



1902 - Serving Our Community for over 120 Years - 2024

WEST BAY SANITARY DISTRICT

AGENDA OF BUSINESS

REGULAR MEETING OF THE DISTRICT BOARD

WEDNESDAY, JULY 10, 2024 AT 7:00 P.M.

**RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025**

Board Members

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

General Manager

Sergio Ramirez

District General Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

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

<https://us06web.zoom.us/j/88049883500?pwd=mikZ13pa6DMszYGcWd69PLvnCXR8jB.1>

Meeting ID: 880 4988 3500 Passcode: 305032

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 June 26, 2024 Pg. 3A-1
 - B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salary and Consideration of Other Financial Matters through June 30, 2024 Pg. 3B-1
 - C. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1628 for the Construction of Wastewater Facilities for 460 Cervantes Road, Portola Valley, California Pg. 3C-1
 - D. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 18369 for the Construction of Force Main Extension, and Class 5 Sewer Permit No. 18368 for the Construction of Wastewater Facilities for 350 Grove Drive, Portola Valley, California Pg. 3D-1
4. Public Hearing: Consider Approving Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for the Fiscal Year 2024/2025 Pg. 4-1
5. Consider Approving Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for Fiscal Year 2024/2025 Pg. 5-1
6. Public Hearing: Consider Amending the Code of General Regulations for Board Member Compensation Pg. 6-1

7. Consider Amending the Code of General Regulations for Board Member Compensation Pg. 7-1
8. General Manager's Report Pg. 8-1
9. Consider Authorizing the General Manager to Execute Contract Change Order No. 1 (CCO #1) in the amount of \$40,000 with Casey Construction, Inc. for the Avy-Altschul Pump Station Project No. 1761.7 Pg. 9-1
10. Consider of Authorizing the Board President to Submit Ballot for San Mateo LAFCo Alternate Special District Member for Term Ending May 2028 Pg. 10-1
11. Discussion and Direction on the West Bay and Sharon Heights Recycled Water Facility Pg. 11-1
12. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 12-1
13. Report, Discussion, and Direction on South Bayside Waste Management Authority (SBWMA) including the Solid Waste Franchise Re-Assignment Pg. 13-1
14. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 14-1
15. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
16. Adjournment

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



1902 - *Serving Our Community for over 120 Years* - 2024

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JUNE 26, 2024 AT 7:00 P.M.

1. Call to Order

President Dehn called the meeting to order at 7:02 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, Reese, Beyer, Heydari, Ledesma AND Condotti by Zoom

Others Present: John Zirelli – Recology, Rich Laurretta – Freyer and Laurretta, and Eileen McLaughlin - CCCR

2. Communications from the Public: None.

3. Consent Calendar

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

A. Approval of Minutes for Regular Meeting June 12, 2024

Comments: None.

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

4. Presentation and Discussion on Central Square Permitting System

Discussion/Comments: Office & Communications Manager Reese presented the test version of the new online permitting system to the Board. He presented how it will look on the new website, the system’s home page, the new user account page, and the permit application. Director Otte suggested a change to make the ACH payment fee of \$0.99 cleared to the customer. Reese also reported staff training begins the week of July 8th with a go-live date of July 15th. President Dehn requested an update on the system in December 2024.

5. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the Levee Project study determined the nesting of birds near the project site were not found. The Board agreed with the General Manager that the Levee Project should continue based on the findings. He reported he and the Finance Manager met with Oracle's NetSuite regarding financial software. He also reported he and the Water Quality Manager met with Parkline developer regarding SRI redevelopment and their need for reclaimed water. He continued to report the District is sponsoring the City of Menlo Park 4th of July event and the Tour de Menlo in August. President Dehn requested an alternative means to participate rather than staff attending the July 4th holiday. The next regular meetings are scheduled for June 26th and July 10th. The complete General Manager's written report is in the May 22, 2024 agenda packet.

6. Consideration to Adopt Resolution Approving Addendum No. 1 (Installation of the Oyster Reefs) to the 2021 Final Environmental Impact Report for the West Bay Sanitary District Flow Equalization & Resource Recovery Facility Levee Improvements Project (SCH No. 2020050414)

Motion to Open by: Thiele-Sardina 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this item is an addendum to the EIR to include oyster reefs as part of the Levee Project. Eileen McLaughlin of CCCR requested a copy of the addendum once it's approved. General Manager Ramirez stated he will email it to Eileen once it's approved.

7. Consider Authorizing the General Manager to Execute an Agreement for On-call Construction Observation Services

Motion to Open by: Otte 2nd by: Thiele-Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this agreement will be for inspection services for various construction projects.

8. Consider Authorizing the General Manager to Execute an Agreement for On-call Construction Consultation Services for SFPUC Coordination, Point Repair Project – Phase I

Motion to Open by: Otte 2nd by: Thiele-Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the agreement is to prepare plans for asbestos cement pipe replacement over the SFPUC pipeline.

9. Consider Authorizing the General Manager to Enter Into an Amended Agreement for Construction Support Services for the Bayfront Park Sanitary Sewer Project in Menlo Park, San Mateo County

Motion to Open by: Thiele-Sardina 2nd by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the Bayfront Project has required extensive coordination with Caltrans, other agencies, and Ranger Pipeline. The project was awarded in October 2022. The construction support will be from May through December 2024. The original estimate was \$87.9K and was revised to \$58K.

10. Establish July 10, 2024, as the Date of a Public Hearing to Consider Amending the Code of General Regulations for Board Member Compensation

Motion to Open by: Thiele-Sardina 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: None.

11. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez presented an update on the Spreck Energy solar project.

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

Discussion/Comments: General Manager Ramirez reported the Recycled Water Committee met on June 25th. He also reported the project's financial plan sites early contribution-in-aid of construction would be \$127 per gallon for early connectors to the recycled water facility. The cost is based on the \$76.6 million construction estimate. Later contributors will require a larger fee to recover any additional cost and interest.

13. Report, Discussion and Direction on South Bayside Waste Management Authority (SBWMA) including Solid Waste Franchise Re-Assignment

Discussion/Comments: President Dehn reported the next meeting will be on June 27th. Director Mortiz reported he has arranged a meeting with the Town of Atherton regarding their solid waste provider Green Waste.

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

Discussion/Comments: None.

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

Discussion/Comments: Board would like to add an upcoming item on landscape services. General Counsel Condotti reported he will ask the Board to consider an upcoming item on bringing outside counsel to assist with construction agreements and construction litigation items.

16. Adjournment Time: The meeting was adjourned at 8:31 PM

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WEST BAY SANITARY DISTRICT
Financial Activity Report
June 2024

Date: July 10, 2024

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 June 2024.

<u>Receipt Summary:</u>	
Commercial Deposits	245,195.27
Deposits in Transit/(Prior Period)	0.00
Returned Checks	0.00
Credit Cards / ACH Payments	27,498.94
Franchise Fees	13,884.47
San Mateo County [Tax Roll]	0.00
Other Receipts	122,289.59
Transfers	1,550,000.00
Total Receipts	1,958,868.27

<u>Withdrawal Summary</u>	
Total Checks	1,806,518.87
Total Corp Cards	11,514.57
Total Bank Wires/ACHs	1,963,232.56
External Withdrawals	3,781,266.00
Total Internal Bank Transfers	2,000,000.00
Total Withdrawals	5,781,266.00

<u>Fund</u>	<u>Expenditure Summary by Budget Category</u>	
100	Operations	4,091,071.51
200	Capital	1,475,991.96
300	Solid Waste	0.00
500	Recycled Water	213,180.80
800	Silicon Valley Clean Water	1,021.73
Expenditures by Fund		5,781,266.00

The transactions listed comprise multiple District checking accounts. On October 30, 2023, the District opened a new Operating account. The District separated payroll expenditures into a separate account to insulate employees from possible risk.

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

President _____

Secretary _____

Investment Portfolios

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

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Balance 6/30/24</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$14 million	\$14,024,468	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	\$11,169,458	Achieved
Treatment Plant Reserve	8/1/2021	\$12 million	\$12,560,128	Achieved
Capital Project Reserve	11/26/2014	\$8 million	\$29,133,965	Achieved *
Emergency Capital Reserve	10/19/2010	\$6 million	\$6,624,827	Achieved
Recycled Water Cash Flow	11/18/2016	\$8 million	\$6,439,031	Unfulfilled
Recycled Water SRF Reserve	3/1/2018	\$1.46 million	\$1,519,315	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	\$1,006,057	Achieved

* Capital Budget funds of \$20 million invested in short-term treasuries to increase yields until funds needed for projects.

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

<u>Investments by Type</u>	<u>Balance 6/30/24</u>
Operating Accounts	\$950,109
Local Agency Investment Fund (LAIF)	\$20,318,581
Unrestricted Reserves	
Investment Portfolios	\$65,927,409
Money Market Account	\$1,006,057
Restricted Reserves	
Recycled Water SRF Reserve	\$1,519,315
Public Agency Retirement Services (PARS)	\$873,412 **

** Balance as of 5/31/24 (current statements unavailable)

**West Bay Sanitary District
Receipts
June 2024**

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
463603	6/3/2024	Town of Los Altos Hills: MSA 4/2024	46,215.80
463604	6/3/2024	Vineet Mehta: 715 Laurel Ave, MP, ADU & Permit	7,806.80
463605	6/3/2024	Mary Jo Mccarthy: 163 Glenwood Ave, MP, Permit	110.00
463606	6/3/2024	Mark Kelley Company: 226 Park Lane, Ath, Permit	490.00
463607	6/3/2024	Jim Yang: 955 Monte Rosa Rd, MP, Permit	220.00
463608	6/3/2024	US Bank: CalCard Rebate Q2 2024	782.75
463609	6/3/2024	State of California: RW Clean Water Planning Grant	150,000.00
463610	5/31/2024	Prior Period	0.00
463611	6/4/2024	Shoreway Plumbing: 1140 Hobart St, MP, Permit	490.00
463612	5/17/2024	Prior Period	0.00
463613	5/20/2024	Prior Period	0.00
463614	6/4/2024	McMills Construction: 3 Robert S Dr, MP, ADU & OT Permit	6,085.20
463615	6/5/2024	Clarum Homes: 2240 Avy Ave, MP, Permit	230.00
463616	6/5/2024	Bayshore Plumbers: 454 Felton Dr, MP, Permit	490.00
463617	6/5/2024	EJ Plumbing: 163 Glenwood Ave, ATH, Permit	380.00
463618	6/5/2024	Defreitas Pipeline: 215 Bay Rd, MP, Permit	690.00
463619	6/5/2024	Defreitas Pipeline: 215 Bay Rd, MP, Permit	220.00
463620	6/6/2024	Behrens & Curry: 1140 Bay Laurel Dr, MP, Permit	220.00
463621	6/7/2024	Hossein Jalali: 1025 Continental Dr., MP, ADU & Permits	6,305.20
463622	6/10/2024	ER Plumbing and Construction: 651 Coleman Ave, MP, Permit	490.00
463623	6/11/2024	Discount Plumbing: 642 18th Ave, MP, Permit	490.00
463624	6/11/2024	Shahriar Amiri: 1147 Windsor Way, MP, Permit	220.00
463625	6/11/2024	Legacy Plumbing & Rooter: 880 Coleman Ave, MP, Permit	490.00
463626	6/11/2024	Zach Trailer: 1161 Noel Dr, MP, ADU & Permit	9,098.00
463627	6/12/2024	Thomas James Homes: 1211 Elder Ave, MP, Permit	220.00
463628	6/12/2024	Thomas James Homes: 1371 Sherman Ave, MP, Permit	220.00
463629	6/12/2024	Tjh- Norcal Home Builders: 1275 Hermosa Way, MP, Permit	220.00
463630	6/13/2024	Recology: SW Franchise Fee 5/2024	10,200.06
463631	6/13/2024	Yitao Guan: 880 Coleman Ave, MP, Permit	230.00
463632	6/14/2024	Ghg Builders: 64 Winchester Dr, ATH, Permit	220.00
463633	6/14/2024	Behrens & Curry: 1140 Bay Laurel Dr., MP, ADU & Permit	4,794.00
463634	6/14/2024	Salim Shelby: 219 Atherton Ave, ATH, Permit	594.32
463635	6/14/2024	Alliant Insurance: Return Premium Unit 225	25.00
463636	6/17/2024	Brandon Tulloch: 2138 Oakley Ave, MP, ADU & Permit	3,933.20
463637	6/17/2024	Changras & Frey Construction: 1799 Stanford Ave, MP, Permit	490.00
463638	6/17/2024	JPM Construction: 950 Continental Dr, MP, Permit	490.00
463639	6/17/2024	David Tao: 366 Stevick Dr, Ath, Permit	220.00
463640	6/19/2024	Mukesh Kumar: 1340 Cotton Ave, MP, Permit	549.42
463641	6/19/2024	Jazz Home Services: 90 Macbain Ave, ATH, Permit	490.00
463642	6/20/2024	Void	0.00
463643	6/20/2024	Paya: Reim Excess Fee 4/2024	2.50
463644	6/20/2024	CWEA: Reim Bypass Training 5/14/24	1,774.73
463645	6/20/2024	EJ Plumbing: 378 Greenoaks Dr, ATH, Permit	720.00
463646	6/21/2024	Recology: Curbside Suppliment 2023	3,684.41
463647	6/21/2024	Anthony & Elizabeth Weibell: 4135 Alpine Rd, PV,SSC FY 23-24	2,481.99
463648	6/24/2024	Md Construction: 71 Mandarin Way, Ath, Permit	220.00
463649	6/25/2024	OHC of California: Refund Overpayment E.Huerta	35.00
463650	6/25/2024	Bell Plumbing of San Mateo: 491 Linfield Dr, MP, Permit	720.00
463651	6/26/2024	WBSD: Transfer LAIF to Ops Acct	1,400,000.00
463652	6/26/2024	WBSD: Transfer LAIF to PR Acct	150,000.00
463653	6/28/2024	SHGCC: O&M 7/2024 & SRF Pmt #4	122,287.09
463654	6/28/2024	Jonathan Eng: 350 Grove Dr, PV, Conn, ADU & Permits	22,032.80
463655	6/28/2024	Total Underground: 141 University Dr, MP, Permit	490.00

Total Receipts

\$1,958,868.27

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

Check	Date	Payee	Purpose	Amount
71883	6/5/2024	Angulos NorCal Tree Service	FERRF Weed Mowing and Maintenance 3/2024	10,000.00
71884	6/5/2024	Battery Junction Wholesale	Alkaline Lantern Batteries (66) 5/2024	985.44
71885	6/5/2024	Bay Area Paving Co.	Paving - Maint. Yard, Atherton, Menlo Park 5/2024	20,965.00
71886	6/5/2024	Bayside Equipment Company	Generator Service & Repair 5/2024	278.98
71887	6/5/2024	California Water Service	Water Service - Seminary Pump Station 4/24/24-5/22/24	32.26
71888	6/5/2024	Cintas	Uniform Service 5/30/24	1,214.89
71889	6/5/2024	City Of Menlo Park - Water Svc	Water Service - April-May 2024	207.97
71890	6/5/2024	Cleanserv Universal Services	Janitorial Service 6/2024	1,075.00
71891	6/5/2024	Comcast	Internet - Laurel St 5/20/24-6/19/24	354.38
71892	6/5/2024	DES Architects & Engineers	Reclaimed Water Design - O'Brien Dr 4/2024	3,935.00
71893	6/5/2024	Duke's Root Control, Inc	Lateral Root Foam 2024	10,350.00
71894	6/5/2024	First Unum Life	Life, AD&D, Disability Ins 6/2024	2,545.12
71895	6/5/2024	Navia Benefit Solutions	Commuter & FSA Fees 5/2024	400.00
71896	6/5/2024	Occupational Health Centers	Health Screening E.Huerta 5/15/24	98.00
71897	6/5/2024	Pacific Gas & Electric	Electric Service - April-May 2024	26,386.79
71898	6/5/2024	Principal Life Insurance	Dental & Vision Ins 6/2024	4,846.93
71899	6/5/2024	Recology Peninsula Services	Recology Waste 2 Yard Bin - SHGCC 5/2024	249.39
71900	6/5/2024	Teamsters Local No. 350	Union Dues 6/2024	1,088.00
71901	6/13/2024	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 5/2024	2,163.50
71902	6/13/2024	California Water Service	Water Service - Stowe Ln 4/23/24-5/21/24	32.17
71903	6/13/2024	Calpers Longterm Care Program	LTC Withholding 6/1/24-6/15/24	67.27
71904	6/13/2024	Cintas	Uniform Service 6/5/24	1,266.59
71905	6/13/2024	City Of Menlo Park - Fuel	District Vehicles Fuel 5/2024	8,189.24
71906	6/13/2024	CPS HR Consulting	Consulting Services 3/31/24-4/27/24	155.00
71907	6/13/2024	CWEA	CWEA Membership Renewals (4) 24-25	766.00
71908	6/13/2024	Du-All Safety, LLC	Safety Maint. Contract 5/2024	1,800.00
71909	6/13/2024	Fedex	Overnight Shipping - Casey Spurgin 5/30/24	53.30
71910	6/13/2024	Freyer & Laureta	On-call Engineering, Bayfront Park Support, Telemetry System Design 4/2024	23,183.13
71911	6/13/2024	Freyer & Laureta	Levee, Point Repair Mgmt, Stowe Lane PS, Willow PS Mgmt 4/2024	49,297.24
71912	6/13/2024	Grainger	Grainger PPE Misc; Parts & Supplies 6/2024	1,832.50
71913	6/13/2024	Home Depot Credit Services	Pump Station Parts & Material; Operating Supplies 5/2024	445.46
71914	6/13/2024	Ieda	Consulting Fees 6/2024	814.00
71915	6/13/2024	Interstate Traffic Control	Replace Pump Station Signs (11) 6/2024	1,937.03
71916	6/13/2024	Jones Hall	Avy Altschul PS & Bayfront SFR Bond Counsel 5/2024	15,000.00
71917	6/13/2024	Mallory Co.	Parts: Confined Space Entry Equipment 5/2024	497.38
71918	6/13/2024	Navia Benefit Solutions	FSA Contributions PR 06/14/24	1,102.30
71919	6/13/2024	Pacific Gas & Electric	Electric Service - Georgia Ln 4/30/24-5/29/24	758.44
71920	6/13/2024	Peninsula Truck Repair	Unit 221: District Vehicle Repair 4/2024	4,618.02
71921	6/13/2024	Ponton Industries	Long Life Alkaline Battery (8) 6/2024	2,537.50
71922	6/13/2024	Readyrefresh By Nestle	Water Delivery 5/2024	46.13
71923	6/13/2024	Red Wing	Safety Boots (6) - 5/2024	1,348.27
71924	6/13/2024	Repcor	Pipe Patch 3/2024	337.46
71925	6/13/2024	San Mateo County Health	Environmental Health Permits (3) 6/2024	250.92
71926	6/13/2024	Seekzen Systems	IT Consulting Service 5/2024	475.00
71927	6/13/2024	The Automatic Gate Guy	Maintenance Gate Repair 4/2024	292.50
71928	6/13/2024	Tpx Communications	District VoIP & Fiber Service 5/2024	2,925.80
71929	6/13/2024	Uline	Office Supplies 5/2024	566.12
71930	6/13/2024	Underground Republic Water	ARC Couplers, Pipe Fittings and Pipe 5/2024	366.04
71931	6/13/2024	Veolia Water North America	Water Service - Purdue Ave 5/2/24-6/1/24	73.32
71932	6/13/2024	Verizon Wireless	Cellular Service - SHRWF Communications 5/2/24-6/1/24	65.57
71933	6/13/2024	Vision Communications Co.	Radio Repair 6/2024	252.00
71934	6/13/2024	Weco Industries	CCTV Repair 5/2024	6,683.87
71935	6/13/2024	Young'S Auto Supply Center	District Vehicles Auto Parts 4/2024	37.87
71936	6/19/2024	AAA Rentals	Equipment Rental 5/2024	2,200.00
71937	6/19/2024	Airgas Usa, LLC	Tank Rentals & Supplies 5/2024	108.61
71938	6/19/2024	BAGG Engineers	FERRF & Bayfront Testing Services, Project 1761.8 5/2024	1,550.00
71939	6/19/2024	Bay Alarm	Alarm Services 500 Laurel 7/1/24-9/30/24	3,151.29
71940	6/19/2024	Cintas	Uniform Service 6/12/24	1,214.89
71941	6/19/2024	HF&H Consultants	Solid Waste Rate Study 2024 & 2025 5/2024	1,267.50
71942	6/19/2024	Gabriel Hernandez	SHRWF Gardening Service 3/2024 - 5/15/2024	750.00
71943	6/19/2024	Hillyard/San Francisco	Admin Towel Supplies 6/2024	43.23
71944	6/19/2024	Kaz & Associates	FERRF Levee Improvements 5/2024	350.00
71945	6/19/2024	Mission Clay Products, LLC	Sewer Pipe Supplies 6/2024	527.61
71946	6/19/2024	Napa Auto Parts	Vehicle Parts 6/2024	41.51
71947	6/19/2024	R.A. Nosek Investigations	New Hire Background Check - F.Barrera 6/2024	315.00
71948	6/19/2024	Pacific Gas & Electric	Electric Service - Los Trancos Rd 5/15/24-6/12/24	333.94
71949	6/19/2024	Deborah Peres	Landscaping - SHRWF 6/2024	400.00
71950	6/19/2024	Preferred Alliance	DOT Testing Admin Fees 5/2024	290.60

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

71951	6/19/2024	San Mateo County Assessor	Secured Roll Data FY 2024-25	305.00
71952	6/19/2024	Underground Republic Water	Couplers, Pipe and Other Materials 6/2024	758.65
71953	6/19/2024	Angel Ambriz	Tuition Reimbursement A.Ambriz	263.00
71954	6/26/2024	AT&T	AT&T Telephone Service 5/13/24-6/12/24	1,226.53
71955	6/26/2024	California Water Service	Water Service - May-June 2024	2,549.43
71956	6/26/2024	CalPERS LongTerm Care Program	LTC Withholding 6/16/24-6/30/24	67.27
71957	6/26/2024	Casey Construction	Point Repair Project 1761.9, 3/30/24-5/20/24	1,046,448.18
71958	6/26/2024	City Of Menlo Park - Water Svc	Water Service - Laurel St 5/3/24-6/7/24	650.72
71959	6/26/2024	Comcast	Internet - Laurel St 6/20/24-7/19/24	354.38
71960	6/26/2024	Core & Main	Couplers & Supplies 4/2024	1,030.08
71961	6/26/2024	FedEx	FedEx: Austin Smith 6/12/2024	30.26
71962	6/26/2024	Grainger	Misc Parts & Supplies 6/2024	174.17
71963	6/26/2024	Kone Pasadena	Elevator Maintenance 6/2024	319.60
71964	6/26/2024	Mallory Co.	Confined Space Entry Equipment Extra part 6/2024	352.37
71965	6/26/2024	Mission Clay Products, LLC	Sewer Pipe Supplies 6/2024	527.61
71966	6/26/2024	Navia Benefit Solutions	FSA Contributions PR 06/28/24	1,102.30
71967	6/26/2024	Pacific Gas & Electric	Electric Service - May-June 2024	2,575.77
71968	6/26/2024	Ranger Pipelines	Bayfront SS Project 1761.8, 5/31/24	357,805.41
71969	6/26/2024	Readyrefresh By Nestle	Water Delivery 5/11/24-6/10/24	208.60
71970	6/26/2024	Sharp Business Systems	Copiers Monthly Lease 6/2024	1,279.93
71971	6/26/2024	Silicon Valley Clean Water	Weekend Coliform Sampling - SVCW - SHRWF 6/2024	525.00
71972	6/26/2024	Verizon Wireless	District Cellphones 5/16/24-6/15/24	1,563.37
71973	6/26/2024	Vision Communications Co.	Antenna 6/2024	253.69
71974	6/26/2024	Weco Industries	Sewer Cleaning Equipment Repairs 5/2024	8,353.28
71975	6/26/2024	Menlo County Club	Woodside RWF: Clean Water Planning Grant 2024	150,000.00
Checks				1,806,518.87

Corporate Cards:

GL	Date	Account Name	Description	Amount
54028	6/26/2024	Commuter Benefits	Fastrak: Commuter Benefit 5/23/24	1,150.00
54080	6/26/2024	Memberships	Peloton Monthly Membership; CWEA: G Sanchez Renewal 5/2024	363.00
54091	6/26/2024	Stationary and Office Supplies	Costco, Staples, ReadyRefresh, Uline, Haikudeck: Office Supplies	3,444.09
54095	6/26/2024	Postage	Postable.Com: May Birthday Cards 4/29/24	20.94
54101	6/26/2024	Ops Supplies & Materials	Door Tags, Tools, OSHA Training	926.33
54105	6/26/2024	Pump Station Parts & Supplies	Menlo Park Hardware: Pump Supplies 4/26/24	20.97
54158	6/26/2024	Computer Software R & M	Zoom, Dropbox, Duo, Invarion, Amazon: Subscriptions	1,507.64
54159	6/26/2024	Computer Hardware R & M	Amazon: GoPro Accessories 5/08/24	44.81
54173	6/26/2024	Dept Training & EE Development	Morning Meetings, Trainings	370.47
54174	6/26/2024	Mgmt Conf. & District Meetings	CWEA ByPass Training, Budget Workshop, Managers Meetings	2,298.96
54175	6/26/2024	CWEA Conf/Section Mtgs	CWEA Morning Trainings	134.61
54176	6/26/2024	Business Meetings	General Manager Meetings	348.15
54191	6/26/2024	Internet	Comcast California: SWRWF Internet 5/2024	209.60
54203	6/26/2024	Licenses & Permits	Nassco, Inc.: E.Madrigal NASSCO Renewal 5/03/24	675.00
US Bank - CalCards				11,514.57

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

Bank Wires/ACH

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
6/5/2024	SVCW	SVCW Monthly Operating Contribution	596,016.00
6/7/2024	ADP	ADP Fees	322.05
6/10/2024	CalPERS	Retirement Contributions 5/31/24	29,782.45
6/11/2024	CalPERS	Health Premiums	74,443.59
6/13/2024	ADP	Payroll Taxes - Board	801.49
6/13/2024	ADP	ADP Wage Garnishment Payment	1,021.73
6/13/2024	ADP	Director Fees May 2024	4,289.57
6/13/2024	ADP	Payroll Taxes -6/14/24	43,056.53
6/13/2024	ADP	Employee Payroll - Check Date: 6/14/24	129,353.64
6/14/2024	MissionSquare	Deferred Compensation PR 6/14/24	11,409.45
6/20/2024	ADP	Payroll Taxes - Retro COLA Adj & Signing Bonus	14,120.55
6/20/2024	ADP	Employee Payroll - Retro COLA Adj & Signing Bonus	33,587.15
6/21/2024	CalPERS	Retirement Contributions 6/21/24	3,158.99
6/21/2024	ADP	ADP Fees	368.05
6/21/2024	MissionSquare	Deferred Compensation PR 6/21/24	3,000.00
6/21/2024	CalPERS	Retirement Contributions 6/14/24	29,713.22
6/26/2024	Navia Benefit Solutions	Commuter Benefits - July	1,225.15
6/27/2024	ADP	ADP Wage Garnishment Payment	1,021.73
6/27/2024	ADP	Payroll Taxes -6/28/24	45,016.70
6/27/2024	ADP	Employee Payroll - Check Date: 6/28/24	135,212.76
6/28/2024	SVCW	SRF Debt Reserve FY 2023-24	760,000.00
6/28/2024	ADP	ADP Fees	311.65
6/28/2024	MissionSquare	Deferred Compensation PR 6/28/24	12,407.37
6/30/2024	Neopost	Postage	300.00
6/30/2024	CalPERS	Retirement Contributions 6/28/24	30,948.49
6/30/2024	ADP	ADP Fees	322.05
6/30/2024	CalPERS	Survivor Benefits FY 23-24	2,007.20
6/30/2024	Nuvei / Paya	Credit Card Processing Fees	15.00
Bank Wires/ACH			1,963,232.56

Bank Transfers:

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
6/10/2024	LAIF	WBSD Transfer to LAIF	2,000,000.00
Internal Bank Transfers			2,000,000.00

Summaries:

Withdrawal Summary

Total Checks	1,806,518.87
Total Corp Card	11,514.57
Total Bank Wires / ACHs	1,963,232.56
Total Internal Bank Transfers	2,000,000.00
Total Withdrawals	5,781,266.00

**West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 06/30/2024**

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals June 2024
AAA Fire Protection Services	1,450.00	-
AAA Rentals	13,288.09	2,200.00
A-A Lock & Alarm	2,379.72	-
Ace Fire Equipment & Service	1,295.84	-
Action Towing	658.75	-
Abila	4,226.58	-
ADP - Fees	9,343.80	1,323.80
ADP-Wage Garnishment	2,043.46	2,043.46
Advanced Laser	1,169.19	-
Aerzen USA Corp.	359.85	-
Aesculus Aboricultural	1,500.00	-
Airgas Usa, LLC	1,162.77	108.61
All American Sewer Tools	968.36	-
Allied Crane	11,926.32	-
The Almanac	420.00	-
Alpha Analytical Laboratories	28,874.75	2,163.50
Angel Ambriz	749.50	263.00
Anderson Pacific	4,644,267.38	-
Angulos NorCal Tree Service	10,000.00	10,000.00
Aqua Natural Solutions	4,036.80	-
AT&T	14,528.10	1,226.53
Atchison, Barisone & Condotti	133,552.53	-
The Automatic Gate Guy	292.50	292.50
Seth Avila	500.00	-
Aztec Consultants	-	-
BAGG Engineers	98,430.00	1,550.00
Backflow Prevention Specialist	-	-
Bank of the West	392.02	-
BMO	484.27	-
Battery Junction Wholesale	3,722.01	985.44
Bay Alarm	22,137.70	3,151.29
Bay Area Air Quality Mgmt Dist	21,188.00	-
Bay Area Barricade Service Inc	-	-
Bay Area Paving Co.	51,891.00	20,965.00
Bay Reprographic	11,048.94	-
Bayside Equipment Company	21,177.67	278.98
Annette Bergeron	340.74	-
Jed M. Beyer	91.54	-
BidNet	9,125.00	-
Blackburn Manufacturing Co	-	-
Bluebeam, Inc.	800.00	-
Bonny Doon Environmental	1,344.51	-
Bosco Oil Inc DBA Valley Oil	-	-
Brilliant Homes, Inc.	9,547.00	-
CA Dept Of Tax & Fee Admin	-	-
CASA	14,730.00	-
CA State Disbursement Unit	-	-
CPS HR Consulting	2,207.50	155.00
Calgon Carbon Corporation	-	-
Calif. Labor Law Poster Service	-	-
CA Regional Water Quality	-	-
California State Lands Comm	2,025.00	-
California Water Service	28,465.26	2,613.86
CalPERS - Retirement	792,549.14	93,603.15
CalPERS - Health Premiums	840,486.60	74,443.59
CalPERS - Unfunded Accrued Liability	-	-
CalPERS - Actuary Fees	1,050.00	-
CalPERS - 1959 Survivor Billing	2,007.20	2,007.20
CalPERS Longterm Care Program	1,614.48	134.54
California Car Sounds	2,039.80	-
Casey Construction	4,134,498.28	1,046,448.18
CDW Government	10,032.61	-
Center For Hearing Health	680.00	-
CentralSquare Technologies	69,413.85	-
Chavan & Associates	14,500.00	-
ChemsearchFE	876.64	-
Cintas	59,837.72	3,696.37
City of Foster City	567.00	-
City of Menlo Park	5,935.40	-
City Of Menlo Park - Fuel	88,846.89	8,189.24
City Of Menlo Park - Water Svc	9,152.42	858.69
Clark Equipment Company	30,703.92	-
Clean Earth Environmental	1,675.51	-
Cleanserv Universal Services	12,220.94	1,075.00
Coast To Coast Trucking School	10,000.00	-
Comcast	6,781.05	708.76
The Concept Genie	1,351.25	-
Consolidated Parts	-	-
Core & Main	25,332.72	1,030.08
Corrosion Protection Solutions	4,150.00	-
Heath Cortez	-	-
Costco	60.00	-
CSDA	9,275.00	-
CSRMA c/o Alliant Insurance	350,809.86	-
CUES	5,365.94	-
Custom Tops, Inc.	7,357.30	-

**West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 06/30/2024**

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals June 2024
CWEA	9,016.00	766.00
Deborah Peres	7,000.00	400.00
D & L Supply	5,983.96	-
Dale Scott & Co.	4,000.00	-
Daniel Mechanical	-	-
Das Manufacturing, Inc.	-	-
DES Architects & Engineers	43,208.45	3,935.00
Detection Instruments Corp.	2,816.69	-
Dell Marketing	19,403.82	-
Dewey Pest Control	-	-
Ditch Witch West	709.14	-
Dolphin Graphics	11,336.89	-
Downtown Ford Sales	129,285.38	-
Du-All Safety, LLC	47,848.05	1,800.00
Duke's Root Control, Inc	269,360.16	10,350.00
Embarcadero Media Foundation	10,456.58	-
Employment Development Dept.	-	-
Endress + Hauser Inc.	1,885.52	-
Envirozyme	2,712.66	-
ESRI	11,300.00	-
East Bay Municipal Utility	2,528.00	-
Ergoworks	-	-
Fast Response On-Site Testing	2,703.36	-
FedEx	1,928.38	83.56
First Unum Life	5,090.24	2,545.12
Fischer Compliance LLC	-	-
Ford Motor Company	5,074.00	-
Freyer & Laureta	1,503,776.62	72,480.37
Frisch Engineering, Inc.	1,875.00	-
Andres Garcia	245.54	-
Victor Garcia	496.04	-
Global Equipment, Inc	-	-
Golden Gate Truck Center	461.38	-
Golden State Reprographics LLC	-	-
GoldStreet Design Agency	4,000.00	-
Govconnection, Inc.	-	-
Governmentjobs.Com	4,871.92	-
Grainger	37,393.61	2,006.67
Granite Rock Company	2,934.88	-
John Green	1,175.00	-
Quinten Green	-	-
Grundfos CBS Inc.	1,880.00	-
HF&H Consultants	52,331.25	1,267.50
H & R Plumbing & Drain	26,600.00	-
Hach Company	26,384.30	-
Hadronex	58,497.66	-
Jones Hall	15,000.00	15,000.00
Harben California	6,688.51	-
Harrington Industrial Plastics	1,147.71	-
Helix Laboratories	2,764.03	-
Gabriel Hernandez	3,150.00	750.00
Hillyard/San Francisco	1,579.18	43.23
Home Depot Credit Services	18,724.41	445.46
Bob Hulsmann	949.46	-
ICMA	-	-
IEDA	9,768.00	814.00
Innovyze LLC	10,840.00	-
Institute For Local Government	-	-
Instrument Technology Corp.	1,211.13	-
Interstate Traffic Control	2,402.97	1,937.03
Ironhouse Sanitary District	-	-
Kaz & Associates	10,700.00	350.00
Parisa Khorsand	-	-
Kimball Midwest	13,091.35	-
Justin Kinder	75.00	-
Kone Pasadena	3,515.60	319.60
Las Lomas Elementary Sd	49,000.00	-
Lasky Trade Printing	164.06	-
Leaf Capital Funding	2,824.24	-
Learn It	-	-
Aurora Ledesma	150.00	-
Yutian Lei	918.44	-
Livermore Auto Group	-	-
Sione Lolohea	-	-
Damian Madrigal	291.76	-
Eric Madrigal	-	-
Mallory Co.	48,838.48	849.75
Lisandro Marquez	250.00	-
Matheson Tri-Gas	1,046.60	-
Maxx Metals	-	-
McCrometer Inc.	116,943.75	-
Medco Supply Company	1,518.91	-
Medina's Catering	1,524.63	-
Menlo County Club	150,000.00	150,000.00
Menlo Park Fire Protection	-	-
Menlo Park Hardware Co. #14016	-	-
Meta Platforms (Facebook)	303,966.63	-

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 06/30/2024

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals June 2024
Microix, Inc.	2,111.25	-
Mid Peninsula Abstracts	-	-
Mid State Container Sales, Inc	-	-
MiscoWater	2,612.24	-
Mission Clay Products, LLC	9,561.50	1,055.22
MissionSquare	360,306.82	26,816.82
Mission Valley Ford	-	-
Morse Hydraulics	1,752.68	-
Motion Industries	-	-
Multiquip Inc	-	-
Municipal Maintenance Equip.	20,792.70	-
Dominic Nanni	-	-
Napa Auto Parts	1,953.74	41.51
Nassco Pacp	-	-
National Auto Fleet Club	-	-
Navia Benefit Solutions	49,666.92	3,829.75
NeoPost	2,150.00	300.00
Carrie Nevoli	225.00	-
Carrie Nevoli - Petty Cash	108.32	-
NorCal Materials, Inc.	2,456.18	-
North Bay Pensions	-	-
Nuvei / Paya	548.35	15.00
Occasions, Etc.	250.17	-
Occupational Health Centers	1,005.00	98.00
Ogasawara Landscape Maint.	-	-
Omega Industrial Supply	8,474.50	-
Orenco Systems, Inc.	51,878.65	-
Ovivo Usa, LLC	11,545.14	-
Owen Equipment Sales	7,032.51	-
P&F Distributors	1,010.85	-
Paxxo (USA) Inc	-	-
PBM	7,156.59	-
Pacific Gas & Electric	337,492.72	30,054.94
Paytrace	5,375.55	-
Peninsula Battery Inc.	195.91	-
Peninsula Truck Repair	18,470.03	4,618.02
Pier 2 Marketing	1,000.00	-
Charles A. Planje	-	-
Ponton Industries	10,157.00	2,537.50
Precise Concrete Sawing, Inc.	2,208.40	-
Precise Printing And Mailing	20,843.11	-
Precision Engineering	933,530.04	-
Preferred Alliance	3,568.26	290.60
PrimePay Fees	-	-
Principal Life Insurance	83,084.43	4,846.93
Project Ergonomics	1,264.21	-
Quadient Leasing USA	1,073.48	-
Quincy Compressor	6,302.89	-
R.A. Nosek Investigations	1,938.00	315.00
R.D. Kincaide, Inc.	16,049.56	-
Raco Mfg & Eng. Co	2,679.69	-
Sergio Ramirez	26,128.20	-
Ranger Pipelines	679,887.22	357,805.41
Readyrefresh By Nestle	4,384.69	254.73
Recology Peninsula Services	2,992.68	249.39
Red Wing	7,993.56	1,348.27
Redwood City Health & Wellness	598.00	-
Redwood General Tire Co	15,496.59	-
City Of Redwood City	4,631.31	-
Todd Reese	62.52	-
Registrar Of Voters	-	-
Repcor	21,159.97	337.46
Rich Voss Trucking	2,381.00	-
Roadsafe Traffic Systems, Inc.	13,140.47	-
Samuel M. Rose	3,909.40	-
George Sanchez	300.00	-
SVCW - Monthly Operating Contribution	7,152,192.00	596,016.00
SVCW - Debt Reserve Contribution	-	-
SVCW - 2018 Bonds	1,836,301.05	-
SVCW - 2021 A&B Bonds	2,728,945.85	-
SVCW - SRF Debt	1,266,765.20	760,000.00
Silicon Valley Clean Water	2,175.00	525.00
Chamber San Mateo County	475.00	-
County of San Mateo	58.00	-
San Mateo County Assessor	610.00	305.00
San Mateo County Tax Collector	1,013.24	-
San Mateo County Health	3,516.62	250.92
County of San Mateo - LAFCO	21,739.00	-
San Mateo Lawn Mower Shop	701.67	-
County of Santa Clara	-	-
SWRCB	688,101.88	-
Secretary Of State	40.00	-
Seekzen Systems	31,389.45	475.00
Sensera Systems	6,295.00	-
Shape, Inc.	10,695.00	-
Sharp Business Systems	15,343.23	1,279.93
Siemens Industry, Inc.	2,087.97	-
Signa Mechanical	5,047.54	-

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 06/30/2024

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals June 2024
Sonsray Machinery LLC	4,951.46	-
Spartan Tool	3,409.70	-
SPL Laboratories	-	-
Staples Credit Plan	1,354.53	-
State Board Of Equalization	7,900.00	-
Stevens Creek Quarry	4,388.00	-
Streamline	13,200.00	-
Sturdy Fence Company	690.00	-
Sunstate Equipment	2,942.40	-
Sutter EAP	437.00	-
Syneco Systems, Inc.	796.50	-
TPC Training	-	-
TPX Communications	36,959.94	2,925.80
Taradigm, Inc.	5,250.00	-
Teamsters Local No. 350	12,778.00	1,088.00
Teletrac Navman US	3,263.52	-
Telstar Instruments, Inc.	2,244.00	-
Thomas & Associates	-	-
Total Equipment Of Fremont	35,908.32	-
Town Of Atherton	3,000.00	-
Towne Ford	35,709.23	-
Trojan Technologies Group ULC	33,864.78	-
Uline	3,018.68	566.12
Underground, Inc.	-	-
Underground Republic Water	22,518.03	1,124.69
Underground Service Alert	14,084.29	-
United Rentals (North America)	1,671.00	-
Univar Solutions USA	5,799.89	-
US Bank - CalCards	137,363.30	11,514.57
U.S. Jetting, LLC.	1,956.19	-
US Standard Products Corp	4,408.28	-
V & A Consulting Engineers	28,234.00	-
V.W. Housen & Associates	328,327.45	-
Valley Heating & Cooling	6,126.00	-
Valley Power Systems North	566.92	-
Vallombrosa Center	225.00	-
Veolia Water North America	800.91	73.32
Verizon Wireless	22,052.99	1,628.94
Video Voice Data Communication	-	-
Vision Communications Co.	29,628.95	505.69
Weco Industries	60,965.17	15,037.15
The Weed Solution	-	-
West Yost & Associates	59,934.00	-
Western States Tool & Supply	-	-
Western Truck Fabrication, Inc	3,870.71	-
D'Andre White	312.24	-
Woodard & Curran	797,167.15	-
Young's Auto Supply Center	326.58	37.87
Zenon Environmental	9,439.07	-
Zip's AW Direct	-	-
Zoll Medical Corporation	1,895.12	-
Cole Erskine	12,769.01	-
Andrew & Bonnie Sterngold	-	-
Rebecca Flynn & Alexander Moissis	9,046.24	-
William F. Kelly	9,046.24	-
Tedd Corman	-	-
Scott Mitic	17,988.30	-
Elizabeth Holmes	42,718.94	-
Craig M. Buschbaum	48,845.85	-
John Ciancutti	52,157.11	-
Martin & Emiko Kim	52,157.11	-
George Tidmarsh & Courtney Moulds	48,845.85	-
Total Vendor Withdrawals	33,370,633.95	3,375,827.61
Wages & Payroll Taxes		
Salaries/Wages - Net Pay	3,578,248.70	298,153.55
Directors Fees - Net Pay	41,312.60	4,289.57
Payroll Taxes	1,133,692.93	102,995.27
Performance Merit Program - Net Pay	44,071,362.60	-
Total Payroll	48,824,616.83	405,438.39
Total External Withdrawals	82,195,250.78	3,781,266.00
WBSD Transfers:		
WBSD LAIF Account	27,700,000.00	2,000,000.00
WBSD Investment Accounts	-	-
Public Agency Retirement Services (PARS)	75,000.00	-
Other Transfers	20,500,000.00	-
Total Transfers	48,275,000.00	2,000,000.00
Total Withdrawals	130,470,250.78	5,781,266.00



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

To: Board of Directors

From: Fariborz Heydari, P.E. District Engineer

Subject: Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1628 for the Construction of Wastewater Facilities for 460 Cervantes Road, Portola Valley, California

Background

This permit request was for the replacement of an old Grinder Pump System and Control Panel that was connected to a WBSD force main (FM) located on Cervantes Road.

Analysis

The Board issued this Permit at the Regular Meeting of June 28, 2023.

The work has been completed, inspected, tested, and approved by staff as being in conformance with District Standards. The property owner has submitted a one-year guarantee for the work in the form of a maintenance bond.

Recommendation

The District Engineer recommends that the Board accepts these facilities and directs the General Manager to approve Class 3 Permit No. 1628.

Attachments: Class 3 Permit (1628)
Site map

WEST BAY SANITARY DISTRICT

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

Permit Number
1628

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

460 CERVAITES RD. PONTOLA VALLEY

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

Residential Non-residential Development at said location.

ENGINEER'S

Name

Address

OWNER'S

JOSH ALVARO
Name

460 CERVAITES RD
Address

CONTRACTOR'S

Name

Address

[Signature]
Applicant's Signature

JOSH ALVARO
Signed by - Please Print Name

Address

Receipt of \$ 585 Application Fee is hereby acknowledged 7. Noor 3/23/23
Date

Receipt of \$ 3,000 Cash Deposit or Performance Bond

Comments GRINDER Pump

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Sergio Ramirez, District Manager

Date _____

By _____

Final Acceptance by the District Board on _____

(SEE PERMIT CONDITIONS ON REVERSE)

CLASS 3 SEWER PERMIT

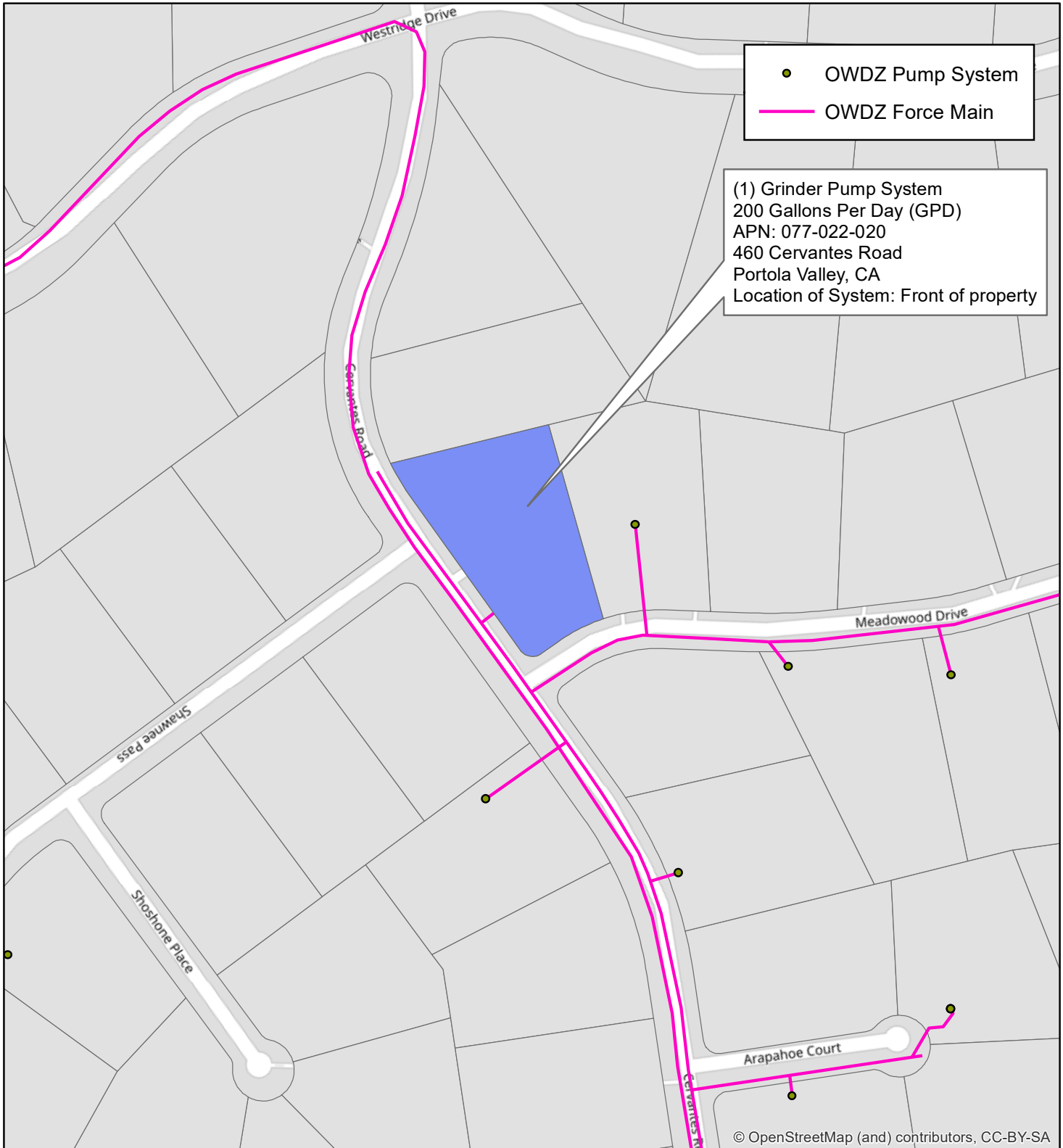
Permission is hereby granted to the applicant to construct sanitary sewers and related facilities ("the work") to serve the property described upon the following conditions:

1. **Compliance with District Regulations.** There shall be full compliance with all pertinent provisions of the District's Code of General Regulations.
2. **Performance of the Work.** The work shall be constructed:
 - (a) In accordance with the District's "Standard Specifications for Sanitary Sewer Construction —Part D"; and
 - (b) In substantial accordance with the drawings on file in the District Office and approved by the District Board; and
 - (c) Under the inspection of and to the approval of the District. In this regard, the District shall not control or direct the actual work of construction, but shall be the sole judge as to whether the work is completed and has met all requirements including requirements of quantity and quality of materials and equipment.
3. **Protection of the Work.** Until the work has been finally completed, it and all its component parts, materials, and equipment shall be cared for and protected by the Owner/Owner's Agent and the District shall have no responsibility whatsoever for such care and protection. Final acceptance shall not be deemed to have occurred until there has been formal action of the District Board accepting the work.
4. **One-Year Guaranty of the Work.** The Owner/Owner's Agent shall guarantee the work against leaks, breaks, and other unsatisfactory conditions due to defective materials, equipment, or workmanship for a period of one (1) year from the date of final acceptance. Upon discovery of any such unsatisfactory conditions, except in the event of an emergency requiring immediate action, the District shall give you prompt written notice thereof to the Owner/Owner's Agent requiring that repairs or replacements be promptly made to the work. Should the Owner/Owner's Agent fail to undertake the necessary repairs or replacements within five (5) days after written notice has been given or shall fail to promptly complete such repairs or replacements, or in the event of an emergency when the District shall be excused from giving prior written notice, the District may make such repairs and replacements and charge Owner/Owner's Agent for the cost thereof.

The Owner/Owner's Agent shall defend and hold the District harmless from any and all claims, actions, causes of action, liability, damages, costs, expenses, attorney's fees or the like arising out of any occurrence resulting from an unsatisfactory condition of the work or from any repair or replacement thereof.
5. **Cash Deposit or Performance Bond.** The Owner/Owner's Agent shall furnish the District with a cash deposit or a corporate surety bond securing faithful performance of the one-year guaranty referred to in Condition No. 4 above, including the obligation to defend and hold the District harmless. The amount of the cash deposit or corporate surety bond shall be equal to fifty percent (50%) of the District's estimated cost of the work. Cash deposits shall not accrue interest for the benefit of the Owner/Owner's Agent. Corporate surety bonds shall be written by a company or companies and in a form acceptable to the District.
6. **Payment of District's Cost and Expenses.** The Owner/Owner's Agent shall reimburse the District for all of its costs and expenses in excess of the Permit application fee in connection with examination of plans and specifications, inspection of construction, testing of facilities, and the like. The amount of such costs and expenses shall be determined by the District.



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
460 CERVANTES RD
PORTOLA VALLEY, CA
GRINDER SYSTEM





WEST BAY SANITARY DISTRICT AGENDA ITEM 3D

To: *Board of Directors*

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

Subject: *Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 18369 for the Construction of Force Main Extension, and Class 5 Sewer Permit No. 18368 for the Construction of Wastewater Facilities for 350 Grove Drive, Portola Valley, California*

Background

This permit request is for the construction of the wastewater facilities, septic tank effluent pump (STEP) system, that will connect to the new 2" force main extension on Grove Drive to 350 Grove Drive in Portola Valley.

Analysis

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

Recommendation

The District Engineer recommends that the Board direct and authorize the General Manager to issue Class 3 Sewer Permit No. 18369 and Class 5 Sewer Permit No. 18368.

Attachments: Resolution ____ (2024)
 Notice of Exemption
 Class 3 Permit (18369)
 Class 5 Permit (18368)
 Site Map

RESOLUTION NO. _____ (2024)

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

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: 350 Gove Drive, Portola Valley, California –
Force Main Extension and Septic Tank Effluent Pump System (STEP)

Location: 350 Grove Drive, Portola Valley, California

Entity or Person Undertaking Project: Michael William Poutre and Janeen Michelle Poutre

Determination of the District Board:

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

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

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

N/A

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

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

N/A

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

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

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

_____ Approved
 _____ Disapproved

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

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 10th day of July, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

Notice of Exemption

To: County Clerk
County of San Mateo

From: West Bay Sanitary District

Project Title: 350 Grove Drive, Portola Valley, California – Septic Tank Effluent Pump (STEP)

Project Location – Specific: 350 Grove Drive, Portola Valley, California 94028

Project Location – Town: Town of Portola Valley

Project Location – County: San Mateo

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

Name of Public Agency Approving Project: West Bay Sanitary District

Name of Person or Agency Carrying Out Project: Michael William Pourte and Janeen Michelle Pourte

Exempt Status:

CEQA Guidelines Section 15601(b)(3), General Rule;

Categorical Exemption. Class 3 – Section 15303 (a) (d) of the State CEQA Guidelines.

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

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

Reasons why project is exempt:

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

Lead Agency: West Bay Sanitary District

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

Signature Date: _____ Title: General Manager

“PRELIMINARY REVIEW”

350 Grove Drive, Portola Valley, California – Septic Tank Effluent Pump System (STEP)
and Force Main Extension
July 3, 2024

INTRODUCTION. At the July 10, 2024, District Board Meeting, the Board will consider the approval of the Class 3 sewer permit for the construction of a Force Main Extension, and the Class 5 sewer permit for the STEP system for 350 Grove Drive, Portola Valley; and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by the property owner, Alon Krashinsky & Jen Liu.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the STEP System Project at 350 Grove Drive, Portola Valley, California was conducted to determine whether the project is exempt from CEQA. Based on this review, staff has concluded that the project is exempt from CEQA under several sections of the guidelines. In summary, the project would not have any significant impacts on the environment because it includes little or no expansion of capacity, and will employ mitigation measures to alleviate any impacts.

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

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

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

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

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

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

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

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

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

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

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



WEST BAY SANITARY DISTRICT

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

Connection Record: 18369

Status:

Connection Record

CONNECTION RECORD FOR A CLASS <u>3</u> SEWER PERMIT

LEGAL DESCRIPTION	TYPE OF WORK TO BE DONE														
350 GROVE DR	Connection Type: Other														
Portola Valley	Permit Type: New - Open Trench														
APN: 079-021-020 Permit: 3 Class 3 Construction	Bld Permit No: Jurisdiction: Portola Valley														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg);">OWNER</td><td>Name: Jonathan Eng</td></tr> <tr><td>C/O :</td></tr> <tr><td>E-Mail</td></tr> <tr><td>Address: 1903 Newbury Dr.</td></tr> <tr><td>City: Mountain View CA 94043-</td></tr> <tr><td>Phone/Cell: (626) 378-7163</td></tr> </table>	OWNER	Name: Jonathan Eng	C/O :	E-Mail	Address: 1903 Newbury Dr.	City: Mountain View CA 94043-	Phone/Cell: (626) 378-7163	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg);">SEWER CONTRACTOR</td><td>Contact:</td></tr> <tr><td>E-Mail:</td></tr> <tr><td>Company:</td></tr> <tr><td>Address:</td></tr> <tr><td>City:</td></tr> <tr><td>Phone/Cell:</td></tr> </table>	SEWER CONTRACTOR	Contact:	E-Mail:	Company:	Address:	City:	Phone/Cell:
OWNER		Name: Jonathan Eng													
		C/O :													
		E-Mail													
		Address: 1903 Newbury Dr.													
		City: Mountain View CA 94043-													
	Phone/Cell: (626) 378-7163														
SEWER CONTRACTOR	Contact:														
	E-Mail:														
	Company:														
	Address:														
	City:														
	Phone/Cell:														

GENERAL CON.	Contact: James Yu Company Interspace Builders Address: 3113 Hazelwood Ave. Phone/Cell: (408) 718-9795	E-Mail: City: Santa Clara CA 95051- Fax:
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Comments:

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

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

Connection Record: 18368

Status:

Connection Record

CONNECTION RECORD FOR A CLASS <u>5</u> SEWER PERMIT

LEGAL DESCRIPTION	TYPE OF WORK TO BE DONE																								
350 GROVE DR	Connection Type: Multiple Family Dwelling																								
Portola Valley	Permit Type: New - Open Trench																								
APN: 079-021-020 Permit : 5 STEP & GRINDER	Bld Permit No: Jurisdiction: Portola Valley																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50px;">Name:</td><td>Jonathan Eng</td></tr> <tr><td>C/O :</td><td></td></tr> <tr><td>E-Mail</td><td></td></tr> <tr><td>Address:</td><td>1903 Newbury Dr.</td></tr> <tr><td>City:</td><td>Mountain View CA 94043-</td></tr> <tr><td>Phone/Cell:</td><td>(626) 378-7163</td></tr> </table>	Name:	Jonathan Eng	C/O :		E-Mail		Address:	1903 Newbury Dr.	City:	Mountain View CA 94043-	Phone/Cell:	(626) 378-7163	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50px;">Contact:</td><td></td></tr> <tr><td>E-Mail:</td><td></td></tr> <tr><td>Company:</td><td></td></tr> <tr><td>Address:</td><td></td></tr> <tr><td>City:</td><td></td></tr> <tr><td>Phone/Cell:</td><td></td></tr> </table>	Contact:		E-Mail:		Company:		Address:		City:		Phone/Cell:	
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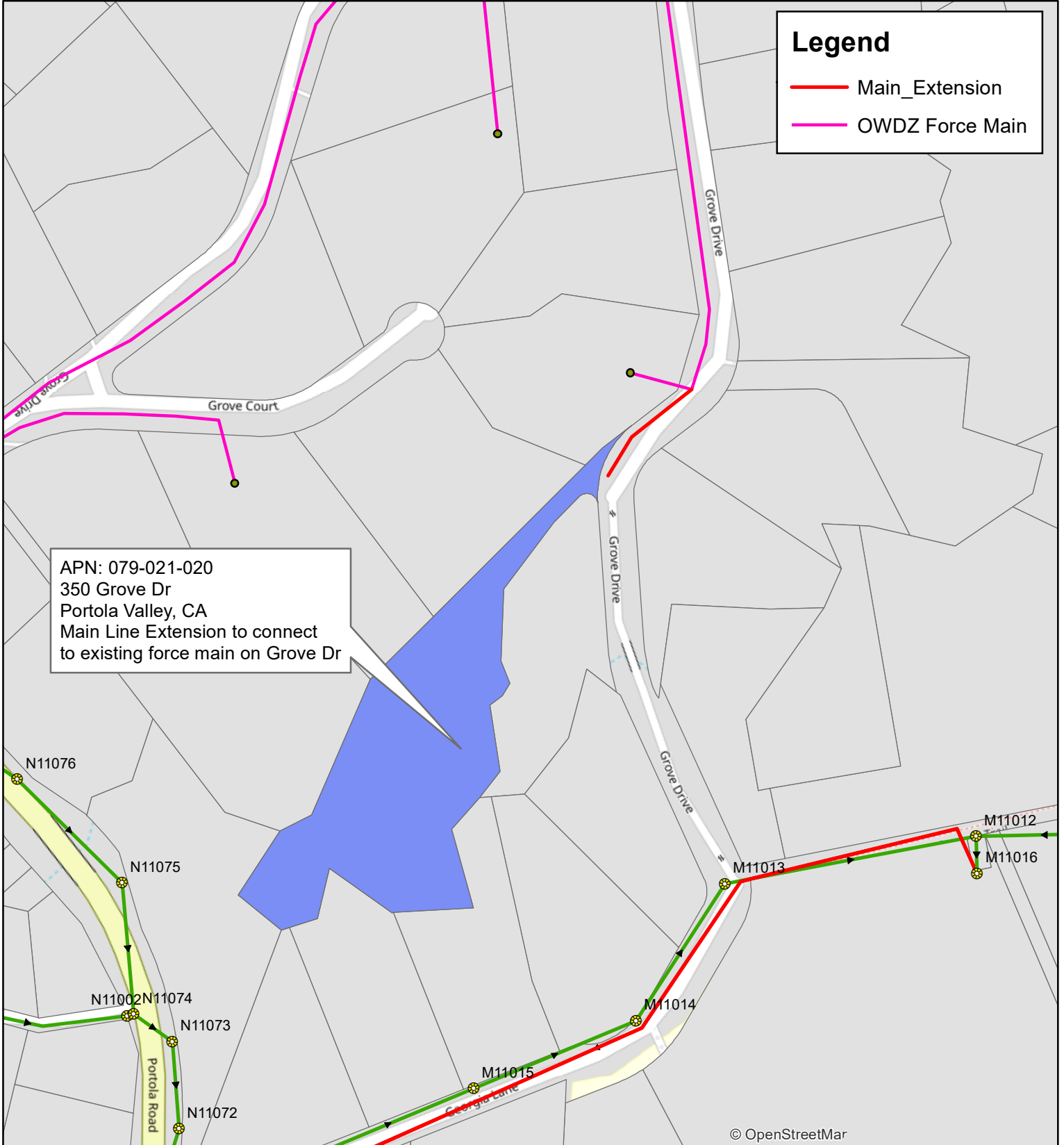
GENERAL CON.	<table style="width: 100%;"> <tr> <td>Contact: James Yu</td> <td>E-Mail:</td> </tr> <tr> <td>Company Interspace Builders</td> <td></td> </tr> <tr> <td>Address: 3113 Hazelwood Ave.</td> <td>City: Santa Clara CA 95051-</td> </tr> <tr> <td>Phone/Cell: (408) 718-9795</td> <td>Fax:</td> </tr> </table>	Contact: James Yu	E-Mail:	Company Interspace Builders		Address: 3113 Hazelwood Ave.	City: Santa Clara CA 95051-	Phone/Cell: (408) 718-9795	Fax:
Contact: James Yu	E-Mail:								
Company Interspace Builders									
Address: 3113 Hazelwood Ave.	City: Santa Clara CA 95051-								
Phone/Cell: (408) 718-9795	Fax:								

Comments:

For Non-residential Calculations Only Commercial = 0.00 gpd Code: Rate: \$0.00 I/I Fee \$0.00 Subtotal (Non-residential) \$0.00	Fees Due: Connection Fee: \$13,772.80 Less Conn. Fee Credit: \$0.00 Agreement Name:	Subtotal (Conn. Fee) \$13,772.80 Reimbursement Fee: \$0.00 Permit Fee: \$5,600.00 TV Inspection Fee: \$0.00 Misc: \$0.00 Total Fees Due \$19,372.80
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WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
350 GROVE DRIVE
PORTOLA VALLEY, CA
GRINDER PUMP SYSTEM



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WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Public Hearing: Consider Approving Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for the Fiscal Year 2024/2025*

Background

Pursuant to Article IX; Section 900 (10) of the General Code of Regulations, the District collects annual sewer service charges (SSCs) on the tax roll of the County of San Mateo at the same time as property taxes, assessments and other charges collected thereon by the County.

The General Manager shall prepare and file with the District Secretary on or before the 15th day of July a written report containing a description and the SSC amount for each parcel receiving sewer service. Then the District shall cause notice of a time and place of hearing to consider any objections or protest to the sewer service charges.

On May 8, 2024 the District Board held a public hearing to establish SSCs for fiscal year 2024/2025 in accordance with Proposition 218. The established SSC for fiscal year 2024/2025 is \$1,371 for a single-family residence (SFR) and \$2,337 for SFRs within the On-site Wastewater Disposal Zone (OWDZ). Non-residential users are calculated based on water consumption and type of use so charges will vary, but no non-residential user shall be charged less than the established SFR.

On May 22, 2024, the District Board established July 10, 2024 at 7:00 pm as the date and time of the Public Hearing to consider any objections or protest to the sewer service charges to be collected on the tax roll for the Fiscal Year 2024/2025.

Analysis

After closing the Public Hearing, the Board is asked to adopt the “Resolution Confirming Report on Sewer Services Charges for FY 2024/2025”, which states that objections and protests against the report were not made by the owners of a majority of the properties against which charges were fixed at the Public Hearing held July 10, 2024. The Resolution further states that the charges will be collected on the FY 2024/2025 tax roll.

Fiscal Impact

The estimated budget annual SSC revenues for Fiscal Year 2024-2025 are \$33,445,360.00; based on SSC and Commercial accounts water usage data for calendar year 2023 the final report anticipates revenues to be \$ 33,445,360.06, this total includes Hach flow meter charges for commercial customers.

Recommendation

The General Manager recommends, following the close of Public Hearing, the District Board adopt the Resolution Confirming Report on Sewer Service Charges for Fiscal Year 2024-2025.



WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Consider Approving Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for Fiscal Year 2024/2025*

Following the Public Hearing, the Board is asked to approve the attached Resolution confirming the report on Sewer Service Charges for Fiscal Year 2024-2025.

Attachment: Resolution____ (2024)
San Mateo County Controller Letter

RESOLUTION NO. _____ (2024)

***A RESOLUTION CONFIRMING REPORT ON SEWER SERVICE CHARGES
FOR WEST BAY SANITARY DISTRICT FOR FISCAL YEAR 2024/2025
FOR THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA***

WHEREAS, this Board did, on April 17, 1974 adopt General Regulation No. 55, whereby this Board elected to collect sewer service charges on the tax roll and provided for annual preparation and filing of a written report containing description of each parcel of real property receiving services and facilities from the District and the amount of the service charge for each parcel for each fiscal year; and

WHEREAS, these provisions have been amended from time to time and are presently contained in the District's "Code of General Regulations" adopted by General Regulation No. 58 on November 22, 1982; and

WHEREAS, said written report for fiscal year 2024/2025, July 1, 2024-June 30, 2025 was prepared and filed with the Secretary on May 22, 2024 and

WHEREAS, in accordance with General Regulation No. 58, as amended, and all other applicable provisions of law, this Board appointed the time and place of hearing protests to said report and directed notice; and

WHEREAS, notice was given of the time therein stated in the manner provided by law as appears by the affidavits of publication on file at the District's offices; and

WHEREAS, said matter came regularly for hearing at the place and time fixed; and

WHEREAS, the highest charge amount is \$541,743.82 and lowest charge amount is \$1,371.00; and

WHEREAS, all written protests and other written communications were publicly read at said hearing and all persons desiring to be heard were fully heard; and

WHEREAS, the Board finds that these fees have been reviewed and found to be in compliance with Proposition 218;

NOW, THEREFORE, IT IS ORDERED as follows:

1. That objections to and protest against said report were not made by the owners of a majority of the separate parcels of property described in the report against which charges for the services and facilities provided by the District were fixed.

2. That said report be, and it is hereby, adopted and that said charges shall be collected on the tax roll of the County of San Mateo in the manner provided by law.
3. That the Secretary of this District is hereby directed to file with the County Controller of San Mateo County on or before the 1st day of August 2024 a copy of said report, upon which shall be endorsed, over their signature, a statement that the report has been finally adopted by the District Board of the West Bay Sanitary District.
4. The County Controller of San Mateo County shall, upon receipt of said report, enter the amounts of the charges against the respective lots or parcels as they appear on the assessment roll for fiscal year 2024-2025.

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 10th day of July, 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



Serving Our Community Since 1902

500 Laurel Street, Menlo Park, California 94025-3486 (650) 321-0384 (650)321-4265 FAX

SERGIO RAMIREZ
General Manager

In reply, please refer to our
File No.

1250.3

July 10, 2024

Mr. Juan Raigoza
County Controller
County of San Mateo
555 County Center, 4th Floor
Redwood City, CA 94063

Dear Mr. Raigoza:

This is to state that at the July 10, 2024 Regular Meeting of the West Bay Sanitary District Board, the Board did adopt the written report referred to in Section 5473 of the Health and Safety Code of the State of California. This adoption was made pursuant to the provisions of Section 5473.4 of the Health and Safety Code of the State of California. A copy of the written report is herewith.

I am the Secretary of the District Board of the West Bay Sanitary District. I certify under penalty of perjury the above is true and correct.

Very truly yours,

WEST BAY SANITARY DISTRICT

David A. Walker
Secretary of the District Board

cc: Assistant Controller & Property Tax Manager, Real Property Section, County Controller's office, 555 County Center,
4th Floor



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6**

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Public Hearing to Consider Amending the Code of General Regulations for Board Member Compensation

Background

Per Government Code the compensation that may be paid to a Board Member for each day's attendance at meetings may increase annually by five percent. Since the last increase was in February 2023, the Board could elect to increase up to 5%. This means the Board may increase its compensation from \$260.00 per meeting to \$273.00 per meeting.

At the June 26, 2024 Board Meeting the Board decided to hold a Public Hearing to consider increasing the Board's compensation.

Analysis

The financial health of the District is such that a small increase in Directors fee expenses would have negligible effect on the budget and increased Director Fees may enhance the Board's efforts to find successor Board members.

Should the Board decide to approve an increase, following the Public Hearing, the Board may adopt the attached Regulation.

Fiscal Impact

An increase of \$ 13.00 per meeting in Board of Director fees would have minor impact on the budget.

Recommendation

The General Manager recommends the Board hold the public hearing as scheduled and determine the level of increase in the Board's compensation and following the public hearing consider a General Regulation amending the Code of General Regulations for Board Member compensation.

WEST BAY SANITARY DISTRICT

GENERAL REGULATION NO. _____

**A REGULATION AMENDING GENERAL REGULATION NO. 58 “A GENERAL
REGULATION ADOPTING CODE OF GENERAL REGULATIONS”**

BE IT ORDAINED AND ENACTED BY THE District Board of West Bay Sanitary District that General Regulation No. 58, “A General Regulation Adopting Code of General Regulations”, passed and approved on November 27, 1982, as heretofore amended, is further amended as follows:

SECTION 209. Board Members Compensation

Effective July 1, 2024, of this Regulation, members of the District Board shall be compensated in the amount of \$_____ per day for each day’s attendance at meetings of the District Board, attendance at California Association of Sanitation Agencies’ conferences and for each day’s service rendered as a Member of the District Board by request of the District Board. Compensation shall not exceed a total of \$_____ (or six days of service) in any calendar month.

Compensation to Board Members attending conferences of the California Association of Sanitation Agencies shall be limited to two day’s compensation regardless of the number of days attended.

Passed and approved by the District Board of the West Bay Sanitary District on July 10, 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Consider Amending the Code of General Regulations for Board Member Compensation

Following the Public Hearing, the Board is asked to approve the attached General Regulation for Board Member Compensation effective July 1, 2024.

Attachment: General Regulation_____(2024)

WEST BAY SANITARY DISTRICT

GENERAL REGULATION NO. ____

**A REGULATION AMENDING GENERAL REGULATION NO. 58 "A GENERAL
REGULATION ADOPTING CODE OF GENERAL REGULATIONS"**

BE IT ORDAINED AND ENACTED BY THE District Board of West Bay Sanitary District that General Regulation No. 58, "A General Regulation Adopting Code of General Regulations", passed and approved on November 27, 1982, as heretofore amended, is further amended as follows:

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Compensation to Board Members attending conferences of the California Association of Sanitation Agencies shall be limited to two day's compensation regardless of the number of days attended.

Passed and approved by the District Board of the West Bay Sanitary District on July 10, 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



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

1) Administrative:

- a. Received Funding Agreement from the State Water Board. It includes \$50 million from the State Revolving Fund program, \$5 million in a grant, and \$11 million in a California Recycle Water loan. In total the Bayfront Recycled Facility project was funded for \$66.6 million of which approximately \$61 million will be repaid at a 1.7% interest rate.
- b. The kickoff meeting to the Succession Plan conducted by CPS HR consulting was held on June 20th. Staff will be interviewed beginning on Monday, July 8, 2024.
- c. Candidate filing period for the November election is July 15 - August 9 for both San Mateo and Santa Clara Counties.

2) Finance:

- a. Staff is reviewing the Purchasing Policy and will schedule a meeting with the Finance Committee to discuss any potential changes. As well as discuss the District's cashflow needs.
- b. Staff met for a second time with representatives from Oracle's NetSuite to discuss their finance software.

3) CIP Projects:

a. Capital Improvement Program (CIP):

- i. Ranger Pipelines is making progress on the Bayfront Sanitary Sewer Improvements project.
- ii. Casey Construction is preparing to begin the Willow Pump Station project.

b. Levee Improvement Project:

- i. Anderson Pacific will continue the work on the levee project based on the lack of bird nesting and findings in the survey.

c. Point Repair Project Phase II:

- i. Casey Construction will begin the Phase II Point Repair Project. The project will eliminate High Frequency cleaning pipe segment schedules.

4) Information Technology (IT):

- a. Staff will be trained on the new online permitting system.

- 5) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. Crews continue to work safely and report near misses, so they may be addressed prior to there being an issue.
 - b. **Pump Facilities:**
 - i. The pump crew has begun to check and take readings at the new Avy Altschul Pump Station on a weekly basis.
 - c. **Training:**
 - i. Certain staff will attend the annual Mid-Summer meeting & training through CWEA in San Luis Obispo July 10 - 12. The Mid-Summer meeting is scheduled each year in the middle of the State and allows regulators and agencies to discuss upcoming regulatory issues.
- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. The District will require a \$20 thousand deposit from SHGCC in order to administer the Solar Project at the West Bay Sharon Heights Facility.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. A meeting was held with Signature Group representing Meta regarding the Bayfront Facility where the proposed cost of the new facility was presented. A future meeting will be held with Meta representatives to discuss a possible bridging contract to allow the contractor to begin demolition work prior to any potential environmental restrictions.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The new 2024 Dump Truck is being manufactured at Western Truck Fabrications in Hayward CA. The unit should be delivered within the next 45 days.
- 8) **Personnel:**
 - i. A new temporary worker will begin employment later this month.
- 9) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesdays, July 10th and July 24th.
 - b. **Sponsored Events:** Sponsored Menlo Park's 4th of July event and will sponsor Tour de Menlo on August 10th.
- 10) **Misc. Items:**
 - a. **West Bay:** The General Manager will update the Board on miscellaneous items related to District operations.
 - b. **Town of Los Altos Hills:** The Town experienced its first Spill in over 12 months.
 - c. **Town of Woodside:** Staff continues to maintain the Town's pump stations and collection system.



WEST BAY SANITARY DISTRICT AGENDA ITEM 9

To: *Board of Directors*

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

Subject: *Consider Authorizing the General Manager to Execute Contract Change Order No. 1 (CCO #1) in the amount of \$40,000 with Casey Construction, Inc. for the Avy-Altschul Pump Station Project No. 1761.7*

Background

On May 24, 2023, the District Board awarded the construction of Avy-Altschul Pump Station to low bidder, Casey Construction, Inc. of Emerald Hills, CA for \$894,795.50 with no contingency for a construction change order.

The project involved construction of a new pump station at Los Lomas Elementary School District property in a new easement that abuts against an existing sanitary sewer easement through the same property. All work has been completed and the contractor is working on a punch-list.

Analysis

Some additional work had to be done during construction which included installation of a 4"-Tee, an interior fence, 12-ft wide sliding gate, additional concrete and pavement restoration, and installation of an elbow inside the existing manhole to collect all flows and divert to the new pump station. This Contract Change Order No. 1 (CCO #1) is for approximately \$40,000 which is about 4.5% of the contract amount. Staff is requesting a 4.5% contingency to be added to the contract for processing CCO #1.

Fiscal Impact

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

In addition, the project may receive additional funding from the State to cover other soft cost contributions made by SHGCC. There is no fiscal impact to the District's General Fund as the SRF loan will be repaid by SHGCC.

Recommendation

The District Engineer requests that the District Board authorize the General Manager to execute Change Order No. 1 (CCO #1) with Casey Construction, Inc. in the amount of \$40,000 for the Avy Altschul Pump Station Project No. 1761.7.

Attachments: Contract Change Order No. 1

WEST BAY SANITARY DISTRICT
500 Laurel Street, Menlo Park, CA 94025

CONTRACT CHANGE ORDER
CCO NO. 1

Project: Avy-Altschul Pump Station
Location: Menlo Park, CA
Project No. 1761.7
Contractor: Case Construction, Inc.

Date: July 5, 2024
Job No.: 1761.7
Sheet 1 of 1

The following changes are hereby made to the Contract Documents:

Justification:

1. Additional work at Avy-Altschul Pump Station: Install a 4"-Tee, interior fence, 12-ft sliding gate, additional concrete and pavement restoration, and elbow inside the existing manhole

CHANGE TO CONTRACT PRICE:

Original Contract Price:	\$ 894,795.50
Current Contract Price, as adjusted by previous Change Orders:	\$ 0.00
The Contract Price due to this Change Order will be increased by:	\$ 40,000.00
New Contract Price due to this Change Order will be:	\$ 934,795.50

CHANGE TO CONTRACT TIME:

The Contract Time will be increased by 0 calendar days.

APPROVALS REQUIRED:

To be effective, this order must be approved by the Owner if it changes the scope or objective of the project, or as may otherwise be required under the terms of the Contract.

RECOMMENDED AND
APPROVED BY

District Engineer

Date

ACCEPTED BY

Contractor

Date

AUTHORIZED BY

General Manager

Date

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WEST BAY SANITARY DISTRICT AGENDA ITEM 10

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Consider of Authorizing the Board President to Submit
Ballot for San Mateo LAFCo Alternate Special District
Member for Term Ending May 2028*

Background

The San Mateo Local Agency Formation Commission is comprised of two county supervisor members appointed by the Board of Supervisors, two city council members appointed by the City Selection Committee (also known as the Council of Mayors), two special district members selected by the Special Districts Selection Committee (comprised of the presiding officers of the independent special districts), and one public member appointed by the six members of the Commission. Terms are four years ending on the first Monday in May and regular members serve until reappointed or their successor is appointed.

The nomination period for the Alternate Independent Special District Selection Committee (SDSC) members closed in June 2024.

Analysis

The District is requested to return the attached "*Ballot – Issued June 24, 2024 For Selection of Alternate Special District Member To San Mateo Local Agency Formation Commission (LAFCo) For Term Ending May 2028.*"

The Board is requested to complete the following two steps:

1. Complete and submit the "*Ballot – Issued June 24, 2024 For Selection of Alternate Special District Member To San Mateo Local Agency Formation Commission (LAFCo) For Term Ending May 2028*"

Fiscal Impact

None

Recommendation

The General Manager recommends the Board discuss and authorize the President to:
1. Complete and submit the "BALLOT – Issued June 24, 2024 For Selection of Alternate Special District Member To San Mateo Local Agency Formation Commission (LAFCo) For Term Ending May 2028"

Attachment:

- *Ballot – Issued June 24, 2024 For Selection of Alternate Special District Member To San Mateo Local Agency Formation Commission (LAFCo) For Term Ending May 2028*



LOCAL AGENCY FORMATION COMMISSION

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

Please forward to Board President

July 2, 2024

To: Presiding Officers/Board Presidents
Independent Special Districts, San Mateo County

Subject: Special District Ballot for Alternate Member

On June 24, 2024, San Mateo LAFCo issued a ballot for the Alternate Special District Member. An error on this ballot related to the listing of candidates was noticed after the ballot was issued.

A new ballot issued on July 2, 2024 corrects this error. Voting members should use the ballot dated July 2 and disregard the ballot dated June 24.

If you have questions concerning this process, please contact me directly.

Sincerely,

Rob Bartoli

Rob Bartoli
Executive Officer

Attachment: Ballot for Special District Alternate Member Issued July 2, 2024

Distribution: Presiding Officers of Independent Special Districts in San Mateo County

- COMMISSIONERS:** KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT
▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC
- ALTERNATES:** CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY
- STAFF:** ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪
DIANE ESTIPONA, CLERK

BALLOT – Issued July 2, 2024

**For Selection of Alternate Special District Member
To San Mateo Local Agency Formation Commission (LAFCo) For Term Ending May 2028**

Independent Special District Selection Committee

Candidates: **Kathryn Slater-Carter, San Mateo County Harbor District**
(Nominated by Scott Boyd, President, Montara Water & Sanitary District, by James Pruett, General Manager, SMC Harbor District, and by Iris Gallagher, President, Bayshore Sanitary District)

Dennis Zell, Peninsula Health Care District
(Nominated by Lawrence W. Cappel, President, Peninsula Health Care District)

FILL IN THE FOLLOWING TABLE. VOTE FOR ONE ONLY

Candidate Name:	Vote Cast by: (Name of Voter and Name of District)

I am either the *President of the Board* listed below **OR** *my Board appointed me as alternate to vote* on the Independent Special District Selection Committee.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Name of Special District: _____

Please return by: August 1, 2024

Return to:
Rob Bartoli, Executive Officer San Mateo LAFCo
455 County Center, 2nd Floor
Redwood City, CA 94063
Phone: 650-363-4224 FAX: 650-363-4849
rbartoli@smcgov.org



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

Recycled Water Facility Production Data:

2024	Processed	Delivered
January	5.8MG	175K gallons
February	5.6MG	464K
March	6.5MG	1.5MG
April	8.1MG	4.4MG
May	10.6MG	9.3MG
June	10.7MG	9.9MG

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

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

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

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

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

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 12**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 13**

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Report, Discussion, and Direction on South Bayside Waste Management Authority (SBWMA) including the Solid Waste Franchise Re-Assignment

The District's representative to South Bayside Waste Management Authority (SBWMA), President Fran Dehn, will report on any pertinent items regarding SBWMA business. General Manager Ramirez will report and seek direction on the solid waste franchise re-assignment.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 14**

To:*Board of Directors*

From:*Sergio Ramirez, General Manager*

Subject:*Report and Discussion on 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 July 10, 2024

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