

1902 - Serving Our Community for over 120 Years - 2023
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 22, 2023 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

General Manager

Sergio Ramirez

District General Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

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

<https://us06web.zoom.us/j/82224898099?pwd=Zzhtb29CV1JGNUpjeWtyOWdqRDd1Zz09>

Meeting ID: 822 2489 8099 Passcode: 547846

Or by phone, call: 1-669-900-6833 Meeting ID: 822 2489 8099 Passcode: 547846

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 8, 2023 Pg. 3A-1
 - B. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1067 and Class 3 Sewer Permit No. 1069 for the Construction of Wastewater Facilities for 1300 El Camino Real, Menlo Park, California Pg. 3B-1
 - C. Bank of the West Monthly Investment Portfolio Statements Pg. 3C-1
4. General Manager’s Report Pg. 4-1

5. Consider Approval of the Financial Statements FY 2022-23, Second Quarter Ending 12/31/2022
Pg. 5-1
6. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1088 for the Construction of Wastewater Facilities for 155 & 167 Lake Road, Portola Valley, California
Pg. 6-1
7. Consider Authorizing General Manager to Extend the Agreement for Engineering Staff Augmentation Services with Freyer & Laureta, Inc Pg. 7-1
8. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 8-1
9. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 9-1
10. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 10-1
11. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 11-1
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 - 2023

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 8, 2023 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, Fischer, and Anthony Condotti and Stephanie Duck by Zoom

Others Present: None

2. Communications from the Public: None.

3. Public Hearing - Annexing Certain Territory within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Krashinsk and Liu (35 Possum Lane, Portola Valley)

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

Discussion/Comments: None.

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

4. Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Krashinsk and Liu (35 Possum Lane, Portola Valley)

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

Discussion/Comments: None.

5. Public Hearing - Annexing Certain Territory within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Ramies and Abedrabbo (115 Sausal Drive, Portola Valley)

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

Discussion/Comments: None.

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

6. **Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Ramies and Abedrabbo (115 Sausal Drive, Portola Valley)**

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

Discussion/Comments: None.

7. **Public Hearing to Consider Amending the Code of General Regulations for Board Member Compensation**

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

Discussion/Comments: None.

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

8. **Consider Amending the Code of General Regulations for Board Member Compensation**

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

Discussion/Comments: None.

9. ***Consent Calendar***

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

- A. Approval of Minutes for Regular Meeting January 25, 2023
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru January 31, 2023
- C. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361
- D. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 35 Possum Lane, Portola Valley, Lands of Krashinsk and Li
- E. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 115 Sausal Drive, Portola Valley, Lands of Ramies and Abedrabbo
- F. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 1625 for the Construction of Wastewater Facilities for 20 Shoshone Place, Portola Valley, California
- G. WBSD Operations and Maintenance Report – January 2023
- H. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2023
- I. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – January 2023

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

10. General Manager's Report

Discussion/Comments: General Manager Ramirez reported on the recent sanitary sewer overflow (SSO) in the Town of Los Altos Hills and District's response. He reported recruitment is open until filled for the Associate Engineer. He also reported the Alberní Street pipebursting project has begun. He informed the Board a flow study is underway for the Willow Pump Station which is funded by the 1125 O'Brien project. He continued to report that a \$3.2M sewer service charge payment was made to the District by the County of San Mateo. Next Board meetings will be on Feb. 22nd and March 8th. The complete General Manager's written report is in the February 8th, 2023 agenda packet.

11. Report by the Finance Advisory Committee

Discussion/Comments: Finance Manger Fisher reported on the meeting with the Finance Advisory Committee and Bank of the West investment group.

12. Consideration to Approve the District Reserve Policy

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

Discussion/Comments: Finance Manager Fisher reported on changes to the policy which include:

- Increase to Capital Projects Reserve from \$6M to \$8M;
- Increase to Emergency Capital Reserve from \$5M to \$6M;

13. Discussion and Direction on Teleconferenced Board Meetings

Discussion/Comments: Legal Counsel Stephanie Duck reported on Assembly Bill 361 (AB 361) and Assembly Bill 2449 (AB 2449) which provides for changes in teleconferencing provision in the Ralph M. Brown Act (Brown Act). Board consensus was to continue to teleconference Board meetings for the public and follow traditional Brown Act requirements for Board Members. The traditional Brown Act teleconferencing rules require a quorum of the District Board to meet in person in the District's jurisdiction, the posting of the Board members' remote location on the District Board's meeting notice and agenda, and public access to each teleconferencing location.

14. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez reported the plant produced 5M gallons for the month of December and delivered 0 gallons. He also reported the design for the Avy/Altschul pump station is underway and is planned to go out for bid in March.

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

Discussion/Comments: General Manager Ramirez reported the Army Corps has granted conditions of approval for the project. He also reported that soil samples have been taken and a project management agreement has been sent to Meta/Signature Group to finalize.

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

Discussion/Comments: None.

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

Discussion/Comments: None.

18. Closed Session

Entered closed session at 8:30 p.m. Left closed session at 8:47 p.m.

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
(Cal. Govt. Code § 54956.8)
Property: 1101 Altschul Avenue
Agency negotiator: General Manager/General Counsel
Negotiating parties: District and Los Lomitas Elementary School District
Under negotiation: Price/terms of payment for Avy Altschul Pump Station Easement

Reportable action: None.

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

Discussion/Comments: None.

20. Adjournment Time: The meeting was adjourned at 8:47 PM



WEST BAY SANITARY DISTRICT AGENDA ITEM 3B

To: *Board of Directors*

From: *Fariborz Heydari, Project Manager*

Subject: **Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1067 and Class 3 Sewer Permit No. 1069 for the Construction of Wastewater Facilities for 1300 El Camino Real, Menlo Park, California**

Background

These permits were issued to upsize the public sewer main on Oak Grove Ave., Menlo Park, the public sewer main on Garwood Way, Menlo Park, and a sewer utility relocation on Oak Grove Ave., Menlo Park to serve 1300 El Camino Real, Menlo Park, CA. It was later determined by District staff and Board consensus to eliminate the public sewer main upscaling on Garwood Way, Menlo Park.

Analysis

The Board issued permit 1067 at the Regular Board Meeting of April 12, 2017 and permit 1069 at the Regular Board Meeting of July 26, 2017.

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 Project Manager recommends that the Board accepts these facilities and directs the General Manager to approve the Class 3 Permit Nos. 1067 and 1069.

Attachments: Class 3 Permits No. 1067 & 1069
Exhibit A: Site map

WEST BAY SANITARY DISTRICT

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

Permit Number

No 1067

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

Station 1300: EL Camino Real, Menlo Park CA

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

Residential Non-residential Development at said location.

ENGINEER'S

BKF Engineers

Name

255 Shoreline Drive, Suite 200
Address Redwood City, CA 94065

CONTRACTOR'S

W.L. Butler Construction, Inc.

Name

204 Franklin St.
Address Redwood City CA 94063

OWNER'S

Greenheart Land Company, LLC

Name

621 High St. Palo Alto CA 94301
Address

Applicant's Signature

Jose Ramos Jr.

Signed by - Please Print Name

Address

Receipt of \$ 500.00 Application Fee is hereby acknowledged J. Neese

Receipt of \$ 2,000.00 Cash deposit or Performance Bond Date

Comments Utility re-locat'ion @ Allgroup

Approved by the District Board on 4/12/17

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Phil Scott, District Manager

Date 4/12/17

By [Signature]

Final Acceptance by the District Board on _____

WEST BAY SANITARY DISTRICT

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

Permit Number
No 1069

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

1300 El Camino Real, Menlo Park

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

Residential Non-residential Development at said location.

ENGINEER'S

BKF Engineers

Name

255 Shoreline Dr. Suite 200
Address
Redwood City CA 94065

CONTRACTOR'S

WL Butler Construction Inc

Name

204 Franklin St, Redwood City
Address
94065

OWNER'S

Real Social Good Investment LLC

Name

621 High Street Palo Alto

Address

[Signature]

Applicant's Signature

Carole Reich

Signed by - Please Print Name

621 High St, Palo Alto

Address

Receipt of \$ 500 Application Fee is hereby acknowledged

7. Reich 7/12/17

Date

Receipt of \$ 2000 Cash deposit or Performance Bond

Comments

Upsizing Sewer Main on Oak Grove Ave.
and upsizing on Garwoodway, as well.

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Phil Scott, District Manager

Date 7/26/17

By [Signature]

Final Acceptance by the District Board on _____

3B-3

SITE MAP: 1300 EL CAMINO REAL - PIPE SEGMENT REPLACEMENT



CONTACT RUSSELL MOORE
PROPERTY OWNER AT 160
ENONAL AVE.
650-327-3347 FOR
ACCESS TO MH # E14134

ALS-2014

E-13

E-14

F-14

E-15

D-14

3B-4



WEST BAY SANITARY DISTRICT AGENDA ITEM 3C

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 Operating Reserve increased to six months of operations, based on the current budget, held in the Local Agency Investment Fund (LAIF), in order to have the funds more accessible. This is 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, which accounts for the majority of funding. On February 8, 2023, the Board approved the current Reserve Policy, which increased the Capital Projects and Emergency Capital Reserves by \$2 million and \$1 million, respectively. These will be reflected in the February report.

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 separate account.

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 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	\$11.1 million	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	Achieved
Treatment Plant Reserve	8/01/2021	\$12 million	Achieved
Capital Project Reserve	11/26/2014	\$6 million	Achieved
Emergency Capital Reserve	10/19/2010	\$5 million	Achieved
Recycled Water Cash Flow	11/18/2016	\$8 million	Unfulfilled
Recycled Water SRF Reserve	3/01/2018	\$1.46 million	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	Achieved

Report to the District Board for the Regular Meeting of February 22, 2023

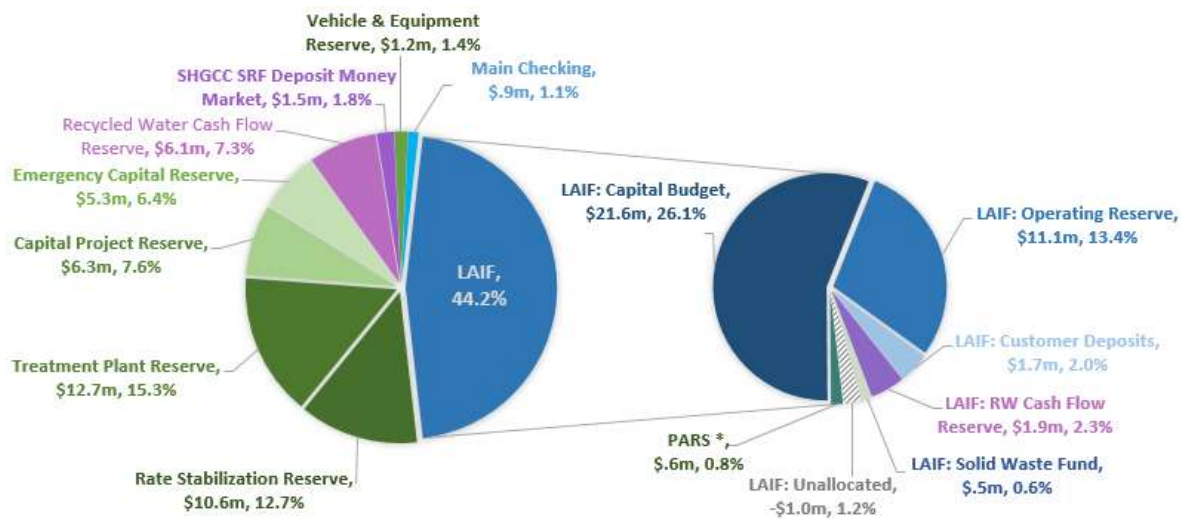
Fiscal Impact

The District has approximately \$81 million in all reserve and bank accounts as of January 31, 2023, including restricted funds. There was \$3.95 million in transfers in the approved FY 2022-23 Budget. At the February 8, 2023 Board meeting, contributions were reallocated to achieve new reserve targets.

- \$37,945,054 is in cash equivalent accounts, which are used for operations, current capital expenditures, and customer deposits.
- \$40,937,675 is in unrestricted investment accounts.
- \$647,797 is in restricted Public Agency Retirement Services (PARS Trust).
- \$1,516,957 is the restricted deposit held for SHGCC SRF Loan Reserves.

Effective July 1, 2022, the Operating Reserve target increased to \$11.1 million for six months of operations, based on the approved budget for Fiscal Year 2022-23. As of January 31, 2023 there is one fund under the target balance, by approximately \$31 thousand, due to fluctuations in market values, which will be recovered as the District holds investments until they mature.

**Cash & Investments
January 31, 2023**



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.

Attached: 2023-01 Investment Reserve Accounts



WBSD - RATE STABILIZATION RESERVE

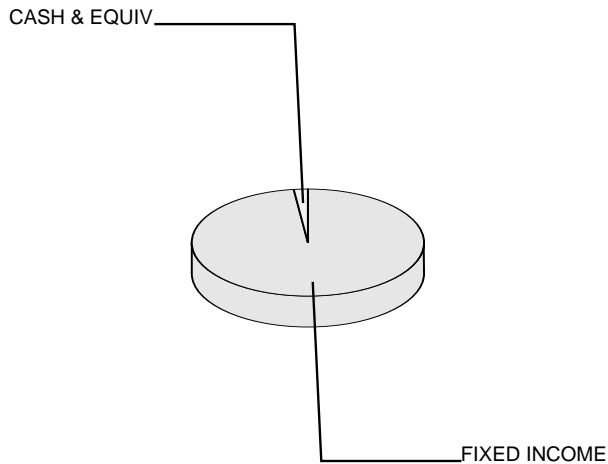
Account Number:
 Statement Period:

01/01/23 -
 01/31/23

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	241,781.14	2.3%
Fixed Income	10,261,794.90	97.7%
Total Portfolio	\$ 10,503,576.04	100.0%
Accrued Income	58,809.98	
Total Valuation	\$ 10,562,386.02	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 10,496,332.24	\$ 9,737,901.10
Income		
Interest.....	10,955.97	125,895.82
Purchased Income.....	0.00	-8,028.78
Additions.....	0.00	767,700.00
Disbursements.....	-1,388.83	-9,748.31
Realized Gains/(Losses).....	0.00	-60.87
Change In Accrued Income.....	8,299.66	6,935.47
Change In Market Appreciation/(Depreciation).....	50,686.15	-6,276.99
Non-Cash Asset Changes.....	-2,499.17	-51,931.42
Ending Market Value	\$ 10,562,386.02	\$ 10,562,386.02



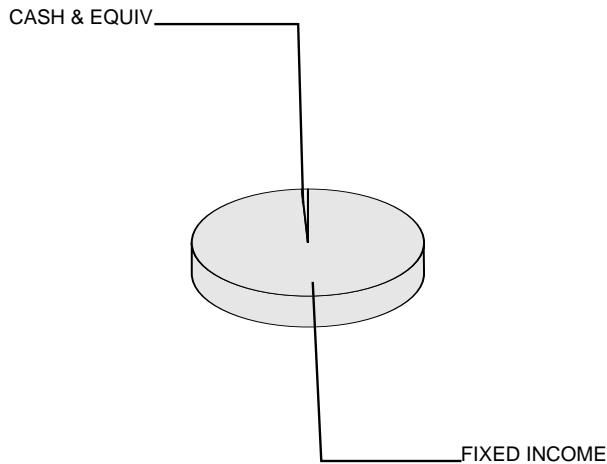
WBSD - TREATMENT PLANT RESERVE

Account Number: 01/01/23 -
 Statement Period: 01/31/23

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	116,731.20	0.9%
Fixed Income	12,510,589.10	99.1%
Total Portfolio	\$ 12,627,320.30	100.0%
Accrued Income	47,744.90	
Total Valuation	\$ 12,675,065.20	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 12,547,845.08	\$ 2,493,136.18
Income		
Interest.....	17,116.62	88,122.87
Purchased Income.....	0.00	-61,420.21
Additions.....	0.00	10,118,211.08
Disbursements.....	-1,662.56	-5,369.25
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	4,595.16	37,555.18
Change In Market Appreciation/(Depreciation).....	94,764.30	-26,928.39
Non-Cash Asset Changes.....	12,406.60	31,757.74
Ending Market Value	\$ 12,675,065.20	\$ 12,675,065.20



WBSD - CAPITAL PROJECT RESERVE

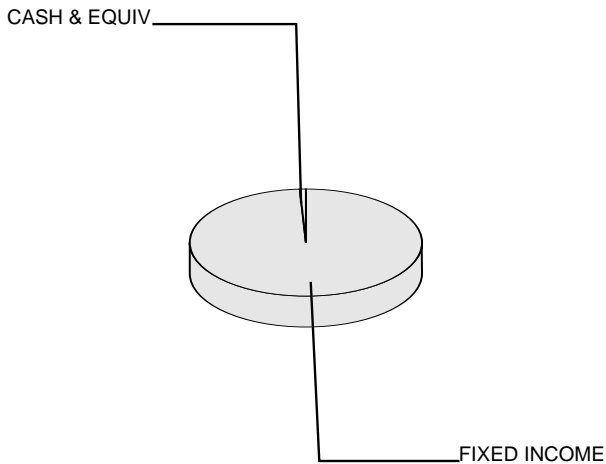
Account Number:
 Statement Period:

01/01/23 -
 01/31/23

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	43,348.49	0.7%
Fixed Income	6,267,712.50	99.3%
Total Portfolio	\$ 6,311,060.99	100.0%
Accrued Income	29,319.81	
Total Valuation	\$ 6,340,380.80	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 6,294,777.28	\$ 5,830,876.97
Income		
Interest.....	5,893.50	75,259.16
Purchased Income.....	0.00	-5,361.90
Additions.....	0.00	479,000.00
Disbursements.....	-833.52	-5,838.88
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	3,732.79	-5,263.27
Change In Market Appreciation/(Depreciation).....	37,138.50	-5,836.66
Non-Cash Asset Changes.....	-327.75	-22,454.62
Ending Market Value	\$ 6,340,380.80	\$ 6,340,380.80



WBSD - EMERGENCY CAPITAL RESERVE

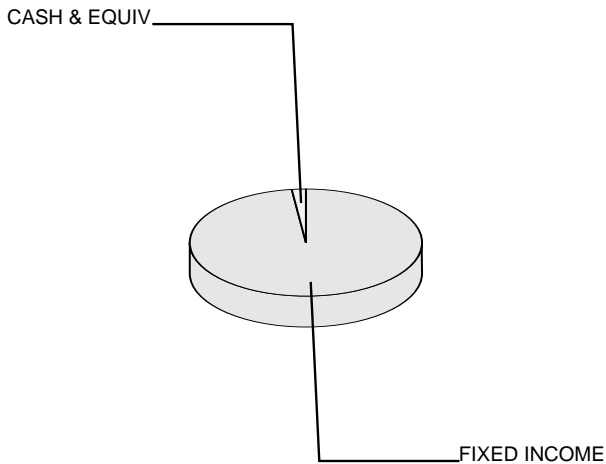
Account Number:
 Statement Period:

01/01/23 -
 01/31/23

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	89,184.53	1.7%
Fixed Income	5,168,014.81	98.3%
Total Portfolio	\$ 5,257,199.34	100.0%
Accrued Income	25,977.83	
Total Valuation	\$ 5,283,177.17	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,246,068.64	\$ 4,877,961.83
Income		
Interest.....	6,383.74	65,682.93
Purchased Income.....	0.00	-4,787.81
Additions.....	0.00	381,100.00
Disbursements.....	-694.37	-4,878.38
Realized Gains/(Losses).....	0.00	-522.32
Change In Accrued Income.....	2,511.46	-2,128.48
Change In Market Appreciation/(Depreciation).....	28,882.17	-7,319.79
Non-Cash Asset Changes.....	25.53	-21,930.81
Ending Market Value	\$ 5,283,177.17	\$ 5,283,177.17



WBSD - RECYCLED WATER CASH FLOW

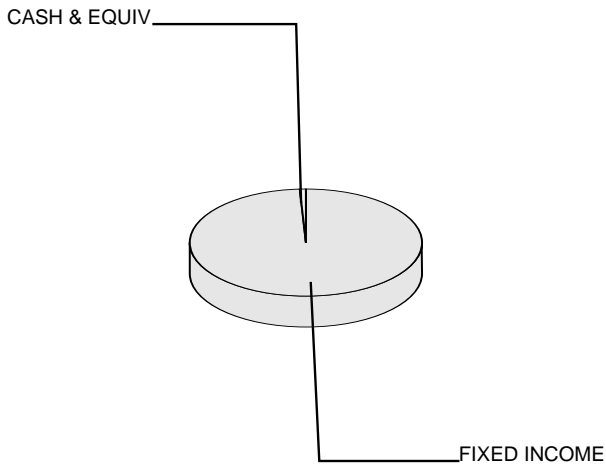
Account Number:
 Statement Period:

01/01/23 -
 01/31/23

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	37,480.34	0.6%
Fixed Income	6,010,527.60	99.4%
Total Portfolio	\$ 6,048,007.94	100.0%
Accrued Income	28,658.10	
Total Valuation	\$ 6,076,666.04	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 6,044,155.90	\$ 5,623,527.18
Income		
Interest.....	9,267.77	68,193.29
Purchased Income.....	0.00	-3,939.82
Additions.....	0.00	456,100.00
Disbursements.....	-799.94	-5,618.43
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	1,080.11	3,388.77
Change In Market Appreciation/(Depreciation).....	9,631.05	-81,694.06
Non-Cash Asset Changes.....	13,331.15	16,709.11
Ending Market Value	\$ 6,076,666.04	\$ 6,076,666.04

THIS PAGE LEFT INTENTIONALLY BLANK



WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *General Manager's Report*

- 1) **Administrative:**
 - a. The 2023 Master Plan consultant agreement was executed and a kick off meeting will be scheduled between February 27th and March 3rd.
 - b. Staff is researching tax roll firms to assist with this year's tax roll preparation.
 - 2) **Finance:**
 - a. Spending against the National Fish and Wildlife Foundation grant of \$4.9 million has begun.
 - b. Revised applications were submitted to the State Water Board for the Bayfront Recycled Water Facility and the Avy Altschul Pump Station projects.
 - c. Staff will be issuing a partial sewer service charge refund to 3600 Haven Ave., Redwood City related to water leak and an error in how the establishment was billed in the tax roll. The refund is for \$6,386.52 for FY20/21, \$13,767.46 for FY21/22, and \$18,785.82 for FY22/23. The establishment had paid \$92,709.34 over the three year period, well over what they had paid historically.
 - 3) **CIP Projects:**
 - a. **Construction Capital Improvement Program (CIP):**
 - i. The Bayfront Park Sewer Improvements Project was awarded to Ranger Pipelines Inc. and final permits were obtained. Construction will begin as material are secured in the next month or so.
 - ii. The Alborni Street and Menalto Avenue sewer main replacement in East Palo Alto was completed.
 - b. **Levee Improvement Project:**
 - i. Approval for the Levee Improvement Project call-for-bids will come to the Board at a Regular Board Meeting in March.
 - 4) **Information Technology (IT):**
 - a. Staff is researching ways to upgrade the District's 13 year old website. Many agencies have improved their websites other the years and accept credit card payments via their website using paygovnow.com including the Carmel Area Wastewater District among others. Staff will present on the topic at the next Regular Board Meeting.
 - b. Staff will begin migrating to Microsoft Office 365 in early 2023.
-

Report to the District Board for the Regular Meeting of February 22, 2023

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

- 5) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. The District experienced a sanitary sewer overflow (SSO) due to a forcemain break on the new Phil Scott Pump Station to the recycled water facility. The General Manager will give a report at the Regular Board Meeting.
 - ii. Staff will present an update on the success of the HomeServe sewer lateral replacement program at the next Regular Board Meeting.
 - b. **Pump Facilities:**
 - i. The Pump Supervisor and Superintendent continue to research the replacement options for the outdated telemetry ISAC System.
 - c. **Training:**
 - i. Staff has trained on the updated COVID-19 Response Plan which will be in place until the State and Federal Government declare the end of the COVID-19 State of Emergency.
- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. Approval for the Avy Altschul Pump Station Project call-for-bids will come to the Board at a Regular Board Meeting in March.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. An agreement was sent to Meta regarding the Project Management contract.
 - c. **Woodside Recycled Water Facility (BRWF):**
 - i. The Woodside Recycled Water Facility feasibility is underway. Pass through invoices are being payed to Woodard and Curran but reimbursed by Menlo Country Club as part of the feasibility agreement.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The District is wait receipt of the new Combo Jet-Vac Unit ordered last year. The unit is expected to arrive later this year.
- 8) **Personnel:**
 - i. The Associate Engineering recruitment is under way.
- 9) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesdays, February 22nd and March 8th.
- 10) **Misc. Items:**
 - a. **West Bay:** The District experienced 1 sanitary sewer overflow (SSO) due to a forcemain break on the new Phil Scott Pump Station to the recycled water facility.
 - b. **Town of Los Altos Hills:** Crews continue to clean and video inspect the Town's system.
 - c. **Town of Woodside:** Staff is working with the Town to secure their own bypass equipment.

Report to the District Board for the Regular Meeting of February 22, 2023

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



WEST BAY SANITARY DISTRICT
AGENDA ITEM 5

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

Subject: *Consider Approval of the Financial Statements FY 2022-23, Second Quarter Ending 12/31/2022*

Background

Attached for the Board’s review are the District’s Unaudited Financial Statements for the year ending December 31, 2022. 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.

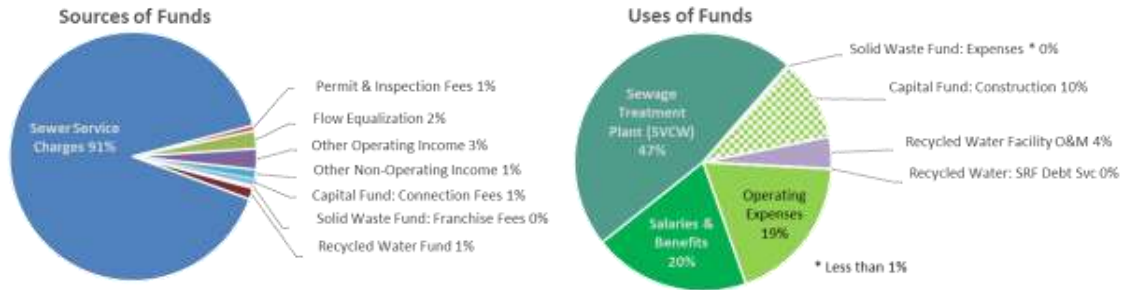
Fiscal Impact



The District had \$185,591,126 in total assets as of December 31, 2022, with total liabilities of \$20,930,257, for a Net Position of \$162,160,610, with Deferred Outflows and Inflows of Resources of \$221,686 and \$2,722,245, respectively.

The District had gross Revenue of \$16,712,169 and gross Expenditures of \$14,491,634, for a total \$2,220,534 increase in Net Position, including non-operating income and expense, through the quarter ending December 31, 2022 for all Funds. The District also expended \$1,622,651 on capital construction.

Report to the District Board for the Regular Meeting of February 22, 2023



General and SVCW Funds:

General and Treatment Plant Funds are combined to show total sanitary system operations. Operating Revenue was \$16,067,845, 52% of the annual budget. Operating Expense was \$12,322,954, 55% of the annual budget. This includes direct Operating Expenses of \$4,728,097, 47% of the annual budget and current Sewer Treatment Plant Expense and debt, managed by Silicon Valley Clean Water (SVCW) of \$7,594,856, 62% of the annual budget and 62% of total operating expenses year-to-date. The Net Operating Income was \$3,744,891 through December 31, 2022.

Non-Operating Revenues and Expenses had a \$203,283 net increase, from Interest Income, Gains, and Losses on Investments, less investment fees. The General and SVCW Funds has a \$3,948,174 increase in Net Position through December 31, 2022.

Capital Fund:

The Capital Fund recognized revenue \$147,514 in total revenue from current Connection Fees. Current expenses include \$1,477,765 in depreciation. Capital Expenditures of \$1,622,651 are recognized as assets, increasing the District’s Net Position.

Solid Waste Fund:

The Solid Waste Fund recognized \$54,384 in Franchise Fees, 49% of the annual budget, from Recology, which manages solid waste collection for the District.

Solid Waste Expenditures of \$52,060 was recognized for rate studies, annual notification mailing, and overhead allocation.

The Solid Waste Fund decreased \$2,324, to a Net Position of \$521,642, as of December 31, 2022.

Recycled Water Fund:

The Recycled Water Fund includes the Sharon Heights Recycled Water Facility (SHRWF) and the Bayfront Project. All income in this fund is recognized as Non-Operating. The District recognized \$638,856 in total expenses and a net \$239,143 in Non-Operating Income and Expense.

The SHRWF recognized \$272,306 in Non-Operating Revenue from Sharon Heights Golf & Country Club (SHGCC). Operating Expenditures were \$637,703, including \$377,451 in depreciation of the facility.

The Bayfront Project had \$1,153 in expenditures towards receiving grant funding and \$45,533 in capital expenditures in FY 2022-23, for total project Construction in Progress (CIP) expenditures of \$727,296.

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, 2022.

Statement of Revenue, Expenses and Changes in Net Position				
Financial Statement	Prior Year FY 2021-22	Actual 2nd Qtr FY 22-23	Approved Budget FY 2022-23	Annual Budget v Actual
Operating Revenues	31,049,135	16,122,228	30,887,959	52%
Operating Expenses	(12,246,437)	(6,896,778)	(14,674,382)	47%
SVCW	(12,233,027)	(7,594,856)	(12,177,351)	62%
Operating Income (Loss)	6,569,671	1,630,594	4,036,227	40%
Non-Operating Rev/Exp	(979,520)	442,426	853,468	52%
Income Before Contributions & Special Items	5,590,152	2,073,020	4,889,694	42%
Pension Adjustment (GASB 68)	937,667	-		
Recycled Water Fund: Capital Contribution	662,911	-	662,911	0%
Capital Fund: Connection Fees	7,444,686	147,514	250,000	59%
Change in Net Position	14,635,416	2,220,534	5,802,605	38%
Prior Period Adjustment	1,303,206	-		
Change in Net Position - Adjusted	15,938,622	2,220,534	5,802,605	38%

Recommendation

The Finance Manager recommends the Board approve the Unaudited Financial Statement for Fiscal Year 2022-23, for the quarter ending December 31, 2022.

Attached: Financial Report 2nd Qtr FY 2022-23

WEST BAY SANITARY DISTRICT



Unaudited Financial Statements

Fiscal Year 2022-2023

Second Quarter Ending

December 31, 2022

Financial Report
Fiscal Year 2022-2023
Quarter Ending December 31, 2022

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 20,172 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, 2022, for fiscal year 2022-23 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. Detailed statement by Fund is included in the Combining Statements and included as supplemental data in the annual financial audit report.

Table of Contents

Statement of Net Position	3
Statement of Revenue, Expenses and Changes in Net Position	4
General Fund	5
Revenues	6
Expenditures	7
Capital Fund	10
Solid Waste Fund	13
Recycled Water Fund	14
Sharon Heights Recycled Water Facility	15
Bayfront	17
Combining Statements	18

**West Bay Sanitary District
Statement of Net Position
Fiscal Year 2022-23
December 31, 2022**

	Prior Year FY 2021-22	Unaudited 2nd Qtr FY 22-23
Assets		
Current Assets		
Cash & Equivalents	47,532,928	39,961,713
Investments	8,879,384	31,299,135
Cash & Investments - Restricted	1,515,974	1,516,815
Accounts Receivable	450,160	203,377
Accrued Revenue	381,418	(143,961)
Interest Receivable	238,586	351,215
Prepaid Expenses	80,883	42,508
Total Current Assets	59,079,334	73,230,802
Non-Current Assets		
Investments	19,684,019	9,330,044
Restricted Investments	209,699	199,145
Investment in SVCW	28,430,708	28,430,708
Net Pension Asset	3,490,048.0000	3,490,048
Capital Assets:		
Property, Plant & Equipment	112,483,090	114,105,740
Accumulated Depreciation	(41,340,145)	(43,195,362)
Total Capital Assets	71,142,944	70,910,379
Total Non-Current Assets	122,957,418	112,360,324
Total Assets	182,036,752	185,591,126
Deferred Outflows of Resources	242,338	221,686
Liabilities		
Current Liabilities		
Accounts Payable	304,122	1,326,325
Accrued Payroll & Taxes	536,887	428,069
Customer Deposits	1,191,910	1,591,711
SRF Note Payable	501,715	501,715
Total Current Liabilities	2,534,633	3,847,820
Non-Current Liabilities		
OPEB Liability	6,113	6,113
Net Pension Liability		
SRF Deposit - SHGCC	1,458,404	1,458,404
SRF Note Payable	15,617,920	15,617,920
Total Liabilities	19,617,070	20,930,257
Deferred Inflows of Resources	2,722,245	2,722,245
Net Position		
Net Investment in Capital Assets	55,023,310	55,023,310
Investment In SVCW	28,430,708	28,430,708
Capital Fund Budget	41,066,633	41,453,860
Operation Reserve	10,749,600	10,749,600
Unrestricted Fund Balance	23,366,318	26,502,832
Total Net Position	158,636,569	162,160,310
Prior Period Adjustment	1,303,206	
Total Net Position	159,939,775	162,160,310

West Bay Sanitary District
Statement of Revenues, Expenses & Changes in Net Position
Fiscal Year 2022-23
December 31, 2022

	Prior Year FY 2021-22	Unaudited Actual 2nd Qtr FY 22-23	Approved Budget FY 2022-23	Budget v Actual FY 2022-23	Budget v Actual FY 2022-23
Operating Revenues					
Sewer Service Charges	29,637,018	15,113,548	29,524,654	51%	14,411,107
Flow Equalization	368,490	386,915	200,000	193%	(186,915)
Permit & Inspection Fees	210,666	116,657	386,915	30%	270,258
Other Operating Revenue	832,960	505,109	776,390	65%	271,281
Operating Revenues	31,049,135	16,122,228	30,887,959	52%	14,765,731
Operating Expenses					
Salaries & Benefits	5,885,910	3,182,379	6,773,845	47%	3,591,466
Materials & Supplies	573,943	283,549	694,169	41%	410,620
Insurance	229,776	146,063	377,663	39%	231,600
Contract Services	611,993	545,574	837,572	65%	291,998
Professional Services	433,014	355,941	717,419	50%	361,478
Repairs & Maintenance	291,398	160,666	398,068	40%	237,402
Utilities	329,988	218,579	443,371	49%	224,792
Other Operating Expenses	241,980	148,812	479,470	31%	330,658
Depreciation	3,648,434	1,855,216	3,952,805	47%	2,097,589
Total WBSD Operating Expenses	12,246,437	6,896,778	14,674,382	47%	7,777,604
Sewage Treatment Plant (SVCW)	12,233,027	7,594,856	12,177,351	62%	4,582,495
Total Operating Expenses	24,479,464	14,491,634	26,851,733	54%	12,360,098
Operating Income (Loss)	6,569,671	1,630,594	4,036,227	40%	2,405,633
Non-Operating Revenues (Expenses)					
Investment Income	(410,875)	168,241	501,600	34%	333,359
Interest Expense	(166,164)	-	(161,196)		(161,196)
Other Non-Operating Income	686,442	274,185	519,064	53%	244,879
Other Non-Operating Expenses	-	-	(6,000)		(6,000)
Total Non-Operating Revenues (Expenses)	(979,520)	442,426	853,468	52%	411,042
Change in Net Position before Contributions & Special Items	5,590,152	2,073,020	4,889,694	42%	2,816,674
Increase (Decrease) in Pension (GASB 68)	937,667	-	-		-
Capital Contributions			-		-
Recycled Water Fund	662,911	-	662,911		662,911
Capital Fund: Connection Fees	7,444,686	147,514	250,000	59%	102,486
Change in Net Position	14,635,416	2,220,534	5,802,605	38%	3,582,071
Beginning Net Position	144,001,153	159,939,775	159,939,775		
Prior Period Adjustment	1,303,206	-	-		
Ending Net Position	159,939,775	162,160,310	165,742,381		

West Bay Sanitary District
Statement of Revenue, Expenses and Changes in Net Position
Fiscal Year 2022-23
December 31, 2022



	Prior Year FY 2021-22	Unaudited Actual 2nd Qtr FY 22-23	Approved Budget 2nd Qtr FY 22-23	Budget v Actual 2nd Qtr FY 22-23	Approved Budget FY 2022-23	YTD % Budget v
Operating Revenues	30,937,733	16,067,845	15,582,437	485,408	30,777,959	52%
Operating Expenses						
General Fund Expense	8,040,511	4,728,097	5,110,995	(382,898)	10,089,960	47%
Sewage Treatment Plant (SVCW)	12,233,027	7,594,856	6,088,676	1,506,181	12,177,351	62%
Total Operating Expenses	20,273,538	12,322,954	11,199,671	1,123,283	22,267,311	55%
Operating Income (Loss)	10,664,195	3,744,891	4,382,766	(637,875)	8,510,648	44%
Non-Operating Revenues (Expenses)						
Non-Operating Revenues	(409,125)	203,283	250,500	(47,217)	501,000	41%
Non-Operating Expenses	(1,088,923)	-	(3,000)	3,000	(6,000)	
Total Non-Operating Revenues (Expenses)	(1,498,048)	203,283	247,500	(44,217)	495,000	41%
Change in Net Position by Fund						
General & SVCW Funds	9,166,147	3,948,174	4,630,266	(682,092)	9,005,648	44%
Capital Fund	(2,895,027)	(1,477,765)	(1,600,000)	(122,235)	(3,200,000)	46%
Solid Waste Fund	256,114	2,324	1,005	1,319	2,010	116%
Recycled Water Fund	(937,082)	(399,713)	(962,401)	562,688	(299,490)	133%
Change in Net Position, before Capital Contributions	5,590,152	2,073,020	2,068,870	4,150	5,508,168	38%
Other Adjustment						
Pension Adjustment (GASB 68)	937,667	-	-	-	-	
Capital Contributions						
Capital Contribution - Connection Fees	7,444,686	147,514	125,000	22,514	250,000	59%
Capital Contribution - SHGCC	662,911	-	-	-	-	
Change in Net Position	14,635,416	2,220,534	2,193,870	26,664	5,758,168	39%
Beginning Net Position	144,001,153	159,939,775	159,939,775		159,939,775	
Prior Period Adjustment	1,303,206	-	-		-	
Ending Net Position	159,939,775	162,160,310	162,133,645		165,697,943	

Revenues:

For the quarter ending December 31, 2022, total combined revenues are \$16,712,169 including the General, SVCW, Capital, Solid Waste, and Recycled Water Funds.

General Fund:**Revenues:**

The General Fund had \$16,271,128 in revenue, 52% of the annual budget.

- **Sewer Service Charges.** Total revenue of \$30,227,095 is recognized for the fiscal year as accrued revenue and applied to income monthly as earned. \$15,113,548 was recognized as earned, through December 31, 2022. 99.8% of all charges are made through the County of San Mateo tax roll and paid to the District in installments, with the first payment received in December 2022. Manual invoices are issued to customers not on the San Mateo County tax roll, including customers in Santa Clara County, due in two payments; half on 11/1/22 and half on 2/1/23.
- **Permit Fees.** Permit & Inspection Fees of \$116,657, 58% of the annual budget.
- **Flow Equal.** The District received the \$386,915 contract with Silicon Valley Clean Water (SVCW) for use of the Flow Equalization Facility Pond in fiscal year 2022-23.
- **Other Operating Income.** A total of \$450,726 was recognized through yearend; 68% of the annual budget.
 - Revenue from Los Altos Hills was \$264,928
 - Revenue from Town of Woodside was \$53,650
 - Revenue from HACH Contract for private pump station maintenance is billed through the SMC tax roll and accrued monthly; \$77,625 is recognized.
 - This is a pass through expense, charged to customers in arrears of coverage.
 - Revenue of \$20,035 is for billed staff emergency line repair.
 - Revenue from Mandatory Wastewater Discharge Compliance of \$33,744.
 - An additional \$744 was from other sources; late fees, bid fees, and other misc. charges and reimbursements.
- **Other Non-Operating Revenues:** The District recognized total non-operating revenue of \$203,283 (detailed on following table).

West Bay Sanitary District
General Fund
Fiscal Year 2022-23
December 31, 2022

General Fund	Prior Year FY 2021-22	Unaudited Actual 2nd Qtr FY 22-23	Budget 2nd Qtr FY 22-23	Budget v Actual 2nd Qtr FY 22-23	Approved Budget FY 2022-23	YTD % Annual Budget
Revenue						
Sewer Service Charges						
Residential	24,443,597	12,516,837	12,165,616	351,220	24,331,233	51%
Non-Residential	5,193,421	2,596,711	2,596,711	-	5,193,421	50%
Total Sewer Service Charges	29,637,018	15,113,548	14,762,327	351,220	29,524,654	51%
Permit & Inspection Fees	210,666	116,657	100,000	16,657	200,000	58%
Flow Equalization	368,490	386,915	386,915	1	386,915	100%
Other Operating Income	721,559	450,726	333,195	117,531	666,390	68%
Total Operating Revenues	30,937,733	16,067,845	15,582,437	485,408	30,777,959	52%
Non-Operating Revenues						
Interest Income	563,114	567,645	250,000	317,645	500,000	114%
Gain/Loss on Securities	(935,427)	(335,876)	-	(335,876)		
Gain/Loss on PARS Trust	(27,753)	(31,206)	-	(31,206)		
Gain/Loss on Equity in SVCW						
Other Non-Op. Inc.	(9,061)	2,720	500	2,220	1,000	
Total Non-Operating Revenues	(409,125)	203,283	250,500	(47,217)	501,000	41%
Revenue Prior Years	930,709	-	-	-		
Total General Fund Revenue	31,459,317	16,271,128	15,832,937	438,191	31,278,959	52%

Expenditures:

For the quarter ending December 31, 2022, total combined expenditures are \$14,491,634 including the General, SVCW, Capital, Solid Waste, and Recycled Water Funds.

General & SVCW Funds:**Expenditures:**

For the quarter ending December 31, 2022, total Expenses were \$12,322,954, 55% of the annual budget. SVCW accounts for 62% of all wastewater operating expenditures.

- **WBSD Operating Expenses.** General Fund Expenses were \$4,728,097, 47% 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.
 - Salaries and Benefits were 47% of the budget.
 - Fuel costs were \$102,666, 74% of the annual budget, as fuel costs have continued to rise and the District incurred additional commuter fuel costs, before train schedules returned to normal.
 - Contract Services were 67% of the budget.
 - Root foaming for the full year was completed early and was also done for LAH for \$55,553, which was passed through on their invoice.
 - San Mateo Local Agency Formation Commission (LAFCo), for full year, was 63% of annual budget.

- The other expenditures average 28% of the annual budget.
- **External Operating Expenses.** These include \$7,594,856 paid to SVCW, which is 62% of the annual budget for SVCW and 62% of total Operating Expenses. The District holds a 23.06% share of SVCW's Net Position as of June 30, 2022 Unaudited Analysis of Net Position. Expenses are recognized as Sewage Treatment Plant under Operating Expenses on the audited financial statements. The District tracks internally in a separate SVCW Fund.
 - SVCW Operating Contributions were \$3,025,422, 45% of the annual budget.
 - SVCW Capital Contributions were \$523,920, 139% of the annual budget.
 - SVCW Debt payments were \$4,045,514, 80% of the annual budget.
- **Non-Operating Income(Expenses).** The District recognized a \$203,283 in non-operating revenue and expenses.
 - Net revenue on investments were \$200,563.
 - \$567,645 Interest Income.
 - \$367,082 Loss in Fair Market Value of Investments, which District plans to hold until maturity.
 - The District received \$2,720 in miscellaneous non-operating income.

Change in Net Position:

The General and SVCW Funds combined had an increase Change in Net Position of \$3,948,174 through December 31, 2022, including \$3,744,891 net Operating Income. The Change in Net Position is added to the Capital Budget for future capital projects.

The District reports separately, the Capital Fund, Solid Waste Fund, and Recycled Water Fund. The total Change in Net Position for the District is \$2,220,534 increase. The total Net Position was \$162,160,310, as of December 31, 2022. Details are included on the Combining Statement on page 18.



West Bay Sanitary District
General Fund
Fiscal Year 2022-23
December 31, 2022

	Prior Year	Unaudited Actual	Budget	Budget v Actual	Approved Budget	YTD %
	FY 2021-22	2nd Qtr FY 22-23	2nd Qtr FY 22-23	2nd Qtr FY 22-23	FY 2022-23	Annual Budget
Salaries & Wages	4,150,340	2,201,904	2,330,820	128,915	4,661,639	47%
Employee Benefits	1,504,198	858,956	940,659	81,703	1,881,317	46%
Directors- Fees	38,690	17,250	22,007	4,757	44,013	39%
Election Expense	-		35,000	35,000	70,000	
Gasoline, Oil & Fuel	117,370	75,695	51,250	(24,445)	102,500	74%
Insurance	178,566	91,410	124,332	32,921	248,663	37%
Memberships	69,912	31,925	40,173	8,247	80,345	40%
Office Expense	30,457	15,542	22,079	6,537	44,157	35%
Operating Supplies	352,451	163,745	217,281	53,536	434,562	38%
Contract Services	573,867	518,958	388,740	(130,218)	777,480	67%
Professional Services	368,254	320,810	286,490	(34,320)	572,979	56%
Printing & Publications	41,156	18,383	36,668	18,284	73,335	25%
Rents & Leases	38,126	26,616	30,046	3,430	60,092	44%
Repairs & Maintenance	270,583	155,408	192,830	37,422	385,660	40%
Research & Monitoring	7,014		10,000	10,000	20,000	
Training, Meetings & Travel	23,013	25,040	55,529	30,488	111,057	23%
Utilities	179,576	113,634	118,926	5,292	237,851	48%
LAFCo	32,610	22,323	35,280	12,957	35,280	63%
Other Operating Expenses	76,813	86,365	115,695	29,330	231,390	37%
Equipment Expense	55,923	17,142	96,750	79,608	96,750	18%
OPEB Expense (GASB 75)	6,270	6,546	-	(6,546)		
Admin: Solid Waste	(57,090)	(29,745)	(29,745)	-	(59,490)	50%
Admin: Recycled Water	(17,589)	(9,810)	(9,810)	-	(19,620)	50%
Total WBSD Operating Expenses	8,040,511	4,728,097	5,110,995	382,898	10,089,960	47%
SVCW - Operating Fund	6,406,764	3,013,968	3,013,972	4	6,027,944	50%
SVCW - Operating Reserve	6,672	11,454	346,952	335,498	693,904	2%
SVCW - Capital Contributions	750,312	523,920	188,417	(335,503)	376,834	139%
SVCW - 2018 Bond	1,838,028	1,229,792	917,169	(312,623)	1,834,338	67%
SVCW - 2021 Bonds (\$55.6m)	2,724,486	2,308,957	1,368,783	(940,174)	2,737,566	84%
SVCW - SRF WWTP Debt C-06-5216-120	506,765	506,765	253,383	(253,383)	506,765	100%
Total External Operating Expenses (SVCW)	12,233,027	7,594,856	6,088,676	(1,506,181)	12,177,351	62%
Total Operating Expenses	20,273,538	12,322,954	11,199,671	(1,123,283)	22,267,311	55%
Other Non Operating Expense			3,000	3,000	6,000	
Loss on Investment SVCW	1,088,923			-		
Other Adjustments						
Pension Adjustment (GASB 68)	(937,667)	-	-	-		
Prior Period Adjustments						
Total General & SVCW Fund Expenses	20,424,794	12,322,954	11,202,671	(1,120,283)	22,273,311	55%

Capital Fund:

For period ending December 31, 2022, total Capital Expenditures were \$1,622,651, 9% of the annual budget. A detailed schedule of Capital Fund Expenditures is included on page 12. The Recycled Water Fund is separate, beginning on page 14.

Capital Fund Revenue:

Connection Fees were \$147,514, 59% of the annual budget.

Capital Fund

Capital Fund	Actual FY 2021-22	Unaudited Actual 2nd Qtr FY 22-23	Budget 2nd Qtr FY 22-23	Budget v Actual 2nd Qtr FY 22-23	Approved Budget FY 2022-23	YTD % Annual Budget
Connection Fees	7,444,686	147,514	125,000	22,514	250,000	59%
Gain/Loss on Sale of Assets	602			-		
Revenue Prior Period	822,949			-		
Total Capital Fund Revenue	8,268,237	147,514	125,000	22,514	250,000	59%

Capital Fund Expenses:

The Capital Fund records all changes in District Operating Assets.

- **Depreciation.** Depreciation expense of \$1,477,765 is 46% of the annual budget.

Capital Fund	Unaudited Actual FY 2021-22	Unaudited Actual 2nd Qtr FY 22-23	Budget 2nd Qtr FY 22-23	Budget v Actual 2nd Qtr FY 22-23	Approved Budget FY 2022-23	YTD % Annual Budget
Depreciation	2,895,629	1,477,765	1,600,000	122,235	3,200,000	46%
Prior Period Expenses	450,452	-	-	-	-	
Capital Fund Expenditures	3,346,081	1,477,765	1,600,000	122,235	3,200,000	46%

Capital Fund Assets:

Capital spending was \$1,622,651, 9% of the \$14,292,500 annual capital budget. Incomplete projects are recorded in Construction in Progress (CIP) expenditures until completed and transferred.

- **Administration.** There were no administrative expenditures capitalized.
- **Collection Facilities - Buildings.** There were no facilities expenditures completed.
- **Vehicle & Equipment.** There were \$216,119 in vehicle and equipment purchases.
 - A mainline CCTV camera was purchased for \$20,575.
 - A Jet Truck, Ford Superduty F550 with ½ inch Jetter for a total \$139,838.
 - A 2022 Ford Mach E, was purchased for General Manager for \$55,706.
- **Subsurface Lines and Other.**
 - **Pump Stations.** There were no pump and valve replacement program expenses.
 - **Subsurface Lines.** There were no subsurface lines completed.
- **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. \$1,360,998 was expended, 11% of the \$12,280,000 budget for CIP.
 - **Levee Project.** \$204,342 was expended for levee design.

- **Metal Storage Building.** \$15,722 was expended to complete the project.
- **Pipeline Replacement & Rehab Engineering** There were no expenditures.
- **Pipeline Replacement & Rehab Construction.** \$1,140,934 was expended (see Capital Expenditure Analysis on page 13 for project details).
- **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. \$45,533 was expended in the first quarter FY 2022-23.

Reserves:

The District budgeted \$4,282,856 in total transfers for FY 2022-23. On December 2, 2022, the Finance Committee met and reviewed the District’s financial position and investments. Based on the District’s cash balance and market conditions, it was recommended that the District move an additional \$10 million from LAIF to reserve accounts with Bank of the West, to realize higher yields until funds were needed. The \$10 million was allocated in order to achieve all reserve targets. On December 14, 2022 at the regular Board meeting, the additional contribution to reserves was approved. On December 20, the transfer was made, as shown on the chart below.

- **Reserves.** The District originally budgeted \$4,207,856 for unrestricted reserve contributions.
 - **Operating Reserve:** \$361,837 was allocated to the Operating Reserve, which is held in Local Agency Investment Fund (LAIF).
 - **Rate Stabilization Reserve:** \$767,700 was transferred for rate stabilization.
 - **Capital Reserves:** \$8,776,200 were transferred to capital reserves.
 - **Recycled Water Reserves:** \$456,100 was transferred to the Recycled Water Cash Flow Reserve.
- **Restricted Reserves.** \$75,000 was budgeted transfers to restricted reserves with PARS Trust.

	Actual 12/31/2022	Approved Budget FY 2022-23	Variance Budget Balance	YTD % Annual
Reserve Transfers				
Contributions To Reserves				
Operating Reserves Transfers (Target Goal 6mo/Ops)	359,337	359,337	-	100%
Rate Stabilization (Target Goal \$8M)	767,700	300,000	(467,700)	256%
Capital Reserves				
Capital Project Reserves Transfers (Target Goal \$6M)	479,000	200,000	(279,000)	240%
Emergency Capital Reserves Transfer (Target Goal \$5M)	381,100	200,000	(181,100)	191%
Treatment Plant Reserve (Target Goal \$12M)	7,916,100	2,500,000	(5,416,100)	317%
Vehicle & Equip Replacement Reserve		389,881	389,881	0%
Recycled Water Reserves				
Recycled Water Facility Cash Flow Reserve	456,100	200,000	(256,100)	228%
Recycled Water SRF Reserve - Restricted		-	-	
Reserve Transfers	10,359,337	4,149,218	(6,210,119)	250%
Other Reserve Contributions				
PARS Irrevocable Trust - Retirement		50,000	50,000	0%
PARS Irrevocable Trust - OPEB		25,000	25,000	0%
Self-Insurance Reserve		58,638	58,638	0%
Total Contributions To Reserves	10,359,337	4,282,856	(6,076,481)	242%

West Bay Sanitary District
 Capital Expenditures
 Fiscal Year 2022-23
 December 31, 2022

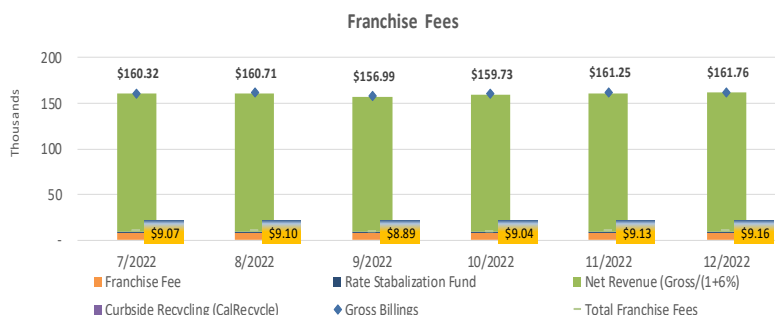
	Actual 6/30/2022	Actual 12/31/2022	Budget FY 2022-23	Variance Budget Balance	YTD % Annual Budget
<u>Plant & Administration</u>					
10 Year Master Plan			350,000	350,000	0%
Total Administration	-	-	350,000	350,000	0%
<u>Collection Facilities - Buildings</u>					
FERRF Improvements & Demolition of Treatment Plant			500,000	500,000	0%
Allowance For Unanticipated Capital Expenditures			100,000	100,000	0%
Total Collection Facilities	-	-	600,000	600,000	0%
<u>Equipment Replacement - Funded From The Equipment Replacement Fund</u>					
<u>Equipment</u>					
CCTV Transporter & Track Module		20,575	22,500	1,925	91%
<u>Vehicles</u>					
Source Control - Ford F250 Lightning (Replace Unit 214)			75,000	75,000	0%
Jet Truck, Superduty F550 4x4, 1/2in Jetter - Unit 228		139,838	165,000		
Combo Vacuum/Jetter Truck - Unit 229 (Replace Unit 205)			500,000		
2022 Ford Mach E - GM Vehicle Unit 230	500	55,706	-		
Sales of Vehicles	(45,686)			-	
Total Vehicle & Equipment	(45,686)	216,119	762,500	76,925	28%
<u>Subsurface Lines and Other</u>					
<u>Pump Stations</u>					
Pump & Valve Replacement Program	21,593		200,000		0%
Private Pump & Panel Replacements			-	-	
Pump Station Fence/Roof Replacement & Repair			-		
Total Pump Stations	21,593	-	200,000	200,000	0%
Manhole Raising (Paving Projects)	43,884		100,000	100,000	0%
Total Subsurface Lines	43,884	-	100,000	100,000	0%
<u>Construction In Progress</u>					
Levee Survey & GPS Update	354,742	204,342	60,000	(144,342)	341%
Levee Improvement			7,000,000		
Metal Storage Building - Phase 1 & 2	1,075,998	15,722	-	(15,722)	
<u>Pipeline Replacement & Rehab Engineering</u>					
Corporate Yard Renovation Design			350,000	350,000	0%
Construction Projects Environmental Review			20,000	20,000	0%
Spot Repair Design (High Frequency List)			350,000	350,000	0%
Pipeline Replacement Design			350,000	350,000	0%
Stowe Lane Design			200,000	200,000	0%
<u>Pipeline Replacement & Rehab Construction</u>					
Lower Ringwood/ North Bay	2,506,710	930,058	-	(930,058)	
Willow Pump Station Rehabilitation			700,000	700,000	0%
Bayfront Park Sanitary Sewer Improvements	792	11,839	1,250,000	1,238,161	1%
Misc Point Repairs (High Freq. List Repairs)		199,038	2,000,000	1,800,963	10%
Total Construction In Progress	3,938,242	1,360,998	12,280,000	10,919,002	11%
Total Capital Expenditures	4,003,719	1,577,117	14,292,500	12,715,383	11%

Solid Waste Fund:

The District is a member of South Bayside Waste Management Authority (SBWMA), a joint powers authority which contracts with Recology to provide recycling, compost, and garbage collection services. The Solid Waste Fund had a net decrease of \$2,324, to a Net Position of \$521,642, as of December 31, 2022.

- **Solid Waste Fund Revenue.** Franchise fees were \$54,384, 49% of the annual budget. This represents 6% of the Net Revenue of Recology; 5% in Franchise Fees and 1% from Rate Stabilization Fund.
- **Solid Waste Fund Expense.** Allocated expenses for the Solid Waste program of \$52,060 was recognized for a rate study, annual notification mailing, and overhead allocation, 48% of the annual budget.

West Bay Sanitary District
Solid Waste
Fiscal Year 2022-23
December 31, 2022



	Prior Year FY 2021-22	Actual 2nd Qtr FY 22-23	Budget 2nd Qtr FY 22-23	Variance Budget v Actual	Approved Budget FY 2022-23	YTD % Annual Budget
Income						
Operating Income						
Franchise	111,402	54,384	55,000	(617)	110,000	49%
Total Income	111,402	54,384	55,000	(617)	110,000	49%
Expenditures						
Allocated Operating Expense						
Rate Studies	0	20,239	21,000	(761)	42,000	48%
Mailings	1,911	2,076	2,500	(424)	5,000	42%
Public Relations	1,188	0	750	(750)	1,500	0%
Overhead Expense Allocation	57,090	29,745	29,745	0	59,490	50%
Total Allocated Operating Expense	60,189	52,060	53,995	(1,935)	107,990	48%
Non-Operating Income & Expenditures						
Surplus	204,901	0	0	0	0	
Total Non-Operating Income & Expenditu	204,901	0	0	0	0	
Change in Net Position	256,114	2,324	1,005	1,319	2,010	116%
Beginning Balance	263,205	519,319	519,319		519,319	
Ending Balance	519,319	521,642	520,324		521,329	

Recycled Water:

The Recycled Water Fund includes the Sharon Heights Recycled Water Facility (SHRWF) and the Bayfront Recycled Water Facility (BFRWF) Project. SHRWF is a public/private partnership with Sharon Heights Golf & Country Club (SHGCC) to deliver recycled water. Details follow on page 15-16. BFRWF will be a public project with contributions in aid of construction from several developers, for a guaranteed share of capacity, with the District maintaining extra capacity to offer to prospective customers. Details follow on page 17.

**Recycled Water Fund
Capital Expenditures**

	Actual 6/30/2022	Actual 12/31/2022	Budget FY 2022-23	Variance Budget Balance	YTD % Annual Budget
Recycled Water Fund					
Recycled Water Facility - SHGCC	-	-	-	-	
Sharon Heights RWF - Avy Pump Station			500,000		
Sharon Heights RWF - Solar Project Lease			1,500,000		
Bayfront Recycled Water Facility - Project Mgmt			1,000,000		
Bayfront - Reclaimed Water Pipelines	325,765	45,533	1,250,000	1,204,467	4%
Total Resource Recovery	325,765	45,533	4,250,000	1,204,467	1%
Total Capital Expenditures	3,833,347	3,523,400	18,542,500	(5,005,652)	19%
Total Capital Expenditures & Reserve Transfer	8,421,996	11,981,988	22,825,356	7,843,368	52%

The District has funds in a Recycled Water Cash Flow Reserve, which was initially created for the SHRWF to cover expenditures which were reimbursed through a State of California State Revolving Fund (SRF) loan and is continuing to serve for the BFRWF Project. The District recognized \$33,163 decrease in the fair market value of investments in this reserve.

SHRWF was accepted July 27, 2020 and the District assumed full management of the facility beginning January 27, 2021.

The District completed an initial BFRWF Plan in February 2019, with Board approval of the project on May 12, 2021. Construction completion is scheduled for early 2026.

West Bay Sanitary District
Recycled Water Fund
Fiscal Year 2022-23
December 31, 2022

Recycled Water Fund	WBSD	SHRWF	BFRWF	Total
Salaries & Benefits	-	(97,722)	-	(97,722)
Other Operating Expense	-	(162,529)	(1,153)	(163,682)
Depreciation	-	(377,451)	-	(377,451)
Operating Income (Expense)	-	(637,703)	(1,153)	(638,856)
Non-Operating Income	(33,163)	272,306	-	239,143
Non-Operating Expense	-	-	-	-
Capital Contributions	-	-	-	-
Net Change in Position	(33,163)	(365,397)	(1,153)	(399,713)

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 to build the 0.5 MGD plant. \$22,267,257 was received from the California Clean Water State Revolving Fund (SRF), including a \$5,259,800 Water Recycling Funding Program Construction Grant and a net 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 \$16,119,635, as of December 31, 2022.

The District is working with SHGCC on a Solar Project, to install solar panels for the SHRWF, to reduce energy costs. SHGCC is working with a leasing company, who will retain ownership. All costs incurred by the District are passed along to SHGCC.

The District is working with SHGCC and other stakeholders on installation of another pump station to feed the SHRWF. The Avy Altschul Pump Station (Avy PS), will be funded by SHGCC through a combination of SRF loan and grant funds. SHGCC will reimburse the District for all costs, including SRF loan payments.

Operation & Maintenance (O&M) expenses 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 15.

- **Expense.** Total expenditures were \$637,703, including depreciation of the facility.
 - Operating Expenses were \$260,252, 46% of the annual budget.
 - Depreciation Expense was \$377,451, 50% of the annual budget.
- **Non-Operating Income & Expenses.**
 - *Revenue.* \$271,465 was recognized as non-operating income from SHGCC. This represents billing for O&M.
 - Non-Operating Income was a net increase of \$841, from Interest Income.
- **Capital Contributions**
 - Funds of \$596,620 received from SHGCC for the payment of the SRF loan principal and interest are carried as a liability and recorded as Capital Contributions, when the loan is paid.

West Bay Sanitary District
 Recycled Water Fund
 Sharron Heights Recycled Water Facility
 Fiscal Year 2022-23
 December 31, 2022

Fund Expenditures - Detail	Prior Year	Actual	Budget	Budget v Actual	Approved Budget	YTD %
	FY 2021-22	2nd Qtr FY 22-23	2nd Qtr FY 22-23	2nd Qtr FY 22-23	FY 2022-23	Annual Budget
Operating Expense						
District Wages						
Plant Operator	79,554	56,352	45,019	(11,333)	90,037	62.6%
Indirect Labor	29,411	1,077	9,996	8,919	19,992	5.4%
Overtime	23,232	12,551	15,000	2,449	30,000	41.8%
Standby	18,620	9,120	9,882	762	19,764	46.1%
Total District Wages	150,818	79,099	79,897	797	159,793	49.5%
Employee Benefits	35,594	18,623	13,542	(5,081)	27,083	68.8%
Total Salaries, Wages & Benefits	186,411	97,722	93,438	(4,284)	186,876	52.3%
Other Operating Expense						
Gasoline, Oil & Fuel	0	0	0	0	-	
Insurance	34,747	15,421	17,500	2,079	35,000	44.1%
Memberships	0	0	0	0	-	
Office Expense	33	0	0	0	-	
Operating Supplies	17,709	11,425	8,100	(3,325)	16,200	70.5%
Contractual Services	0	0	25,000	25,000	50,000	0.0%
Professional Services	28,613	2,934	5,000	2,066	10,000	29.3%
Printing & Publications	0	0	0	0	-	
Rents & Leases	0	0	0	0	-	
Repairs & Maintenance	20,814	5,258	6,204	946	12,408	42.4%
Research & Monitoring	19,060	10,805	11,220	415	22,440	48.2%
Training, Meetings & Travel	0	0	0	0	-	
Utilities	150,412	104,945	102,760	(2,185)	205,520	0.0%
Licenses & Permits	6,150	1,931	5,000	3,069	10,000	2504.4%
Other Operating Expenses	0	0	0	0	-	
Subtotal Operating Expenses	463,950	250,442	274,222	23,780	548,444	46%
Operations & Maintenance (Contract)	0	0	0	0	-	
Administrative Expense	17,589	9,810	9,810	0	19,620	1276.5%
Total SHRWF Operating Expenses	481,539	260,252	284,032	23,780	568,064	45.8%
Depreciation	752,805	377,451	376,402	(1,048)	752,805	50.1%
Total Operating Expense	1,234,344	637,703	660,434	22,732	1,320,869	48.3%
Non-Operating Income & Expense						
Non-Operating Income						
Sharon Heights Golf & County Club	488,991	271,465	259,032	(12,433)	518,064	0.0%
Interest Income	1,668	841	800	(41)	1,600	52.6%
Gain/Loss on Reserves	(3,512)	0	0	0	0	
Other Non-Operating Income	0	0	0	0		
Total Non-Operating Income	487,147	272,306	259,832	(12,474)	519,664	52.4%
Non-Operating Expense						
Principal Payment (SRF Loan)	(496,747)	0	0	0	(501,715)	0.0%
Interest Expense (SRF Loan)	(166,164)	0	0	0	(161,196)	0.0%
Total Non-Operating Expense	(166,164)	0	0	0	(161,196)	0.0%
Total Non-Operating Income & Expense	320,983	272,306	259,832	(12,474)	358,468	76.0%
Capital Contributions						
SRF Loan Payment	662,911	0	0	0	662,911	0.0%
Total Capital Contributions	662,911	0	0	0	662,911	0.0%
Net Change in Position	(250,450)	(365,397)	(400,602)	(35,205)	(299,490)	122.0%

Recycled Water:

Bayfront Recycled Water Facility (BFRWF)

The District completed an initial BFRWF Plan in February 2019. After completing required Environmental Impact Report (EIR) and other regulatory requirements, on May 12, 2021, the District Board approved the project to build a 0.6 million gallons per day (MGD) recycled water facility at the District’s Flow Equalization and Resource Recovery Facility (FERRF) site.

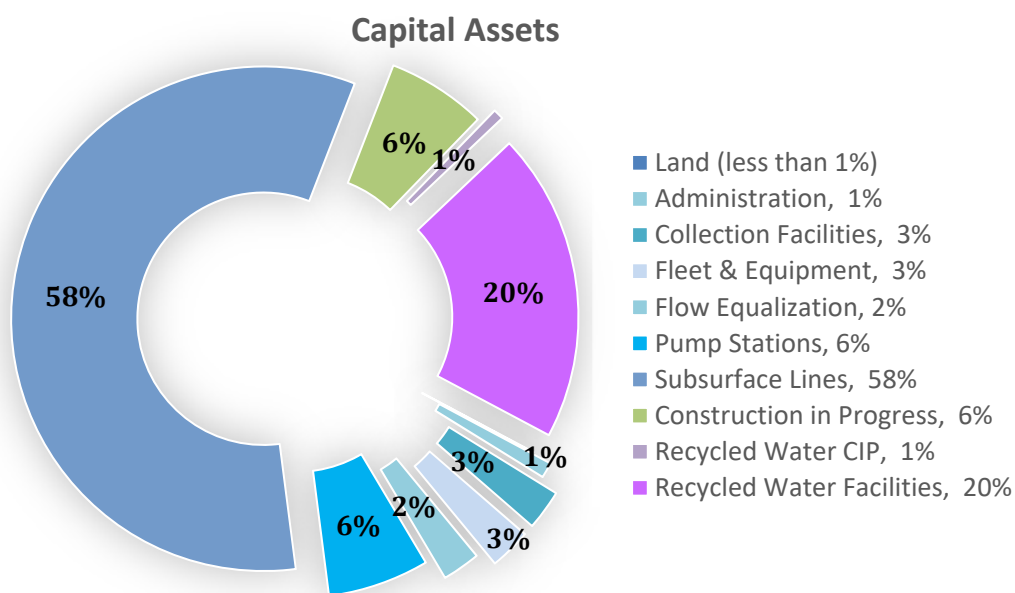
BFRWF had \$45,533 in capital expenditures year to date, for total project Construction in Progress (CIP) expenditures of \$ 772,829.

In FY 2022-23 the BFRWF project had \$1,153 in expenditures for professional services working towards receiving grant funding.

The District was awarded a \$15 million grant from the California State Water Recycling Funding Program (WRFP), representing 35% of projected construction costs of \$56.6 million and an initial \$37 million SRF loan. The grant may increase, based on final construction costs.

The District was also awarded a \$4,884,112 million grant to fund a portion of the Ecotone Levee Project, for a living shoreline to protect the site from flooding and sea level rise by the National Fish and Wildlife Foundation (NFWF). The funds are matching, requiring a 112% contribution by the District of \$5.5 million. No funds have been received on either grant.

Recycled Water Fund represents 21% of all District assets, including CIP for Bayfront.



West Bay Sanitary District
Statement of Revenues, Expenses & Changes in Net Position
Combining Statements by Fund
Fiscal Year 2022-23
December 31, 2022

	General Fund	Capital Fund	Solid Waste Fund	Recycled Water Fund	Silicon Valley Clean Water Fund	Unaudited Actual
	2nd Qtr FY 22-23	2nd Qtr FY 22-23	2nd Qtr FY 22-23	2nd Qtr FY 22-23	2nd Qtr FY 22-23	2nd Qtr FY 22-23
Operating Revenues						
Sewer Service Charges	15,113,548	-	-	-	-	15,113,548
Flow Equalization	386,915	-	-	-	-	386,915
Permit & Inspection Fees	116,657	-	-	-	-	116,657
Other Operating Revenue	450,726	-	54,384	-	-	505,109
Operating Revenues	16,067,845	-	54,384	-	-	16,122,228
Operating Expenses						
Salaries & Benefits	3,084,656	-	-	97,722	-	3,182,379
Materials & Supplies	272,124	-	-	11,425	-	283,549
Insurance	130,642	-	-	15,421	-	146,063
Contract Services	545,574	-	-	-	-	545,574
Professional Services	320,810	-	20,239	14,892	-	355,941
Repairs & Maintenance	155,408	-	-	5,258	-	160,666
Utilities	113,634	-	-	104,945	-	218,579
Other Operating Expenses	105,250	-	31,821	11,741	-	148,812
Depreciation	-	1,477,765	-	377,451	-	1,855,216
Total WBSD Operating Expenses	4,728,097	1,477,765	52,060	638,856	-	6,896,778
Sewage Treatment Plant (SVCW)					7,594,856	7,594,856
Total Operating Expenses	4,728,097	1,477,765	52,060	638,856	7,594,856	14,491,634
Operating Income (Loss)	11,339,748	(1,477,765)	2,324	(638,856)	(7,594,856)	1,630,594
Non-Operating Revenues (Expenses)						
Investment Income	200,563	-	-	(32,322)	-	168,241
Interest Expense	-	-	-	-	-	-
Other Non-Operating Income	2,720	-	-	271,465	-	274,185
Other Non-Operating Expenses	-	-	-	-	-	-
Total Non-Operating Revenues (Expenses)	203,283	-	-	239,143	-	442,426
Change in Net Position by Fund	11,543,030	(1,477,765)	2,324	(399,713)	(7,594,856)	2,073,020
Pension Adjustment (GASB 68)						-
Capital Contributions						
Recycled Water Fund	(456,100)	-	-	456,100	-	-
Capital Fund: Connection Fees	-	147,514	-	-	-	147,514
Change in Net Position	11,086,930	(1,330,251)	2,324	56,387	(7,594,856)	2,220,534
Beginning Net Position	39,413,062	78,546,037	519,319	13,030,649	28,430,708	159,939,775
Prior Period Adjustment	-	-	-	-	-	-
Ending Net Position	50,499,992	77,215,787	521,642	13,087,036	20,835,852	162,160,310

THIS PAGE LEFT INTENTIONALLY BLANK



WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Fariborz Heydari, Project Manager*

Subject: **Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1088 for the Construction of Wastewater Facilities for 157/163 Lake Road, Portola Valley, California**

Background

This permits was for extending an 8-inch public sewer main from the top-of-the-line Manhole (MH) by an additional 178 LF, and adding a new MH at the end of the cul-de-sac to accommodate the proposed facilities at 155 and 167 Lake Road, Portola Valley.

Analysis

The Board issued this permit 1088 at the Regular Meeting of March 11, 2020.

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 Project Manager recommends that the Board accepts these facilities and directs the General Manager to approve the Class 3 Permit No. 1088.

Attachments: Class 3 Permits No. 1088
Exhibit A: Site map

WEST BAY SANITARY DISTRICT

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

Permit Number

№ 1088

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

JAMES E THOMPSON, 155/167 LAKE RD, Portola Valley

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

Residential Non-residential Development at said location.

ENGINEER'S

OWNER'S

JAMES E THOMPSON, JET ENGINEERING

Name

1048 EL CAMINO REAL STE C

Address REDWOOD CITY, CA 94063

CONTRACTOR'S

Name

Address

JULIE HANDLEY

Name

155 LAKE RD

Address

SHIVANI NAHTAL

Name

167 LAKE RD

Address

Applicant's Signature

[Signature] JAMES E THOMPSON

Signed by - Please Print Name

Address

Receipt of \$ 545 Application Fee is hereby acknowledged. [Signature] 7/30/18

Date

Receipt of \$ 2000 Cash deposit or Performance Bond

Comments SEWER MAIN EXTENSION - EL NIÑO RD

155 AND 167 LAKE RD., Portola Valley

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Sergio Ramirez, General Manager

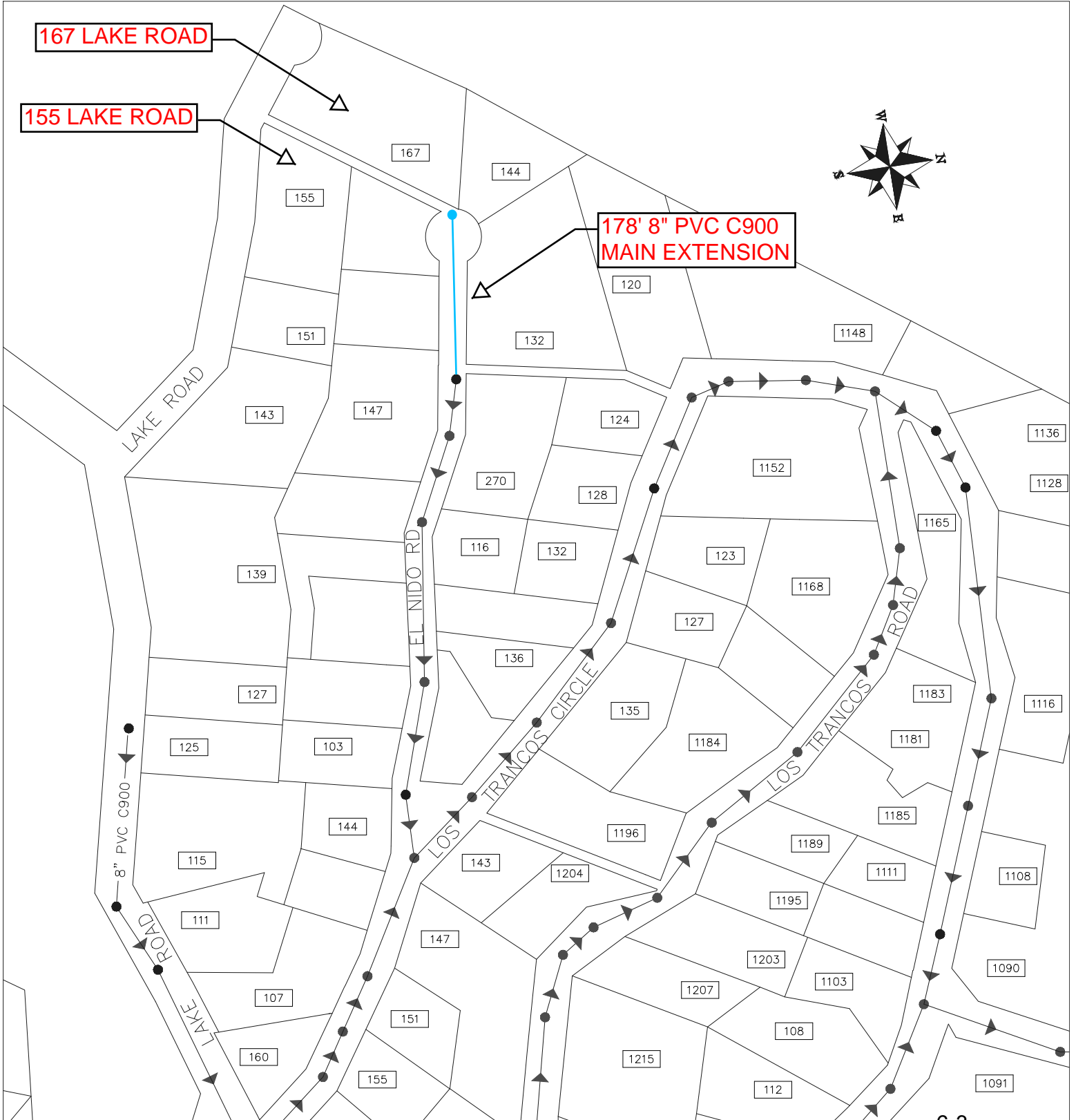
Date _____

By _____

Final Acceptance by the District Board on _____

(SEE PERMIT CONDITIONS ON REVERSE)

WEST BAY SANITARY DISTRICT
SANITARY SEWER MAIN EXTENSION
155 AND 167 LAKE ROAD
PORTOLA VALLEY, CA



THIS PAGE LEFT INTENTIONALLY BLANK



WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Consider Authorizing General Manager to Extend the Agreement for Engineering Staff Augmentation Services with Freyer & Laureta, Inc.*

Background

The District's Associate Engineer position remains vacant. With the influx of project reviews and other engineering support needs, staff augmentation remains a need for the District. Freyer & Laureta, Inc. (F&L) has been contracted to provide staff augmentation engineering services to help the General Manager and the new Project Manager in the absence of an Associate Engineer. F&L is currently contracted through March 3, 2023.

Analysis

The District requested F&L to provide a proposal for staff augmentation services through Spring 2023. This proposal includes 12 weeks of staff augmentation, from March 6, 2023 through May 26, 2023. Services include 20 hours a week for a Staff Engineer II, 20 hours a week for a Staff Engineer IV, plus Principal oversight and consultation averaging 4 hours a week, for 12 weeks.

Fiscal Impact

The proposed on-call engineering services for 44 hours per week for 12 weeks is \$88,800.

Recommendation

The General Manager recommends the District Board Authorize the General Manager to enter into the agreement for On-Call Engineering Staff Augmentation Services from Freyer & Laureta, Inc.

February 17, 2023

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

**Re: PART-TIME STAFF AUGMENTATION PROPOSAL
WEST BAY SANITARY DISTRICT**

Dear Mr. Ramirez,

Thank you for your proposal request to provide additional weeks of staff augmentation services for the District. We are pleased to present the following Scope of Professional Services and Fee Schedule.

Task 1 – Staff Augmentation

- Freyer & Laureta (F&L) will provide staff engineering augmentation and consultation for 20 hours a week from Staff Engineer II, 20 hours a week from Staff Engineer IV, for 9 weeks (March 6, 2023 through May 26, 2023), or as directed with the District, with Principal oversight and consultation averaging 4 hours a week for 12 weeks.

Proposed Fee Schedule

All work will be on a time and materials basis, not to exceed the following limits without District authorization. Please see attached Estimated Budget Table for fee breakdown.

Task 1 – Staff Augmentation

\$88,800

Thanks again for this opportunity. Please let me know if you have any questions.

Sincerely,
FREYER & LAURETA, INC.



Richard J. Laureta, P.E.
President

Headquarters

150 Executive Park Blvd, Ste 4200
San Francisco, CA 94134
(415) 534-7070

North Bay Office

505 San Marin Dr, Ste A220
Novato, CA 94945
(415) 534-7070

East Bay Office

825 Washington Street, Ste 237
Oakland, CA 94607
(510) 937-2310

South Bay Office

20863 Stevens Creek Blvd, Ste 400
Cupertino, CA 95014
(408) 516-1090

ESTIMATED BUDGET FOR ENGINEERING SERVICES - STAFF AUGMENTATION
West Bay Sanitary District

TASKS	ESTIMATED LABOR (Hours)			TOTAL LABOR COST (\$)	EXPENSES AND ADMINISTRATION				ESTIMATED COST	
	Personnel & Rates (\$/hr)				UNIT	QNTY	UNIT COST (\$)	5% MARKUP (\$)	TOTAL COST PER ITEM (\$)	SUB TOTALS (\$)
	F&L Staff Engineer IV	F&L Staff Engineer II	F&L Principal							
	170	150	250							
Task I: Staff Augmentation										
Staff Augmentation/Consultation (approx. 20 hrs/week Staff IV, 20 hours/Week Staff II, and 4hrs/week Principal, 12 week duration)	240	240	48	\$88,800				\$88,800		
Subtotal Labor Hours - Task I	240		48	\$88,800	Estimated Cost - Task I				\$88,800	
Total Labor Hours	240	240	48	\$88,800	Total Estimated Cost				\$88,800	

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

Recycled Water Facility Production Data:

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

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

2023	Treated	Delivered
January	5MG	0 gallons

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

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

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

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

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

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 February 22, 2023

THIS PAGE LEFT INTENTIONALLY BLANK