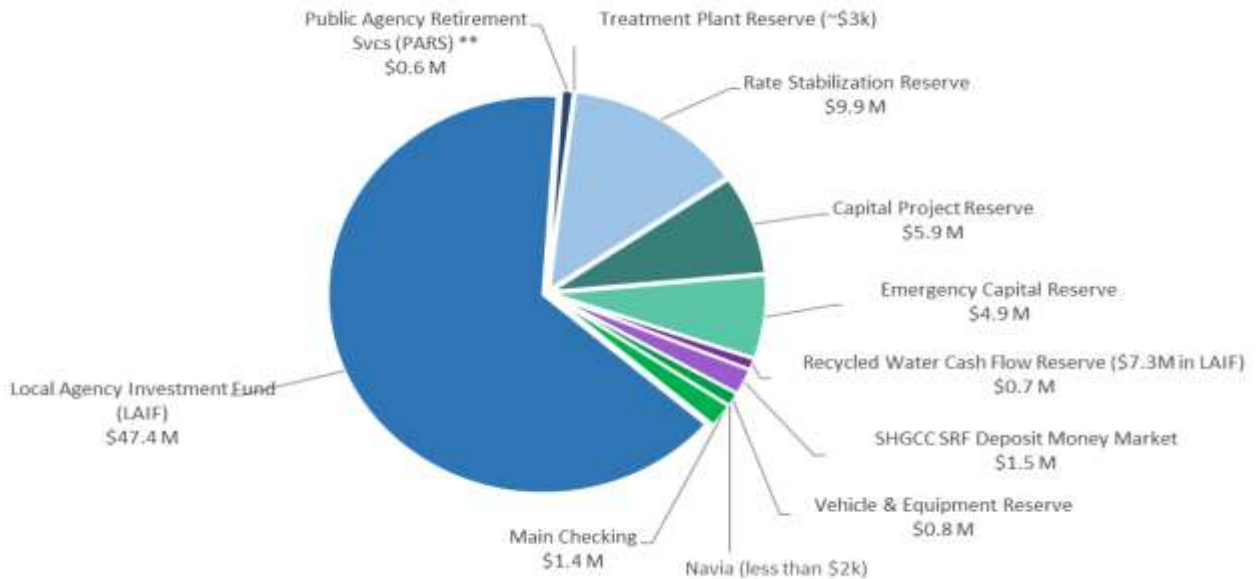
In July 2021 the \$9.5 million in cash and investments in the Operating Reserve in Bank of the West Investment account were transferred to other reserve accounts, as directed by the Finance Committee and approved by the Board to achieve their target balances. There was sufficient funds in LAIF to allocate six months of operating expense for the Operating Reserve, without liquidating investments, which would have resulted in losses. At July 31, 2021 all reserves had achieved their target balance, except for the newly created Treatment Plant Reserve. Since July 31, 2021, market values have decreased causing four of the reserves to fall below their target balances by approximately \$266 thousand. This will be recovered as either market values improve or investments mature.

Fiscal Impact

The District has approximately \$73.26 million in all reserve and bank accounts as of February 28, 2022, including restricted funds.

- \$49,639,405 is in cash equivalent accounts, which are used for operations, current capital expenditures, and customer deposits.
- \$21,412,256 is in investment accounts.
- \$669,798 is in restricted Public Agency Retirement Services (PARS Trust).
- \$1,538,827 is the deposit held for SHGCC SRF Loan Reserves.

**Cash & Investments
February 28, 2022**



The monthly statement synopsis indicating the amount of each reserve fund the District holds in the Bank of the West Investment Portfolios are attached. Quarterly reports on the Investment Portfolios will include details of investments of each reserve account.

Recommendation

The Finance Manager recommends the District Board accept the Investment Portfolio Statements by affirming and approving the items listed in the Consent Calendar.



WBSD - RATE STABILIZATION RESERVE

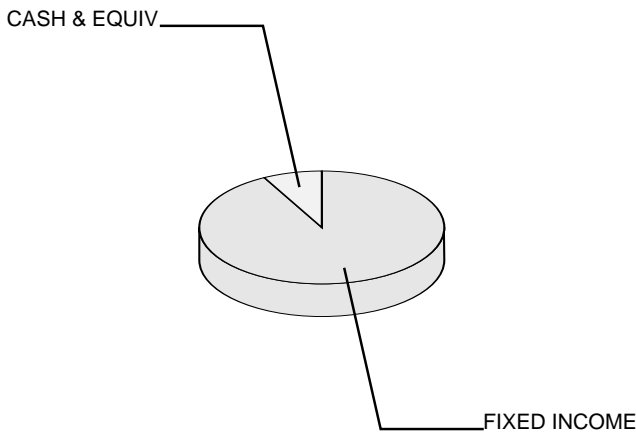
Account Number:
 Statement Period:

02/01/22 -
 02/28/22

WEST BAY SANITARY DISTRICT
 RATE STABILIZATION RESERVE
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	788,263.82	8.0%
Fixed Income	9,047,497.91	92.0%
Total Portfolio	\$ 9,835,761.73	100.0%
Accrued Income	52,103.15	
Total Valuation	\$ 9,887,864.88	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 9,904,091.92	\$ 4,257,666.02
Income		
Interest.....	26,186.41	126,412.40
Purchased Income.....	-18,743.79	-20,026.05
Disbursements.....	-1,601.80	-11,940.53
Realized Gains/(Losses).....	0.00	1,700.03
Change In Accrued Income.....	7,415.46	37,058.87
Change In Market Appreciation/(Depreciation).....	-21,365.56	-139,381.95
Non-Cash Asset Changes.....	-8,117.76	5,636,376.09
Ending Market Value	\$ 9,887,864.88	\$ 9,887,864.88



WBSD - TREATMENT PLANT RESERVE

Account Number:
 Statement Period:

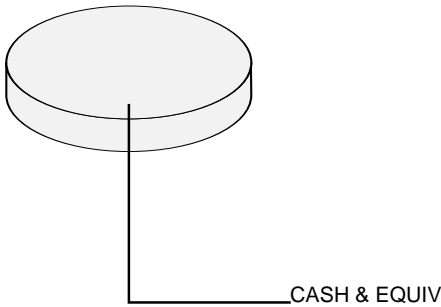
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WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation

Asset Valuation



Description	Market Value	% of Account
Cash & Equiv	3,017.06	100.0%
Total Portfolio	\$ 3,017.06	100.0%
Accrued Income	0.12	
Total Valuation	\$ 3,017.18	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 3,017.55	\$ 9,554,609.56
Income		
Interest.....	0.13	17,837.88
Disbursements.....	-0.49	-1,541.67
Cash Transfers.....	0.00	-1,060,723.93
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-0.01	-56,197.69
Change In Market Appreciation/(Depreciation).....	0.00	-8,665.46
Non-Cash Asset Changes.....	0.00	-8,442,301.51
Ending Market Value	\$ 3,017.18	\$ 3,017.18



WBSD - CAPITAL PROJECT RESERVE

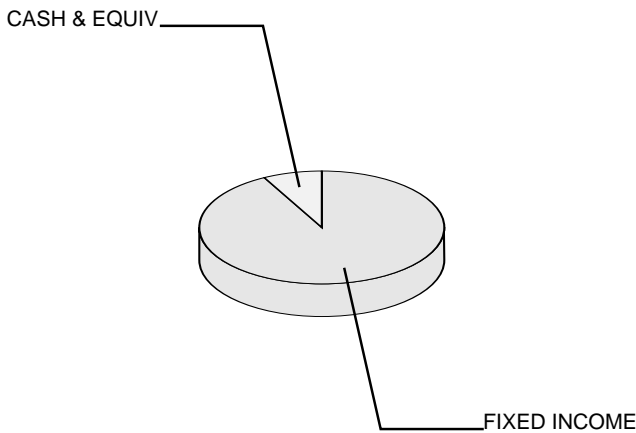
Account Number:
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02/01/22 -
 02/28/22

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	444,920.07	7.5%
Fixed Income	5,456,373.95	92.5%
Total Portfolio	\$ 5,901,294.02	100.0%
Accrued Income	22,716.13	
Total Valuation	\$ 5,924,010.15	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,935,911.41	\$ 3,474,068.91
Income		
Interest.....	26,195.07	90,942.84
Purchased Income.....	-8,795.58	-9,466.59
Disbursements.....	-959.25	-7,306.18
Cash Transfers.....	0.00	547,000.00
Realized Gains/(Losses).....	0.00	646.25
Change In Accrued Income.....	-8,799.01	-2,139.82
Change In Market Appreciation/(Depreciation).....	-8,279.54	-85,110.96
Non-Cash Asset Changes.....	-11,262.95	1,915,375.70
Ending Market Value	\$ 5,924,010.15	\$ 5,924,010.15



WBSD - EMERGENCY CAPITAL RESERVE

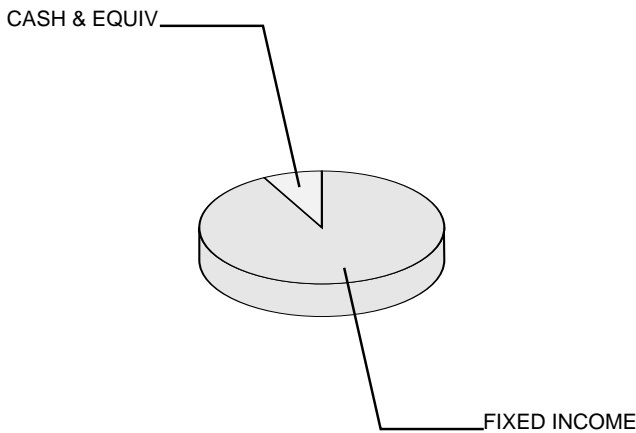
Account Number:
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02/01/22 -
 02/28/22

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
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Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	388,815.60	7.9%
Fixed Income	4,531,323.36	92.1%
Total Portfolio	\$ 4,920,138.96	100.0%
Accrued Income	25,319.78	
Total Valuation	\$ 4,945,458.74	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 4,955,787.04	\$ 4,119,549.77
Income		
Interest.....	12,475.63	69,642.66
Purchased Income.....	-4,859.80	-5,673.62
Disbursements.....	-801.05	-6,293.68
Cash Transfers.....	0.00	233,400.00
Realized Gains/(Losses).....	0.00	402.34
Change In Accrued Income.....	187.00	86.65
Change In Market Appreciation/(Depreciation).....	-10,947.43	-66,691.41
Non-Cash Asset Changes.....	-6,382.65	601,036.03
Ending Market Value	\$ 4,945,458.74	\$ 4,945,458.74



WBSD - RECYCLED WATER CASH FLOW

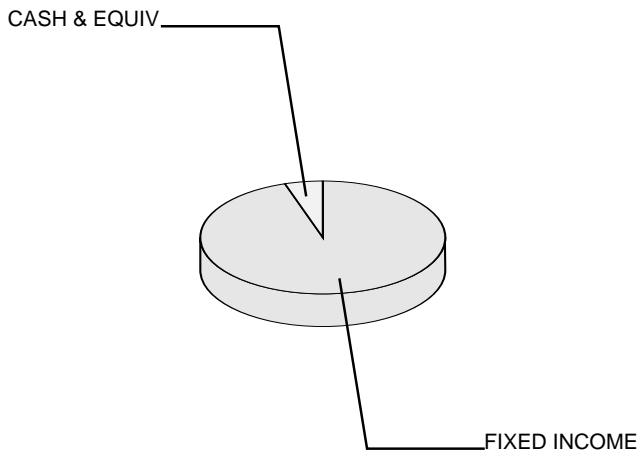
Account Number:
 Statement Period:

02/01/22 -
 02/28/22

WEST BAY SANITARY DISTRICT
 RECYCLED WATER CASH FLOW
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	34,488.00	5.3%
Fixed Income	612,071.10	94.7%
Total Portfolio	\$ 646,559.10	100.0%
Accrued Income	5,345.55	
Total Valuation	\$ 651,904.65	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 653,604.64	\$ 229,869.44
Income		
Interest.....	2,638.27	12,902.14
Purchased Income.....	-1,006.57	-1,006.57
Disbursements.....	-105.30	-777.37
Cash Transfers.....	0.00	24,938.53
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-161.88	4,247.14
Change In Market Appreciation/(Depreciation).....	-1,764.13	-11,542.68
Non-Cash Asset Changes.....	-1,300.38	393,274.02
Ending Market Value	\$ 651,904.65	\$ 651,904.65

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WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

Subject: *Consider to Approve the Financial Statements FY 2021-22,
Second Quarter Ending 12/31/2021*

Background

Attached for the Board's review are the District's Unaudited Financial Statements for the second quarter ending December 31, 2021. The Statement of Revenue, Expenses, and Changes in Net Position is reported by fund to better view the primary operations and other activities in; General, Capital, Solid Waste, and Recycled Water Funds.

Fiscal Impact

The District had total Revenue of \$19,129,109, total Expenditures of \$14,067,585, for a total \$5,061,524 increase in Net Position, through the quarter ending December 31, 2021 for all Funds.

General Fund:

Operating Revenue was \$15,665,495, 51% of the annual budget, including accrual of sewer service charges. Operating Expense was \$11,521,755, 53% of the annual budget. This includes direct Operating Expenses of \$3,904,382, 42% of budget, contributions to Silicon Valley Clean Water (SVCW) of \$7,617,373, 61% of the annual budget, and prior period adjustment of \$449,286. The Net Operating Income was \$4,162,123 through December 31, 2021.

Non-Operating Revenues and Expenses had a \$14,226 net increase, from Interest Income, Gains, and Losses on Investments, less investment fees. There were no Non-Operating Expenses. The General Fund has a \$4,157,966 increase in Net Position through December 31, 2021.

Capital Fund:

The Capital Fund recognized revenue for Connection Fees of \$3,176,665, 25 times the annual budget and depreciation of \$1,717,655. Capital Expenditures of \$3,353,687 are recognized as assets, increasing the District's Net Position.

Solid Waste Fund:

The Solid Waste Fund recognized \$48,220 in Franchise Fees from Recology, which manages solid waste collection for the District, 48% of the annual budget.

Solid Waste Expenditures of \$31,644 was recognized for rate studies, annual notification mailing, and overhead allocation, through December 31, 2021.

The Solid Waste Fund increased \$16,576, to a Net Position of \$259,980, as of December 31, 2021.

Recycled Water Fund:

The Recycled Water Fund includes the Sharon Heights Recycled Water Facility and the Bayfront Project.

Sharon Heights Recycled Water Facility (SHRWF) was accepted July 27, 2020, for a total of \$22,647,052, with a California Clean Water State Revolving Fund (SRF) Loan of \$17,117,420. The first SRF loan payment was made in March 2021, with annual payments thereafter. The SRF loan balance is \$16,616,382, as of December 31, 2021.

The SHRWF recognized \$222,191 in Revenue from Sharon Heights Golf & Country Club (SHGCC). Expenditures were \$605,890, including \$377,451 in depreciation of the facility.

The Bayfront Project had \$172,563 in capital expenditures year-to-day in FY 2021-22, for total project Construction in Progress (CIP) expenditures of \$574,094.

Financial Statements Summary:

The following is a summary of the Statement of Changes in Revenue, Expenses, and Net Position, based on the quarter ending December 31, 2021.

Financial Statement	Prior Year	Actual - Q2	Budget - Q2	Budget v Actual
	FY 2021-22	FY 2021-22	FY 2021-22	Q2 FY 2021-22
Operating Revenues	32,175,127	15,665,495	15,620,694	100%
Operating Expenses	(8,132,059)	(3,904,382)	(3,071,146)	127%
SVCW	(12,740,977)	(7,617,373)	(8,164,364)	93%
Operating Income (Loss)	11,302,090	4,143,740	4,385,184	94%
Non-Operating Rev / Exp	709,797	14,226	172,000	8%
General Fund	12,011,888	4,157,966	4,557,184	91%
Capital Fund	(2,930,740)	1,717,655	(1,475,000)	-116%
Solid Waste Fund	19,800	16,576	(2,545)	-651%
Recycled Water Fund	(213,871)	(381,386)	203,378	-188%
Change in Net Position	8,887,077	5,510,810	3,283,017	168%
Prior Period Adjustment	(755,728)	(449,286)		
Change in Net Position - Adjusted	8,131,349	5,061,524		

Recommendation

The Finance Manager recommends the Board approve the Unaudited Financial Statement for Fiscal Year 2021-22, for the quarter ending December 31, 2021.

WEST BAY SANITARY DISTRICT



Preliminary

Unaudited Financial Statements

Fiscal Year 2021-2022

Quarter Ending

December 31, 2021

Financial Report December 31, 2021

The West Bay Sanitary District (District) provides wastewater collection and conveyance services to the City of Menlo Park, Atherton, and Portola Valley, and areas of East Palo Alto, Woodside and unincorporated San Mateo and Santa Clara counties. The District conveys raw wastewater, via the Menlo Park Pump Station and force main, to Silicon Valley Clean Water (SVCW) for treatment and discharge to the San Francisco Bay. The District was originally formed in December 1902 as the Menlo Park Sanitary District under the Sanitary Sewer Act of 1891. The District operated as the Menlo Park Sanitary District from 1902 until 1981 when its name was changed to the West Bay Sanitary District to more accurately reflect the service area. The powers of the District are established by the State of California Health and Safety Code. The District serves a population of 20,128 households and commercial establishments. The District additionally participates, as a member of the South Bayside Waste Management Authority (SBWMA), in the collection and processing of solid waste, recyclable material, and organic material. The District owns and operates the Sharon Heights Recycled Water Facility (SHRWF), through a 2017 long term agreement with Sharon Heights Golf & Country Club (SHGCC) to deliver recycled water.

The District issues its unaudited financial statements for the quarter ended December 31, 2021, for fiscal year 2021-22 in conformity with the format prescribed by the provisions of Governmental Accounting Standards. This report is an overview of the District’s financial activities for the period.

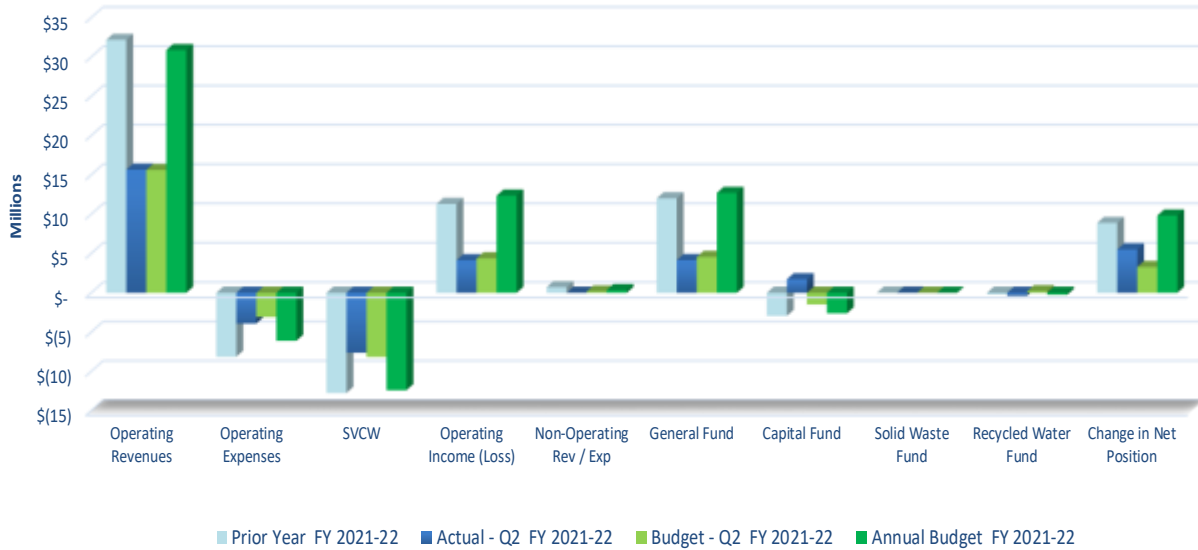
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**West Bay Sanitary District
Statement of Net Position
Fiscal Year 2021-22
December 31, 2021**

	<u>Prior Year FY 2020-21</u>	<u>Unaudited 2nd Qtr 21-22</u>
Assets		
Current Assets		
Cash & Investments	49,206,517	56,490,093
Cash & Investments - Restricted	1,198,284	1,538,553
Accounts Receivable	142,033	225,464
Interest Receivable	156,960	175,125
Accrued Revenue	529,510	(28,582)
Prepaid Expenses	84,094	38,459
Total Current Assets	51,317,398	58,439,111
Non-Current Assets		
Investments	13,431,746	10,797,381
Restricted Investments	579,368	901,296
Investment in SVCW	29,519,631	29,519,631
Capital Assets:		
Property, Plant & Equipment	109,968,539	111,552,979
Accumulated Depreciation	(39,056,193)	(39,527,007)
Total Capital Assets	70,912,346	72,025,972
Total Non-Current Assets	114,443,091	113,244,280
Total Assets	165,760,489	171,683,391
Deferred Outflows of Resources	132,838	144,692
Liabilities		
Current Liabilities		
Accounts Payable	1,203,257	662,872
Accrued Payroll & Taxes	595,423	336,348
Connection Fees Payable	1,498,602	2,375,690
Construction Deposits	(119)	
SRF Advance - SHGCC	198,877	596,620
Total Current Liabilities	3,496,040	3,971,530
Non-Current Liabilities		
OPEB Liability	118,683	118,683
Net Pension Liability		-
SRF Deposit - SHGCC	1,657,281	2,055,024
SRF Note Payable	16,616,382	16,616,382
Total Liabilities	21,888,385	22,761,619
Deferred Inflows of Resources	3,788	3,788
Net Position		
Net Investment in Capital Assets	54,295,964	55,409,590
Investment In SVCW	29,519,631	29,519,631
Capital Fund Budget	25,061,834	28,603,060
Operation Reserve	9,395,827	10,749,600
Unrestricted Fund Balance	26,483,626	24,780,796
Total Net Position	144,756,881	149,062,677
Prior Period Adjustment	(755,728)	-
Total Net Position	144,001,153	149,062,677

**West Bay Sanitary District
Statement of Revenue, Expenses and Changes in Net Position
Fiscal Year 2021-22
December 31, 2021**



	Prior Year 6/30/2021	Unaudited Actual 2nd Qtr 21-22	Budget 2nd Qtr 21-22	Budget v Actual 2nd Qtr 21-22	Annual Budget FY 2021-22	YTD % Annual Budget
Operating Revenues	32,175,127	15,665,495	15,620,694	44,801	30,872,898	51%
Operating Expenses						
General Fund Expense	8,132,059	3,904,382	3,071,146	833,236	6,112,891	64%
Sewage Treatment Plant (SVCW)	12,740,977	7,617,373	8,164,364	(546,991)	12,396,490	61%
Total Operating Expenses	20,873,036	11,521,755	11,235,510	286,245	18,509,381	62%
Operating Income (Loss)	11,302,090	4,143,740	4,385,184	(241,444)	12,363,516	34%
Non-Operating Revenues (Expenses)						
Non-Operating Revenues	709,797	14,226	175,000	(160,774)	351,000	4%
Non-Operating Expenses	-	-	(3,000)	3,000	(6,000)	
Total Non-Operating Revenues (Expenses)	709,797	14,226	172,000	(157,774)	345,000	4%
Change in Net Position by Fund						
General Fund	12,011,888	4,157,966	4,557,184	(399,218)	12,708,516	33%
Capital Fund	(2,930,740)	1,717,655	(1,475,000)	2,910,072	(2,950,000)	-58%
Solid Waste Fund	19,800	16,576	(2,545)	19,121	(5,090)	-326%
Recycled Water Fund	(876,782)	(381,386)	(128,077)	(253,309)	(256,155)	149%
Change in Net Position, before Capital Contributions	8,224,166	5,510,810	2,951,562	2,559,248	9,497,272	58%
Capital Contributions	662,911	-	331,455	(331,455)	331,455	0%
Change in Net Position	8,887,077	5,510,810	3,283,017	2,227,793	9,828,727	56%
Beginning Net Position	135,869,804.68	144,001,153.44	144,001,153	144,001,153	144,001,153	
Prior Period Adjustment	(755,728.00)	(449,286.48)				
Ending Net Position	144,001,153.44	149,062,677.21	147,284,171	146,228,946	153,829,881	

Revenues:

For the quarter ending December 31, 2021, total combined revenues are \$19,129,109 including the General, Capital, Solid Waste, and Recycled Water Funds.

General Fund:**Revenues:**

The General Fund had \$15,679,721 in total Revenues, 50% of the annual budget.

- **Sewer Service Charges.** Total revenue of \$14,814,228 is recognized through December 31, 2021. The \$29,623,451 for Fiscal Year 2021-22 is accrued and recognized monthly, as earned. Approximately 50% of funds were received from the County of San Mateo. Manual invoices to customers not on the San Mateo County Tax Roll, including customers in Santa Clara County, are due in two payments; half on 11/1/21 and half on 2/1/22; \$2,989 were past due.
- **Permit Fees.** Permit & Inspection Fees of \$127,473, 127% of the annual budget.
- **Flow Equal.** The District received the \$368,490 contract with Silicon Valley Clean Water (SVCW) for use of the Flow Equalization Facility Pond in fiscal year 2021-22.
- **Other Operating Income.** A total of \$355,304 was recognized through December 31, 2021; 54% of the annual budget.
 - Revenue from Los Altos Hills was \$191,805
 - Revenue from Town of Woodside was \$53,929
 - Revenue from HACH Contract for private pump station maintenance is billed through the SMC tax roll and accrued monthly; \$93,150 is recognized.
 - This is a pass through expense
 - There was \$2,381 in other pass-through revenue.
 - Revenue of \$13,925 is for billed staff time.
 - An additional \$113 was from other sources; late fees, misc. charges and reimbursements
- **Other Non-Operating Revenues:** The District recognized total non-operating revenue of \$14,226. The majority from interest income.
 - Interest Income \$278,869
 - Net loss on investments \$264,643

General Fund

	Prior Year FY 2020-21	Actual 2nd Qtr 21-22	Budget 2nd Qtr 21-22	Budget v Actual 2nd Qtr 21-22	Annual Budget FY 2021-22	YTD % Annual Budget
Revenue						
Sewer Service Charges						
Residential	23,914,761	12,217,517	12,273,602	(56,085)	24,547,205	50%
Non-Residential	7,175,616	2,596,711	2,596,711	-	5,193,421	50%
Total Sewer Service Charges	31,090,378	14,814,228	14,870,313	(56,085)	29,740,626	50%
Permit & Inspection Fees	224,200	127,473	50,000	77,473	100,000	127%
Flow Equalization	355,000	368,490	368,490	0	368,490	100%
Other Operating Income	505,549	355,304	331,891	23,413	663,781	54%
Total Operating Revenues	32,175,127	15,665,495	15,620,694	44,801	30,872,898	51%
Non-Operating Revenues						
Interest Income	619,667	278,869	175,000	103,869	350,000	80%
Gain/Loss on Securities	(386,257)	(283,286)		(283,286)		
Gain/Loss on PARS Trust	126,975	18,644		18,644		
Other Non-Op. Inc.	349,413			-	1,000	
Total Non-Operating Revenues	709,797	14,226	175,000	(160,774)	351,000	4%
Total General Fund Revenue	32,884,924	15,679,721	15,795,694	(115,973)	31,223,898	50%

Expenditures:

For the quarter ending December 31, 2021, total combined expenditures are \$14,067,585 including the General, Capital, Solid Waste, and Recycled Water Funds.

General Fund:

Expenditures:

For the quarter ending December 31, 2021, total Expenses were \$11,971,041, 55% of the annual budget, including a prior period adjustment for the change in asset policy to increase the capitalization to \$20,000.

- **WBSD Operating Expenses.** General Fund Expenses were 3,904,382, 42% of the annual budget. Expenses are shown on the Expense Analysis on the following page, with overhead allocations to the Solid Waste and Recycled Water Fund deducted.
 - Directors Fees were \$52,209, 23% over the annual budget.
 - Fuel costs were \$51,830, 74% of the annual budget, as fuel costs have risen significantly.
 - San Mateo Local Agency Formation Commission (LAFCo) was \$32,610, 11% over the annual budget.
 - The other expenditures average 33.4% of the annual budget.

- **External Operating Expenses.** These include \$7,617,373 paid to SVCW, which is 61% of the annual budget. The District holds a 23.38% share of SVCW's Net Position as of June 30, 2021 Unaudited Analysis of Net Position. Expenses are recognized as Sewage Treatment Plant under Operating Expenses on the audited financial statements. The District is tracking internally in a separate SVCW Fund.
 - SVCW Operating & Capital Contributions were \$3,581,874, 50% of the annual budget
 - SVCW Debt payments were \$4,035,499, 77% of the annual budget. The District owes \$55.7 million for the new 2021 Bonds, which replaced the 2014 and 2015 bonds.
- **Non-Operating Expenses.** There were no Non-Operating Expenses.
- **Prior Period Adjustments.** The largest variances from the budget is the write off of assets under \$20,000, which resulted in a net \$449,286 prior period expense, with \$1,769,247 in assets, less \$1,319,961 in accumulated depreciation. The change in capitalization policy was effective fiscal year 2021-22, increasing the minimum from \$5,000 to \$20,000. This will also result in higher operating and maintenance expenses, as new purchases under the limit will be expensed.

Change in Net Position:

The General Fund had Net Operating Income of \$4,157,966 through December 31, 2021. With a \$4,143,740 net increase in Operating Income and \$14,266 in Non-Operating Revenues and Expenses.

The District reports separately, the Capital Fund, Solid Waste Fund, and Recycled Water Fund. The total Change in Net Position for the District is \$5,061,524. The total Net Position was \$149,062,677.

WEST BAY SANITARY DISTRICT
Expense Analysis
Fiscal Year 2021-22
December 31, 2021

	Prior Year	Unaudited Actual	Budget	Budget v Actual	Annual Budget	YTD %
	FY 2020-21	2nd Qtr 21-22	2nd Qtr 21-22	2nd Qtr 21-22	FY 2021-22	Annual Budget
Salaries & Wages	4,122,741	2,075,512	2,181,721	106,209	4,363,442	48%
Employee Benefits	1,892,087	718,490	917,096	198,605	1,834,191	39%
Directors- Fees	41,110	52,209	21,160	(31,049)	42,320	123%
Election Expense	4	-	-	-	-	-
Gasoline, Oil & Fuel	48,621	51,830	35,000	(16,830)	70,000	74%
Insurance	204,178	91,432	117,980	26,548	235,960	39%
Memberships	54,803	25,517	29,330	3,813	58,660	44%
Office Expense	27,747	17,450	19,800	2,350	39,600	44%
Operating Supplies	416,607	150,485	196,713	46,227	393,425	38%
Contract Services	331,600	237,877	332,738	94,860	665,475	36%
Professional Services	248,752	173,314	255,110	81,796	510,220	34%
Printing & Publications	35,915	19,804	31,750	11,946	63,500	31%
Rents & Leases	37,375	18,049	25,850	7,801	51,700	35%
Repairs & Maintenance	293,248	131,544	169,213	37,669	338,425	39%
Research & Monitoring	17,175	7,014	10,000	2,986	20,000	35%
Training, Meetings & Travel	19,631	9,600	27,600	18,000	55,200	17%
Utilities	209,122	81,527	116,250	34,723	232,501	35%
Other Operating Expenses	97,767	45,392	109,670	64,278	219,340	21%
LAFCo	28,067	32,610	29,400	(3,210)	29,400	111%
Pension Expense (GASB 68)	-	1,050	-	(1,050)	-	-
OPEB Expense (GASB 75)	76,098	-	-	-	-	-
Transfer to Solid Waste	(55,000)	(28,545)	52,545	81,090	105,090	-27%
Transfer to Recycled Water	(15,590)	(7,779)	(7,779)	0	(15,557)	50%
Total WBSD Operating Expenses	8,132,059	3,904,382	4,671,146	766,764	9,312,891	42%
SVCW - Operating Fund	6,883,536	3,203,382	3,029,531	(173,852)	6,059,061	53%
SVCW - Operating Reserve	6,672	3,336	177,192	173,856	354,384	1%
SVCW - SRF Reserve Contribution	-	-	-	-	-	-
SVCW - Capital Contributions	750,312	375,156	375,156	-	750,312	50%
SVCW - 2009 Bond (\$55 Mil)	-	-	-	-	-	-
SVCW - 2014 Bond (\$65 Mil)	1,145,480	-	-	-	-	-
SVCW - 2015 Bond (\$60 Mil)	1,610,500	-	-	-	-	-
SVCW - 2018 Bond	1,837,713	1,219,419	1,839,213	619,794	1,839,213	66%
SVCW - Cash in Lieu of 2018 Bond	-	-	-	-	-	-
SVCW: 2021 Bonds (\$55.6m)	-	2,309,315	2,743,273	-	2,743,273	84%
SVCW - SRF Debt C-06-5216-110	-	-	-	-	-	-
SVCW - SRF WWTP Debt C-06-5216-120	506,765	506,765	-	(506,765)	506,765	100%
SVCW - SRF Debt C-06-8069-110	-	-	-	-	143,482	-
Total External Operating Expenses	12,740,977	7,617,373	8,164,364	546,991	12,396,490	61%
Total Operating Expenses	20,873,036	11,521,755	12,835,510	1,313,755	21,709,381	53%
Other Non Operating Expense	-	-	3,000	3,000	6,000	-
Prior Period Adjustments	755,728	449,286	-	(449,286)	-	-
Total General Fund Expenses	21,628,764	11,971,041	12,838,510	867,469	21,715,381	55%

Capital Fund:

For year ending December 31, 2021, total Capital Expenditures were \$2,731,837, 29% of the annual budget; \$3,181,124 in Capital expenditures and \$449,286 decrease in writing off capital assets under \$20,000. A detailed schedule of Capital Fund Expenditures is included on page 10. The Recycled Water Fund is separate, beginning on page 14.

Capital Fund Revenue:

Connection Fees were \$3,176,063, more than 12 times the annual budget.

Capital Asset Fund

Capital Asset Fund	Prior Year FY 2020-21	Actual 2nd Qtr 21-22	Budget 2nd Qtr 21-22	Budget v Actual 2nd Qtr 21-22	Annual Budget FY 2021-22	YTD % Annual Budget
Connection Fees	110,097	3,176,063	125,000	3,051,063	250,000	1270%
Gain/Loss on Sale of Assets		602		602		
Total Capital Asset Fund Revenue	110,097	3,176,665	125,000	3,051,063	250,000	1271%

Capital Fund Expenses:

The Capital Fund records all changes in District Operating Assets.

- Depreciation expense of \$1,459,010 is 46% of the annual budget.
- The write off of assets under \$20,000, resulted in a net \$449,286 prior period expense, with the write off of \$1,769,247 in assets, less \$1,319,961 in accumulated depreciation. The change in capitalization policy was effective fiscal year 2021-22, increasing the minimum from \$5,000 to \$20,000

Capital spending was \$3,181,124, 29% of the \$9,428,000 annual capital budget. Incomplete projects are recorded in Construction in Progress (CIP) expenditures until completed and transferred.

- **Administration.** There were no administrative expenditures capitalized. All these expenses will be expensed, in line with the \$20,000 minimum capitalization policy.
- **Collection Facilities - Buildings.** There were no facilities expenditures completed.
- **Vehicle & Equipment.** There were no new vehicles and equipment expenditures. A 2004 F450 Diesel Truck was sold for \$602 in September 2021 through a public auction, with an original cost of \$45,686 and zero book value.
- **Subsurface Lines and Other.**
 - **Pump Stations.** There were no Pump Station expenditures.
 - **Subsurface Lines.** \$78,374 was expended on flow monitoring study and manhole raising projects.

- **Construction in Progress (CIP).** These are new or continuing constructions projects that are recorded separately and capitalized when completed. CIP is not depreciated until completed. \$3,148,435 was expended, 37% of the \$8,520,000 budget for CIP.
 - **Levee & Sheet Piling Project.** \$184,627 was expended for levee design. The total budget for the design and project is \$1,560,000.
 - **Corporate Yard and Metal Storage Building.** \$990,068 was expended from the net \$1,100,000 budget.
 - **Pipeline Replacement & Rehab Engineering** There were no expenditures.
 - **Pipeline Replacement & Rehab Construction.** \$1,973,741 was expended on Gilbert & Bay North Projects, 32% over the \$1,500,000 budget.

- **Resource Recovery.** There are two recycled water facilities projects in the Recycled Water Fund.
 - **Sharron Heights Recycled Water Facility.** The facility was accepted from the contractor, Anderson Pacific, effective July 27, 2020. The final project was capitalized for \$22,780,298 in fiscal year 2020-21.
 - **Bayfront.** The proposed Bayfront Recycled Water Project is in early developments. \$172,563 was expended, 58% of the annual budget.

	Actual FY 2020-21	Actual 2nd Qtr 21-22	Budget FY 2021-22	Variance Budget Balance	YTD % Annual Budget
Recycled Water Fund					
Recycled Water Facility - SHGCC	261,537	-	-	-	
Bayfront Resource Recovery (Environmental Impact Report)	88,222	172,563	300,000	127,437	58%
Total Resource Recovery	349,760	172,563	300,000	127,437	58%

Reserves:

The District has budgeted \$4,092,512 in transfers to reserve accounts to protect cash flow between sewer service fee payments from the county, maintain fiscal stability, and reserve for future projects. No cash transfers were made through December 31, 2021.

- **Reserves.** The budgeted \$4,092,512 was transferred to unrestricted reserve accounts will be completed after funds received from SMC tax roll.
 - **Operating Reserve:** \$1,221,197 was allocated to the Operating Reserve, which is held in Local Agency Investment Fund (LAIF).
 - **Treatment Plant Reserve:** Established in FY 2020-22, the first transfer of \$2.5 million not yet completed.
 - **Vehicle & Equip Replacement Reserve:** Budget transfer of \$371,315 not yet completed.

- **Restricted Reserves.** There are no budget transfers to restricted reserve accounts in FY 2021-22.

**WEST BAY SANITARY DISTRICT
Capital Expenditure Analysis
Fiscal Year 2021-22
December 31, 2021**

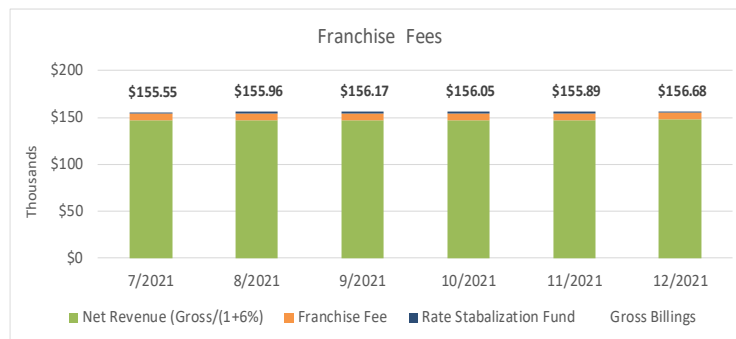
	Actual FY 2020-21	Actual 2nd Qtr 21-22	Budget FY 2021-22	Variance Budget Balance	YTD % Annual Budget
<u>Plant & Administration</u>					
District Office Interior	3,547	-	10,000	10,000	0%
District Office Exterior	-	-	10,000	10,000	0%
Server Replacement Program			15,000	15,000	0%
Total Administration	3,547	-	35,000	35,000	0%
<u>Collection Facilities - Buildings</u>					
FERRF Improvements & Demolition of Treatment Plant	6,671		-	-	
Corporate Yard Renovation Feasibility Study	15,039		350,000	350,000	0%
Allowance For Unanticipated Capital Expenditures	2,800		100,000	100,000	0%
Total Collection Facilities	24,510	-	450,000	450,000	0%
<u>Vehicle & Equipment</u>					
Pipehunter Replace (Carryover)	23,250		25,000	25,000	0%
Pump Supervisor Truck - Unit 217 W/ 1/2 T Crane	87,290		90,000	90,000	0%
Water Quality Supervisor Vehicle	42,738		50,000	50,000	0%
Sales of Vehicles		(45,686)		45,686	
Mainline CCTV Camera	23,835		28,000	28,000	0%
Flo Dar Equipment (Flow Meters)			35,000	35,000	0%
Total Vehicle & Equipment	177,112	(45,686)	228,000	273,686	-20%
<u>Subsurface Lines and Other</u>					
<u>Pump Stations</u>					
Pump & Valve Replacement Program	42,224		40,000		0%
Private Pump & Panel Replacements	19,601		20,000	20,000	0%
Pump Station Fence/Roof Replacement & Repair	3,000		5,000		0%
Total Pump Stations	64,825	-	65,000	65,000	0%
Flow Monitoring Study		34,490	30,000	(4,490)	115%
Smart Covers (2)			-	-	
Manhole Raising (Paving Projects)		43,884	100,000	56,116	44%
Total Subsurface Lines	-	78,374	130,000	51,626	60%
<u>Construction In Progress</u>					
Levee Survey & GPS Update	385,782	184,627	60,000	(124,627)	308%
Sheet Piling Project			1,500,000	1,500,000	0%
Metal Storage Building - Phase 1 & 2	24,834	990,068	1,100,000	109,932	90%
Construction Projects Environmental Review			10,000	10,000	0%
<u>Pipeline Replacement & Rehab Engineering</u>					
Isabella, Gilbert, Bay North, Coyote Hill - Phase 1			350,000	350,000	0%
<u>Pipeline Replacement & Rehab Construction</u>					
Belle Haven III & Alpine	39,647				
<i>Town Of Atherton Civic Center - Dinklespeil</i>					
Isabella, Gilbert & Bay North - Phase 1 (Carryover \$1.5m)			1,500,000	1,500,000	0%
Isabella, Gilbert & Bay North - Phase 2			2,500,000	2,500,000	0%
Lower Ringwood/ North Bay	1,162,285	1,973,741	1,500,000	(473,741)	132%
Write Off Discontinued CIP Projects 2002-2005 & misc					
Total Construction In Progress	1,612,548	3,148,435	8,520,000	5,371,565	37%
Total Capital Expenditures	1,882,542	3,181,124	9,428,000	6,246,876	34%
Construction In Progress - Completed	(7,253,197)				
Subsurface Lines and Other	7,253,197				
Write Off Capital Assets under \$20,000 (new min)		(1,769,247)			
Write Off Accumulated Depreciation		1,319,961			
Net Change in Capital Assets	1,882,542	2,731,837	9,428,000	6,696,163	29%

Solid Waste Fund:

The District is a member of South Bayside Waste Management Authority (SBWMA) is a joint powers authority which contracts with Recology to provide recycling, compost, and garbage collection services. The Solid Waste Fund had a net increase of \$16,576, to a Net Position of \$279,781, as of December 31, 2021.

- **Solid Waste Fund Revenue.** Franchise fees were \$48,220, 48% of the annual budget. This represents 6% of the Net Revenue of Recology; 5% was returned as a Franchise Fee and 1% from Rate Stabilization Fund.
- **Solid Waste Fund Expense.** Allocated expenses for the Solid Waste program of \$31,644 was recognized for annual notification mailing and overhead allocation, 30% of the annual budget.

West Bay Sanitary District
Solid Waste Fund
Fiscal Year 2021-22
December 31, 2021



	Prior Year FY 2020-21	Actual 12/31/2021	Budget 12/31/2021	Variance Budget v Actual	Annual Budget FY 2021-22	YTD % Annual Budget
Income						
Operating Income						
Franchises	104,487	48,220	50,000	(1,780)	100,000	48%
Total Income	104,487	48,220	50,000	(1,780)	100,000	48%
Expenditures						
Allocated Operating Expense						
Rate Studies	27,755	0	21,000	(21,000)	42,000	0%
Mailings	1,932	1,911	2,500	(589)	5,000	38%
Public Relations	0	1,188	500	688	1,000	119%
Overhead Expense Allocation From General Fi	55,000	28,545	28,545	0	57,090	50%
Total Allocated Operating Expense	84,686	31,644	52,545	(20,901)	105,090	30%
Solid Waste Fund						
Beginning Balance	243,405	263,205	263,205	-	263,205	100%
Contribution To Solid Waste Fund	19,800	16,576	(2,545)	19,121	(5,090)	-326%
Ending Balance	263,205	279,781	260,660	19,121	258,115	108%

Recycled Water:

Sharon Heights Recycled Water Facility

The Sharon Heights Recycled Water Facility (SHRWF) project was completed in FY 2020-21 and accepted effective July 27, 2020, for a total of \$22,647,052. \$22,267,257 was received from the State Revolving Fund, including a \$5,259,800 Water Recycling Funding Program Construction Grant and a net SRF Loan of \$17,117,420. The District assumed full management of the facility beginning January 27, 2021. Operation & Maintenance (O&M) expense are paid by the District. Sharon Heights Golf & Country Club (SHGCC) pays an estimated budget amount monthly. Summary Recycled Water Fund statements is below, with detailed expenditure schedule on page 14.

- **Revenue.** \$222,191 was recognized as income from SHGCC. This represents billing for O&M.
- **Expense.** Total expenditures were \$605,890, including depreciation of the facility.
 - Operating Expenses were \$228,439, 44% of the annual budget.
 - Depreciation Expense was \$377,451, 50% of the annual budget.
- **Non-Operating Income & Expenses**
 - Non-Operating Income was a net decrease of \$2,682, including Interest Income and losses on the SHGCC restricted reserve accounts.
 - There were no Non-Operating Expenses.
- **Capital Contributions**
 - Funds received from SHGCC for the payment of the SRF Loan are recorded as Capital Contributions when the SRF loan payment is made March 2022.

West Bay Sanitary District
 Recycled Water Fund
 Sharron Heights Recycled Water Facility
 Fiscal Year 2021-22
 December 31, 2021

	Prior Year FY 2020-21	Actual 12/31/2021	Budget 12/31/2021	Budget v Actual 12/31/2021	Annual Budget FY 2021-22	YTD % Annual Budget
Fund Income						
Sharon Heights Golf & County Club	621,043	222,191	254,930	32,738	509,860	44%
Total Operating Income	621,043	222,191	254,930	287,668	509,860	44%
Fund Expenditures						
Operating Expense	677,129	228,439	254,930	26,490	509,859	45%
Depreciation Expense	698,284	377,451	377,451	0	754,902	50%
Total Fund Expenditures	1,375,413	605,890	632,381	26,490	1,264,761	48%
Net Income (Loss)	(754,370)	(383,699)	(377,451)	6,248	(754,902)	51%
Non-Operating Income/Expense	(122,412)	(2,682)	(82,082)	(79,400)	(164,164)	2%
Net Change in Fund	(876,782)	(386,381)	(459,533)	(532,685)	(919,066)	42%
Capital Contributions						
Sharon Heights Golf & Country Club	662,911	596,620	331,455	(265,164)	662,911	0%
Net Fund Balance For Fiscal Year	(213,871)	210,239	(128,077)	(466,394)	(256,155)	-82%

West Bay Sanitary District
 Recycled Water Fund
 Sharron Heights Recycled Water Facility
 Fiscal Year 2021-22
 December 31, 2021

Fund Expenditures - Detail	Actual 6/30/2021	Actual 12/31/2021	Budget 12/31/2021	Budget v Actual 12/31/2021	Annual Budget FY 2021-22	YTD % Annual Budget
<u>Operating Expense</u>						
District Wages						
Plant Operator	83,902	40,403	36,618	(3,784)	73,236	55.2%
Indirect Labor	9,307	11,599	14,909	3,310	29,817	38.9%
Overtime	15,829	14,718		(14,718)	10,000	
Standby	8,130	9,500	9,882	382	19,764	48.1%
Total District Wages	117,169	76,219	61,409	(14,810)	132,817	57.4%
Employee Benefits	27,129	19,116	23,786	4,669	47,571	40.2%
Total Salaries, Wages & Benefits	144,298	95,335	85,194	(10,141)	180,388	52.8%
<u>Other Operating Expense</u>						
Gasoline, Oil And Fuel	0	0	0	0	-	
Insurance	15,737	15,861	12,548	(3,313)	25,095	63.2%
Memberships	150	0	0	0	-	
Office Expense	0	33	0	(33)	-	
Operating Supplies	8,579	5,349	6,300	951	12,600	42.5%
Contractual Services	0	0	0	0	-	
Professional Services	16,426	6,349	14,996	8,647	29,992	21.2%
Printing And Publications	0	0	0	0	-	
Rents And Leases	0	0	0	0	-	
Repairs And Maintenance	3,886	12,834	6,000	(6,834)	12,000	107.0%
Research And Monitoring	9,485	9,515	13,688	4,173	27,375	34.8%
Training, Meetings & Travel	0	0	0	0	-	
Utilities	181,669	71,525	97,176	25,651	194,352	0.0%
Licenses & Permits	19,664	3,858	6,250	2,392	12,500	1765.3%
Other Operating Expenses	982	0	0	0	-	
Subtotal Operating Expenses	400,876	220,661	242,151	21,491	494,302	45%
Operations & Maintenance - Anderson Paci	260,663	0	0	0	-	
Administrative Expense	15,590	7,779	7,779	(0)	15,557	1418.4%
Total SHRWF Operating Expenses	677,129	228,439	249,930	21,490	509,859	44.8%
Depreciation	698,284	377,451	377,451	0	754,902	50.0%
Total Operating Expense	1,375,413	605,890	627,381	21,490	1,264,761	47.9%
<u>Non-Operating Income & Expense</u>						
Non-Operating Income / Deposits						
Sinking Fund	0	0	0	0	0	
Interest Income	21,566	3,065	1,000	(2,065)	2,000	-134.1%
Gain/Loss on Reserves	(18,398)	(5,747)	0	5,747	0	
Total Non-Operating Income	3,168	(2,682)	1,000	3,682	2,000	-134.1%
Capital Contributions						
Grant	0	0	0	0	0	
SRF Loan Payment	662,911	0	331,455	331,455	662,911	0.0%
	666,079	(2,682)	332,455	335,137	664,911	-0.4%
Non-Operating Expense						
Principal Payment (SRF Loan)	(501,038)				(496,747)	
Interest Expense (SRF Loan)	(125,580)	0	(83,082)	(83,082)	(166,164)	0.0%
Total Non-Operating Expense	(125,580)	0	(83,082)	(83,082)	(166,164)	0.0%
Total Non-Operating Income & Expense	(122,412)	(2,682)	(82,082)	(79,400)	(164,164)	1.6%

Recycled Water:

Bayfront Recycled Water Project

The Bayfront Project recognized \$172,563 in capital expenditures.

The District was awarded a \$3.9 million grant to fund a portion of the Levee Project at Bayfront to protect the site from flooding and sea level rise by the National Fish and Wildlife Foundation (NFWF). No funds have been received on the grant.

Recycled Water Fund
Capital Expenditures
Fiscal Year 2021-22
December 31, 2021

	Actual FY 2020-21	Actual 2nd Qtr 21-22	Budget FY 2021-22	Variance Budget Balance	YTD % Annual Budget
<u>Recycled Water Fund</u>					
Recycled Water Facility - SHGCC	261,537	-	-	-	
Bayfront Resource Recovery (Environmental Impact Report)	88,222	172,563	300,000	127,437	58%
Total Resource Recovery	349,760	172,563	300,000	127,437	58%



To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) Administrative:

- a. The Strategic Goals Committee is reviewing the Board's revised Strategic Plan. A draft will be brought to the Board for consideration in late March.
- b. An accessory dwelling unit on Saratoga Ave. in East Palo Alto was installed in a public utility easement. Staff is working with the property owner and the City of East Palo Alto.
- c. District Staff has prepared a presentation to the Menlo Park City Council on the recycled water facility at Bayfront Bedwell Park.
- d. The Board will consider scheduling hearing on Blue Oaks Subdivision Reimbursement Agreement once the project has been completed and approved. Notices of the hearing will be provided with the reimbursement checks. The hearing could be held at 6PM prior to the Regular Board Meeting as not to conflict with Portola Valley's Town Council meeting.
- e. The Sanitary Sewer Management Plan (SSMP) five year audit has begun. Staff met with Fisher Compliance to discuss the timeline and the requests for information.

2) Finance:

- a. Staff is working with Prime Pay to move payroll services to Automated Data Processing (ADP). ADP has agreed to honor the Prime Pay pricing.
- b. Staff is working closely with HF&H on the connection fee study. The connection fee study will consider Silicon Valley Clean Water's (SVCW) infrastructure improvement needs. The connection fee study will be reviewed by the Finance Committee.
- c. Finance Manager, Debra Fisher will present to the Board the 2nd Quarter Financial Statement. She will include an explanation of the Local Agency Investment Fund (LAIF) fund balances.
- d. The District received an additional \$3,011,760.03 from the San Mateo County Tax Collector for Sewer Service Charges.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. F&L is working on the permitting of the levee project in anticipation of construction later in 2022. Coordination with SVCW is taking place regularly.

b. Construction Capital Improvement Program (CIP)

- i. The Metal Storage Building at the Flow Equalization Resource Recovery Facility is nearing completion. The fire alarm system will need to be approved by the Fire Marshal.

Report to the District Board for the Regular Meeting of March 9, 2022

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

- ii. The reclaimed water pipeline has been installed from Chilco Street to the Menlo Park Community Campus site. Work will continue through March of 2022.

4) **Operations and Maintenance:**

a. **Collection System:**

- i. Crews continue to catch up on pipeline maintenance after the latest COVID-19 surge caused many absences.

b. **Training:**

- i. COVID-19 response training will take place in March.
- ii. The California Water Environmental Association will be hosting its annual conference in person for the first time in two years. The conference will take place from April 11th to April 14th. A few maintenance staff members will be attending the training.

5) **Water Quality:**

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

- i. The reclamation plant produced 4.4 Million Gallons per Day (MGD) in February.

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

- i. District Counsel has drafted an agreement for certain developers in the Bayfront area for the Bayfront Recycled Water Facility. Signature Group is reviewing the agreement for the Willow Village project.

c. **Menlo Country Club:**

- i. Menlo Country Club (Club) is moving forward with a flow study to review the actual flows in the nearby collection system. According to the Club, the Country is aware of the flow study and their efforts.

d. **West Bay:**

- i. The Proposition 218 Sewer Service Charge rate increase notice was mailed out on March 2.. The notice includes a two year rate increase of 2% per year.

6) **Fleet and Facilities:**

a. **Vehicle Maintenance:**

- i. The Redwood City maintenance agreement is going well. The agreement appears to be mutually beneficial.

7) **Personnel:**

- i. Operations Supervisor, Heath Cortez, has been named the State-wide Supervisor of the Year award given by the California Water Environmental Association. The award will be given to him during the Annual CWEA conference in Sacramento on April 14th.
- ii. Office Staff is back in the office after the Omicron variant surge.

8) **Upcoming Events:**

- a. **Next Regular Board Meetings:** Wednesday, March 9, 2022 and March 23, 2022.

Report to the District Board for the Regular Meeting of March 9, 2022

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

9) **Misc. Items:**

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

Report to the District Board for the Regular Meeting of March 9, 2022

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *March 9th, 2022 Update Report on District Response to Corona Virus*

Background

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

Analysis

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

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

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

Report to the District Board for the Regular Meeting of March 9, 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.

Fiscal Impact

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

Recommendation

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

Recycled Water Facility Production Data:

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

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

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

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

Report to the District Board for the Regular Meeting of March 9, 2022

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