

*1902 - Serving Our Community for over 120 Years - 2023*  
WEST BAY SANITARY DISTRICT  
AGENDA OF BUSINESS  
REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JUNE 14, 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/83284476832?pwd=MTM0MHhzbVZsemwya2V3VU5WcXpsdz09>

Meeting ID: 832 8447 6832 Passcode: 369986

***NOTE: The Board may take action on any agenda 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 May 24, 2023 Pg. 3A-1
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru May 31, 2023 Pg. 3B-1
- C. WBSD Operations and Maintenance Report – May 2023 Pg. 3C-1
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – May 2023 Pg. 3D-1
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – May 2023 Pg. 3E-1
- F. Bank of the West Monthly Investment Portfolio Statements Pg. 3F-1
- G. Consideration Authorizing the General Manager to Issue the Class 3 Permit 1629 for 4-Inch Sewer Main Replacement at 141 Durazno Way, Portola Valley, CA Pg. 3G-1

4. General Manager's Report Pg. 4-1
5. Silicon Valley Clean Water Additional Contributions FY 2022-23 and FY 2023-24 Pg. 5-1
6. Consider Approving Resolution Adopting FY 2023-24 Budget Pg. 6-1
7. Consider Adopting Resolution Establishing Rates of Pay and Related Compensation Provisions Pg. 7-1
8. Approve Amendment No.10 to the Maintenance Services Agreement Between West Bay Sanitary District and the Town of Woodside for Sanitary Sewer Maintenance Services Pg. 8-1
9. Discussion and Direction on the West Bay and Sharon Heights Recycled Water Facility Pg. 9-1
10. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 10-1
11. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg.11-1
12. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 12-1
13. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
14. Adjournment

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



*1902 - Serving Our Community for over 115 Years - 2023*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MAY 24, 2023 AT 7:00 P.M.**

**1. Call to Order**

President Pro Tem Moritz called the meeting to order at 7:00 PM

**Roll Call**

BOARD MEMBERS PRESENT: Secretary Walker, Treasurer Thiele-Sardiña, Director Moritz (President Pro Tem), Director Otte

BOARD MEMBERS ABSENT: President Dehn

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom

Others Present:

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

**3. Consent Calendar**

**CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR**

Discussion/Comments: None.

- A. Approval of Minutes for Regular Meeting May 10, 2023
- B. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1083 for the Construction of Wastewater Facilities at 500 El Camino Real, Menlo Park, California
- C. Bank of the West Monthly Investment Portfolio Statements

Motion to Approve by: Walker 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

**4. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported the final budget will be considered by the Board at the June 14<sup>th</sup> meeting. He also reported Casey Construction was awarded the Point Repair Project. He continued to report the District hosted a Hands-on-Bypass training. He also reported the call for bids for the Levee Project is being prepared. In addition, he informed the Board staff are working with Streamline on a website upgrade and will give a presentation to the Board in June. The next regular Board meetings will be held on June 14<sup>th</sup> and June 28<sup>th</sup>. The complete General Manager's written report is in the May 24<sup>th</sup>, 2023, agenda packet.

**5. Consider Amending the Long-Term Agreement with Sharon Heights Golf and Country Club (SHGCC) to include the Avy-Altschul Pump Station**

Motion to Approve by: Walker 2<sup>nd</sup> by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the amendment to the Long-Term Agreement includes the new Avy-Altschul pump station and it obligates SHGCC to repay SRF loan.

**6. Consider Awarding the Avy-Altschul Pump Station Project to Casey Construction, Inc.**

Motion to Approve by: Thiele-Sardiña 2<sup>nd</sup> by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported 3 bids were received for the project with the apparent low bidder Casey Construction in the amount of \$894,795.50.

**7. Consider Establishing Date and Time of Public Hearing to Consider Annual Tax Roll Sewer Service Charge Report for Fiscal Year 2023/2024**

Motion to Approve by: Walker 2<sup>nd</sup> by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manger Ramirez presented a report of the sewer service tax roll charges to Secretary Walker for review.

**8. Report and Discussion on Sharon Heights Recycled Water Plant**

Discussion/Comments: General Manager Ramirez reported recycled water is being used for dust control by SHGCC.

**9. Discussion and Direction on Bayfront Recycled Water Project and Status Update**

Discussion/Comments: General Manager Ramirez reported on the SCWA habitat monitoring schedule from May 23<sup>rd</sup> through August 24<sup>th</sup>. He also reported Freyer & Lauretta is preparing the bid packet for the Levee Project which will go out for bid in June. He continued to report Woodward & Curran is coordinating a recycled water kick-off meeting with the Recycled Water Committee on May 31<sup>st</sup>.

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

Discussion/Comments: Director Otte reported he will attend the SBWMA retreat at Canada College on May 25<sup>th</sup>.

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

Discussion/Comments: None.

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

Discussion/Comments: General Manger Ramirez was asked to bring the capital improvement list to the June 14<sup>th</sup> meeting for the approval of the budget.

**13. Adjournment Time:** The meeting was adjourned at 8:03 PM

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**WEST BAY SANITARY DISTRICT**  
**Financial Activity Report**  
**May 2023**

**Date:** *June 14, 2023*

**To:** *Board of Directors*

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

**Subject:** *Approve Monthly Financial Activity Report*

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**Financial Activity for the month of May 2023.**

**Receipt Summary:**

Commercial Deposits	162,253.43
Deposits in Transit/(Prior Period)	(350.00)
Returned Checks	(3,733.20)
Credit Cards	4,681.96
Franchise Fees	9,281.34
San Mateo County [Tax Roll]	0.00
Other Receipts	223,883.98
Transfers	0.00
<b>Total Receipts</b>	<b><u>396,017.51</u></b>

**Withdrawal Summary**

Total Checks	410,850.37
Total Corp Cards	10,203.76
Total Bank Wires/ACHs	1,043,123.04
<b>External Withdrawals</b>	<b>1,464,177.17</b>
Total Internal Bank Transfers	-
<b>Total Withdrawals</b>	<b><u>1,464,177.17</u></b>

**Fund Expenditure Summary by Budget Category**

100	Operations	694,613.96
200	Capital	83,240.38
300	Solid Waste	0.00
500	Recycled Water	94,765.83
800	Silicon Valley Clean Water	591,557.00
<b>Expenditures by Fund</b>		<b><u>1,464,177.17</u></b>

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

President \_\_\_\_\_

Secretary \_\_\_\_\_

**West Bay Sanitary District  
Receipts  
May 2023**

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
462965	5/3/2023	NSF Ck-Landa Juan: 1235 Jervis Ave, EPA, OT Permit 4/12/23	(3,733.20)
462995	5/1/2023	Kevin Brown: 50 Lilac Dr, ATH, Permit	398.60
462996	5/1/2023	Alpine Hills Tennis & Swimming Club: 4139 Alpine Rd, Permit	175.00
462997	5/1/2023	Silicon Valley Clean Water: FEF Emergency Pond Usage 1/1/23	50,000.00
462998	5/2/2023	Ranger Pipelines: Avy PS Project # 1761.7; Set# 17	60.00
462999	5/3/2023	Chinchilla Construction: 411 Waverley Street, MP, Permit	3,733.20
463000	5/8/2023	Dean Romeo: Avy PS Project # 1761.7; Set# 18	60.00
463001	5/8/2023	Kavanagh Const.: 43 Santiago Ave, Ath, Permit	170.00
463002	5/9/2023	Town of Woodside: Sewer Maintenance Agreement 1/2023-3/2023	19,880.43
463003	5/9/2023	Menlo Country Club: Woodside RWF Plan 12/2022-3/2023	79,368.50
463004	5/9/2023	Handy Plumbing Man: 450 Blake St, MP, Permit	290.00
463005	5/10/2023	Cody Drummond: 98 Sutherland Dr, ATH, Permit	439.00
463006	5/11/2023	Recology: SW Franchise Fee 4/2023	9,281.34
463007	5/11/2023	Bin & Jean Shen: 357 Walsh Rd, ATH, Permit	65.00
463008	5/11/2023	Express Plumbing: 66 Virginia Ln, ATH, Permit	290.00
463009	5/11/2023	Casey Construction: Avy PS Project # 1761.7; Set# 20	60.00
463010	5/12/2023	JMB Construction: Avy PS Project #1761.7; Set# 21	60.00
463011	5/12/2023	Bell Plumbing of San Mateo: 1 Maywood Lane, MP, Permit	290.00
463012	5/12/2023	Bell Plumbing of San Mateo: 121 Corona Way, MP, Permit	290.00
463013	5/15/2023	Trenchfree: 290 Balsamina Way, PV, Permit	290.00
463014	5/16/2023	Leah F. Wilson: 124 Blackburn Ave, MP, Permit	355.00
463015	5/17/2023	Jay Smolik: 30 Linaria Way, PV, Permit	5,815.55
463016	5/17/2023	Deborah Eula: 18 Cowell Ln, ATH, Permit	374.36
463017	5/22/2023	Vance Brown Builders: 135 Portola Rd, PV, Permit	460.00
463018	5/12/2023	SHGCC: O&M 5/2023 & SRF Loan Installment #2	110,664.09
463019	5/23/2023	CCS Management/Jason Chang: 20 Kelly Court, MP, Permit	175.00
463020	5/23/2023	Lusardi Construction Company: 4055 Bohannon Dr, MP, Permit	95.00
463021	5/23/2023	Akd Management: 339 Vine St, MP, Permit	290.00
463022	5/26/2023	Handy Plumbing Man: 95 Parkwood Drive, Ath, Permit	355.00
463023	5/26/2023	SHGCC: O&M 6/2023, SRF Pmt#3, Reim Solar Project 2-3/2023	113,219.89
463024	5/30/2023	Broder Heggelund: 34 Linda Vista Ave, ATH, Permit	170.00
463025	5/30/2023	Blake Winchell: 18 Arastradero Rd, PV,SSC & Late Fee	2,285.75
463026	5/31/2023	Trenchfree: 1230 Sherman Ave, MP, Permit	290.00
<b>Total Receipts</b>			<b>\$396,017.51</b>



**West Bay Sanitary District  
Financial Activity Report  
Withdrawals  
May 2023**

Check	Date	Payee	Purpose	Amount
70155	5/9/2023	David & Julie Duncan	Void Lost Check	(2,967.06)
70426	5/3/2023	A-A Lock & Alarm	Padlocks (24) 4/2023	392.44
70427	5/3/2023	AT&T	Telemetry & Alarms 3/13/23-4/12/23	1,071.08
70428	5/3/2023	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 4/2023	360.00
70429	5/3/2023	Angel Ambriz	A.Ambriz: Travel expense reimbursement CWEA AC23	316.41
70430	5/3/2023	Anderson Pacific	Ovivo Panel Repair/Maintenance - SHRWF 3/2023	2,083.31
70431	5/3/2023	Bay Alarm	Alarm System Monitoring 5/1/23-7/31/23 & Alarm System Service Call 4/10/23	1,287.70
70432	5/3/2023	Bayside Equipment Company	Generator Service & Repair 3/24/2023	321.38
70433	5/3/2023	CWEA	CWEA Membership Renewal M.Argueta Ramos	214.00
70434	5/3/2023	California Water Service	Water Service - Mar - April 2023	75.77
70435	5/3/2023	CalPERS Longterm Care Program	LTC Withholding 4/16/23-4/30/23	67.27
70436	5/3/2023	Cintas	Uniform Service 4/26/23	1,015.76
70437	5/3/2023	Comcast	Internet - Laurel St 4/20/23-5/19/23	336.78
70438	5/3/2023	FedEx	Shipping Charges 4/14/2023	38.91
70439	5/3/2023	Navia Benefit Solutions	FSA Contributions PR 5/5/23 & Commuter & FSA Fees 4/2023	831.15
70440	5/3/2023	Grainger	Small Tools 4/2023	162.17
70441	5/3/2023	Bob Hulsmann	B.Hulsmann: Travel Reimbursement CWEA AC23	259.00
70442	5/3/2023	Instrument Technology Corp.	Replacement Cable for Camera for Pipe Patch 4/2023	160.67
70443	5/3/2023	Interstate Traffic Control	Unit 223: Replacement Equipment 4/2023	133.98
70444	5/3/2023	City Of Menlo Park	Encroachment Permit:1820 Oakdell Dr MP 8/2022	690.10
70445	5/3/2023	Orenco Systems, Inc.	New Panels for Stock and Replacement 4/2023	4,656.31
70446	5/3/2023	Void	Void Check	0.00
70447	5/3/2023	Pacific Gas & Electric	Electric Service - Mar-April 2023	13,444.98
70448	5/3/2023	Principal Life Insurance	Dental, Vision, Life, AD&D, Disability Ins 5/2023	6,086.75
70449	5/3/2023	Recology Peninsula Services	Recology Waste 2 Yard Bin - SHGCC 4/2023	249.39
70450	5/3/2023	County Of San Mateo	Encroachment Permit for 2151 Sterling Ave West Menlo Park	391.00
70451	5/3/2023	County Of San Mateo	Recording Fee: 445 University Drive, MP	20.00
70452	5/3/2023	San Mateo Lawn Mower Shop	Lawn Mower and Small Engine Repair 4/2023	906.96
70453	5/3/2023	Spartan Tool	Cable, Splice, Blades 4/2023	778.83
70454	5/3/2023	The Weed Solution	FERFF Weed Spraying 4/2023	4,200.00
70455	5/3/2023	Teamsters Local No. 350	Union Dues 5/2023	1,008.00
70456	5/3/2023	Valley Heating & Cooling	HVAC Maintenance Agreement 4/2023	998.00
70457	5/3/2023	Woodard & Curran	Woodside Reclaimed Water Facility Plan 12/2022 & 3/2023	44,480.75
70458	5/10/2023	Matheson Tri-Gas	Tank Rentals 4/2023	64.62
70459	5/10/2023	Aerzen USA Corp.	Service Contract - Blowers-Year 1 of 3-SHGCC 4/2023	2,478.93
70460	5/10/2023	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 4/2023	180.00
70461	5/10/2023	Bayside Equipment Company	Generator Service & Repair 4/2023	293.14
70462	5/10/2023	California State Lands Comm	Levee Project 12/2022-03/2023	4,299.46
70463	5/10/2023	Cleanserv Universal Services	Janitorial Service 5/2023	1,075.00
70464	5/10/2023	Core & Main	Flow Through Bypass Pipe Plugs & Couplers & Supplies 4/2023	4,363.51
70465	5/10/2023	CPS HR Consulting	HR Consulting Services & Training 1/29/23-4/1/23	1,045.00
70466	5/10/2023	Dewey Pest Control	Chemical Service 4/2023	149.94
70467	5/10/2023	FedEx	Shipping Charges 4/26/2023	262.00
70468	5/10/2023	Ford Motor Company	Ford Pro Charging Station (2) 4/2023	3,990.00
70469	5/10/2023	Harben California	Unit 220 Rear Control Panel 4/2023	449.17
70470	5/10/2023	Gabriel Hernandez	SHRWF Gardening Service 1/2023 - 4/2023	1,200.00
70471	5/10/2023	Home Depot Credit Services	Pump Station Parts & Material 4/2023	1,577.50
70472	5/10/2023	IEDA	Consulting Fees 5/2023	814.00
70473	5/10/2023	Kone Pasadena	Elevator Maintenance 5/2023	298.69
70474	5/10/2023	City Of Menlo Park-Fuel	Fuel: District Vehicles 4/2023	8,035.80
70475	5/10/2023	Abila	MIP Cloud Subscription 6/4/23-7/3/23	652.67
70476	5/10/2023	Pacific Gas & Electric	Electric Service - March-April 2023	5,479.55
70477	5/10/2023	Dominic Proia	District Anniversary 5 year Service Award D.Proia	75.00
70478	5/10/2023	Redwood General Tire Co	Unit 210 & 221 New Rear Tires 4/2023	3,671.05
70479	5/10/2023	San Mateo County Assessor	Special Assessment Preliminary Data 2023	305.00
70480	5/10/2023	County Of San Mateo	LSSA Recording Fee: 631 Arbor Rd, MP	20.00
70481	5/10/2023	County Of San Mateo	LSSA Recording Fee: 2 Rosewood Dr, Ath	20.00
70482	5/10/2023	Seekzen Systems	IT Consulting Service 4/2023	475.00
70483	5/10/2023	Sharp Business Systems	Monthly Lease for Copiers 5/2023	1,206.28
70484	5/10/2023	TPX Communications	District VoIP & Fiber Service 4/2023	3,156.69
70485	5/10/2023	Towne Ford	Unit 210 Throttle Body, Unit 225 Service, Unit 220 Engine Heater Assembly	4,260.85
70486	5/10/2023	U.S. Jetting, LLC.	U.S. Jetter Pump Repair and Parts 4/2023	252.34
70487	5/10/2023	V & A Consulting Engineers	Master Plan: V&A Flow Monitoring Study 4/2023	4,656.50
70488	5/10/2023	Verizon Wireless	Internet 4/2/23-5/1/23	65.69
70489	5/10/2023	Young's Auto Supply Center	Auto Parts For District Vehicles 4/2023	19.32

**West Bay Sanitary District  
Financial Activity Report  
Withdrawals  
May 2023**

70490	5/10/2023	Void	Void Check	0.00
70491	5/10/2023	David & Julie Duncan	Reim Agreement: Blue Oaks & Los Trancos	6,382.00
70492	5/17/2023	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 4/2023	180.00
70493	5/17/2023	Angel Ambriz	CWEA Membership A.Ambriz	202.00
70494	5/17/2023	Veolia Water North America	Water Service - 1805 Purdue Ave 4/2/23-5/1/23	51.81
70495	5/17/2023	ReadyRefresh By Nestle	Water Delivery 4/1/23-4/30/23	84.32
70496	5/17/2023	Victor Garcia	Travel Expense CWEA AC23 V.Garcia	313.60
70497	5/17/2023	Bay Alarm	Alarm Monitoring - 1700 Marsh Rd 6/1/23-8/31/23	858.63
70498	5/17/2023	Jed M. Beyer	Travel Expense CWEA AC23 4/2023 J.Beyer	115.34
70499	5/17/2023	California Water Service	Water Service - April-May 2023	1,338.18
70500	5/17/2023	CalPERS Longterm Care Program	LTC Withholding 5/1/23-5/15/23	67.27
70501	5/17/2023	Du-All Safety, LLC	Safety Maintenance Contract & SOP Development 4/2023	4,860.00
70502	5/17/2023	Dale Scott & Co.	Continuing Disclosure Report 6/30/22	4,000.00
70503	5/17/2023	ESRI	Mapping Software Maintenance & Support 6/6/23-6/5/24	11,300.00
70504	5/17/2023	FedEx	Shipping Charges 5/3/2023	43.27
70505	5/17/2023	Navia Benefit Solutions	FSA Contributions PR 5/19/23	631.15
70506	5/17/2023	Freyer & Laureta	Levee Design, Bayfront Park SS Project, CIP Point Repair Design 3/2023	65,969.75
70507	5/17/2023	Frisch Engineering, Inc.	Programming SCADA SHGCC 4/2023	195.00
70508	5/17/2023	Hach Company	Service Contract - Flo Dar Maintenance & Reporting 5/2023	12,993.75
70509	5/17/2023	City of Menlo Park-Fuel	Fuel: District Vehicles 3/2023	9,791.89
70510	5/17/2023	Multiquip Inc	3 Bypass Pump Wheel Kit 5/2023	578.23
70511	5/17/2023	Occupational Health Centers	Health Screenings - L. Yutian 5/4/23	140.00
70512	5/17/2023	P&F Distributors	HDPE Parts and Tools for Stock 4/2023	1,944.79
70513	5/17/2023	County Of San Mateo	LSSA Recording Fee: 357 Walsh Rd, Ath	20.00
70514	5/17/2023	County Of San Mateo	LSSA Recording Fee: 121 Corona Way, PV	23.00
70515	5/17/2023	Leaf Capital Funding	Fujitsu Scanner Monthly Lease 6/2023	462.99
70516	5/24/2023	AT&T	Telemetry & Alarms 4/13/23-5/12/23	1,132.11
70517	5/24/2023	Airgas USA, LLC	Tank Rentals 4/2023	52.80
70518	5/24/2023	Atchison, Barisone & Condotti	Legal Services 4/2023	7,332.53
70519	5/24/2023	CWEA	CWEA Membership Renewal and Testing Fee - H. Cortez	230.00
70520	5/24/2023	California Car Sounds	Unit 224: Exterior Lights Installation 5/2023	1,631.93
70521	5/24/2023	California Water Service	Water Service - April-May 2023	104.04
70522	5/24/2023	Cintas	Uniform Service 5/2023	3,175.78
70523	5/24/2023	Core & Main	Couplers & Supplies 5/2023	416.09
70524	5/24/2023	Dewey Pest Control	Chemical Service 4/2023	8,837.00
70525	5/24/2023	The Almanac	Late Fee 4/2023	63.36
70526	5/24/2023	Maxx Metals	Unit 228: Corrugated Metal 12/2022	71.09
70527	5/24/2023	Grainger	Misc.Parts & Supplies 5/2023	2,780.68
70528	5/24/2023	City Of Menlo Park - Water Svc	Water Service - March-April 2023	769.10
70529	5/24/2023	Menlo Park Hardware Co. #14016	Miscellaneous Parts 4/2023	97.51
70530	5/24/2023	Municipal Maintenance Equip.	Unit 221: Stock Camera Covers - 9/2022	1,810.84
70531	5/24/2023	Napa Auto Parts	New Battery for the Old Backhoe 5/2023	215.15
70532	5/24/2023	Pacific Gas & Electric	Electric Service - April-May 2023	1,083.56
70533	5/24/2023	D&J Gardening	Landscaping 5/2023	400.00
70534	5/24/2023	Sergio Ramirez	CWEA AC23 Travel Expense	302.89
70535	5/24/2023	Ranger Pipelines	Bayfront Park Sanitary Sewer Improvement Project 1761.8	38,000.00
70536	5/24/2023	Red Wing Shoe Store	Safety Boots - D. White 4/2023	250.00
70537	5/24/2023	Redwood General Tire Co	Unit 214: Tires & Service - 5/2023	1,399.65
70538	5/24/2023	Void	Void Check	0.00
70539	5/24/2023	Staples Credit Plan	Office Supplies 4/2023	1,138.57
70540	5/24/2023	Teletrac Navman US	Vehicle GPS April & May 2023	543.92
70541	5/24/2023	Towne Ford	Unit 220 Check Engine Light 3/2023	344.47
70542	5/24/2023	Uline	Pallet Jack For New Metal Storage Building 4/2023	492.46
70543	5/24/2023	Univar Solutions USA	12.5% Sodium Hypochlorite for SHGCC/RWF 4/2023	3,121.29
70544	5/24/2023	Vallombrosa Center	Lodging - S. Lolohea 5/22/23-6/5/23	1,120.00
70545	5/24/2023	Verizon Wireless	District Cellphones 4/16/23-5/15/23	1,538.73
70546	5/24/2023	Vision Communications Co.	Radio Repairs 5/2023	724.13
70547	5/24/2023	Weco Industries	Purchase New Warthogs 1/2 inch Jettors & CCTV Repair	13,242.68
70548	5/31/2023	Allied Crane	Crane Certification - Quarterly - SHRWF 5/2023	535.18
70549	5/31/2023	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 5/2023	450.00
70550	5/31/2023	ReadyRefresh By Nestle	Water Delivery 4/11/23-5/10/23	200.22
70551	5/31/2023	California Car Sounds	New F150 Lightning Safety Lights Unit 231 4/2023	2,026.83
70552	5/31/2023	California State Lands Comm	Levee Project 2/2023	949.20
70553	5/31/2023	CalPERS Longterm Care Program	LTC Withholding 5/16/23-5/31/23	67.27
70554	5/31/2023	Clean Earth Environmental	Hazardous Waste Disposal 1/2023	2,265.89
70555	5/31/2023	Comcast	Internet - May-June 2023	622.84

**West Bay Sanitary District**

**Financial Activity Report**

**Withdrawals**

**May 2023**

70556	5/31/2023	East Bay Municipal Utility	BACWA Annual Membership FY 2023	2,493.00
70557	5/31/2023	Navia Benefit Solutions	FSA Contributions PR 6/2/23	631.15
70558	5/31/2023	Norcal Materials, Inc.	Backfill For Rehab's Open Trench Repair 5/2023	1,460.73
70559	5/31/2023	Gabriel Hernandez	SHRWF Gardening Service 5/2023	300.00
70560	5/31/2023	Interstate Traffic Control	24 x 24 Paper Traffic Control Signs (25) 5/2023	191.41
70561	5/31/2023	Govconnection, Inc.	Annual Renewal of Autodesk AutoCAD LT (3) 2023	1,325.55
70562	5/31/2023	Pacific Gas & Electric	Electric Service - April-May 2023	11,854.65
70563	5/31/2023	San Mateo Lawn Mower Shop	Lawn Mower and Small Engine Repair 5/2023	255.91
70564	5/31/2023	Shape	Flygt NP3153 Pump for Village Sqaure Pump Station 5/2023	31,286.72
<b>Checks</b>				<b>410,850.37</b>

**Corporate Cards:**

GL	Date	Account Name	Description	Amount
54028	5/22/2023	Commuter Benefits	Fastrak: Commuter Expenses	1,180.00
54063	5/22/2023	Diesel Pump Stations Fuel	Unit 230 Charging Unit 231?	30.76
54080	5/22/2023	Memberships	Peloton: Monthly Membership	44.00
54091	5/22/2023	Stationary and Office Supplies	Office Supplies	1,307.27
54101	5/22/2023	Ops Supplies & Materials	Operating Supplies	308.57
54103	5/22/2023	Vehicle & Equipment Supplies	Unit 211 & 231: Vehicle Mats, Organizers	639.31
54104	5/22/2023	Cleaners, Paint, & Chemicals	E-Waste	20.00
54121	5/22/2023	General Eng. Surveys, Studies	SMC Building: Easement Documents 4/24/23	30.00
54126	5/22/2023	Safety Training	Safety Recognition Gift Cards (10)	140.00
54131	5/22/2023	Advertisement & Legal Notices	The Daily Post: CIP Project Bid Announcement 4/21/23	675.00
54158	5/22/2023	Computer Software R & M	Subscriptions: Duo, Zoom, Norton	216.20
54174	5/22/2023	Mgmt Conf. & District Meetings	Lunch Meetings	194.58
54175	5/22/2023	CWEA Conf/Section Mtgs	CWEA Conference Expense	3,380.41
54176	5/22/2023	Business Meetings	GM Lunch Meetings & Budget Workshop	1,865.90
54191	5/22/2023	Internet	Comcast: Internet - SHRWF	171.76
<b>US Bank - CalCards - Credit Cards</b>				<b>10,203.76</b>

**Bank Transfers:**

Date	Payee	Purpose	Amount
5/2/2023	Paytrace	Credit Card Processing Fees	618.62
5/2/2023	CalPERS	Retirement Contributions PR 4/21/2023	24,890.34
5/3/2023	SVCW	SVCW Monthly Operating Contribution	591,557.00
5/3/2023	ADP	Payroll Taxes - Board	495.73
5/3/2023	ADP	Director Fees April 2023	2,634.54
5/4/2023	ADP	Payroll Taxes - 5/5/2023	35,327.32
5/4/2023	ADP	Employee Payroll - Check Date: 05/05/2023	119,491.91
5/5/2023	MissionSquare	Deferred Compensation, Formerly: ICMA	12,171.92
5/11/2023	CalPERS	Health Premiums	62,750.78
5/12/2023	ADP	ADP Fees	310.00
5/15/2023	CalPERS	Retirement Contributions PR 5/5/2023	24,906.46
5/18/2023	ADP	Payroll Taxes - 5/19/2023	33,330.27
5/18/2023	ADP	Employee Payroll - Check Date: 5/19/2023	122,080.49
5/19/2023	MissionSquare	Deferred Compensation, Formerly: ICMA	12,171.92
5/22/2023	Bank of the West	Bank Fees	105.74
5/26/2023	ADP	ADP Fees	280.00
<b>Bank Wires &amp; ACHs</b>			<b>1,043,123.04</b>

Date	Payee	Purpose	Amount
<b>Internal Bank Transfers</b>			<b>0.00</b>

**Summaries:**

**Withdrawal Summary**

Total Checks	410,850.37
Total Corp Card	10,203.76
Total Bank Wires / ACHs	1,043,123.04
Total Internal Bank Transfers	0.00
<b>Total Withdrawals</b>	<b>1,464,177.17</b>

**West Bay Sanitary District**  
**Expenditures By Vendor**  
7/01/2022 to 05/31/2023

<b>Withdrawals</b>	<b>Total by Vendor</b>	<b>Withdrawals</b>
	<b>YTD FY 2022-23</b>	<b>May 2023</b>
3600 Haven Avenue, LP	38,939.80	-
AAA Fire Protection Services	1,323.05	-
AAA Rentals	13,189.98	-
A-A Lock & Alarm	1,081.92	392.44
Svend Agesen	1,483.53	-
Ace Fire Equipment & Service	2,342.38	-
Action Towing	1,922.50	-
Abila	11,215.42	652.67
Fumio Adachi	1,483.53	-
ADP Fees	7,766.40	590.00
ADP-Wage Garnishment	5,721.53	-
Aerzen USA Corp.	4,878.93	2,478.93
Airgas Usa, LLC	902.84	52.80
Stephen Albano	39,231.90	-
Allied Crane	1,490.36	535.18
The Almanac	15,921.92	63.36
Alpha Analytical Laboratories	13,850.00	1,170.00
Angel Ambriz	518.41	518.41
American Highway Products	536.52	-
Anderson Pacific	2,083.31	2,083.31
Larry & Mary Anderson	1,483.53	-
Domenic Andrightto	471.87	-
Angulos NorCal Tree Service	4,500.00	-
Aqua Natural Solutions	2,422.08	-
AT&T	12,787.65	2,203.19
Atchison, Barisone & Condotti	108,558.49	7,332.53
Seth Avila	500.00	-
Jancie L. Avilla	1,483.53	-
Aztec Consultants	15,722.05	-
BAGG Engineers	6,665.00	-
Backflow Prevention Specialist	2,715.00	-
Bank of the West - Credit Cards	66,439.60	-
Bank of the West	2,231.87	105.74
Battery Junction Wholesale	4,278.39	-
Bay Alarm	25,199.18	2,146.33
Bay Area Air Quality Mgmt Dist	3,716.00	-
Bay Area Barricade Service Inc	1,936.33	-
Bay Area Paving Co.	56,573.00	-
Bay Reprographic, Inc.	530.48	-
Bayside Equipment Company	4,287.13	614.52
Claude Michael Beasley	1,483.53	-
Annette Bergeron	7,571.48	-
Jed M. Beyer	405.38	115.34
Blackburn Manufacturing Co	1,391.48	-
Bonny Doon Environmental	983.76	-
Richard W. & Sandra W. Boyce	3,494.44	-
Bosco Oil Inc DBA Valley Oil	322.09	-
Patricia Burns	1,483.53	-
CA Dept Of Tax & Fee Admin	-	-
CASA	14,300.00	-
CA State Disbursement Unit	-	-
CPS HR Consulting	3,881.25	1,045.00
Calgon Carbon Corporation	3,084.16	-
Calif. Labor Law Poster Service	192.00	-
CA Regional Water Quality	25,637.00	-
California Car Sounds	11,846.10	3,658.76
California State Lands Comm	5,248.66	5,248.66
California Water Service	29,059.19	1,517.99
CA Water Boards SWRCB	662,910.88	-
CalPERS - Actuary Fee	-	-
CalPERS - Admin Fees	600.00	-
CalPERS - Unfunded Accrued Liability	10,690.00	-
CalPERS - GASB Fee	1,050.00	-
CalPERS - Retirement	580,707.10	49,796.80
CalPERS - Health Premiums	647,056.40	62,750.78
CalPERS - 1959 Survivor Billing	1,677.90	-
CalPERS Longterm Care Program	1,385.37	201.81
Carla Carstens	5,521.53	-
Martin & Kristen Casado	1,483.53	-
CDW Government	6,073.54	-
Michael Chang	1,263.16	-
Chavan & Associates	14,000.00	-
ChemsearchFE	625.57	-
George Choi & Michele Ono	3,494.44	-
Cintas	48,381.98	4,191.54
City of Foster City	2,680.00	-
City of Menlo Park	1,305.12	690.10
City of Menlo Park-Fuel	129,817.35	17,827.69
City Of Menlo Park - Water Svc	16,045.80	769.10
Thomas Robert Clandinin	1,483.53	-
Clean Earth Environmental	2,265.89	2,265.89
Cleanserv Universal Services	12,396.98	1,075.00
Comcast	6,543.04	959.62
The Concept Genie	10,280.40	-
Consolidated Parts	9,894.69	-
Core & Main	37,765.48	4,779.60
Corrosion Protection Solutions	3,860.00	-
Heath Cortez	249.19	-
Costco	60.00	-
Tracy & Peter Cowperthwaite	1,483.53	-
CSDA	8,810.00	-
CSRMA c/o Alliant Insurance	359,324.57	-
CTJ	1,483.53	-
Cues, Inc.	3,950.00	-
Sean A. Curran	1,483.53	-
CWEA	2,488.00	444.00

**West Bay Sanitary District**  
**Expenditures By Vendor**  
7/01/2022 to 05/31/2023

Withdrawals	Total by Vendor	Withdrawals
	YTD FY 2022-23	May 2023
D&J Gardening	2,000.00	400.00
Stephen Daane & Sheryl Garrett	1,483.53	-
Dale Scott & Co.	4,000.00	4,000.00
Daniel Mechanical	19,450.00	-
Lyn Louise Dearborn	1,483.53	-
Alan & Lauren Denenberg	3,494.44	-
Dewey Pest Control	27,171.94	8,986.94
Dolphin Graphics	7,487.05	-
Palwasha & Zelikha Dost	1,483.53	-
David Douglas	27.39	-
Du-All Safety, LLC	26,775.00	4,860.00
Ronald Dalman & Jocelyn Dunn	471.87	-
Lois DuBois	1,483.53	-
David & Julie Duncan	6,382.00	3,414.94
Duke's Root Control, Inc	267,966.64	-
Stephen Dunne	4,450.59	-
EDD	124.87	-
ESRI	11,300.00	11,300.00
Ian Earnest	2,967.06	-
East Bay Municipal Utility	2,493.00	2,493.00
Ergoworks	36.88	-
Fast Response On-Site Testing	1,742.40	-
FedEx	3,510.90	344.18
Fischer Compliance LLC	15,825.00	-
Ford Motor Company	3,990.00	3,990.00
James H. Foster	1,483.53	-
Freyer & Laureta	937,484.06	65,969.75
Frisch Engineering, Inc.	1,657.50	195.00
Mary Ann H. Furda	1,483.53	-
Dorothy Garcia Bachler	3,494.44	-
Scott & Jennifer Gamel	1,483.53	-
Tyler Garratt	10,345.71	-
Victor Garcia	790.00	313.60
Matt Gebhart	1,483.53	-
Global Equipment, Inc	531.61	-
Golden State Reprographics LLC	846.17	-
Goldstreet Design Agency, Inc.	4,000.00	-
Govconnection, Inc.	3,023.31	1,325.55
Governmentjobs.Com, Inc	4,479.01	-
Grainger	42,453.56	2,942.85
Granite Rock Company	2,924.10	-
Quinten Green	896.08	-
Gurtner Living Trust	471.87	-
HF&H Consultants	21,390.00	-
Hach Company	190,073.12	12,993.75
Hadronex	46,783.37	-
Jerald Hall Jensen	1,483.53	-
Harben California	6,218.98	449.17
Ann Hardy	1,483.53	-
Ingrid B. Hardy	1,483.53	-
Harrington Industrial Plastics	301.73	-
Yvonne Harrosh	25,848.00	-
Haas & Hayne	1,040.82	-
Elizabeth Hayden	10,345.71	-
Helix Laboratories, Inc.	2,764.03	-
Gabriel Hernandez	1,500.00	1,500.00
Javier Hernandez	1,798.20	-
Hillyard/San Francisco	691.29	-
Home Depot Credit Services	8,298.96	1,577.50
John Paul Huetter	1,483.53	-
Bob Hulsmann	893.88	259.00
Mark & Rebecca Hilderbrand	3,494.44	-
ICMA	63,489.56	-
IEDA	8,954.00	814.00
Innovyze	9,035.00	-
Institute For Local Government	225.00	-
Instrument Technology Corp.	160.67	160.67
Interstate Traffic Control	509.15	325.39
Ironhouse Sanitary District	2,713.45	-
The Jensen Family Trust	1,483.53	-
Raivis Kampenuss	1,483.53	-
Mary Kelley & Marc Levaggi	1,483.53	-
Carol Kemper	1,483.53	-
Parisa Khorsand	30,844.46	-
Kimball Midwest	10,499.34	-
Bill Kitajima	30,768.33	-
Heather Kirkby	1,483.53	-
Judy Klein	5,521.53	-
Kone Pasadena	3,285.59	298.69
Alexander M. Kostrikin	1,483.53	-
Alison Krausz	471.87	-
Lasky Trade Printing	607.03	-
Leaf Capital Funding	5,139.19	462.99
Livermore Auto Group	70,508.81	-
Sione Lolohea	682.00	-
Dave Russell A Lojera	6,453.64	-
JoAnn Loulan	1,483.53	-
David A. Lowin	1,483.53	-
Gary Daniel MacGregor	1,483.53	-
Eric Madrigal	75.00	-
Mallory Co.	12,837.07	-
Charles & Toni Markley	2,967.06	-
Lisandro Marquez	250.00	-
Matheson Tri-Gas	791.00	64.62
Maxx Metals	71.09	71.09
David H. McMurtry	1,483.53	-

**West Bay Sanitary District**  
**Expenditures By Vendor**  
7/01/2022 to 05/31/2023

<u>Withdrawals</u>	<u>Total by Vendor</u>	<u>Withdrawals</u>
	<u>YTD FY 2022-23</u>	<u>May 2023</u>
Medco Supply Company	790.18	-
Menlo Park Fire Protection	2,692.00	-
Menlo Park Hardware Co. #14016	902.31	97.51
Mid Peninsula Abstracts	830.00	-
Mid State Container Sales, Inc	5,185.00	-
Piterman Milanendra	-	-
Frazier Miller	1,483.53	-
Mission Clay Products, LLC	7,848.06	-
MissionSquare	-	24,343.84
Mission Valley Ford	5,957.00	-
Katrina Montinola	471.87	-
Morse Hydraulics	774.19	-
Motion Industries	6,834.69	-
Multiquip Inc	578.23	578.23
Municipal Maintenance Equip.	17,266.22	1,810.84
Dominic Nanni	631.94	-
Napa Auto Parts	2,818.31	215.15
National Auto Fleet Club	131,650.66	-
Navia Benefit Solutions	17,298.74	2,093.45
Paul Andrew Nelson	385.00	-
William E. Nelson	1,483.53	-
NeoPost	2,150.00	-
Nancy & Robert Neuer	1,483.53	-
Robert J. & Nancy J. Neuer	1,483.53	-
Carrie Nevoli - Petty Cash	342.20	-
Keri Nicholas	471.87	-
John Nightingale	1,483.53	-
NorCal Materials, Inc.	3,200.89	1,460.73
North Bay Pensions	1,500.00	-
Stig & Holly Nybo	1,483.53	-
Occasions, Etc.	279.02	-
Occupational Health Centers	2,708.00	140.00
Ogasawara Landscape Maint.	6,030.00	-
Omega Industrial Supply	8,791.09	-
Orenco Systems, Inc.	5,793.81	4,656.31
Ovivo Usa, LLC	11,934.66	-
P&F Distributers	4,724.92	1,944.79
PARS	-	-
Paxxo (USA) Inc	568.46	-
PBM	3,094.62	-
Pacific Gas & Electric	290,886.01	31,862.74
Paytrace	6,917.25	618.62
Lynne Penek - Holden	1,483.53	-
Peninsula Truck Repair	17,567.97	-
Pier 2 Marketing	2,000.00	-
Charles A. Planje	1,584.00	-
Ponton Industries, Inc.	3,554.69	-
Precise Printing And Mailing	3,940.82	-
Precision Engineering	914,052.95	-
Preferred Alliance	3,637.47	-
PrimePay Fees	956.25	-
Principal Life Insurance	69,968.74	6,086.75
Dominic Proia	75.00	75.00
Project Ergonomics	488.80	-
Quadient Leasing USA	1,073.62	-
Quincy Compressor	2,161.19	-
R.A. Nosek Investigations	3,010.00	-
R.D. Kincaide, Inc.	23,111.77	-
Sergio Ramirez	302.89	302.89
Ranger Pipelines	83,600.00	38,000.00
Readyrefresh By Nestle	3,946.65	284.54
Recology Peninsula Services	2,743.29	249.39
Red Wing Shoe Store	6,934.78	250.00
Redwood City Health & Wellness	256.50	-
Redwood General Tire Co	9,898.79	5,070.70
City Of Redwood City	9,678.32	-
Todd Reese	225.00	-
Keith Reeves	1,483.53	-
Registrar Of Voters	2,524.00	-
Rich Voss Trucking	900.00	-
Sean Riley & Judy Riley	1,483.53	-
Nicolas Rochard & Leigh Birch	1,483.53	-
Samuel M. Rose	1,650.00	-
Cindy Lee Russell	1,483.53	-
Kent Ryhorchuk & Cathy Brewer	1,483.53	-
SVCW - Monthly Operating Contribution	6,507,127.00	591,557.00
SVCW 2018 Bonds	1,833,999.48	-
SVCW 2021 A-B Bonds	2,736,917.22	-
SVCW - SRF Debt	506,765.21	-
Silicon Valley Clean Water	2,925.00	-
Michael Scandalios	471.87	-
Rupert Sandoval	200.00	-
County of San Mateo	1,669.00	494.00
San Mateo County Assessor	305.00	305.00
San Mateo County Tax Collector	990.00	-
San Mateo County Health	4,314.00	-
County of San Mateo - LAFCO	22,323.00	-
San Mateo Lawn Mower Shop	2,392.37	1,162.87
County of Santa Clara	-	-
SWRCB	18,512.00	-
Victoria S. Sargent	1,483.53	-
Robert J. Scheidt	821.03	-
Thomas & Jean Schellenberg	1,483.53	-
Seekzen Systems	71,609.00	475.00
Sensera Systems	2,148.00	-
Shape	86,480.63	31,286.72

**West Bay Sanitary District**  
**Expenditures By Vendor**  
7/01/2022 to 05/31/2023

<b>Withdrawals</b>	<b>Total by Vendor</b>	<b>Withdrawals</b>
	<b>YTD FY 2022-23</b>	<b>May 2023</b>
Sharp Business Systems	13,288.93	1,206.28
Bob Sick	1,587.36	-
Daniel Siegel	471.87	-
Signa Mechanical	343.25	-
Thomas W. Sisson	1,483.53	-
Spartan Tool	4,899.88	778.83
SPL Laboratories	2,728.50	-
David Stagg	1,483.53	-
Staples Credit Plan	9,072.73	1,138.57
Armin Staprans	1,483.53	-
Steven Creek Quarry	2,131.64	-
Streamline	800.00	-
Sutter EAP	1,239.75	-
TJB Investments LLC	25,394.71	-
TPC Training	1,295.00	-
TPX Communications	34,832.67	3,156.69
Teamsters Local No. 350	11,025.00	1,008.00
Teletrac Navman US	3,263.52	543.92
Telstar Instruments, Inc.	2,934.00	-
Thomas & Associates	491.92	-
William & Susan Thomas	3,494.44	-
Town Of Atherton	3,000.00	-
Towne Ford	120,220.10	4,605.32
Uline	1,983.85	492.46
Underground, Inc.	165.89	-
Underground Service Alert	13,714.45	-
United Rentals (North America)	3,133.09	-
Univar Solutions USA	12,387.46	3,121.29
John Urbanowiqz	5,521.53	-
Thomas V. & Nusrat T. Uridel	1,483.53	-
US Bank - CalCards - Credit Cards	43,198.32	10,203.76
U.S. Jetting, LLC.	2,596.60	252.34
US Standard Products Corp	2,650.56	-
V & A Consulting Engineers	65,488.76	4,656.50
Valley Heating & Cooling	3,268.00	998.00
Vallombrosa Center	1,120.00	1,120.00
Gregory G. Van Hauser	1,483.53	-
Veolia Water North America	464.64	51.81
Verizon Wireless	18,220.13	1,604.42
Video Voice Data Communication	10,708.95	-
Ramon & Kelly W. Villareal	3,494.44	-
Vision Communications Co.	16,177.40	724.13
Andrew & Kathy L. Waddell	3,494.44	-
Weco Industries	79,030.97	13,242.68
The Weed Solution	7,700.00	4,200.00
Mark Weiss	1,483.53	-
Jonathan Werness	154.44	-
West Yost & Associates	3,578.00	-
Western States Tool & Supply	523.42	-
Western Truck Fabrication, Inc	1,596.60	-
Erin & Julie Whalan	1,483.53	-
Stephen Wheeler	1,483.53	-
Israel White	1,436.71	-
Grover T. Wickersham	2,967.06	-
Blake Winchell	5,521.53	-
Woodard & Curran	288,595.82	44,480.75
Kenneth D. Woods	1,483.53	-
Young's Auto Supply Center	1,091.97	19.32
Zenon Environmental	8,739.07	-
Yanting Zhang	1,483.53	-
Zip's AW Direct	826.23	-
<b>Total Vendor Withdrawals</b>	<b>19,616,216.99</b>	<b>1,150,816.91</b>
<b>Wages &amp; Payroll Taxes</b>		
Salaries/Wages - Net Pay	3,139,027.05	241,572.40
Directors Fees - Net Pay	34,741.21	2,634.54
Payroll Taxes	1,032,061.10	69,153.32
Performance Merit Program - Net Pay	213,353.66	-
<b>Total Payroll</b>	<b>4,419,183.02</b>	<b>313,360.26</b>
<b>Total External Withdrawals</b>	<b>24,035,400.01</b>	<b>1,464,177.17</b>
<b>WBSD Transfers:</b>		
WBSD LAIF Account	11,500,000.00	-
WBSD Investment Accounts	12,202,111.08	-
Public Agency Retirement Services (PARS)	75,000.00	-
Other Transfers	3,006,000.00	-
<b>Total Transfers</b>	<b>26,783,111.08</b>	<b>-</b>
<b>Total Withdrawals</b>	<b>50,818,511.09</b>	<b>1,464,177.17</b>

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

**To: Board of Directors**  
**From: Bob Hulsmann, Operations Superintendent**  
**Subject: WBSD Operations and Maintenance Report – May 2023**

Month	Basin PM Pipe Clean-ing	High Freq. PM Pipe Clean- ing	Un-Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pipe Patch Repairs	Open Trench Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Call Outs
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Qty.	Cat. 1	Cat. 2&3s	
January	7.2	4.5	1.1	3.1	6	7	78	0	0	0	103
February	7.2	5.3	1.4	3.7	2	10	60	0	0	1	75
March	15.7	0.2	0.6	4.7	7	7	67	0	0	0	71
April	12.1	4.4	0.4	2.7	5	9	64	0	0	1	74
May	10.0	7.9	0.6	3.7	5	8	75	0	0	0	64
June											
July											
August											
Sept.											
Oct.											
Nov.											
Dec											
<b>Yr to date</b>	<b>52.2</b>	<b>22.3</b>	<b>4.1</b>	<b>17.9</b>	<b>25.0</b>	<b>41.0</b>	<b>344.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2.0</b>	<b>387.0</b>

**Report to the District Board for the Regular Meeting of June 14, 2023**

<b>2023 Goals</b>	<b>120.0</b>	<b>50.0</b>	<b>n/a</b>	<b>45-50</b>	<b>50-65</b>	<b>90</b>	<b>n/a</b>	<b>&lt;10</b>	<b>&lt;</b>	<b>4</b>	<b>n/a</b>
<b>2022 Results</b>	<b>120.9</b>	<b>53.6</b>	<b>7.5</b>	<b>**40.3</b>	<b>**92</b>	<b>100</b>	<b>774</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>858</b>
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4	944
2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0	1012
2019 Results	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139
2017 Results	126.4	52	6	25	66	97	1265	8	2	3	700

\* =  
Including TOW  
\*\*= Including LAH and TOW

**\* = Including TOW**  
**\*\*= Including LAH and TOW**



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

**To: Board of Directors**

**From: Bob Hulsmann, Operations Superintendent**

**Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – May 2023**

Town of Los Altos Hills O & M Report 22/23									
	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Scheu. Pipe Clean- ing	WBSD CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month	Miles	Miles	Miles	Miles	Qty.	Qty.	Cat. 1	Cat. 2&3s	Call Outs
Temp Help									
January-23	0.8	1.3	0.1	0.9	4	0	1	0	0
February	1.8	0.3	0.3	0.8	4	0	0	0	0
March	0.8	0.9	0.0	1.1	4	3	1	0	0
April	0.0	1.6	0.1	1.0	4	0	0	0	0
May	0.0	1.8	0.2	1.4	4	0	1	0	0
June	3.0	0.5	0.1	0.5	4	0	0	0	0
July	1.2	0.5	0.0	0.9	4	0	0	0	0
*August 22	0.1	1.1	0.0	0.9	4	0	0	0	0
Sept.	1.6	1.3	0.1	0.9	4	0	0	0	0
Oct.	0.9	1.4	0.4	1.1	4	0	0	0	0
Nov.	0.4	1.3	0.0	1.1	4	0	0	1	1
Dec	0.3	1.4	0.0	0.5	4	0	0	0	0

**Report to the District Board for the Regular Meeting of June 14, 2023**

<b>** Yr to date</b>	<b>10.9</b>	<b>13.4</b>	<b>1.3</b>	<b>11.1</b>	<b>48</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>1</b>
FY22/23Goals	10.6	14.4	n/a	8.1	52	n/a	n/a	n/a	n/a

\* = August- Start of Contract

	Goal	Total	Remain
Pipe Cleaning	25	25.3	-0.3
CCTV Inspection	8.1	11.1	-3.0



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

**To: Board of Directors**

**From: Bob Hulsmann, Operations Superintendent**

**Subject: Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – May 2023**



**Yearly Summary Report**

6/5/2023  
11:32 AM

Dates Between 6/1/2022 and 5/31/2023

Month	Basin PM Pipe Cleaning (miles)	High Freq PM Pipe Cleaning (miles)	Unscheduled Pipe Cleaning (miles)	CCTV Inspection (miles)	Pump Stations Preventive Maintenance Qty	Pump Stations Unscheduled Repairs Qty	SSO Cat 1	SSO Cat 2 & 3	Service Calls Call Outs
January	0.0	0.0	0.0	0.0	0.0	8	0.0	1	0.0
February	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
March	0.00	0.3	0.0	0.0	0.0	8	0.0	0.0	0.0
April	0.00	0.0	0.0	1.1	0.0	8	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
June	0.00	0.3	0.0	0.0	0.0	8	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
September	0.19	0.3	0.0	0.0	0.0	8	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
December	4.42	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
<b>Totals</b>	<b>4.61</b>	<b>0.8</b>	<b>0.0</b>	<b>1.1</b>	<b>0.0</b>	<b>96</b>	<b>0.0</b>	<b>1</b>	<b>0.0</b>

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

**To: Board of Directors**

**From: Debra Fisher, Finance Manager**

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

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**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 an increase in the Operating Reserve 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 1<sup>st</sup> 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 and \$1 million, respectively.

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 restricted 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 and periodically evaluated.

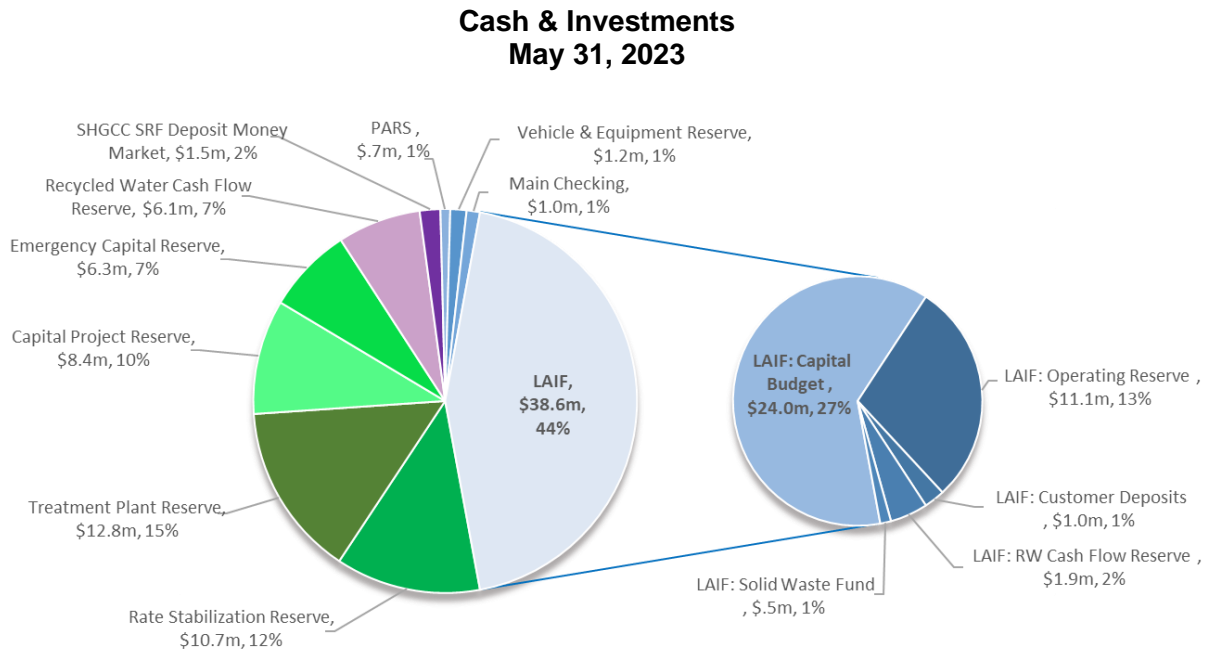
<b><u>Reserve Account</u></b>	<b><u>Originated</u></b>	<b><u>Target Balance</u></b>	<b><u>Target</u></b>
Operating Reserve	11/26/2014	\$11.1 million	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	Achieved
Treatment Plant Reserve	8/01/2021	\$12 million	Achieved
Capital Project Reserve	11/26/2014	\$8 million	Achieved
Emergency Capital Reserve	10/19/2010	\$6 million	Achieved
Recycled Water Cash Flow	11/18/2016	\$8 million	Achieved
Recycled Water SRF Reserve	3/01/2018	\$1.46 million	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	Achieved

**Fiscal Impact**

The District has approximately \$87.3 million in all reserve and bank accounts as of May 31, 2023, including restricted funds. There were \$3.95 million in transfers in the approved FY 2022-23 Budget. The board approved additional transfers on June 22, 2022, December 14, 2022, and February 8, 2023, for a total of \$15.5 million in transfers in FY 2022-23.

<u>District Funds</u>	<u>5/31/2023</u>
Cash Equivalent Accounts	40,751,182
Investment Accounts - Unrestricted	44,346,088
Public Agency Retirement Services (PARS Trust)	721,099
SHGCC SRF Loan Deposit	1,517,505
<b>Total District Funds</b>	<b>87,335,875</b>

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 May 31, 2023 all reserves have reached their target balance.



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: 2023-05 Investment Reserve Accounts



**WBSD RATE STABILIZATION RESERVE AGY**

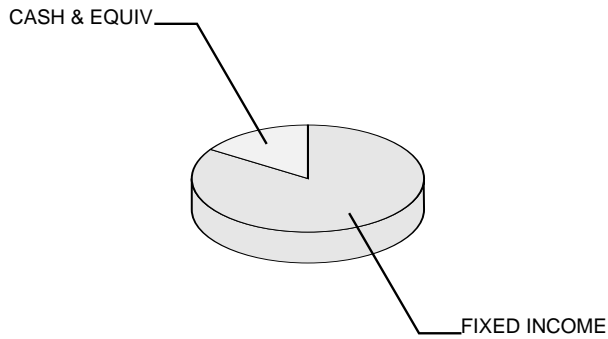
**Account Number:**  
**Statement Period:**

**05/01/23 -**  
**05/31/23**

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	1,722,409.32	16.2%
Fixed Income	8,896,467.63	83.8%
<b>Total Portfolio</b>	<b>\$ 10,618,876.95</b>	<b>100.0%</b>
Accrued Income	52,102.30	
<b>Total Valuation</b>	<b>\$ 10,670,979.25</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 10,669,992.65</b>	<b>\$ 9,737,901.10</b>
Income		
Interest.....	33,014.69	211,843.13
Purchased Income.....	0.00	-8,404.39
Additions.....	0.00	767,700.00
Disbursements.....	-1,380.86	-15,269.95
Realized Gains/(Losses).....	0.00	-60.87
Change In Accrued Income.....	-11,908.62	227.79
Change In Market Appreciation/(Depreciation).....	-8,979.23	58,141.78
Non-Cash Asset Changes.....	-9,759.38	-81,099.34
<b>Ending Market Value</b>	<b>\$ 10,670,979.25</b>	<b>\$ 10,670,979.25</b>

**WBSD - TREATMENT PLANT RESERVE AGY**

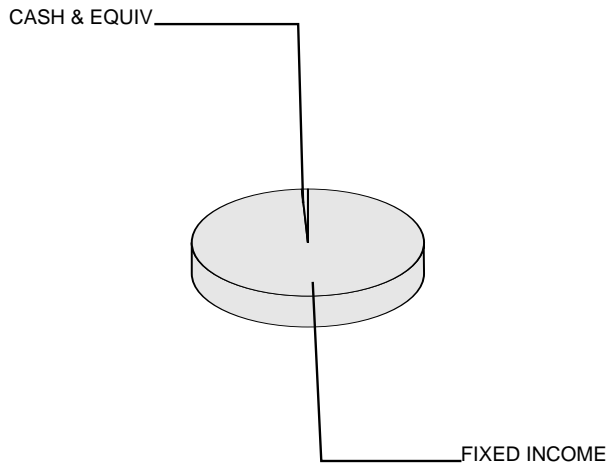
**Account Number:**  
**Statement Period:**

**05/01/23 -**  
**05/31/23**

WEST BAY SANITARY DISTRICT  
 500 LAUREL STREET  
 MENLO PARK CA 94025

<p><b>Fiduciary</b>                  Chuen Ying Lee                  (408) 645-3234</p> <p><b>Portfolio</b>                  Michael D. Smith                  (408) 490-2079</p>
---

**Asset Allocation**



**Asset Valuation**

Description	Market Value	% of Account
Cash & Equiv	125,932.32	1.0%
Fixed Income	12,574,609.10	99.0%
<b>Total Portfolio</b>	<b>\$ 12,700,541.42</b>	<b>100.0%</b>
Accrued Income	62,359.08	
<b>Total Valuation</b>	<b>\$ 12,762,900.50</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 12,808,152.64</b>	<b>\$ 2,493,136.18</b>
Income		
Interest.....	48,588.44	158,001.79
Purchased Income.....	0.00	-61,578.86
Additions.....	0.00	10,118,211.08
Disbursements.....	-1,655.97	-11,986.84
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-26,744.71	52,169.36
Change In Market Appreciation/(Depreciation).....	-71,519.91	-52,164.08
Non-Cash Asset Changes.....	6,080.01	67,111.87
<b>Ending Market Value</b>	<b>\$ 12,762,900.50</b>	<b>\$ 12,762,900.50</b>

**BANK OF THE WEST**  
**WEALTH MANAGEMENT**

A trade name used by BMO Harris Bank N.A.

**WBSD - CAPITAL PROJECT RESERVE AGY**

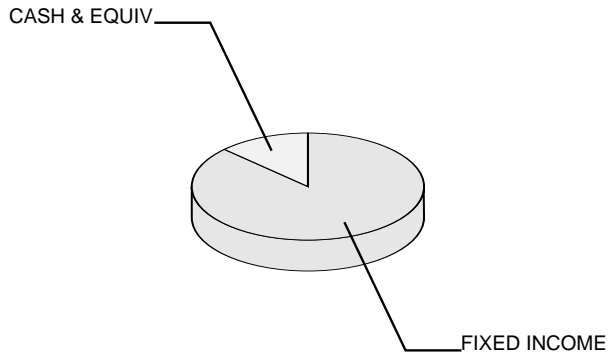
**Account Number:**  
**Statement Period:**

**05/01/23 -**  
**05/31/23**

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	1,112,275.46	13.2%
Fixed Income	7,287,339.35	86.8%
<b>Total Portfolio</b>	<b>\$ 8,399,614.81</b>	<b>100.0%</b>
Accrued Income	30,634.06	
<b>Total Valuation</b>	<b>\$ 8,430,248.87</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 8,443,417.45</b>	<b>\$ 5,830,876.97</b>
Income		
Interest.....	20,512.25	127,049.12
Purchased Income.....	0.00	-7,760.40
Additions.....	0.00	2,479,000.00
Disbursements.....	-1,094.42	-9,944.40
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-6,814.66	-3,949.02
Change In Market Appreciation/(Depreciation).....	-32,967.45	34,139.17
Non-Cash Asset Changes.....	7,195.70	-19,162.57
<b>Ending Market Value</b>	<b>\$ 8,430,248.87</b>	<b>\$ 8,430,248.87</b>

**BANK OF THE WEST**  
**WEALTH MANAGEMENT**

A trade name used by BMO Harris Bank N.A.

**WBSD - EMERGENCY CAPITAL RESERVE**

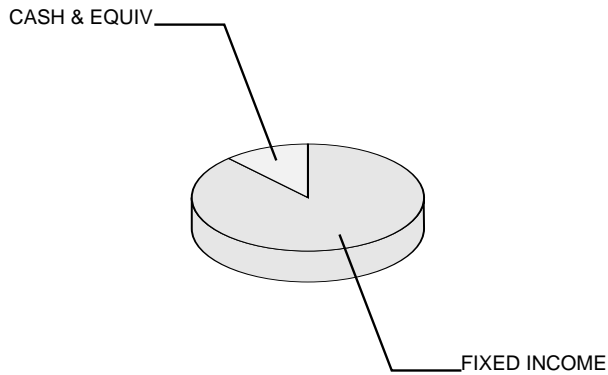
Account Number:  
 Statement Period:

05/01/23 -  
 05/31/23

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	738,627.97	11.7%
Fixed Income	5,582,398.30	88.3%
<b>Total Portfolio</b>	<b>\$ 6,321,026.27</b>	<b>100.0%</b>
Accrued Income	27,170.95	
<b>Total Valuation</b>	<b>\$ 6,348,197.22</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 6,355,893.18</b>	<b>\$ 4,877,961.83</b>
Income		
Interest.....	16,512.72	106,372.41
Purchased Income.....	0.00	-6,128.87
Additions.....	0.00	1,381,100.00
Disbursements.....	-823.24	-8,034.94
Realized Gains/(Losses).....	0.00	-848.38
Change In Accrued Income.....	-5,635.78	-935.36
Change In Market Appreciation/(Depreciation).....	-21,294.45	21,565.03
Non-Cash Asset Changes.....	3,544.79	-22,854.50
<b>Ending Market Value</b>	<b>\$ 6,348,197.22</b>	<b>\$ 6,348,197.22</b>

**WBSD - RECYCLED WATER CASH FLOW AGY**

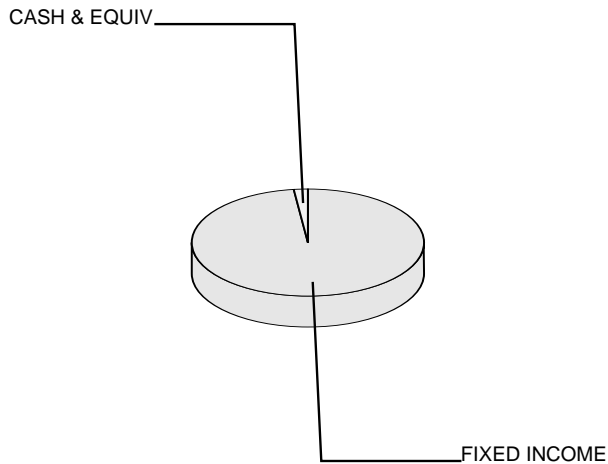
**Account Number:**  
**Statement Period:**

**05/01/23 -**  
**05/31/23**

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	133,439.31	2.2%
Fixed Income	5,979,950.45	97.8%
<b>Total Portfolio</b>	<b>\$ 6,113,389.76</b>	<b>100.0%</b>
Accrued Income	20,372.51	
<b>Total Valuation</b>	<b>\$ 6,133,762.27</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 6,134,996.42</b>	<b>\$ 5,623,527.18</b>
Income		
Interest.....	23,438.96	117,330.81
Purchased Income.....	0.00	-3,939.82
Additions.....	0.00	456,100.00
Disbursements.....	-794.43	-8,796.98
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-12,823.58	-4,896.82
Change In Market Appreciation/(Depreciation).....	-11,581.55	-65,617.13
Non-Cash Asset Changes.....	526.45	20,055.03
<b>Ending Market Value</b>	<b>\$ 6,133,762.27</b>	<b>\$ 6,133,762.27</b>

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

**To: Board of Directors**

**From: Todd Reese, Office & Communications Manager**

**Subject: Consider Authorizing the General Manager to Issue Class 3 Permit 1629 for a 4-Inch Sewer Main Replacement at 141 Durazno Way, Portola Valley, CA**

---

Background

The District has a sewer main near this address that has been improperly repaired by a constructor and without the benefit of a District permit. The District has instructed the contractor, Wizard Plumbing, to replace part of the 4-inch sewer main that serves 141 Durazno Way. The 4-inch sewer main travels under neath mature Redwood trees. A variance to maintain the 4-inch rather than upgrading to a 6 or 8 inch will be given, due the location of the trees.

Analysis

District staff has worked with the contractor to assure this replacement is according to District standards.

Fiscal Impact

No impact to the District.

Recommendation

The Office & Communications Manager recommends the District Board direct the General Manager to ratify the Class 3 Sewer Permit No.1629 for the work required to replace the 4-inch sewer main.

Attachments: Resolution \_\_\_\_ (2023)  
Class 3 Permit (1629)  
Site Map

RESOLUTION NO. \_\_\_\_\_ (2023)

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: 141 Durazno Way Project

Location: 141 Durazno Way, Portola Valley, CA

Entity or Person Undertaking Project: Wizard Plumbing

Determination of the District Board:

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

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

N/A

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

The Board finds that the project Preliminary Review and Notice of Exemption identifies the following significant effects:

N/A

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

N/A Changes or alterations have been required in, or incorporated, into the project which mitigate or avoid the significant environmental effects thereof as identified in the Final EIR.



N/A Such changes or alterations are within the responsibility and jurisdiction of a public agency other than the District. Such changes have been adopted by such other agency or can and should be adopted by such other agency.

N/A Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the Final EIR.

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

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

The General Manager of West Bay Sanitary District is directed to prepare a Notice of Exemption pursuant to the provisions of the State Guidelines Implementing the California Environmental Quality Act adopted by Resolution No. 1105 of this District Board. The 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 14<sup>th</sup> day of June 2023, 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  
555 County Center  
Redwood City, CA 94063

**From:** West Bay Sanitary District  
500 Laurel Street  
Menlo Park CA 94025

**Project Title:** 141 Durazno Way Project

**Project Location – Specific:** 141 Durazno Way, Portola Valley, CA

**Project Location – Town:** Portola Valley **Project Location – County:** San Mateo

**Description of Project:** 4-Inch Sewer Main Replacement

**Name of Public Agency Approving Project:** West Bay Sanitary District

**Name of Person or Agency Carrying Out Project:** Wizard Plumbing

**Exempt Status:**

CEQA Guidelines Section 15601(b)(3), General Rule;  
Categorical Exemption: Class 1 – Section 15301(b), Existing Facilities, and Class 2 – Section 15302(c), Replacement or Reconstruction.

**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 minor alteration and repair of existing public facilities or topographical features involving negligible or no expansion of use beyond that previously exist.

**Lead Agency: West Bay Sanitary District**

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

\_\_\_\_\_  
Signature Date: \_\_\_\_\_ Title: General Manager

## “PRELIMINARY REVIEW”

141 Durazno Way Project  
June 9, 2023

INTRODUCTION. At the June 14, 2023 District Board Meeting, the Board will consider the approval of the class 3 sewer permit for the 4-inch sewer main replacement and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by Wizard Plumbing.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the 4-inch sewer main replacement 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, and the County of Santa Clara, including 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:

Staff has concluded that most project elements are “categorically exempt” under CEQA Guidelines Section 15301(b) (existing facilities); or Section 15302(c) (replacement or reconstruction). These exemptions require repair, maintenance, or minor alteration of existing structures or facilities.

This project is being implemented to adjust existing sanitary sewer manholes to grade.

CONCLUSION. Based on the information presented herein, staff has concluded that all of the rehabilitation of manholes 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 15301(b) , (existing facilities) or Section 15302(c), (replacement or reconstruction).

# WEST BAY SANITARY DISTRICT

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

Permit Number  
1629

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

141 DURAZNO WAY, MENLO PARK 94028

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

Name

Address

LEW LEIBOWITZ

141 DURAZNO WAY, MP CA 94028

Mark Evans

Applicant's Signature

CONTRACTOR'S

Name

Address

MARK EVANS - WIZARD PLUMBING

2300 PALM AVE, SM 94403

MARK EVANS

Signed by - Please Print Name

2300 PALM AVE SM 94403

Address

Receipt of \$ 0 Application Fee is hereby acknowledged 7 Reese Date

Receipt of \$ 0  Cash Deposit or  Performance Bond

Comments GENERAL MAIN WORK - NO FEE PERMIT FOR  
4 INCH MAIN REPLACEMENT. JL

Approved by the District Board on \_\_\_\_\_

Application approved and permit issued:

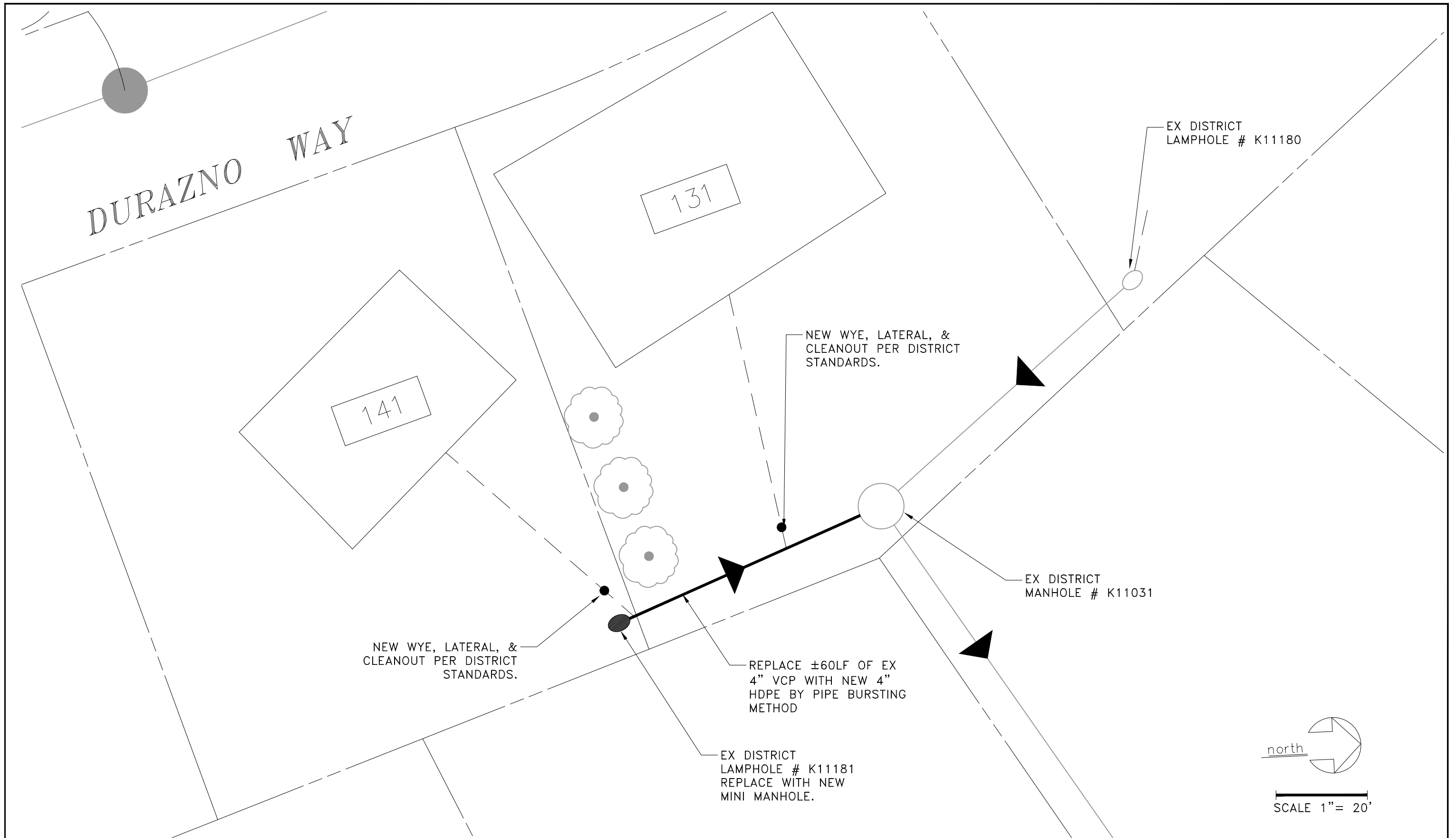
**WEST BAY SANITARY DISTRICT**  
**Sergio Ramirez, General Manager**

Date 6/7/2023

By Sergio Ramirez

Final Acceptance by the District Board on \_\_\_\_\_

(SEE PERMIT CONDITIONS ON REVERSE)



DATE:	DESCRIPTION	DATE
4/03/23		
SCALE: AS SHOWN		
DESIGNED: JJF		
DRAWN: JJF		
CHECKED: FXH		
PROJ. ENGR: FXH		



**WEST BAY**  
SANITARY DISTRICT

500 LAUREL STREET,  
MENLO PARK CA 94025  
PHONE: (650) 321-0384  
info@WestBaySanitary.org

**WEST BAY SANITARY DISTRICT**  
**141 & 131 DURANZO WAY**  
**PORTOLA VALLEY CA**

SHEET <b>1</b> OF 1 SHEETS
JOB NO.
PERMIT # XXXX



## WEST BAY SANITARY DISTRICT AGENDA ITEM 4

**To:** *Board of Directors*

**From:** *Sergio Ramirez, General Manager*

**Subject:** *General Manager's Report*

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**1) Administrative:**

- a. Staff are finalizing the FY2023/24 budget and will bring a final budget to the Board on June 14, 2023. The budget should contribute over \$5 million to the Capital Fund after all operational expenses.
- b. Staff met with LAFCo staff to discuss the Solid Waste Franchise divestiture and reassignment to the County of San Mateo. LAFCo staff are scheduled to give a report to the Board at the June 28<sup>th</sup> Regular Board Meeting.

**2) Finance:**

- a. The annual Flow Equalization Facility (FEF) payment from Silicon Valley Clean Water is expected to increase by 4.2% per the April to April Consumer Price Index and the FEF agreement. The agreement expires in June of 2024. The Board should consider placing a FEF Fee on its fee schedule for future uses by any other contractor or agency.

**3) CIP Projects:**

**a. Construction Capital Improvement Program (CIP):**

- i. The High Frequency Point Repair Project was awarded to Casey Construction. Construction is expected to begin in late June.
- ii. A preconstruction meeting for the Bayfront Park Sewer Improvements Project was held with Ranger Pipelines Inc. and a coordination was held with Silicon Valley Clean Water to help coordinate the work at the entrance to the park.

**b. Levee Improvement Project:**

- i. All necessary permit conditions have been issued for the Levee Improvement Project. Staff are working on a Storm Water Pollution Prevention Plan for the necessary grading work.
- ii. The Levee Improvement Project will be going out for bid in July. Final design changes are being made to reduce costs and to make for a better project.
- iii. Levee preconstruction monitoring is going well. The Burrowing Owl has not been seen during the last two observation periods.

**4) Information Technology (IT):**

- a. Staff are working with Streamline on the new website. The new website will include updated photos. A website update presentation is scheduled for the June 28 Regular Board Meeting.

- 5) **Operations and Maintenance:**
  - a. **Collection System:**
    - i. The Superintendent and Assistant Superintendent will attend an Commercial Truck Electric Vehicle (EV) expo in Fresno, California to note options as we move to an EV fleet.
  - b. **Pump Facilities:**
    - i. Power outages have not affected the pump stations as of late.
  - c. **Training:**
    - i. All District Staff received training on the new Spill Emergency Response Plan per State requirement.
- 6) **Water Quality:**
  - a. **Sharon Heights Golf and Country Club (SHGCC):**
    - i. Casey Construction was awarded the Avy Altschul Pump Station project.
    - ii. Staff and SHGCC continue to work on the Solar Project.
  - b. **Bayfront Recycled Water Facility (BRWF):**
    - i. Project Management and Design has begun and should take approximately six months to be at the 30% design stage. The Recycled Water Committee met with the Project Management team and will help select the Design Build Team who will construct the facility.
  - c. **Woodside Recycled Water Facility (BRWF):**
    - i. The Woodside Recycled Water Facility feasibility will conclude soon. The study identifies a .17MGD, a .445MGD plant, as well as receiving reclaimed water from Silicon Valley Clean Water.
- 7) **Fleet and Facilities:**
  - a. **Vehicle Maintenance:**
    - i. One of two Ford EV F-150 Lightnings should be in by late June.
- 8) **Personnel:**
  - i. A COVID-19 policy is under review.
- 9) **Upcoming Events:**
  - a. **Next Regular Board Meetings:** Wednesdays, June 14<sup>th</sup> and June 28<sup>th</sup>.
- 10) **Misc. Items:**
  - a. **West Bay:** The District has experienced two sanitary sewer spills. Both were due to pipeline structural defects.
  - b. **Town of Los Altos Hills:** The Town has repaired eight High Frequency pipeline segments which will help reduce maintenance efforts on those pipelines at the Town.
  - c. **Town of Woodside:** The Town's maintenance services contract will increase by 4% per the bargaining unit MOU.





## WEST BAY SANITARY DISTRICT AGENDA ITEM 5

**To:** *Board of Directors*

**From:** *Debra Fisher, Finance Manager*

**Subject:** *Silicon Valley Clean Water Additional Contributions FY 2022-23 and FY 2023-24*

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### **Background**

Silicon Valley Clean Water (SVCW) has five California State Revolving Fund (SRF) loans, three of which were executed in July 2021 to provide \$169 million (at an interest rate of 0.90%) for the Regional Environmental Sewer Conveyance Upgrade (RESCU) program. These loans, along with a \$14 million Conveyance Planning loan, have a five-year look-forward debt coverage test covenant, unique to these SRF loans. SVCW must demonstrate its revenues are sufficient to meet those debt covenants. The Wastewater Treatment Plant (WWTP) loan has a standard covenant.

#### SVCW SRF Loans:

1. 2012 Wastewater Treatment Plant (WWTP) SRF Loan
2. 2014 Conveyance Planning SRF Loan
  - a. Funded initial planning and design for RESCU program.
3. 2021 RESCU Gravity Pipeline SRF Loan
  - a. Replaces a 1960s era forcemain pipeline with a new gravity pipeline and tunnel.
4. 2021 RESCU Front of Plant SRF Loan
  - a. Constructs a pretreatment facility where the wastewater is lifted and pretreated prior to entering our treatment plant.
5. 2021 RESCU Pump Stations SRF Loan
  - a. Rehabilitates / rebuilds 1980s pump stations.

SVCW recognition of net revenues is limited to Member contributions plus relatively small amounts of miscellaneous revenue. As such, these net revenues are inadequate to meet debt coverage required by the five-year look forward covenant. They propose to remedy the shortfall through a debt coverage reserve, which would demonstrate SVCW Members have adequate rates in place to fulfill the SRF loan requirements, SVCW needs to recognize \$2.5 million in FY 2022-23 and \$2.84 million in FY 2023-24 to fulfill the SRF loan requirements. In FY 2024-25, when RESCU SRF loan payments commence, this shortfall will be alleviated.

SVCW Coverage Results				
Description	Audited FY 21-22	Projected FY 22-23	Budgeted FY 23-24	Projected FY 24-25
Total Available Revenue	\$ 38,123,352	\$ 38,347,612	\$ 39,919,389	\$ 48,167,099
Less Operating & Maintenance Expenses	28,401,489	29,715,751	31,861,220	33,135,669
Net Revenues	\$ 9,721,863	\$ 8,631,861	\$ 8,058,169	\$ 15,031,430
<u>Current SVCW-named Debt Service</u>				
SRF WWTP Loan	1,888,097	1,888,097	1,888,097	1,888,097
SVCW Line of Credit Interest Expense	239,532	387,000	193,500	193,500
Total Current Debt Service	\$2,127,629	\$2,275,097	\$2,081,597	\$2,081,597
<b>Current non-MADS Debt Coverage</b>	<b>4.57</b>	<b>3.79</b>	<b>3.87</b>	<b>7.22</b>
<u>Debt Service subject to MADS Test</u>				
SRF Conveyance Planning Loan	\$ 534,582	\$ 534,582	\$ 534,582	\$ 534,582
SRF RESCU Loans	6,466,765	6,466,765	6,466,765	6,466,765
Total MADS-measured SVCW Debt Service	\$ 7,001,348	\$ 7,001,348	\$ 7,001,348	\$ 7,001,348
Total SVCW-named Debt Service	\$ 9,128,977	\$ 9,276,445	\$ 9,082,945	\$ 9,082,945
<b>MADS Test Debt Coverage</b>	<b>1.06</b>	<b>0.93</b>	<b>0.89</b>	<b>1.65</b>
Surplus / (Deficit)	\$ (1,232,909)	\$ (2,499,873)	\$ (2,841,365)	\$ 4,131,896

### **Fiscal Impact**

The District's share of necessary funding is \$1.43 million, to fulfill the Maximum Annual Debt Service (MADS) requirement of 1.2 times. SVCW is requesting additional District contributions to a restricted Debt Coverage Reserve over two years; \$670,966 for FY 2022-23 and \$762,622 for FY 2023-24. Transfer of these funds will be recognized on the District's financial statements as an increase in the District's investment in SVCW.

The SVCW Commission will evaluate the Reserve Policy at the June 12, 2023 Commission meeting. As proposed, the Debt Coverage Reserve would remain in place until the SRF Loan coverage requirements are satisfied, after which each Member will have discretionary control over the use of its apportioned amount. These funds are estimated to be unnecessary by FY 2024-25.

Transfers would be requested in June 2023 and June 2024, to be payable within 60 days.

SVCW Required SRF Debt Coverage Contributions - by Member				
Member	%	2022-23	2023-24	2024-25
Redwood City	48.57%	\$ 1,214,188	\$ 1,380,051	\$ -
West Bay Sanitary District	26.84%	670,966	762,622	-
San Carlos	15.14%	378,481	430,183	-
Belmont	9.45%	236,238	268,509	-
<b>TOTAL</b>	<b>100.00%</b>	<b>\$ 2,499,873</b>	<b>\$ 2,841,365</b>	<b>\$ -</b>

The District has a Treatment Plant Reserve, established August 2021, with \$12,808,153 balance, as of April 30, 2023, with a \$12 million target that could be used to fund the SVCW Debt Coverage Reserve. Although the cash balance is short in this reserve, for this purpose, there is sufficient cash in other reserves which could be exchanged for securities, to free the necessary cash.

### **Recommendation**

The Finance Manager recommends the District Board approves the exchange of securities between District Reserve accounts and the additional contribution to SVCW for FY 2022-23.



## WEST BAY SANITARY DISTRICT AGENDA ITEM 6

**To:** *Board of Directors*

**From:** *Debra Fisher, Finance Manager*  
*Sergio Ramirez, General Manager*

**Subject:** *Consider Approving Resolution Adopting FY 2023-24 Budget*

---

### **Background**

The District held a Budget Workshop on May 3, 2023 to work on the development of the fiscal year 2023-2024 (FY 2022-23) Budget. Based on initial District estimates and updated information the Budget Report was developed, in conformity with the format prescribed by the provisions of Governmental Accounting Standards. A detailed FY 2023-24 Budget Report is included for the Board's review and approval. Each fund is recorded separately to better view the primary operations and other activities in the; General, Capital, SVCW, Solid Waste, and Recycled Water Funds. The consolidated budget includes all District Funds. The General, Capital, and SVCW Funds combined comprise Collections Operations and are reported in the aggregate.

The District has received more current information on budget items. Below is a summary of the changes made since the Board approved the initial proposed budget at the Budget Workshop.

- **Collections: General, Capital, SVCW Funds**
  - **Revenue:**
    - Sewer Service Charges increased \$988,870, since May 3, 2023, based on current data. Revenue is *estimated to increase 10% from FY 2022-23 budget.*
    - Flow Equalization was changed to 4.2% CPI-U increase, as of April 2023, from the February 2023 rate of 5.3%.
  - **Expenditures:**
    - **Insurance.** Insurance estimates unchanged. Insurance for SHRWF approximately \$12,700 over SHGCC budget. California Sanitation Risk Management Authority (CSRMA) program administrators advise rates will be available June 12, 2023. Deductible options have been requested for property. In 2022-23 the District increased liability deductible to \$100,000 and applied \$31,410 savings as a self-insured reserve.
    - **Contract Services.** Increased \$10,000 to account for increased costs of safety garment services.
    - **Professional Services.** Increased \$388,000 to expense permit software setup

fees of \$170,000, originally included in capital budget, finance enterprise setup fees of \$188,000, and sewer inspection software of \$31,000.

- **Repairs & Maintenance.** Computer Software expense increased \$160,000, with additions and corrections based on the list of thirty-three (33) software products used or proposed by District. New Software includes \$35,000 for tax roll software and \$26,500 for permitting software discussed at budget workshop. Additional proposals: \$82,000 has been added for Finance Enterprise software, which can be integrated with the permitting software and Lucity joining the District in one cohesive cloud-based system, and sewer inspection software upgrade of \$22,000.
- **Other Operating Expense.** LAFCo decreased \$13,000, based on their final approved budget of \$184,374 and the District's 12.5% share.
- **SVCW Debt Reserve.** An additional contribution of \$762,622 to Silicon Valley Clean Water (SVCW) for a Debt Coverage Reserve was added for FY 2023-24.
- **Capital Assets.** Corporate yard renovation carryover of \$350,000 was added. The Construction in Progress (CIP) budget was also allocated between new and carryover from prior year(s).
- **Reserve Funding.** In accordance with the current Reserve Policy, approved February 8, 2023, the District will allocate an additional \$2.9 million to the Operating Reserve, for a total of \$14 million, representing six months of collection operating expenses.
- **Solid Waste Fund.** No changes
- **Recycled Water Fund.** No changes.

### **Fiscal Impact**

The Combined Net Operating Income is \$4,444,356 for all Funds, with a total Change in Net Position of \$ 6,235,152 for FY 2023-24.

Operating Revenue is \$33,914,468, a 10% increase from FY 2022-23 annual budget, due to 2% rate increase. Operating Expense is \$29,470,111, a 10% increase. Direct Operating Expense is \$16,479,263, a 12% increase from FY 2022-23 annual budget. Silicon Valley Clean Water (SVCW) Expense is \$12,990,848, a 7% increase.

### **Collections:**

The Collections Budget: General, Capital, and SVCW Funds, Net Operating Income is \$5,749,731, with Net Change in Position of \$6,499,731, available for capital expenditures. This is the estimated amount that will be transferred to the Capital budget for capital projects.

**Capital Fund:**

The Capital Fund revenue from Connection Fees is \$250,000, unchanged from FY 2022-23 annual budget, as is depreciation expense of \$3.2 million.

Capital Fund Expenditures of \$ 23,913,000 are budgeted for FY 2023-24 for capital purchases and infrastructure improvements, which are capitalized as projects are completed.

**Solid Waste Fund:**

The Solid Waste Fund estimates \$115,800 in Franchise Fees from Recology, which manages solid waste collection for the District, a 5% increase.

Solid Waste Expenditures of \$113,700 are budgeted for rate studies, annual notification mailing, and overhead allocation, a 5% increase over FY 2021-22 budget.

The Solid Waste Fund budget increases the Net Position by \$2,100, to a \$569,661 ending fund balance, based on projections.

**Recycled Water Fund:**

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

Sharon Heights Recycled Water Facility (SHRWF) was accepted July 27, 2020 and has a Clean Water State Revolving Fund (SRF) loan balance of \$ 15,617,920, as of March 31, 2023.

The SHRWF budget is based on the approved 2023 calendar year operations and maintenance budget agreed upon with Sharon Heights Golf & Country Club (SHGCC) representatives.

The SHRWF budget includes Revenue of \$532,475 on Expenditures of \$1,287,475, excluding \$755,000 in depreciation of the facility. The SHRWF passes through costs to Sharon Heights Golf & Country Club (SHGCC), including overhead which offsets administrative costs in the General Fund.

SHRWF has \$2.45 million budgeted for the Avy Pump Station project and a solar lease. Costs of both projects will be passed on to SHGCC as incurred.

The Bayfront Project is moving from the planning stages to construction in FY 2023-24, with no direct Revenue or Expenditures. \$17.3 million in Capital Expenditures is budgeted for FY 2023-24, for total projected Construction In Progress (CIP) expenses.

### Financial Statements Summary:

The following is a summary of the FY 2023-24 Budget for the General Fund and the Change in Net Position for other Funds, compared with the actual for the quarter ending March 31, 2023 and a projection through yearend, June 30, 2023.

<b>Combined Statements</b>	<b>Actual YTD 3/31/2023</b>	<b>Projected 6/30/23</b>	<b>Budget FY 2022/23</b>	<b>Budget FY 2023/24</b>	<b>Budget Change</b>	<b>% Var</b>
Operating Revenue	23,991,759	31,870,833	30,887,959	33,914,468	3,026,508	10%
Operating Expenditures	(10,191,538)	(13,588,717)	(14,674,382)	(16,479,263)	(1,804,881)	12%
SVCW	(10,401,695)	(12,847,332)	(12,177,351)	(12,990,848)	(813,497)	7%
<b>Operating Income (Loss)</b>	<b>3,398,527</b>	<b>5,434,785</b>	<b>4,036,226</b>	<b>4,444,356</b>	<b>408,130</b>	<b>10%</b>
Non-Operating Income (Expense)	1,384,014	1,532,019	853,468	877,896	24,428	3%
Contributions	881,872	881,872	912,911	912,900	(11)	0%
<b>Net Change in Position</b>	<b>5,664,412</b>	<b>7,848,675</b>	<b>5,802,605</b>	<b>6,235,152</b>	<b>432,547</b>	<b>7%</b>

### Recommendation

The Finance Manager recommends the Board approve the Proposed Budget for Fiscal Year 2023-24.

Attachment: Proposed Budget FY 2023-24

Resolution \_\_\_\_ Budget FY 2023-24

# **WEST BAY SANITARY DISTRICT**



**Budget**

**Fiscal Year 2023-2024**

**June 14, 2023**

## Financial Report Proposed Budget Fiscal Year 2023-2024

The West Bay Sanitary District (the 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 currently serves a population of 20,310 households and commercial establishments.

The District Budget Workshop on May 3, 2023 was held to work on the development of the fiscal year 2023-2024 (FY 2023-24) Budget. Based on initial District estimates and updated information the Budget Report was developed, in conformity with the format prescribed by the provisions of Governmental Accounting Standards.

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**Changes since Budget Workshop:**

On May 3, 2023, District staff held a Budget Workshop with the Board to review the estimates for FY 2023-24. The District has received more current information on some items. Below is a summary of the changes made since the Budget Workshop with the initially proposed budget.

- **General Fund**

- **Revenue:**
  - Sewer Service Charges increased \$988,870, since May 3, 2023, based on current data. Revenue is *estimated to increase 10% from FY 2022-23 budget*.
  - Flow Equalization was changed to 4.2% CPI-U increase, as of April 2023, from the February 2023 rate of 5.3%.
- **Expenditures:**
  - **Insurance.** Insurance estimates unchanged. Insurance for SHRWF approximately \$12,700 over SHGCC budget. California Sanitation Risk Management Authority (CSRMA) program administrators advise rates will be available June 12, 2023. Deductible options have been requested for property. In 2022-23 the District increased liability deductible to \$100,000 and applied \$31,410 savings as a self-insured reserve.
  - **Contract Services.** Increased \$10,000 to account for increased costs of safety garment services.
  - **Professional Services.** Increased \$388,000 to expense permit software setup fees of \$170,000, originally included in capital budget, finance enterprise setup fees of \$188,000, and sewer inspection software of \$31,000.
  - **Repairs & Maintenance.** Computer Software expense increased \$160,000, with additions and corrections based on the list of thirty-three (33) software products used or proposed by District. New Software includes \$35,000 for tax roll software and \$26,500 for permitting software discussed at budget workshop. Additional proposals: \$82,000 has been added for Finance Enterprise software, which can be integrated with the permitting software and Lucity joining the District in one cohesive cloud-based system, and sewer inspection software upgrade of \$22,000.
  - **Other Operating Expense.** LAFCo decreased \$13,000, based on their final approved budget of \$184,374 and the District's 12.5% share.
  - **SVCW Debt Reserve.** An additional contribution of \$762,622 to Silicon Valley Clean Water (SVCW) for a Debt Coverage Reserve was added for FY 2023-24.
- **Capital Assets.** Corporate yard renovation carryover of \$350,000 was added. The Construction in Progress (CIP) budget was also allocated between new and carryover from prior year(s).
- **Reserve Funding.** In accordance with the current Reserve Policy, approved February 8, 2023, the District will allocate an additional \$2.9 million to the Operating Reserve, for a total of \$14 million, representing six months of collection operating expenses.

West Bay Sanitary District  
Proposed Consolidated Budget  
Fiscal Year 2023-24

	Unaudited Actual 3/31/2023	Projected 6/30/2023	Approved Budget FY 2022-23	Proposed Budget FY 2023-24	Budget Change	YTD % Annual
<b>Operating Revenues</b>						
Non-Residential	3,834,382	5,164,301	4,468,387	6,276,747	1,808,360	40%
Residential	18,815,250	25,062,667	25,056,267	26,200,870	1,144,603	4.6%
Sewer Service Charges	22,649,632	30,226,968	29,524,654	32,477,617	2,952,963	10%
Permit & Inspection Fees	187,449	249,932	200,000	200,000	-	0%
Flow Equalization	436,915	436,915	386,915	403,165	16,250	4%
Other Operating Revenue	717,764	957,019	776,390	833,686	57,296	7%
<b>Operating Revenues</b>	<b>23,991,759</b>	<b>31,870,833</b>	<b>30,887,959</b>	<b>33,914,468</b>	<b>3,026,508</b>	<b>10%</b>
<b>Operating Expenses</b>						
Salaries & Benefits	4,831,925	6,442,566	6,773,845	7,247,613	473,768	7%
Materials & Supplies	457,967	610,623	694,169	790,000	95,831	14%
Insurance	198,945	265,260	283,663	327,900	44,237	16%
Contract Services	661,144	881,525	887,572	916,400	28,828	3%
Professional Services	478,920	638,560	698,754	1,546,800	848,046	121%
Repairs & Maintenance	258,764	345,018	398,068	671,100	273,032	69%
Utilities	319,950	426,601	443,371	497,250	53,879	12%
Other Operating Expenses	216,553	288,737	542,135	527,200	(14,935)	-3%
Depreciation	2,767,370	3,689,827	3,952,805	3,955,000	2,195	0%
<b>Total WBSD Operating Expenses</b>	<b>10,191,538</b>	<b>13,588,717</b>	<b>14,674,382</b>	<b>16,479,263</b>	<b>1,804,881</b>	<b>12%</b>
Sewage Treatment Plant (SVCW)	10,401,695	12,847,332	12,177,351	12,990,848	813,497	7%
<b>Total Operating Expenses</b>	<b>20,593,233</b>	<b>26,436,049</b>	<b>26,851,733</b>	<b>29,470,111</b>	<b>2,618,378</b>	<b>10%</b>
<b>Operating Income (Loss)</b>	<b>3,398,527</b>	<b>5,434,785</b>	<b>4,036,226</b>	<b>4,444,356</b>	<b>408,130</b>	<b>10%</b>
<b>Non-Operating Revenues (Expenses)</b>						
Investment Income	1,106,164	1,106,164	501,600	501,600	-	0%
Interest Expense	(166,164)	(166,164)	(161,196)	(156,179)	5,017	-3%
Other Non-Operating Income	444,014	592,018	519,064	532,475	13,411	3%
Other Non-Operating Expenses	-	-	(6,000)	-	6,000	-100%
<b>Total Non-Operating Revenues (Expenses)</b>	<b>1,384,014</b>	<b>1,532,019</b>	<b>853,468</b>	<b>877,896</b>	<b>24,428</b>	<b>3%</b>
<b>Change in Net Position by Fund</b>	<b>4,782,541</b>	<b>6,966,803</b>	<b>4,889,694</b>	<b>5,322,252</b>	<b>432,558</b>	<b>9%</b>
Pension Adjustment (GASB 68)						
Capital Contributions						
Recycled Water Fund	662,911	662,911	662,911	662,900	(11)	0%
Capital Fund: Connection Fees	218,961	218,961	250,000	250,000	-	0%
<b>Change in Net Position</b>	<b>5,664,412</b>	<b>7,848,675</b>	<b>5,802,605</b>	<b>6,235,152</b>	<b>432,547</b>	<b>7%</b>
<b>Beginning Net Position</b>	<b>159,939,775</b>	<b>159,939,775</b>	<b>159,939,775</b>	<b>167,788,450</b>		
<b>Prior Period Adjustment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Ending Net Position</b>	<b>165,604,188</b>	<b>167,788,450</b>	<b>165,742,380</b>	<b>174,023,602</b>		

West Bay Sanitary District  
Collections Budget  
Fiscal Year 2023-24

	Unaudited Collections 3rd Qtr FY 22-23	Projected FY 2022-23	Collections Budget FY 2022-23	Collections Budget FY 2023-24	Budget Variance	% Var
<b>Operating Revenues</b>						
Non-Residential	3,834,382	5,164,301	4,468,387	6,276,747	1,808,360	40%
Residential	18,815,250	25,062,667	25,056,267	26,200,870	1,144,603	5%
Sewer Service Charges	22,649,632	30,226,968	29,524,654	32,477,617	2,952,963	10%
Permit & Inspection Fees	187,449	249,932	200,000	200,000	-	
Flow Equalization	436,915	436,915	386,915	403,165	16,250	4%
Other Operating Revenue	581,244	853,555	666,390	717,886	51,496	8%
<b>Operating Revenues</b>	<b>23,855,240</b>	<b>31,767,369</b>	<b>30,777,959</b>	<b>33,798,668</b>	<b>3,020,708</b>	<b>10%</b>
<b>Operating Expenses</b>						
Salaries & Benefits	4,653,329	6,279,439	6,661,969	7,067,613	405,644	6%
Materials & Supplies	446,018	594,690	677,969	751,800	73,831	11%
Insurance	174,614	232,819	248,663	287,900	39,237	16%
Contract Services	655,244	873,658	837,572	916,400	78,828	9%
Professional Services	447,180	596,241	666,314	1,469,700	803,386	121%
Repairs & Maintenance	247,548	330,064	385,660	646,100	260,440	68%
Utilities	183,991	245,322	237,851	288,000	50,149	21%
Other Operating Expenses	128,057	170,742	404,525	430,575	26,050	6%
Depreciation	2,201,194	2,934,925	3,200,000	3,200,000	-	
<b>Total WBSD Operating Expenses</b>	<b>9,137,175</b>	<b>12,257,900</b>	<b>13,320,523</b>	<b>15,058,088</b>	<b>1,737,565</b>	<b>13%</b>
Sewage Treatment Plant (SVCW)	11,187,575	12,847,332	12,177,351	12,990,848	813,497	6.7%
<b>Total Operating Expenses</b>	<b>20,324,750</b>	<b>25,105,232</b>	<b>25,497,874</b>	<b>28,048,936</b>	<b>2,551,062</b>	<b>10%</b>
<b>Operating Income (Loss)</b>	<b>3,530,490</b>	<b>6,662,137</b>	<b>5,280,085</b>	<b>5,749,731</b>	<b>469,646</b>	<b>9%</b>
<b>Non-Operating Revenues (Expenses)</b>						
Investment Income	1,065,000	1,065,000	501,000	500,000	(1,000)	0%
Interest Expense	-	-	-	-	-	
Other Non-Operating Income	2,720	2,720	-	-	-	
Other Non-Operating Expenses	-	-	(6,000)	-	6,000	-100%
<b>Total Non-Operating Revenues (Expenses)</b>	<b>1,067,720</b>	<b>1,067,720</b>	<b>495,000</b>	<b>500,000</b>	<b>5,000</b>	<b>1%</b>
<b>Change in Net Position by Fund</b>	<b>4,598,210</b>	<b>7,729,857</b>	<b>5,775,085</b>	<b>6,249,731</b>	<b>474,646</b>	<b>8%</b>
Pension Adjustment (GASB 68)	-	-	-	-	-	
Capital Contributions	-	-	-	-	-	
Recycled Water Fund	(456,100)	(456,100)	-	-	-	
Capital Fund	-	-	-	-	-	
Capital Fund: Connection Fees	218,961	218,961	250,000	250,000	-	
<b>Change in Net Position</b>	<b>4,361,071</b>	<b>7,492,718</b>	<b>6,025,085</b>	<b>6,499,731</b>	<b>474,646</b>	<b>8%</b>
<b>Beginning Net Position</b>	<b>159,939,775</b>	<b>159,939,775</b>	<b>159,939,775</b>	<b>167,432,493</b>		
<b>Prior Period Adjustment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Ending Net Position</b>	<b>164,300,846</b>	<b>167,432,493</b>	<b>165,964,861</b>	<b>173,932,225</b>		

**Collections: General, Capital, & SVCW Funds:**

Collection system is comprised of the General Fund, for direct District expenses, Capital Fund for capital expenditures, including depreciation, and the SVCW Fund, for sewage treatment plant activity by Silicon Valley Clean Water.

**Revenues:**

The Budget for FY 2022-23 includes total Operating Revenues of \$33,798,668 in the General Fund, reflecting a 10% increase from FY 2021-22 annual budget.

- **Sewer Service Charges.** Total revenue of \$ 32,477,617 is estimated for FY 2022-23, reflecting a 10% increase; 5% increase in Residential and 40% increase in Non-Residential Sewer Service Charges, including the 2% rate increases. This is \$988,870 higher than was known at the budget workshop.
- **Permit Fees.** Permit & Inspection Fees budget is \$200,000. These fees are budgeted conservatively, due to the uncertain nature of their timing and the economic environment. The average over the last five years is just over \$200 thousand.
- **Flow Equal.** The total Flow Equalization Cost Sharing with Silicon Valley Clean Water (SVCW) budget is \$ 403,165 with a 4.2% increase, based on the annual Consumer Price Index (CPI) for All Urban Consumers for San Francisco-Oakland-Hayward (Bay Area), CA from April 2022 to April 2023, per the terms of the agreement with SVCW. This is \$4,235 lower than estimate at Budget Workshop.
- **Other Operating Income.** A total of \$ 717,886 is estimated; an 8% increase from the FY 2022-23 annual budget.
  - Revenue from Los Altos Hills = \$448,187, a 4% increase.
    - *4% x 4 years, after 2% equaling over 18% in the 5-year contract.*
  - Revenue from Town of Woodside = \$83,399, a 4% increase.
  - Pass-through Income:
    - Revenue from HACH Service Contracts = \$186,300, a \$23,400 increase over budget workshop which included credits applied to FY 2022-23.
    - Sampling & Monitoring by SVCW is unknown and not budgeted for. Receipts are the results of invoices paid to SVCW on behalf of our commercial customers, which the District then bills to our customers.
- **Other Non-Operating Revenues:** The District budgets for Interest Income of \$500,000.

**Collections: General, Capital, and SVCW Funds**

These funds represent the sewer service operations. Solid Waste and Recycled Water Funds are detailed separately.

**Expenditures:**

Total Operating Expenses of \$ 28,048,936, represents a 10% increase from FY 2022-23. This is \$1,320,628 or 5% higher than Budget Workshop, due to changes summarized on page 3.

- **Collections Operating Expenses.** General Fund Expenses are \$ 11,858,088, the Capital Fund includes depreciation of \$3.2 million, and the SVCW Fund includes sewage treatment plant operating, debt, and reserve payments to SVCW. Detailed expenses are shown on the Expense Analysis on page 10.
  - Combined Salaries and benefits is increasing 6%. Salaries increased 5%, including the labor union's 4% annual increase and expected merit increases.
  - Benefits increased 8%, mainly due to expected increases in cafeteria plan, commuter program, and contributions to the retirement plans. Employer pension contributions are increasing an average of 0.89%, over the three pension plans, resulting in less than 2% overall, as increases due to wages is offset by the employee increased contribution of 1.25% of employer contributions. The District's average employer rate is 9.12%. The employer PEPRA rate is decreasing to 6.43%, making this plan's costs only 0.23% higher than social security for the majority of employees. The District does not participate in social security for covered employees.
  - Material and Supplies is increasing 11%, mainly due to fuel, which is expected to continue to increase, therefore the District estimates a 25% increase in diesel and fuel costs. This District will allocate electricity costs for charging stations to fuel, as a separate item. Supplies costs are increasing 10%, due to overall inflation, especially in essential personal protective equipment (PPE).
    - Equipment Expense is increasing 16%.
      - CCTV Camera Parts, \$8,500
      - Dump Trailer, \$17,800
      - Pump Station Repair & Replacement, \$21,100
      - Flow Dar Equipment Replacement Program; 2 @ \$20,000 = \$40,000
      - Confined space equipment, \$25,000 added to replace under five-year replacement plan, with other annual expenses increasing with inflation.
  - Insurance costs are expected to increase approximately 16% for property and liability. The District is a member of California Sanitation Risk Management Authority (CSRMA), which provides self-insured and excess insurance. Final rates will not be available until after June 12, 2023. The District will evaluate deductible options to reduce costs. The District's experience modification factor for workers' compensation is 0.8, indicative of our good claims management and safety practices.

- Contractual Services are increasing 9%. This category includes contract expenses to HACH, which are passed through to customers of \$186,300.
- Professional services, which includes printing, publications, research, and monitoring costs, are increasing 121%, due to the Master Plan expense of \$350,000 and one-time installation expenses of \$388,565 for three new cloud-based software products. Professional services includes engineering, attorney fees, technology consulting, and other outside professional services.
  - 10 Year Master Plan, \$350,000
  - New Software Installations:
    - Permitting software installation, \$170,000 (moved from Capital)
    - Finance Enterprise installation, \$188,000 (parent software of permitting software and Lucity)
    - CCTV Sewer Inspection Software, \$30,565
- Repairs and maintenance expense includes fleet, safety equipment, lift stations, and other equipment maintenance crucial to operations and computer software and hardware (under \$20,000 capitalization limit). Costs are increasing 68% overall, mainly due to new cloud-based software systems.
  - New Software:
    - Permitting software installation, \$26,500
    - Finance Enterprise, \$82,000 (parent software of permitting software and Lucity), will replace MIP Accounting and Microix Workflow PO system, currently \$13,000 annually, and Access Cash Receipt Log.
    - CCTV Sewer Inspection Software, \$22,000
    - Digital Bidding Software, \$7,000
    - Office 365, \$6,100
    - Website Hosting, \$6,600
- Utilities are increasing 21%.
- Other Operating Expenses, which includes Election expenses, Memberships, Training, Meetings, Travel, LAFCo, and miscellaneous expenses, are increasing 6% overall.
  - There is no Election expense in FY 2023-24.
  - Training, meetings, and travel are increasing 31%, as in-person training resumes after years of closures due to Covid-19 and increases in costs for safety training.
  - Memberships are increasing 10% to provide dual certifications for employees, which benefits the District with higher skilled employees.

- **SVCW Operating Expenses/Debt.** This includes contributions and debt payments for the benefit of SVCW. Total Expenditures are \$ 12,990,848, a 7% increase for the District's share of SVCW budget in FY 2023-24. SVCW expenditures represent 52% of the total annual Operating budget, excluding capital and depreciation. The District holds a 23.06% share of SVCW's Net Position according to the SVCW's annual Unaudited Analysis of Net Position, as of June 30, 2022, a 1% decrease. SVCW is reported as a separate Fund, to better identify direct District Operations and those of SVCW.
  - SVCW Operating, Reserve, Capital Contributions, and Line of Credit are \$7,152,192. This is a 1% increase from FY 2022-23.
  - SVCW Debt payments are \$5,076,034 for 2018 bonds, 2021A&B bonds, and WWTP SRF loan, relatively flat from prior year. In 2024-25, three additional SRF loans will begin repayment for an additional \$1.7 million. WIFIA loans will begin repayment in 2027-28 for an approximate \$3 million increase.
  - A Debt Service Reserve is proposed beginning June 2023, with the District's share \$1.43 million, with \$762,622 due for FY 2023-24, to fulfill the Maximum Annual Debt Service (MADS) requirement of 1.2 times, with four SRF loans on a five-year look-forward debt coverage test covenant.
- **Capital Fund Depreciation.** Depreciation is unchanged from the FY 2022-23 annual budget.

**Change in Net Position:**

The Collections Budget: General, Capital, and SVCW Funds, Net Operating Income is \$5,749,731, with Net Change in Position of \$6,499,731, available for capital expenditures. This is the estimated amount that will be transferred to the Capital budget for capital projects.

The Combined Net Operating Income is \$4,444,356 for all Funds, with a total Change in Net Position of \$ 6,235,152 for FY 2023-24.

Proposed Budget  
Collections Budget  
Fiscal Year 2023-24  
Expense Analysis

	Unaudited Collections 3rd Qtr FY 22-23	Projected FY 2022-23	Collections Budget FY 2022-23	Collections Budget FY 2023-24	Budget Variance	% Var
<b>Operating Expenses</b>						
Salaries & Wages	3,345,118	4,460,157	4,661,639	4,917,723	256,084	5%
Employee Benefits	1,269,231	1,692,308	1,881,317	2,029,090	147,773	8%
Directors- Fees	28,730	38,307	44,013	45,800	1,787	4%
Election Expense	2,524	3,365	70,000	-	(70,000)	-100%
Gasoline, Oil & Fuel	96,544	128,725	102,500	128,000	25,500	25%
Insurance	174,614	232,819	248,663	287,900	39,237	16%
Memberships	51,705	68,940	80,345	88,000	7,655	10%
Office Expense	26,208	34,944	44,157	48,700	4,543	10%
Operating Supplies	256,508	342,011	434,562	462,700	28,138	6%
Contract Services	619,736	826,314	777,480	849,300	71,820	9%
Professional Services	423,696	564,928	572,979	1,364,900	791,921	138%
Printing & Publications	23,484	31,312	73,335	77,200	3,865	5%
Rents & Leases	35,508	47,344	60,092	67,100	7,008	12%
Repairs & Maintenance	247,548	330,064	385,660	646,100	260,440	68%
Research & Monitoring	-	-	20,000	27,600	7,600	38%
Training, Meetings & Travel	44,724	59,632	111,057	145,300	34,243	31%
Utilities	183,991	245,322	237,851	288,000	50,149	21%
LAFCo	22,323	29,764	35,280	37,100	1,820	5%
Other Operating Expenses	66,029	88,039	231,390	244,300	12,910	6%
Equipment Expense	66,758	89,011	96,750	112,400	15,650	16%
Pension Expense		50,000	50,000	50,000	-	
OPEB Expense	10,251	38,667	25,000	25,000	-	
Solid Waste Overhead Allocation	(44,618)	(59,490)	(107,990)	(62,600)	45,390	-42%
Recycled Water Overhead Allocation	(14,631)	(19,508)	(15,557)	(21,525)	(5,968)	38%
Depreciation	2,201,194	2,934,925	3,200,000	3,200,000	-	
<b>Total WBSD Operating Expenses</b>	<b>9,137,175</b>	<b>12,257,900</b>	<b>13,320,523</b>	<b>15,058,088</b>	<b>1,737,565</b>	<b>13%</b>
SVCW - Operating Fund	4,520,952	6,027,936	6,027,944	6,117,648	89,704	1%
SVCW - Capital Contributions	282,627	376,836	376,834	128,832	(248,002)	-66%
SVCW - Operating Reserves	17,181	22,908	-	48,576	48,576	
SVCW - Capital Reserves	503,253	671,004	693,904	805,200	111,296	16%
SVCW - Debt Service Reserves	-	670,966	-	762,622	762,622	
SVCW - Line of Credit	-	-	-	51,936	51,936	
SVCW - 2018 Bond	1,657,753	1,657,753	1,834,338	1,837,963	3,625	0%
SVCW: 2021 Bonds (\$55.6m)	2,913,164	2,913,164	2,737,566	2,731,306	(6,260)	0%
SVCW - SRF WWTP Debt C-06-5216-120	506,765	506,765	506,765	506,765	-	
<b>Total External Operating Expenses</b>	<b>10,401,695</b>	<b>12,847,332</b>	<b>12,177,351</b>	<b>12,990,848</b>	<b>813,497</b>	<b>6.7%</b>
<b>Total Operating Expenses</b>	<b>19,538,870</b>	<b>25,105,232</b>	<b>25,497,874</b>	<b>28,048,936</b>	<b>2,551,062</b>	<b>10%</b>



**Capital Fund:**

The Capital Fund is funded with any Net Increase in Position from the General Fund Operations, Connection Charges by customers, and Interest Income. The District estimates to have \$45.56 million Capital Budget balance available for FY 2023-24, with \$23.9 million in budgeted capital expenditures, resulting in an ending balance of \$27.1 million for future capital expenditures.

<b>Capital Budget Summary</b>	<b>Actual 3/31/2023</b>	<b>Projected FY 2022-23</b>	<b>Budget FY 2022-23</b>	<b>Budget FY 2023-24</b>	<b>% Variance</b>
Transfer from Operations	3,407,799	6,327,344	5,580,264	4,741,696	118%
Capital Expenditures	(2,115,734)	(3,120,028)	(18,542,500)	(23,913,000)	78%
Connection Charges	218,961	218,961	250,000	250,000	100%
Interest Income	1,072,738	1,065,000	500,000	500,000	100%
Change in Capital Asset Fund	2,583,763	4,491,276	(12,212,236)	(18,421,304)	66%
Beginning Fund Balance	41,066,633	41,066,633	41,066,633	45,557,910	90%
<b>Capital Budget, Ending Balance</b>	<b>43,650,397</b>	<b>45,557,910</b>	<b>28,854,398</b>	<b>27,136,606</b>	<b>106%</b>

**Capital Fund Revenue:**

Connection Fees of \$250,000 are budgeted; no change from FY 2022-23.

**Capital Fund Expenses:**

Total Capital Expenditures of \$23,913,000 are budgeted in FY 2023-24; a 67% increase from FY 2022-23. A detailed schedule of Capital Expenditures is included on page 13-15.

- **Depreciation.** Depreciation of \$3.2 million is unchanged from the FY 2022-23 annual budget.

**Capital Assets:**

<b>Capital Fund Expenditures</b>	<b>Actual YTD 3/31/23</b>	<b>Projected 6/30/23</b>	<b>Budget FY 2022/23</b>	<b>Budget FY 2023/24</b>	<b>Budget Change</b>	<b>% Var</b>
Administration	0	0	350,000	173,000	(177,000)	-51%
Collection Facilities	(28,912)	(28,912)	600,000	600,000	0	0%
Vehicles & Equipment	216,119	1,016,628	762,500	445,000	(317,500)	-42%
Pump Stations	54,305	84,305	200,000	440,000	240,000	120%
Subsurface Lines & Other Capital	0	0	100,000	100,000	0	0%
Construction Projects	1,618,468	2,048,008	12,280,000	22,155,000	9,875,000	80%
<b>Total Capital Fund</b>	<b>1,859,979</b>	<b>3,120,028</b>	<b>14,292,500</b>	<b>23,913,000</b>	<b>9,620,500</b>	<b>67%</b>

- **Administration.** \$173,000 is budgeted for Server Replacement Program and Software Development, that would qualify as an intangible asset. \$170,000 was moved to expense after the Budget Workshop, as it was found to be set costs for a subscription cloud-based software.
- **Collection Facilities - Buildings.** The budget for Collection includes FERRF Improvements and Allowance for Unanticipated Capital Expenditures of \$600,000, no increase from the FY 2023-24 budget.

- **Vehicle & Equipment.** The budget for vehicles and equipment is \$445,000, a 42% decrease from the FY 2022-23 budget.
  - Equipment: None
  - Vehicles:
    - Replace Dump Truck, deferred since 2020, \$250,000.
    - Two Electric Vehicles to replace older fleet vehicles, \$135,000.
    - Mini Excavator, \$60,000.
  - Contribution to Equipment Replacement Reserve: Increased 3% to \$401,577.
  
- **Pump Stations.** The budget is increasing 120%.
  - Additional Pump & Valve Replacement, \$40,000.
  - Pump Station Telemetry, \$400,000.
  
- **Subsurface Lines & Other Capital.**
  - No change in \$100,000 for Manhole Raising on paving projects
  
- **Construction in Progress (CIP).** These are new construction projects that are recorded separately and capitalized when completed. CIP is not depreciated until completed. \$22,155,000 is budgeted for CIP, with \$11,622,315 estimated carryover from FY 2022-23 capital budget.
  - Levee Project:
    - Levee Survey & GPS Update, \$60,000.
    - Carryover \$7,000,000 from FY 2022-23.
    - New Levee Project funding, \$3,000,000.
    - The District received a \$4,884,112 grant from the National Fish and Wildlife Foundation for the construction of a living shoreline. These are matching funds requiring a 112% contribution by the District (\$5.5 million).
  - Corporate Yard Renovation Design, Carryover \$350,000 originally from FY 2021-22.
  - Pipeline Replacement & Rehab Engineering, \$1,120,000.
    - Carryover \$900,000 from FY 2022-23.
    - New funding \$220,000.
  - Pipeline Replacement & Rehab Construction, \$10,625,000.
    - Carryover \$3,372,3150 from FY 2022-23.
    - New funding \$7,252,685.
  
- **Resource Recovery.** Recycled water facilities projects recorded under the Recycled Water Fund.

Proposed Budget  
Fiscal Year 2023-24  
Capital Fund

Capital Expenditure - Detail	YTD 3/31/2023	Projected 6/30/2023	Budget FY 2022/23	Budget FY 2023/24	Budget Variance	% Var
<b>Administration</b>						
District Office Interior						
District Office Exterior						
Server Replacement Program				23,000	23,000	
Software Purchases				150,000	150,000	
10 Year Master Plan			350,000	0	(350,000)	
<b>Total Administration</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>173,000</b>	<b>(177,000)</b>	<b>-51%</b>
<b>Collection Facilities</b>						
FERRF Improvements	(28,912)	(28,912)	500,000	500,000	0	0%
Allowance For Unanticipated Capital Expenditures	0	0	100,000	100,000	0	0%
<b>Subtotal Collection Facilities</b>	<b>(28,912)</b>	<b>(28,912)</b>	<b>600,000</b>	<b>600,000</b>	<b>0</b>	<b>0%</b>
<b>Equipment Replacement - Funded From The Equipment Replacement Fund</b>						
<b>Equipment</b>						
CCTV Transporter & Track Module	20,575	20,575	22,500	0	(22,500)	
<b>Vehicles</b>						
2022 Ford Mach E - GM Vehicle	55,706	55,706	0		0	
Dump Truck (Deferred since 2020 to 2023-24)				250,000	250,000	
Service Truck - Unit 208					0	
Jet Truck, Superduty F550 4x4, 1/2in Jetter	139,838	139,838	165,000		(165,000)	-100%
Operations Superintendent SUV - Unit 206					0	
Combo Vacuum/Jetter Truck	0	600,000	500,000		(500,000)	
Electric Vehicles (2 Add per BOD, 5/10/23)	0	200,509	75,000	135,000	60,000	
Mini Excavator				60,000	60,000	
<b>Total Equipment Replacement</b>	<b>216,119</b>	<b>1,016,628</b>	<b>762,500</b>	<b>445,000</b>	<b>(317,500)</b>	<b>-42%</b>
Sales of Vehicles						
<b>Net Vehicles &amp; Equipment Expense</b>	<b>216,119</b>	<b>1,016,628</b>	<b>762,500</b>	<b>445,000</b>	<b>(317,500)</b>	<b>-42%</b>
Equipment Replacement Reserve	0	(389,881)	(389,881)	(401,577)	(11,696)	3%
<b>Net Vehicles &amp; Equipment Activity</b>	<b>216,119</b>	<b>626,747</b>	<b>372,619</b>	<b>43,423</b>	<b>(329,196)</b>	<b>-88%</b>
<b>Subsurface Lines &amp; Other Capital</b>						
<b>Pump Stations</b>						
Pump Equipment Replacement Program	54,305	84,305	200,000	40,000	(160,000)	-80%
Pump Station Telemetry				400,000	400,000	
<b>Total Pump Stations</b>	<b>54,305</b>	<b>84,305</b>	<b>200,000</b>	<b>440,000</b>	<b>240,000</b>	<b>120%</b>
<b>Other:</b>						
Manhole Raising (Paving Projects)	0	0	100,000	100,000	0	0%
<b>Total Subsurface Lines &amp; Other Capital</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	

Proposed Budget  
Fiscal Year 2023-24  
Capital Fund

Capital Expenditure - Detail	YTD 3/31/2023	Projected 6/30/2023	Budget FY 2022/23	Budget FY 2023/24	Budget Variance	% Var
<b><u>Construction in Progress</u></b>						
Levee Survey & GPS Update	294,993	294,993	60,000	60,000	0	0%
Levee Improvement Project			1,000,000	3,000,000	3,000,000	43%
Levee Improvement Project (Carryover)			6,000,000	7,000,000		
Replace Metal Storage Building Phase 2 (Carryover)	15,722	15,722				
Corporate Yard Renovation Design (Carryover)			350,000	350,000	0	
Corporate Yard Construction						
<b><u>Pipeline Replacement &amp; Rehab Engineering</u></b>						
Construction Projects Environmental Review			20,000	20,000	0	0%
Spot Repair Design-High Frequency List			350,000	0	(350,000)	-100%
Spot Repair Design-High Frequency List (Carryover)				350,000		
Pipeline Replacement Design			350,000		(350,000)	-100%
Pipeline Replacement Design (Carryover)				350,000		
Stowe Lane Design			200,000	0	(200,000)	-100%
Stowe Lane Design (Carryover)				200,000		
Willow Pump Station Rehabilitation Design				200,000		
<b><u>Pipeline Replacement &amp; Rehab Construction</u></b>						
Lower Ringwood / North Bay	930,058	1,159,607				
Stowe Lane				3,000,000	3,000,000	
Willow Pump Station Rehabilitation			700,000	1,000,000	300,000	43%
Willow Pump Station Rehabilitation (Carryover)				700,000		
Misc Point Repairs-High Freq. List Repairs	278,209	378,200	2,000,000	2,703,200	703,200	35%
Misc Point Repairs-High Freq. List Repairs (Carryover)				1,621,800		
Bayfront Park Sanitary Sewer Improvements	99,485	199,485	1,250,000	549,485	(700,515)	-56%
Bayfront Park Sanitary Sewer Improvements (Carryover)				1,050,515		
Other Projects						
<b><u>Capacity Projects</u></b>						
<b>Total Construction in Progress</b>	<b>1,618,468</b>	<b>2,048,008</b>	<b>12,280,000</b>	<b>22,155,000</b>	<b>5,402,685</b>	<b>44%</b>
<b>Total Capital Fund Expenditures</b>	<b>1,859,979</b>	<b>3,120,028</b>	<b>14,292,500</b>	<b>23,913,000</b>	<b>5,388,185</b>	<b>38%</b>

**West Bay Sanitary District  
Preliminary Budget  
Capital Asset Fund  
5 Year Budget**

Capital Expenditure - Detail	YTD 3/31/2023	Projected 6/30/2023	Budget FY 2022/23	Budget FY 2023/24	Budget FY 2024/25	Budget FY 2025/26	Budget FY 2026/27	Budget FY 2027-28
<b><u>Construction in Progress</u></b>								
Levee Survey & GPS Update	294,993	294,993	60,000	60,000	60,000	60,000	60,000	60,000
Levee Improvement Project			1,000,000	3,000,000	4,000,000	4,000,000	-	-
Levee Improvement Project (Carryover)			6,000,000	7,000,000	-	-	-	-
Replace Metal Storage Building Phase 2 (Carryover)	15,722	15,722	-	-	-	-	-	-
Corporate Yard Renovation Design (Carryover)			350,000	350,000	-	-	-	-
Corporate Yard Construction			-	-	2,500,000	2,500,000	-	-
<b><u>Pipeline Replacement &amp; Rehab Engineering</u></b>								
Construction Projects Environmental Review			20,000	20,000	20,000	20,000	20,000	20,000
Spot Repair Design-High Frequency List			350,000	0	350,000	350,000	-	-
Spot Repair Design-High Frequency List (Carryover)			-	350,000	-	-	-	-
Pipeline Replacement Design			350,000	350,000	350,000	350,000	350,000	350,000
Pipeline Replacement Design (Carryover)			-	350,000	-	-	-	-
Stowe Lane Design			200,000	0	-	-	-	-
Stowe Lane Design (Carryover)			-	200,000	-	-	-	-
Willow Pump Station Rehabilitation Design			-	200,000	-	-	-	-
<b><u>Pipeline Replacement &amp; Rehab Construction</u></b>								
Lower Ringwood / North Bay	930,058	1,159,607	-	-	-	-	-	-
Stowe Lane			-	3,000,000	-	-	-	-
Willow Pump Station Rehabilitation			700,000	1,000,000	-	-	-	-
Willow Pump Station Rehabilitation (Carryover)			-	700,000	-	-	-	-
Misc Point Repairs-High Freq. List Repairs	278,209	378,200	2,000,000	2,703,200	4,500,000	5,000,000	3,500,000	-
Misc Point Repairs-High Freq. List Repairs (Carryover)			-	1,621,800	-	-	-	-
Bayfront Park Sanitary Sewer Improvements	99,485	199,485	1,250,000	549,485	-	-	-	-
Bayfront Park Sanitary Sewer Improvements (Carryover)			-	1,050,515	-	-	-	-
Other Projects			-	-	6,000,000	6,277,500	6,697,000	6,458,000
<b>Capacity Projects</b>								
<b>Total Construction in Progress</b>	<b>1,618,468</b>	<b>2,048,008</b>	<b>12,280,000</b>	<b>22,155,000</b>	<b>17,780,000</b>	<b>18,557,500</b>	<b>10,627,000</b>	<b>6,888,000</b>

**Reserves:**

The District reserves funds to protect cash flow between sewer service fee payments from the county, maintain fiscal stability, and reserve for future projects. The District has six individual investment accounts to reserve funds for various aspects of operations, plus two money market accounts, including the two accounts which are restricted and hold deposits from Sharon Heights Golf & Country Club (SHGCC) for the SRF loan on the Sharon Heights Recycled Water Facility (SHRWF). In addition, the District has two checking accounts and holds funds in Local Agency Investment Fund (LAIF), which are liquid and available to fund current Operations and Capital Projects.

Budget  
Fiscal Year 2023-24  
Reserve Contributions

<i>Reserve Contributions</i>	Actual YTD 3/31/2023	Projected 6/30/23	Budget FY 2022/23	Budget FY 2023/24	Budget Change	% Var
<b>Operating Reserves Transfers (Target 6mo/Ops)</b>	1,221,197	1,221,197	1,221,197	2,913,031	1,691,834	139%
Rate Stabilization/Bond Reserve (Target \$10m)	767,700	767,700	-	-	-	
Treatment Plant Reserve (Target \$12m)	10,118,211	10,118,211	2,500,000	-	(2,500,000)	-100%
<b><u>Restricted Reserves</u></b>						
PARS Irrevocable Trust - Retirement	50,000	50,000	50,000	50,000	-	0%
PARS Irrevocable Trust - OPEB	25,000	25,000	25,000	25,000	-	0%
<b><u>Capital Fund Reserves</u></b>						
Capital Project Reserves Transfers (Target \$6m)	2,479,000	2,479,000	-	-	-	
Emergency Capital Reserves Transfer (Target \$5m)	1,381,100	1,381,100	-	-	-	
Vehicle & Equip Replacement Reserve	-	389,881	401,577	401,577	-	0%
<b><u>Recycled Water Fund Reserves</u></b>						
Recycled Water Cash Flow Reserve (Target \$8m)	456,100	456,100	-	-	-	
Recycled Water SRF Reserve - Restricted (\$1.46k)	-	-	-	-	-	
<b>Total Reserve Contributions</b>	<b>16,498,308</b>	<b>16,888,189</b>	<b>4,197,774</b>	<b>3,389,608</b>	<b>(808,166)</b>	<b>-19%</b>

**Reserves:**

The District currently has five separate investment reserve accounts maintained to support the goals of the District, along with reserves held in LAIF, the Vehicle & Equipment Reserve held in a money market account, a Pension Trust, and the restricted Recycled Water SRF Reserve. Annual contributions are made in accordance with the Board approved budget in order to reach the target balances for each reserve. In addition, the Operating Reserve is set at six months of operating expenses, based on the annual budget.

- **Reserves.** Total reserve designations and transfers are \$3.4 million in FY 2023-24.
  - **Operating Reserve:** Designate \$2,913,031.
    - Six months of operations provides cash flow between July and December, when the first sewer service charges are received.
    - Operating Reserves will be held in LAIF, where they are available for cash flow.
  - **Vehicle & Equip Replacement Reserve:** \$401,577, increased 3% annually.
- **Restricted Reserves.**
  - **Public Agency Retirement Services (PARS) Trust:**
    - **Retirement:** \$50,000 to reserve for possible CalPERS unfunded liability.
    - **Other Post-Employment Benefits:** \$25,000 to keep pace with increasing liability.

**Solid Waste:**

The Solid Waste Fund has a projected net increase of \$2,100 for FY 2023-24, a \$90 change from FY 2022-23. The Fund will have a Net Position of \$569,661.

- **Solid Waste Fund Revenue.** Franchise fees are received from Recology, which manages solid waste collection for the District. The budget is estimated at a 5% increase from FY 2023-24. Recology may have other changes, which are uncertain at this time; additional costs associated with implementation of California’s Short-Lived Climate Pollutant (SLCP) Reduction Strategy, SB1383 and disposal costs at the Shoreway Environmental Center.
- **Solid Waste Fund Expense.** Allocated expenses for the Solid Waste program of \$113,700 is budgeted for rate studies, annual notification mailing, and overhead allocation. The overhead to manage the Fund has increased by the Consumer Price Index of 5.3%, for the San Francisco-Oakland-Hayward Area, for the twelve months ending February 2023.

Budget  
Fiscal Year 2023-24  
Solid Waste Fund

	YTD 3/31/2023	Projected 6/30/23	Budget FY 2022/23	Budget FY 2023/24	Budget Variance	% Var
<b>Operating Income</b>						
Franchises	86,870	115,827	110,000	115,800	5,800	5%
<b>Total Income</b>	<b>86,870</b>	<b>115,827</b>	<b>110,000</b>	<b>115,800</b>	<b>5,800</b>	<b>5%</b>
<b>Expenditures</b>						
Rate Studies	20,891	20,891	42,000	44,200	2,200	5%
Mailings	2,076	2,076	5,000	5,300	300	6%
Public Relations	0	0	1,500	1,600	100	7%
Overhead Expense Allocation - General	44,618	44,618	59,490	62,600	3,110	5%
<b>Total Allocated Operating Expense</b>	<b>67,585</b>	<b>67,585</b>	<b>107,990</b>	<b>113,700</b>	<b>5,710</b>	<b>5%</b>
<b>Solid Waste Fund Beginning Balance</b>	<b>519,319</b>	<b>519,319</b>	<b>519,319</b>	<b>567,561</b>	<b>48,242</b>	<b>9%</b>
<b>Contribution To Solid Waste Fund</b>	<b>19,285</b>	<b>48,242</b>	<b>2,010</b>	<b>2,100</b>	<b>90</b>	<b>4%</b>
<b>Solid Waste Fund Balance</b>	<b>538,604</b>	<b>567,561</b>	<b>521,329</b>	<b>569,661</b>	<b>48,332</b>	<b>9%</b>

**Recycled Water:*****Sharon Heights Recycled Water Facility***

The Sharon Heights Recycled Water Facility (SHRWF) was completed in FY 2021-22, for a project total of \$22,647,052. \$22,267,257 has been received from the State Revolving Fund, including a \$5,259,800 Water Recycling Funding Program Construction Grant and a State Revolving Fund (SRF) Loan of \$17,117,420. The District assumed full management of the facility beginning January 27, 2021.

The SHRWF budget is based on the approved 2023 calendar year operations and maintenance budget agreed upon with Sharon Heights Golf & Country Club (SHGCC) representatives. Summary Recycled Water Fund statements are included on page 16-17, including detailed expenditures.

- **Revenue.** All costs of the facility are paid by the District and ultimately paid by Sharon Heights Golf & Country Club (SHGCC). The revenue budget for FY 2023-24 is \$532,475, which represents the budget agreement with SHGCC, although SHGCC will reimburse for all costs associated with the SHRWF. The District provided SHGCC with a projected budget in January 2023, which estimated annual operations and maintenance and is billed in twelve equal monthly installments. The difference is reconciled annually and billed to SHGCC.
- **Expense.** Total Operating expenditures are estimated at \$1,287,475 for FY 2023-24, including \$755,000 in depreciation of the recycled water facility.
  - Operating Expenses were \$532,475.
    - Direct District expenses budget is \$510,950, 7% less than FY 2022-23, which was based on the fiscal year. Lower costs are expected as the SHGCC will be shut down for renovations, requiring less water.
    - Indirect Administration is \$21,525, 9.7% higher than FY 2022-23.
  - Depreciation is expensed on the straight-line method, \$755,000 annually.
- Non-Operating Income & Expenses.
  - Non-Operating Income
    - \$662,911 representing the contributions from SHGCC for the SRF loan payments, due March 30 each year.
    - \$1,600 in estimated interest income on the SRF deposit.
  - Non-Operating Expenses
    - Although \$662,911 represents the principal and interest on the SRF loan payment, only the interest of \$156,179 is expensed. The principal amount reduces the loan balance.



West Bay Sanitary District  
 Recycled Water Fund  
 Sharron Heights Recycled Water Facility  
 Budget  
 Fiscal Year 2023-24

	Actual YTD 3/31/2023	Projected 6/30/23	Budget FY 2022/23	Budget FY 2023/24	Budget Variance	% Var
<b>Fund Expenditures</b>						
Operating Expense	418,859	558,478	568,064	532,475	(35,589)	-7%
Depreciation	566,176	754,902	752,805	755,000	2,195	0%
<b>Total Fund Expenditures</b>	<b>985,035</b>	<b>1,313,380</b>	<b>1,320,869</b>	<b>1,287,475</b>	<b>(33,394)</b>	<b>-3%</b>
<b>Non-Operating Income (Expense)</b>						
Sharon Heights Golf & Country Club	441,294	588,391	518,064	532,475	14,411	3%
Other Non-Operating Income	1,252	1,670	1,600	1,600	0	0%
Non-Operating Expense	(166,164)	(166,164)	(161,196)	(156,179)	5,017	-3%
<b>Total Non-Operating Income</b>	<b>276,382</b>	<b>423,897</b>	<b>358,468</b>	<b>377,896</b>	<b>19,428</b>	<b>5%</b>
<b>Capital Contributions</b>						
SHGCC Contribution for SRF Loan	662,911	662,911	662,911	662,911	0	0%
<b>Change in Net Position</b>	<b>(45,742)</b>	<b>(226,572)</b>	<b>(299,490)</b>	<b>(246,668)</b>	<b>52,822</b>	<b>-21%</b>

West Bay Sanitary District  
Recycled Water Fund  
Sharron Heights Recycled Water Facility  
Budget  
Fiscal Year 2023-24

Fund Expenditures - Detail	Actual YTD 3/31/2023	Projected 6/30/23	Budget FY 2022/23	Budget FY 2022/23	Budget Variance	% Var
<b>Operating Expense</b>						
Salaries & Wages	93,851	125,134	90,037	85,000	(5,037)	-6%
Employee Benefits	29,366	39,154	27,083	35,000	7,917	23%
Indirect Labor	14,186	18,914	19,992	0	(19,992)	
Standby	25,374	33,832	19,764	20,000	236	1%
Overtime	15,230	15,230	30,000	20,000	(10,000)	-50%
<b>Total Salaries, Wages &amp; Benefits</b>	<b>178,006</b>	<b>232,264</b>	<b>186,876</b>	<b>160,000</b>	<b>(26,876)</b>	<b>-17%</b>
<b>Other Operating Expense</b>						
Fuel	0	0	0	0	0	
Insurance	24,331	32,441	35,000	40,000	5,000	13%
Memberships	0	0	0	0	0	
Office Expense	0	0	0	0	0	
Operating Supplies	11,949	15,932	16,200	38,200	22,000	58%
Contractual Services	5,900	7,867	50,000	0	(50,000)	
Professional Services	19,661	26,214	10,000	11,000	1,000	9%
Printing & Publications	0	0	0	0	0	
Rents & Leases	0	0	0	0	0	
Repairs & Maintenance	11,215	14,954	12,408	25,000	12,592	50%
Research & Monitoring	13,519	18,025	22,440	15,000	(7,440)	-50%
Training, Meetings & Travel	0	0	0	0	0	
Utilities	135,959	181,279	205,520	209,250	3,730	2%
Licenses & Permits	3,688	4,917	10,000	12,500	2,500	20%
Other Operating Expenses	0	0	0	0	0	
<b>Subtotal Operating Expenses</b>	<b>404,228</b>	<b>533,894</b>	<b>548,444</b>	<b>510,950</b>	<b>(37,494)</b>	<b>-7%</b>
Operations & Maintenance - Anderson Pacific **						
Administrative Expense	14,631	19,508	19,620	21,525	1,905	8.9%
<b>Direct Expenditures</b>	<b>418,859</b>	<b>553,401</b>	<b>568,064</b>	<b>532,475</b>	<b>(35,589)</b>	<b>-7%</b>
Depreciation	566,176	754,902	752,805	755,000	2,195	0%
<b>Total Operating Expense</b>	<b>985,035</b>	<b>1,308,303</b>	<b>1,320,869</b>	<b>1,287,475</b>	<b>(33,394)</b>	<b>-3%</b>
<b>Non-Operating Income &amp; Expense</b>						
<b>Other Non-Operating Income</b>						
SHGCC O&M Revenue	441,294	588,391	518,064	532,475	14,411	3%
Interest Income, Gains on Investment:	1,252	1,670	1,600	1,600	0	0%
<b>Total Non-Operating Income</b>	<b>442,546</b>	<b>590,061</b>	<b>519,664</b>	<b>534,075</b>	<b>14,411</b>	<b>3%</b>
<b>Other Non-Operating Expense</b>						
SRF Loan Payment - Principal	(496,747)	(496,747)	(501,715)	(506,732)	(5,017)	1%
SRF Loan Payment - Interest	(166,164)	(166,164)	(161,196)	(156,179)	5,017	-3%
<b>Total Non-Operating Expense</b>	<b>(166,164)</b>	<b>(166,164)</b>	<b>(161,196)</b>	<b>(156,179)</b>	<b>5,017</b>	<b>-3%</b>
<b>Total Non-Operating Income &amp; Expense</b>	<b>276,382</b>	<b>423,897</b>	<b>358,468</b>	<b>377,896</b>	<b>19,428</b>	<b>5%</b>
Contributions						
SRF Loan Payments - SHGCC	662,911	662,911	662,911	662,911	0	0%
<b>Net Change in Position</b>	<b>(45,742)</b>	<b>(221,495)</b>	<b>(299,490)</b>	<b>(246,668)</b>	<b>52,822</b>	<b>-21%</b>

**Recycled Water Capital Projects:**

West Bay Sanitary District  
 Recycled Water Fund  
 Fiscal Year 2023-24

Recycled Water Capital Expenditures	YTD 3/31/2023	Projected 6/30/2023	Budget FY 2022/23	Budget FY 2023/24	Budget Variance	% Var
<b>Recycled Water Fund</b>						
Bayfront Recycled Water Facility - Project Mgmt			1,000,000	1,000,000	0	
Bayfront Recycled Water Facility			0	15,750,000	15,750,000	
Bayfront - Reclaimed Water Pipelines	42,237	142,237	1,250,000	549,485	(700,515)	-56%
O'Brien - Reclaimed Water Pipelines *				2,500,000		
<i>Menlo Park Community Center: Upsize RW Service Line</i>		337,741				
<b>Sharon Heights Recycled Water Facility</b>						
Sharon Heights Recycled Water Facility - Avy Pump Station	212,521	212,521	500,000	950,000	450,000	90%
Sharon Heights Recycled Water Facility - Solar Project Lease	997	997	1,500,000	1,500,000	0	0%
<b>Recycled Water Facilities</b>	<b>255,755</b>	<b>693,496</b>	<b>4,250,000</b>	<b>22,249,485</b>	<b>15,499,485</b>	<b>3.65</b>

***Sharon Heights Recycled Water Facility***

The SHRWF has two capital projects.

- Avy Altscheul Pump Station (Avy PS)
  - Will provide additional flow to SHRWF
  - All costs reimbursed by SHGCC to District
- Solar Project Lease
  - SHGCC is pursuing a lease for solar power for the SHRWF through a lease agreement.
  - The District owns the SHRWF, so the lease will be in the District’s name
  - All costs reimbursed by SHGCC to District

***Bayfront Recycled Water Project***

The Bayfront Project has a \$20.85 million capital budget for the recycled water facility planning and entrance improvements and the O’Brien reclaimed water pipeline project.

- Project Management
- Recycled Water Facility
- Reclaimed Water Pipelines to Menlo Park Pump Station

***Other Recycled Water Projects***

- O’Brien Reclaimed Water Pipelines
  - Public-Private Agreement for customer to add reclaimed water pipeline (purple pipe) during their construction, with the District reimbursing costs of pipeline at street.

**West Bay Sanitary District  
Proposed Budget  
Fiscal Year 2023-24  
By Fund**

	General Fund FY 2023-24	Capital Fund FY 2023-24	Silicon Valley Clean Water Fund FY 2023-24	Solid Waste Fund FY 2023-24	Recycled Water Fund FY 2023-24	Combined Budget FY 2023-24
<b>Operating Revenues</b>						
Sewer Service Charges	32,477,617	-	-	-	-	32,477,617
Permit & Inspection Fees	200,000	-	-	-	-	200,000
Flow Equalization	403,165	-	-	-	-	403,165
Other Operating Revenue	717,886	-	-	115,800	-	833,686
<b>Operating Revenues</b>	<b>33,798,668</b>	<b>-</b>	<b>-</b>	<b>115,800</b>	<b>-</b>	<b>33,914,468</b>
<b>Operating Expenses</b>						
Salaries & Benefits	7,067,613	-	-	-	180,000	7,247,613
Materials & Supplies	751,800	-	-	-	38,200	790,000
Insurance	287,900	-	-	-	40,000	327,900
Contract Services	916,400	-	-	-	-	916,400
Professional Services	1,469,700	-	-	51,100	26,000	1,546,800
Repairs & Maintenance	646,100	-	-	-	25,000	671,100
Utilities	288,000	-	-	-	209,250	497,250
Other Operating Expenses	430,575	-	-	62,600	34,025	527,200
Depreciation	-	3,200,000	-	-	755,000	3,955,000
<b>Total WBSD Operating Expenses</b>	<b>11,858,088</b>	<b>3,200,000</b>	<b>-</b>	<b>113,700</b>	<b>1,307,475</b>	<b>16,479,263</b>
Sewage Treatment Plant (SVCW)			12,990,848			12,990,848
<b>Total Operating Expenses</b>	<b>11,858,088</b>	<b>3,200,000</b>	<b>12,990,848</b>	<b>113,700</b>	<b>1,307,475</b>	<b>29,470,111</b>
<b>Operating Income (Loss)</b>	<b>21,940,579</b>	<b>(3,200,000)</b>	<b>(12,990,848)</b>	<b>2,100</b>	<b>(1,307,475)</b>	<b>4,444,356</b>
<b>Non-Operating Revenues (Expenses)</b>						
Investment Income	500,000	-	-	-	1,600	501,600
Interest Expense	-	-	-	-	(156,179)	(156,179)
Other Non-Operating Income	-	-	-	-	532,475	532,475
Other Non-Operating Expenses	-	-	-	-	-	-
<b>Total Non-Operating Revenues (Expenses)</b>	<b>500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>377,896</b>	<b>877,896</b>
<b>Change in Net Position by Fund</b>	<b>22,440,579</b>	<b>(3,200,000)</b>	<b>(12,990,848)</b>	<b>2,100</b>	<b>(929,579)</b>	<b>5,322,252</b>
Pension Adjustment (GASB 68)	-	-	-	-	-	-
Capital Contributions						
Recycled Water Fund					662,900	662,900
Capital Fund: Connection Fees		250,000				250,000
<b>Change in Net Position by Fund</b>	<b>22,440,579</b>	<b>(2,950,000)</b>	<b>(12,990,848)</b>	<b>2,100</b>	<b>(266,679)</b>	<b>6,235,152</b>
<b>Beginning Net Position</b>	<b>53,083,841</b>	<b>80,423,904</b>	<b>529,332</b>	<b>13,479,176</b>	<b>18,029,013</b>	<b>165,545,266</b>
<b>Prior Period Adjustment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Net Position</b>	<b>75,524,420</b>	<b>77,473,904</b>	<b>(12,461,516)</b>	<b>13,481,276</b>	<b>17,762,334</b>	<b>171,780,419</b>

**RESOLUTION NO. \_\_\_\_\_ (2023)**

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

\*\*\*\*\*

BE IT RESOLVED that the Fiscal Year 2023/2024 Consolidated Budget, and individual General Fund, Capital Assets Fund, and SVCW Fund (Collectively known as Collections), and Solid Waste Fund, and Recycled Water Fund Budgets, for West Bay Sanitary District are hereby approved.

\*\*\*\*\*

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 14<sup>th</sup> day of June 2023, 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

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 7**

**To: Board of Directors**

**From: Sergio Ramirez, General Manager  
Debra Fisher, Finance Manager**

**Subject: Consider Adopting Resolution Establishing Rates of Pay and  
Related Compensation Provisions**

---

Background

On July 17, 2019, the Board adopted a Memorandum of Understanding (MOU) between the District and Teamsters Local 350. The provisions in the MOU include approved pay increases, effective July 1, 2019. Increases were determined for the five-year term of the MOU. The 4% increase per year is effective on July 1 of every year and is based on the approved MOU.

Subsequently, the Board approved the current Rates of Pay schedule on June 8, 2022.

Analysis

The attached Resolution is required to adjust the individual salary ranges by 4% and related compensation provisions for represented, unrepresented, and management employees. This will be the 5<sup>th</sup> and final adjustment to salaries under the current contract.

The current MOU contract expires on June 30, 2024.

Fiscal Impact

Salaries and employee benefits will increase per the terms of the MOU and as approved by the Board of Directors. Employees will continue to contribute to the employer's PERS portion at a rate of .25% per year beginning July 1, 2019. Effective July 1, 2023, the total rate is now 1.25%. Additionally, the employee shall pay to PERS the employee's member contribution (i.e. 8% of pay for Classic Tier I, 7% Classic Tier II, and 7.75% of pay for PEPRA). Currently eleven (11) employees are in Tier I, one (1) employee is in Tier II, and nineteen (19) employees are in PEPRA.

Recommendation

The General Manager recommends adoption of the attached Resolution.

---

**RESOLUTION NO. \_\_\_\_ (2023)**

**RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION  
PROVISIONS FOR CERTAIN EMPLOYEES OF THE WEST BAY SANITARY DISTRICT**

\*\*\*

*BE IT RESOLVED BY THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT,  
COUNTY OF SAN MATEO, STATE OF CALIFORNIA, AS FOLLOWS:*

1. Executive Employees (FLSA exempt). The following monthly salary rates in dollars are hereby established for each of the employee positions within the executive employee category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated at such rates for all services rendered to this District.

<b>Position</b>	<b>Salary Rate</b>
General Manager	17,396 - 20,991

2. Management Employees (FLSA exempt). The following monthly salary rates in dollars are hereby established for each of the employee positions within the management employee category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated at such rates for all services rendered to this District.

<b>Position</b>	<b>Salary Rate</b>
Project Manager	11,278 - 16,353
Operations Superintendent	11,278 - 16,353
Water Quality Manager	10,940 - 16,353
Finance Manager	11,935 - 15,995
Office & Communications Manager	7,483 - 10,850

3. General Employees (unrepresented). The following monthly salary rates in dollars are hereby established for each of the listed employee positions within the general employee (unrepresented) category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated within such rates for all services rendered to this District.

<b>Position</b>	<b>Salary Rate</b>
Assistant Operations Superintendent	9,773 - 13,194
Water Quality Supervisor/Operator	9,773 - 13,194
Pump Facility Supervisor	9,849 - 12,742
Operations Supervisor	9,849 - 12,742
Information Technology Analyst	7,271 - 10,909
Associate Engineer	8,588 - 11,966
Personnel & Accounting Specialist	7,543 - 9,845
Administrative Technician	6,136 - 8,590
Part-Time Clerical Assistant	23 - 28/hour



4. General Employees (represented). The following monthly salary rates in dollars are hereby established for each of the listed employee positions within the general employee (represented) category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated within such rates for all services rendered to this District.

<b>Position</b>	<b>Salary Rate</b>
Construction Inspector	8,586 - 11,968
Source Control Inspector	8,586 - 11,968
Field Supervisor	7,154 - 10,909
Rehabilitation Technician	6,569 - 9,752
Pipeline Inspection Technician	6,569 - 9,752
Maintenance Mechanic	6,569 - 9,752
Utility Worker / Operator in Training	6,569 - 9,752
Maintenance Worker	5,965 - 8,590
Temporary Maintenance Worker	27 - 36/hour

5. Health Benefits Plan.

(a) Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering health, dental and/or vision insurance and the provisions of the Public Employees' Medical and Hospital Care Act, the District shall contribute for each employee enrolled the amount necessary to pay for the full cost of his or her enrollment, including the enrollment of his or her family members in a health benefits plan up to the amount required pursuant to Section 22892 of the Government Code.

(b) Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering health, dental and/or vision insurance and the provisions of the Public Employees' Medical and Hospital Care Act, the District shall contribute for each annuitant the amount required pursuant to Section 22892 of the Government Code.

(c) The District may, at its sole discretion, enter into, amend, or cancel any agreement between this District and any organization or organizations offering health, dental and/or vision insurance.

6. Optional Benefits Package ("Cafeteria Plan"). Subject to all terms and conditions of any agreement which may be entered into at the employees' option between employees and any organization offering either health, dental, vision and/or universal life insurance benefits, the District shall pay to all represented and unrepresented employees the amount specified in the adopted Memorandum of Understanding Between the West Bay Sanitary District and Teamsters Local 350 adopted by the Board of Directors for the premium of such optional benefits attributable to management, represented, and unrepresented employees of the District.

7. Life Insurance. Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering life insurance coverage benefits, the District shall furnish to each employee general life insurance coverage, the face amount of which shall be equal to one and a half (1.5) times the annual salary of the employee.

8. Deferred Compensation. The District will provide matching contributions for unrepresented employees at a one (1) to 0.75 ratio to a maximum of 3% of salary. I.E. If an employee contributes 4% of their salary to a 457 Deferred Compensation plan the District will contribute 3% of salary equivalent to the employee's 457 Deferred Compensation plan.

9. Retention Plan. To promote the retention of "Critical Positions" within the District, the General Manager is authorized to exceed the salary ranges for individuals within this category up to 1.5% of base salaries for the positions deemed critical to be distributed at the General Manager's discretion based on achievement of performance goals established for the individuals within the category. Positions deemed critical are determined by recommendation of the General Manager and approved by the District Board.

10. Retirement Plan. Subject to the provisions of this Resolution, retirement benefits for employees qualifying therefore shall be provided in accordance with, and pursuant to that certain contract between the Board of Administration of the Public Employees' Retirement System ("PERS") of the State of California and the District Board of this District, and amendments thereto approved by Resolution No. 628, adopted March 26, 1973 and subsequent Resolutions.

Subject to other provisions of the contract and Resolutions referred to above, the District shall pay to PERS the employer portion. Employees will contribute to the employer's PERS portion at a rate of .25% per year affective July 1, 2019. Effective July 1, 2020, 0.5%; effective July 1, 2022, 0.75%; effective July 1, 2022, 1.00%; and effective July 1, 2023 1.25%. Additionally, the employee shall pay to PERS the employee's portion of the total required contribution (i.e. 8% of pay for Classic Tier I, 7% for Classic Tier II, and 7.75% or statutory required % for PEPRA members).

11. Interpretation. The provisions of the Resolution shall be administered and interpreted in accordance with and pursuant to Resolution No. 759 of this District, adopted June 13, 1977 (and as amended). Nothing herein shall be deemed a limitation upon any other term and condition of employment, or agreements, or provisions relating thereto, except as specifically herein contained.

12. Effective Date. This Resolution shall be effective on July 1, 2023.

BE IT FURTHER RESOLVED that any and all previously adopted Resolutions or provisions thereof in conflict with the provisions herein contained, be and are hereby, rescinded.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 14<sup>th</sup> day of June, 2023 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

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 8**

**To: Board of Directors**

**From: Robert Hulsmann, Operation Superintendent  
Sergio Ramirez, General Manager**

**Subject: Approve Amendment No.10 to the Maintenance Services  
Agreement Between West Bay Sanitary District and the Town of  
Woodside for Sanitary Sewer Maintenance Services**

---

Background

In December 2014 the District began performing sewer pipeline maintenance and close circuit television inspection for the Town of Woodside (Town). In November of 2017 the District began to perform Pump Station Maintenance Services to the Town's two pump stations. The District and the Town have amended the agreement in prior years to continue the maintenance services.

Analysis

The Town has approximately 4 miles of collection system pipe and does not have responsibility for the laterals at this time. The Town had a contract with a private contractor for collection system maintenance which expired in 2014, prior to the District taking over the collection system activities.

The current maintenance agreement includes tasks to clean sewer lines, TV inspect the collection system, and respond to SSO's, and Pump Station Maintenance Services including emergency response.

The amendment is to extend the agreement through the Fiscal Year 2023-2024 and to reflect a 4% increase in the cost of collection system maintenance service for the year.

Twenty seventy additional Fat, Oils, and Grease (FOG) inspections were added to the Option 1 of the proposal to better represent the Town's needs. The additional FOG inspections could add an additional \$11,718.81 per year if administered.

Fiscal Impact

The maintenance agreement is not to exceed \$83,398.42, plus any optional services requested.

---

Recommendation

Approve Amendment No.10 to the Maintenance Services Agreement between West Bay Sanitary District and the Town Of Woodside for Sanitary Sewer Maintenance Services.

Attachment:

1. Resolution \_\_\_\_ (2023)
2. Amendment No. 10
3. 2023-2024 O&M Sanitary Sewer O&M Proposal

RESOLUTION NO. \_\_\_\_\_(2023)

**RESOLUTION APPROVING AMENDMENT #10 TO THE MAINTENANCE SERVICES AGREEMENT BETWEEN WEST BAY SANITARY DISTRICT AND THE TOWN OF WOODSIDE FOR SANITARY SEWER MAINTENANCE SERVICES AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AMENDED AGREEMENT ON BEHALF OF THE DISTRICT.**

\*\*\*\*\*

**WHEREAS**, the West Bay Sanitary District Board has read and considered that certain Agreement ("Agreement") between the District and the Town of Woodside;

**NOW, THEREFORE**, the District Board of the West Bay Sanitary District, County of San Mateo, State of California, does hereby RESOLVE as follows:

Section 1. Public interest and convenience require the West Bay Sanitary District to enter the Agreement for Sanitary Sewer System Operations and Maintenance Services with a not-to-exceed amount of \$83,398.42 to provide sanitary sewer maintenance services, emergency call-out, and asset management services.

Section 2. The West Bay Sanitary District hereby authorizes the General Manager to execute the Amended Agreement #10, for the fiscal year 2023-2024, on behalf of the District and subject to legal review, between the West Bay Sanitary District and Town of Woodside.

\*\*\*\*\*

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on 14th day of June 2023, by the following votes:

Ayes:

Noes:

Absent:

Abstain:

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

Attest:

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

**AMENDMENT #10 TO AGREEMENT FOR SANITARY SEWER MAINTENANCE SERVICES DATED JUNE 24, 2014 BETWEEN THE TOWN OF WOODSIDE AND WEST BAY SANITARY DISTRICT**

The above referenced agreement is hereby amended as follows:

The Town of Woodside (Town) seeks West Bay Sanitary District (District) to provide sanitary sewer operation and maintenance services. The purpose of this document is to amend the original Agreement with the District dated July 22, 2014 and to include both Sanitary Sewer and Pump Station Maintenance services for the Town through June 30, 2024.

This amendment is the TENTH Amendment to the Professional Services Agreement between the Town and the District for Sanitary Sewer Maintenance Services for the Town Center Sewer Assessment District (TCSAD) executed July 22, 2014. The specific services to be provided in the amendment to the contract are described in Exhibit "A". All work, including all labor, materials, and associated costs, shall be paid for at the rates established in Exhibit A.

The contract total amount is not to exceed EIGHTY-THREE THOUSAND THREE HUNDRED NINETY-EIGHT DOLLARS AND FORTY-TWO CENTS (\$83,398.42). This amendment is subject to the same provisions as the original agreement and is made a part of the agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF WOODSIDE

WEST BAY SANITARY DISTRICT

\_\_\_\_\_  
Kevin Bryant, Town Manager

\_\_\_\_\_  
Sergio Ramirez, General Manager

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jean Savaree, Town Attorney

\_\_\_\_\_  
Anthony P. Condotti, General Counsel



**Exhibit A**

SANITARY SEWER MAINTENANCE SERVICES for  
THE TOWN OF WOODSIDE by WEST BAY SANITARY DISTRICT

2023-2024 Sanitary Sewer O&M Proposal - Town of Woodside, CA					
RFP Task	Description	Quantity	Unit	Unit Price	Total
1.1	Sewer cleaning of 21,723 feet plus 1,432 of Hot Spots per year of sewer line - entire system.	23,155	Each	\$1.19	\$27,548.89
	1,432 feet of Hot Spot Cleaning (aka High Frequency) are done three additional times after initial Annual Cleaning. Performed Quarterly.	4,296	Quarters	\$1.31	\$5,622.33
2.1	CCTV inspection (and cleaning as-needed) related to SSOs or repairs. Assumes 5 incidents/year.	1,500	Linear Foot	\$2.11	\$3,163.68
	Annual CCTV inspection (cleaning as needed)	5,000	Linear Foot	\$2.11	\$10,545.60
3.1	West Bay will maintain the Town's Two (2) pump stations. This includes inspecting and routine maintenance of the Town Center and the La Questa pump stations.	51	Weekly	\$543.04	\$27,694.98
3.2	West Bay will pull the pumps and perform a thorough maintenance of the oils, impellers, volutes and wear rings. The annual inspection will include amp and current draws.	1	Annual	\$1,318.68	\$1,318.68
3.3	West Bay shall provided response to pump station alarms. The Telemetry System at the Town Center and the La Questa pump stations shall be programmed to call the West Bay Pump Facility Supervisor with the Operations Superintendent as back up, for pump station failures.	3	Per Incident	\$465.51	\$1,396.54
4.1	SSO Response including clearing stoppage, clean up, reports, etc. (collection system and pump stations)	3	Per Incident	\$1,278.18	\$3,834.54
4.2	Service Call Unplanned Responses - 3 hour minimum (additional hrs @ \$140.43 per/hr)	3	Per Incident	\$438.13	\$1,314.40
5	West Bay will provide a quarterly summary format that includes performance indicators that will be tracked and measured on a quarterly and annual basis.	4	Quarterly	\$239.70	\$958.78
<b>Sanitary Sewer O&amp;M Maintenance Baseline Cost, Tasks 1 through 5</b>					<b>\$83,398.42</b>
Option 1	FOG Inspections Quarterly (9)	36	Each	\$ 434.03	\$15,625.08
Option 2	FOG Outreach, up to 20 mailers	1	Each	\$ 144.67	\$144.67
Option 3	Manhole Root Foam	10	Each	\$ 130.00	\$1,300.00

**2023-2024 Sanitary Sewer O&M Proposal - Town of Woodside, CA**

<b>RFP Task</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
1.1	Sewer cleaning of 21,723 feet plus 1,432 of Hot Spots per year of sewer line - entire system.	23,155	Each	\$1.19	\$27,548.89
	1,432 feet of Hot Spot Cleaning (aka High Frequency) are done three additional times after initial Annual Cleaning. Performed Quarterly.	4,296	Quarters	\$1.31	\$5,622.33
2.1	CCTV inspection (and cleaning as-needed) related to SSOs or repairs. Assumes 5 incidents/year.	1,500	Linear Foot	\$2.11	\$3,163.68
	Annual CCTV inspection (cleaning as needed)	5,000	Linear Foot	\$2.11	\$10,545.60
3.1	West Bay will maintain the Town's Two (2) pump stations. This includes inspecting and routine maintenance of the Town Center and the La Questa pump stations.	51	Weekly	\$543.04	\$27,694.98
3.2	West Bay will pull the pumps and perform a thorough maintenance of the oils, impellers, volutes and wear rings. The annual inspection will include amp and current draws.	1	Annual	\$1,318.68	\$1,318.68

3.3	West Bay shall provided response to pump station alarms. The Telemetry System at the Town Center and the La Questa pump stations shall be programmed to call the West Bay Pump Facility Supervisor with the Operations Superintendent as back up, for pump station failures.	3	Per Incident	\$465.51	\$1,396.54
4.1	SSO Response including clearing stoppage, clean up, reports, etc. (collection system and pump stations)	3	Per Incident	\$1,278.18	\$3,834.54
4.2	Service Call Unplanned Responses - 3 hour minimum (additional hrs @ \$140.43 per/hr)	3	Per Incident	\$438.13	\$1,314.40
5	West Bay will provide a quarterly summary format that includes performance indicators that will be tracked and measured on a quarterly and annual basis.	4	Quarterly	\$239.70	\$958.78
<b>Sanitary Sewer O&amp;M Maintenance Baseline Cost, Tasks 1 through 5</b>					<b>\$83,398.42</b>
Option 1	FOG Inspections Quarterly (9)	36	Each	\$ 434.03	\$15,625.08
Option 2	FOG Outreach, up to 20 mailers	1	Each	\$ 144.67	\$144.67
Option 3	Manhole Root Foam	10	Each	\$ 130.00	\$1,300.00

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 9**

**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:**

<b>2020</b>	<b>Treated</b>	<b>Delivered</b>
August	8.8MG	8.2MG
September	8.2MG	5.1MG
October	7.4MG	4.5MG
November	5MG	1.4MG
December	4.7MG	.55MG
<b>2021</b>	<b>Treated</b>	<b>Delivered</b>
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

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**Report to the District Board for the Regular Meeting of June 14, 2023**

<b>2022</b>	<b>Treated</b>	<b>Delivered</b>
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

<b>2023</b>	<b>Treated</b>	<b>Delivered</b>
January	5MG	0 gallons
February	3.3MG	0 gallons
March	3.5MG	0 gallons
April	4.9MG	0 gallons
May	5.1MG	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 10**

**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 11**

**To: Board of Directors**

**From: Sergio Ramirez, General Manager**

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

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

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 12**

**To: Board of Directors**

**From: Sergio Ramirez, General Manager**

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

---

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

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**Report to the District Board for the Regular Meeting of June 14, 2023**

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