

1902 - Serving Our Community for over 115 Years - 2021
**WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 8, 2021 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025**

Board Members

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

District Manager

Sergio Ramirez

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE or ZOOM ONLY

Pursuant to Governor Newsom's Executive Order N-29-20, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate telephonically only, and may submit comments in advance by email addressed to treese@westbaysanitary.org by 4:00 p.m. on Wednesday, September 8th.

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

<https://us06web.zoom.us/j/81772720752?pwd=K0NmYW12K21SYkVnbjRUYlJlci9iQT09>

Meeting ID: 817 7272 0752 Passcode: 090496

Or by phone, call: 1-669-900-6833 Meeting ID: 817 7272 0752 Passcode: 090496

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

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

1. Call to Order and Roll Call

2. Communications from the Public

3. Consent Calendar

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

- A. Approval of Minutes for Special meeting August 18, 2021 Pg. 3A-1
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru August 31, 2021 Pg. 3B-1
- C. WBSD Operations and Maintenance Report – August 2021 Pg. 3C-1
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – August 2021 Pg. 3D-1
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – August 2021 Pg. 3E-1
- F. Bank of the West Monthly Investment Portfolio Statements Pg. 3F-1
- G. Consideration of Authorizing the District Manager to Consent to the Abandonment of Public Utility Easement at 1701 Bay Laurel Drive, Menlo Park Pg. 3G-1
- H. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1086 for the Construction of Wastewater Facilities for 155 Cherokee Way, Portola Valley, California Pg. 3H-1

- I. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1134 for the Sewer Main Extension Required for the Connections of 1525 and 1535 Altschul Avenue, Menlo Park
4. Presentation by South Bayside Waste Management Authority (SBWMA) the Implementation of California Senate Bill (SB) 1383 Short-Lived Climate Pollutants: Organic Waste Methane Emissions Reductions Pg. 4-1
5. Presentation by Engineering Consultant, Woodard & Curran on Technical Memorandums for the Bayfront Recycled Water Facility Capital and Operations & Maintenance Costs Pg. 5-1
6. District Manager's Report Pg. 6-1
7. Consideration to Set a Public Hearing for December 8, 2021 to Review Proposed Solid Waste and Recycling Rates for the Year 2022 and Provide Staff Direction by Minute Order Regarding the Rate Adjustment for 2022 and Mailing of the Proposition 218 Notice for a Public Hearing Pg. 7-1
8. Discussion of Cost Sharing and Direction on the Recycled Water Main extension at 100 Terminal Avenue, Menlo Park, CA Pg. 8-1
9. September 8th Update Report on District Response to Corona Virus Pg. 9-1
10. Report and Discussion on Sharon Heights Recycled Water Plant Pg. 10-1
11. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 11-1
12. Consider Authorizing District Manager to Execute the Agreement with HF&H to Conduct a Recycled Water Financial Plan for the Bayfront Recycled Water Facility Pg. 12-1
13. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 13-1
14. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 14-1
15. Closed Session
 - A. CONF. WITH LABOR NEGOTIATORS (Cal. Govt. Code § 54957.6)
Agency designated representatives: District Manager/Legal Counsel
Represented, Unrepresented & Exempt employees
 - B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC Case No. 18CIV02183
16. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
17. Adjournment

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



1902 - Serving Our Community for over 115 Years - 2021

**WEST BAY SANITARY DISTRICT
MINUTES OF THE SPECIAL MEETING OF THE DISTRICT BOARD
WEDNESDAY, AUGUST 18, 2021 AT 7:00 P.M.**

1. Call to Order

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

Roll Call

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

BOARD MEMBERS ABSENT: Secretary Walker

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom

Others Present: Teresa Herrera & Matt Anderson – Silicon Valley Clean Water (SVCW), Lawrence Chan – Stradling Law, Robert Porr & Lora Carpenter – Fieldman Rolapp.

2. Communications from the Public: None.

3. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Action: Amended motion to approve the minutes of July 28, 2021 as corrected.

- A. Approval of Minutes for Regular meeting July 28, 2021 amended
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru July 31, 2021
- C. WBSD Operations and Maintenance Report – July 2021
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – July 2021
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – July 2021
- F. Bank of the West Monthly Investment Portfolio Statements
- G. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 130 Shawnee Pass, Portola Valley (077-033-030), Lands of Mckelvy
- H. Consideration of a Resolution of Intention to Annex Certain Territory (130 Shawnee Pass) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

4. Consider Approving and Authorizing 2021A and 2021B Wastewater Revenue Notes and two Water Infrastructure Finance and Innovation Act Loans by Approving and Authoring Appendix C in Connection with Issuance and Sale of SVCW 2021 Wastewater Revenue Notes, Approving an Amendment to the Financial Agreement, and Approving the Continuing Disclosure Certificate in Connection with the 2021 Notes

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

Comments: Teresa Herrera with SVCW presented a summary on the SVCW funding. Matt Anderson with SVCW presented a detailed summary on SVCW debt. The Board approved as stated on agenda item 4.

5. Discussion and Direction on the 2022 Solid Waste Rate Study Analysis

Discussion and Direction: District Manager Ramirez gave a presentation on solid waste rates. The Board's consensus was not to perform a new rate study for 2022 and instead use existing data from the 2020 rate study to set new rates. The Board decided to move forward and set a public hearing for solid waste rates for the 2022 calendar year at the next Board meeting.

6. District Manager's Report

Discussion: District Manager Ramirez reported that the District did not experience an SSO in July. He also reported that LAFCo has begun the Municipal Services Review process with the City of East Palo Alto, West Bay Sanitary District, and the East Palo Alto Sanitary District. He stated that the Capital Improvement Project on Ringwood Road is close to completion. He updated the Board that San Mateo County informed the District they do not have time to work on the Solid Waste Franchise divestiture due to their level of work involved with Senate Bill 1383. The complete District Manager's written report is in the August 18, 2021 agenda packet

7. Consider Adoption of Resolution Approving the Audited (Internally) & Updated Sewer System Management Plan (SSMP) and Authorizing Re-Certification of the 2021 S.S.M.P.

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: District Manager Ramirez presented the audited and updated Sewer System Management Plan to the Board for consideration. The Board approved and authorized the SSMP's re-certification.

8. August 18th Update Report on District Response to Corona Virus

Discussion: District Manager Ramirez reported that an update on the COVID Response Plan is nearly complete and he is contemplating making COVID-19 vaccines mandatory for employees. Board direction was to meet and confer with the union regarding making COVID-19 vaccines mandatory. President Dehn asked District Counsel Condotti to determine the legal options regarding making vaccine booster shots mandatory.

9. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion: District Manager Ramirez reported that in July the plant produced and delivered 9 million gallons of recycled water. He also reported that design for the Avy/Altschul Pump Station is moving forward and he would like Board direction on if this should be a District project or Sharon Heights Golf & Country Club project. The Board provided direction to move forward with this project as a District Project in our existing infrastructure.

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

Discussion: District Manager Ramirez reported that the SRF application has been submitted. He also reported that a virtual tour for the National Fish & Wildlife Foundation grant was recently conducted. He also reported that developer meetings are on-going and Signature Group (developer of Willow Village) has asked the District to prepare an equitable memorandum of understanding (MOU) for recycled water. District Manager Ramirez continued to report that after the Willow Village project MOU is signed, he would require a deposit in the amount \$200,000 to \$300,000 in order to move forward with hiring a consultant Project Manager. He also reported HF&H will be submitting an estimate for the Bayfront Recycled Water Financial Plan as requested by the Board.

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

Discussion: Nothing to report.

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

Discussion: Director Otte reported that the Commission recently approved the WIFIA loans and notes.

13. Closed Session

Entered closed session at 8:31 p.m. Left closed session at 9:19 p.m.

Reportable action: None.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS

Agency designated representatives: District Manager/Legal Counsel

Unrepresented & Exempt employees: Unrepresented Staff

- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC
Case No. 18CIV02183

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

Comments: None.

15. Adjournment Time: The meeting was adjourned at 9:20 PM



WEST BAY SANITARY DISTRICT
Financial Activity Report
August 2021

Date: *September 8, 2021*

To: *Board of Directors*

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

Subject: *Approve Monthly Financial Activity Report*

Financial Activity for the month:

Receipt Summary:

Commercial Deposits	167,582.61
Deposits in Transit / <Prior Period Receipts>	(38,409.85)
Credit Cards	8,179.72
Other Receipts	215,449.79
Transfers	2,000,000.00
Total Receipts	<u><u>2,352,802.27</u></u>

Withdrawal Summary

Total Checks	1,316,079.64
Total Corp Card	9,013.61
Total Bank Transfers	994,670.18
Total Internal Bank Transfers	-
Total Withdrawals	<u><u>2,319,763.43</u></u>

Fund **Expenditure Summary by Budget Category**

100	Operations	543,656.61
200	Capital	1,100,381.10
300	Solid Waste	0.00
500	Recycled Water	78,746.72
800	Silicon Valley Clean Water	596,979.00
Expenditures by Fund		<u><u>2,319,763.43</u></u>

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

President _____

Secretary _____

WEST BAY SANITARY DISTRICT
Receipts & Incoming Transfers
August 2021

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
461973	8/2/2021	Kumar Denesh: 2511 Gloria Way, EPA, Permit	290.00
461974	8/2/2021	SHGCC: SRF Loan Installment #5 and O&M 8/2021	103,322.42
461975	8/3/2021	Palisade Builders, Inc.: Deposit for night work at 500 El Camino Real, MP	50,000.00
461976	8/3/2021	Unicon Construction Solutions: 824 Woodland Ave, MP, Permit	170.00
461977	8/4/2021	Goldsilverisland Properties LLC: 1010 Mallet, MP (Lot A), Permit	290.00
461978	8/4/2021	Goldsilverisland Properties LLC: 1010 Mallet, MP (Lot B), Permit	8,791.00
461979	8/5/2021	GK Builders: 247 Hedge Rd, MP, Permit	290.00
461980	8/9/2021	Drain Busters Plumbing: 815 El Camino Real, MP, Permit	290.00
461981	8/9/2021	Hui Ling Wen: 247 Hedge Road, MP, Permit	8,075.95
461982	8/9/2021	W.L. Butler Construction, Inc.: 1300 El Camino Real, MP, Permit	1,740.00
461983	8/9/2021	Perica: 1640 Oak Ave, MP, Permit	290.00
461984	8/9/2021	Roto Rooter: 1034 Pine St, MP, Permit	290.00
461985	8/10/2021	Innovative Homes LLC: 520 Hobart St, MP, Permit	290.00
461986	8/11/2021	Norwood Construction, Inc: 6 Cowell Lane, ATH, Permit	580.40
461987	8/11/2021	Bayshore Plumbers: 41 Parkwood Dr, ATH, Permit	290.00
461988	8/11/2021	ACH Plumbing: 1052 Sonoma Ave, MP, Permit	290.00
461989	8/12/2021	Eps Inc: 1074 Laurel St, MP, Permit	290.00
461990	8/12/2021	Flegels Construction: 1782 Stanford Ave, MP, Permit	309.72
461991	8/13/2021	Discount Plumbing: 246 San Clemente Dr, MP, Permit	290.00
461992	8/13/2021	Vintage Builders: 291 Erica Way, PV, Permit	170.00
461993	8/16/2021	Hach: Refund quarterly report fees PO-030285	6,250.00
461994	8/17/2021	Triple A Plumbing: 1311 Mills St, MP, Permit	290.00
461995	8/17/2021	Bell Plumbing Of San Mateo: 3407 Alameda De Las Pulgas, MP, Permit	95.00
461996	8/17/2021	Villa Plumbing: 236 Camino Al Lago, ATH, Permit	170.00
461997	8/19/2021	Rebuild Green, Roderick Cooper: 128 Pecora Way, PV, Permit	170.00
461998	8/20/2021	24/7 Rooter & Plumbing: 68 Mesa Ct, ATH, Permit	290.00
461999	8/23/2021	Andrew And Donna Tomkins: 50 Heather Drive, ATH, Permit	5,815.65
462000	8/24/2021	Sharp: Lease Payment Refund	1,085.18
462001	8/24/2021	John Tattersall: 2110 Prospect St, MP, Permit	290.00
462002	8/25/2021	Rupert Sandoval: Reim Shoe Inserts	44.49
462003	8/25/2021	Commando Plumbing: 1220 Crane Street, MP, Permit	95.00
462004	8/25/2021	Varish Goyal: 180 Hawthorne Dr, ATH, Permit	290.00
462005	8/26/2021	Freedon Underground Plumbing: 86 Sutherland Drive, ATH, Permit	355.00
462006	8/26/2021	Thomas James Homes: 2071 Sterling Ave, MP, Permit	170.00
462007	8/27/2021	Jennifer Shenoy: 1895 Oakdell Dr, MP, Permit	290.00
462008	8/30/2021	Town Of Los Altos Hills: Maintenance Service Agreement 7/2021	39,549.44
462009	8/30/2021	Villa Plumbing: 236 Camino Al Lago, Ath, Permit	95.00
462010	8/31/2021	Thomas James Homes: 420 Laurel Ave, MP, Permit	290.00
462011	8/31/2021	Regina Plumbing Inc.: 3 Randall Pl, MP, Permit	290.00
462012	8/31/2021	Curt Mcgee: 2031 Camino De Los Robles, MP, Permit	5,815.65
462013	8/31/2021	Preston Pipelines Infrastructure Llc: 100 Terminal Ave, MP,	2,585.00
462014	8/27/2021	LAIF: Transfer Funds	2,000,000.00
462015	8/30/2021	SHGCC: SRF Loan Installment #6 and O&M 9/2021	103,322.42
462016-19	9/2021	September Receipts	
462020	8/18/2021	Recology: Franchise Fee 7/2021	8,804.95
Total Receipts			<u>\$2,352,802.27</u>

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
August 2021

CHECK	DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
68057	8/18/2021	County Of San Mateo	Void Check - Notice of Exemption - 30 Holden Court, PV; APN: 079-092-150	(50.00)
68100	8/5/2021	Action Towing	Towed Unit 208 to Towne Ford 6/23/21	225.00
68101	8/5/2021	Matheson Tri-Gas, Inc.	Gas Cylinder Rental June-July 2021	118.29
68102	8/5/2021	Alpha Analytical Laboratories	Daily Coliform Samples 7/2021	300.00
68103	8/5/2021	Aqua Natural Solutions	Microbe Solution 8/2021	1,145.49
68104	8/5/2021	Bay Alarm	Alarm Monitoring	1,211.58
68105	8/5/2021	Harbor Ready Mix	Concrete & CDF 7/2021	547.50
68106	8/5/2021	California Water Service	Water Service - June-July 2021	56.83
68107	8/5/2021	Cintas	Uniform Service July 2021	3,082.67
68108	8/5/2021	CleanServ Universal Services	Custodial Service 7/2021	1,075.00
68109	8/5/2021	Core & Main	Couplers & Supplies 7/2021	2,204.96
68110	8/5/2021	CPS HR Consulting	HR Consulting Services	295.00
68111	8/5/2021	Dewey Pest Control	Sewer Pest Control Maintenance 7/2021	164.00
68112	8/5/2021	Navia Benefit Solutions	Commuter 7/2021	25.00
68113	8/5/2021	Freyer & Laureta	Levee Design 6/2021	9,419.25
68114	8/5/2021	Grainger	Detergent, Batteries, Charger, Flares	846.02
68115	8/5/2021	Hach Company	WBSD Flo-Dar Replacement - Capital Replacement Program	34,490.47
68116	8/5/2021	Home Depot Credit Services	Tools, Wood, & Operating and Pump Station Supplies July 2021	800.65
68117	8/5/2021	Bob Hulsmann	Petty Cash Robert Hulsmann	267.09
68118	8/5/2021	Kone Pasadena	Elevator Maintenance 8/2021	282.80
68119	8/5/2021	MedCo Supply Company	Restock First Aid Kits 7/2021	190.80
68120	8/5/2021	City Of Menlo Park - Water	Water Service - Hamilton Ave 6/18/21-7/23/21	7.15
68121	8/5/2021	Municipal Maintenance Equip.	Camera Repair For Unit 221	2,652.47
68122	8/5/2021	Pacific Gas & Electric	Electric Service - June-July 2021	24,043.17
68123	8/5/2021	City Of Redwood City	Vehicle Service 6/2021	1,997.39
68124	8/5/2021	Redwood General Tire Co., Inc.	Tire Replacement Unit 225 7/2021	956.40
68125	8/5/2021	Roberts & Brune Company	3 Manhole Grade Rings 1/2021	298.57
68126	8/5/2021	Seekzen Systems	IT Consulting Services 7/2021	475.00
68127	8/5/2021	Sharp Business Systems	Monthly Lease for Copiers 8/2021	1,086.42
68128	8/5/2021	Teletrac Navman Us	Vehicle GPS July-August 2021	543.92
68129	8/5/2021	Woodard & Curran	State Audit Support - Public Grants Funding	3,775.25
68130	8/12/2021	AAA Rentals	Construction Equip. Rental July-August 2021	1,224.42
68131	8/12/2021	Alpha Analytical Laboratories	Daily Coliform Samples 7/2021	240.00
68132	8/12/2021	Readyfresh By Nestle	Water Delivery 7/2021	339.09
68133	8/12/2021	Battery Junction Wholesale	Rayovac Alkaline 6V Lantern Battery 7/2021	487.64
68134	8/12/2021	California Water Service	Water Service - June-August 2021	2,770.07
68135	8/12/2021	CalPERS Long-Term Care Program	LTC Withholding 8/1/21-8/15/21	35.36
68136	8/12/2021	Core & Main	Couplers & Supplies 7/2021	4,566.41
68137	8/12/2021	Navia Benefit Solutions	Flexible Spending Account PR Contributions 8/13/21	766.88
68138	8/12/2021	Franchise Tax Board	Earnings Withholding Order #389526548454718398	325.00
68139	8/12/2021	Maxx Metals	Metal for Fabrication	173.11
68140	8/12/2021	Grainger	FERF Aerator Parts 8/2021	324.03
68141	8/12/2021	Kimball Midwest	Tools 8/2021	155.66
68142	8/12/2021	Ieda	Consulting Fees 8/2021	814.00
68143	8/12/2021	City Of Menlo Park - Water	Water Service - June-July 2021	111.77
68144	8/12/2021	City Of Menlo Park-Fuel	Fuel: District Vehicles 7/2021	7,451.79
68145	8/12/2021	Mission Clay Products, Llc	Clay Wyes & Tees 7/2021	1,231.25
68146	8/12/2021	Pacific Gas & Electric	Electric Service - June-July 2021	1,397.44
68147	8/12/2021	Ponton Industries, Inc.	Alkaline Long Life Battery 7/2021	1,837.50
68148	8/12/2021	County Of San Mateo	Recording Fee: Quitclaim Deed of Easement; APN: 073-261-050	20.00
68149	8/12/2021	County Of San Mateo	Recording Fee: 155 Grove Dr; APN: 079-011-080	41.00
68150	8/12/2021	County Of San Mateo	Recording Fee: 198 Meadowood Dr	41.00
68151	8/12/2021	County Of San Mateo	Recording Fee: 20 Sioux Way; APN: 077-310-020	41.00
68152	8/12/2021	County Of San Mateo	Recording Fee: 25 Arapahoe Ct; APN: 077-300-080	44.00
68153	8/12/2021	County Of San Mateo	Recording Fee: 30 Cheyenne Pt; APN: 077-242-190	44.00
68154	8/12/2021	County Of San Mateo	Recording Fee: 35 Sioux Way; APN:077-310-110	47.00
68155	8/12/2021	County Of San Mateo	Recording Fee: 205 Golden Oak Dr; APN: 079-092-170	50.00
68156	8/12/2021	County Of San Mateo	Recording Fee: 40 Sioux Way; APN: 077-310-040	41.00
68157	8/12/2021	County Of San Mateo	Notice of Exemption - 100 Terminal Ave; APN: 055-280-040	50.00
68158	8/12/2021	TPX Communications	District VoIP and Fiber Service 7/2021	2,955.03
68159	8/12/2021	3T Equipment Company	Pipe Patch Supplies 8/2021	17,760.55
68160	8/12/2021	Verizon Wireless	Internet: RWF-SHGCC 7/2/21-8/1/21	65.16

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
August 2021

68161	8/12/2021	Vision Communications Co.	Radio Airtime 8/2021	724.13
68162	8/19/2021	Allied Crane	Crane Certification - Quarterly - SHGCC 7/2021	560.84
68163	8/19/2021	Alpha Analytical Laboratories	Daily Coliform Samples 7/2021	120.00
68164	8/19/2021	Veolia Water North America	Water Service - Purdue Ave 6/2/21-8/2/21	84.04
68165	8/19/2021	Atchison, Barisone & Condotti	Attorney Fees 7/2021	7,382.64
68166	8/19/2021	Aztec Consultants	Metal Storage Building Project 1749.1E, 5% Retention Escrow	1,608.25
68167	8/19/2021	Aztec Consultants	Project 1749.1E New Metal Building 7/2021	30,556.75
68168	8/19/2021	Bay Area Air Quality Mgmt Dist	Permit Fee - Illinois PS	417.00
68169	8/19/2021	Bayside Equipment Company	Generator Service and Repair 8/2021	211.10
68170	8/19/2021	CWEA	CWEA Membership Renewal	192.00
68171	8/19/2021	California Water Service	Water Service - July-August 2021	74.79
68172	8/19/2021	Cintas	Uniform Service 8/11/21	730.82
68173	8/19/2021	Comcast	Internet - 2006 Sand Hill Rd 8/15/21-9/14/21	140.08
68174	8/19/2021	Core & Main	Couplers & Supplies 7/2021	189.47
68175	8/19/2021	Du-All Safety, Llc	DuAll Safety Maintenance Contract 7/2021	1,620.00
68176	8/19/2021	Freyer & Laureta	Menlo Park Community/Bayfront Plans & New Metal Bldg Support	16,392.50
68177	8/19/2021	Grainger	Misc. Parts & Supplies July-August 2021	2,010.70
68178	8/19/2021	Interstate Traffic Control	Keep Right Cone Signs 5/2021	32.78
68179	8/19/2021	City Of Menlo Park - Water	Water Service - Laurel St 7/9/21-8/6/21	1,111.22
68180	8/19/2021	Charles A. Planje	RWF Operating Coverage - SHGCC	2,970.00
68181	8/19/2021	Precision Engineering	North Bay Road & Ringwood Avenue CIP 6/2021	360,798.60
68182	8/19/2021	Recology Peninsula Services	Recology - 2yd Bin Weekly - SHGCC 7/2021	249.39
68183	8/19/2021	County Of San Mateo	Notice of Exemption - 30 Holden Court, PV; APN: 079-092-150	50.00
68184	8/19/2021	County Of San Mateo	Recording Fee: 17 Red Berry Ridge, PV	47.00
68185	8/19/2021	Univar Solutions USA	12.5% Sodium Hypochlorite for SHGCC / RWF 6/2021	1,608.92
68186	8/19/2021	Var Technology Finance	Fujitsu Fi-7900 Scanner Monthly Lease	462.99
68187	8/26/2021	AT&T	Telemetry & Alarms 7/13/21-8/12/21	1,139.48
68188	8/26/2021	Alpha Analytical Laboratories	Daily Coliform Samples 8/2021	420.00
68189	8/26/2021	Readyrefresh By Nestle	Water Delivery 7/11/21-8/10/21	268.43
68190	8/26/2021	CSRMA C/O Alliant Insurance	CSRMA Liability Deductibles FY 2021-22	15,440.30
68191	8/26/2021	CSRMA C/O Alliant Insurance	Vehicle Ins - Add 2021 Ford F350 Truck	119.00
68192	8/26/2021	California Water Service	Water Service - Stowe Ln 7/17/21-8/17/21	23.46
68193	8/26/2021	CalPERS Long-Term Care Program	LTC Withholding - 8/16/21-8/31/21	35.36
68194	8/26/2021	Cintas	Uniform Service 8/18/21	823.15
68195	8/26/2021	Comcast	Internet - SHGCC & WBSD August-Sept 2021	542.39
68196	8/26/2021	The Almanac	Publications 6/2021	4,977.00
68197	8/26/2021	Navia Benefit Solutions	Flexible Spending Account PR Contributions	766.88
68198	8/26/2021	Franchise Tax Board	Earnings Withholding Order #389526548454718398	325.00
68199	8/26/2021	Freyer & Laureta	Levee Design 6/2021-7/2021	18,293.75
68200	8/26/2021	Maxx Metals	Vendor To Cut Steel Plate To Size 8/2021	21.88
68201	8/26/2021	Grainger	Misc. Parts & Supplies 8/2021	1,509.17
68202	8/26/2021	Ogasawara Landscape Maint.	Building Maintenance - A&G - 8/2021	400.00
68203	8/26/2021	Omega Industrial Supply, Inc.	Sewer Aide Chemicals 8/2021	1,167.42
68204	8/26/2021	Pacific Gas & Electric	Electric Service - July-August 2021	786.12
68205	8/26/2021	Precision Engineering	North Bay Road & Ringwood Avenue CIP	644,192.15
68206	8/26/2021	Preferred Alliance	Admin Fees for DOT testing 7/2021	262.20
68207	8/26/2021	Principal Life Insurance Co.	Dental, Vision, Life Insurance 9/2021	6,609.61
68208	8/26/2021	Redwood General Tire Co., Inc.	Tire Replacement, Front End Alignment Unit 224 7/2021	1,120.13
68209	8/26/2021	County Of San Mateo	Recording Fee: 130 Shawnee Pass, PV, APN: 077-033-030	41.00
68210	8/26/2021	Sharp Business Systems	Monthly Lease for Copiers 8/2021	342.20
68211	8/26/2021	Staples Credit Plan	Office Supplies July-August 2021	1,030.09
68212	8/26/2021	Teamsters Local No. 350	Union Dues 9/2021	992.00
68213	8/26/2021	Telstar Instruments, Inc.	TelStar - Equipment Calibration - SHGCC 8/2021	3,356.25
68214	8/26/2021	Verizon Wireless	Cellular Service - 7/16/21-8/15/21	1,178.45
68215	8/26/2021	Weco Industries	Replacement Parts And Stock For CCTV 8/2021	14,454.14
68216	8/31/2021	Alpha Analytical Laboratories	Daily Coliform Samples 8/2021	180.00
68217	8/31/2021	CA Dept Of Tax & Fee Admin	Sales Tax 2020	127.57
68218	8/31/2021	California Water Service	Water Service - July-August 2021	23.46
68219	8/31/2021	Cintas	Uniform Service 8/4/21	901.62
68220	8/31/2021	East Bay Municipal Utility	BACWA Membership FY 2021-22 - Dues & CBC Fee	2,458.50
68221	8/31/2021	Federal Express	FedEx - Detection Instruments 8/20/21	27.48
68222	8/31/2021	Grainger	PPE, Misc. Parts & Supplies 8/2021	721.65
68223	8/31/2021	Pacific Gas & Electric	Electric Service - July-August 2021	19,071.49
68224	8/31/2021	Red Wing Shoe Store	Safety Boots 7/2021	1,816.89
68225	8/31/2021	Total Equip & Rental Of Fremont	Bobcat Repair 5/5/2021	1,488.66
68226	8/31/2021	Valley Heating & Cooling	HVAC Maintenance 6/2021	294.00

1,316,079.64

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
August 2021

Corporate Cards:

GL	DATE	Account Number & Name	Description	Amount
54028	8/23/2021	Commuter Benefits	Fastrak: Transportation Expenses	1,430.00
54080	8/23/2021	Memberships	CWEA Membership Fees	143.00
54091	8/23/2021	Stationary and Office Supplies	Office Supplies	2,752.51
54101	8/23/2021	Ops Supplies & Materials	Operating Supplies & Supplies for Goals Luncheon	520.60
54107	8/23/2021	Personal Protective Equip & Su	Replacement Air Filters for Offices	194.46
54117	8/23/2021	Building Maintenance	Tap Plastics: Hr New Office Window	223.00
54151	8/23/2021	Fleet/Vehicle R&M	Unit 225: Replace Windsheid	295.00
54157	8/23/2021	Building Repairs & Maint.	Supplies for Recycled Water Facility	25.77
54158	8/23/2021	Computer Software R & M	Log Me In, Zoom: Monthly Subscriptions	179.43
54159	8/23/2021	Computer Hardware R & M	Phone Case & Screen Protector, and External Hard Drive	169.94
54174	8/23/2021	Mgmt Conf. & District Meetings	Manager's Meetings, DM Meetings, and Goals Luncheon	807.10
54175	8/23/2021	CWEA Conf/Section Mtgs	Midsummer CWEA Conference	1,102.80
54207	8/23/2021	Vallombrosa Center	Vallombrosa: On Call Lodging	1,170.00
Bank of the West - Credit Cards				<u>9,013.61</u>

Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
8/2/2021	SVCW	Monthly Operating Contribution	596,979.00
8/2/2021	Paytrace	Credit Card Processing Fees	680.18
8/11/2021	CalPERS	Health Premiums	55,130.67
8/13/2021	PrimePay	Employee Payroll & Board of Director Fees - Check Date: 8/13/2021	122,157.90
8/13/2021	PrimePay	Payroll Taxes	39,670.43
8/13/2021	ICMA	Deferred Compensation	10,201.52
8/17/2021	PrimePay	PrimePay Fees	240.75
8/20/2021	Bank of the West	Bank Fees	411.47
8/27/2021	PrimePay	Employee Payroll - Check Date: 8/27/2021	123,084.48
8/27/2021	PrimePay	Payroll Taxes	36,185.59
8/27/2021	ICMA	Deferred Compensation	9,928.19
Bank Transfers From BofW Checking			<u>994,670.18</u>

Internal Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
	None		
Bank Transfers From BofW Checking			<u>0.00</u>

Summaries:

Withdrawal Summary

Total Checks	1,316,079.64
Total Corp Card	9,013.61
Total Bank Transfers	994,670.18
Total Internal Bank Transfers	-
Total Withdrawals	<u>2,319,763.43</u>

WEST BAY SANITARY DISTRICT
Expenditures By Vendor
7/01/2021 to 08/31/2021

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWALS
	YTD FY 2020-21	August 2021
3T Equipment Company	17,760.55	17,760.55
A-A Lock & Alarm	337.05	-
AAA Rentals	2,056.68	1,224.42
Abila	4,649.82	-
Action Towing	225.00	225.00
Allied Crane	560.84	560.84
The Almanac	4,977.00	4,977.00
Alpha Analytical Laboratories	2,220.00	1,260.00
Aqua Natural Solutions	1,145.49	1,145.49
AT&T	2,190.50	1,139.48
Atchison, Barisone & Condotti	14,720.62	7,382.64
Avery Associates, Inc.	5,500.00	-
Aztec Consultants	103,228.70	32,165.00
BAGG Engineers	20,555.00	-
Bank of the West - Credit Cards	17,546.37	9,013.61
Bank of the West	734.49	411.47
Battery Junction Wholesale	487.64	487.64
Bay Alarm	6,446.91	1,211.58
Bay Area Air Quality Mgmt Dist	417.00	417.00
Bay Area Paving Co. Inc.	14,400.00	-
Bayside Equipment Company	211.10	211.10
Bobcat of Fremont	3,322.21	-
CA Dept Of Tax & Fee Admin	127.57	127.57
California Water Service	5,914.65	2,948.61
CalPERS - Actuary Fee	-	-
CalPERS - Unfunded Accrued Liability	-	-
CalPERS - Retirement	-	-
CalPERS - Health Premiums	110,255.15	55,130.67
CalPERS - 1959 Survivor Billing	-	-
Calpers Long-Term Care Program	141.44	70.72
Cintas	6,229.29	5,538.26
City of Menlo Park	44,154.00	-
City of Menlo Park-Fuel	7,451.79	7,451.79
City of Menlo Park - Water	3,042.38	1,230.14
Cleanserv Universal Services	2,150.00	1,075.00
Comcast	1,365.05	682.47
Core & Main	6,960.84	6,960.84
CPS HR Consulting	4,045.00	295.00
CSRMA c/o Alliant Insurance	106,972.30	15,559.30
CWEA	192.00	192.00
Dell Marketing L.P.	1,471.93	-
Delta Diablo Sanitation Dist.	13,738.44	-
Dewey Pest Control	164.00	164.00
Ditch Witch West	635.75	-
Du-All Safety, Llc	3,240.00	1,620.00
East Bay Municipal Utility	2,458.50	2,458.50
Federal Express	27.48	27.48
Franchise Tax Board	1,739.66	650.00
Freyer & Laureta	51,948.00	44,105.50
Victor Garcia	232.10	-
Governmentjobs.com dba NeoGov	4,118.37	-
Grainger	6,374.40	5,411.57
Granite Rock, Inc.	181.87	-
Hach Company	47,765.47	34,490.47
Harbor Ready Mix	547.50	547.50
Hadronex, Inc.	34,632.00	-
HF&H Consultants, LLC	55.00	-
Home Depot Credit Services	2,683.84	800.65
Bob Hulsmann	267.09	267.09
ICMA	49,593.45	20,129.71
IEDA	1,628.00	814.00
Interstate Traffic Control	32.78	32.78
Jason Kambic	12,235.58	-
Kimball Midwest	155.66	155.66
Kone Pasadena	565.60	282.80
Lasky Trade Printing	1,229.06	-
Lisandro Marquez	438.65	-
Matheson Tri-Gas, Inc.	118.29	118.29
Maxx Metals	194.99	194.99
MedCo Supply Company	190.80	190.80
Mission Clay Products, Llc	1,231.25	1,231.25
Municipal Maintenance Equip.	2,652.47	2,652.47
Navia Benefit Solutions	3,884.40	1,558.76
NeoPost	300.00	-
Occupational Health Centers	1,045.00	-
Ogasawara Landscape Maint.	5,400.00	400.00
Omega Industrial Supply, Inc.	5,204.80	1,167.42
Pacific Gas & Electric	50,651.28	45,298.22
Paytrace	1,338.90	680.18
Peninsula Battery Inc.	117.26	-
Peninsula Building Supply	271.30	-
Pier 2 Marketing	500.00	-

WEST BAY SANITARY DISTRICT
Expenditures By Vendor
7/01/2021 to 08/31/2021

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWALS
	YTD FY 2020-21	August 2021
Charles A. Planje	6,138.00	2,970.00
Ponton Industries, Inc.	1,837.50	1,837.50
Precise Concrete Sawing, Inc.	900.00	-
Precision Engineering	1,365,304.85	1,004,990.75
Preferred Alliance	650.40	262.20
PrimePay Fees	934.55	240.75
Principal Life Insurance Co.	13,217.06	6,609.61
Quadient Leasing USA, Inc.	281.92	-
Questyme USA	1,390.04	-
Sergio Ramirez	439.44	-
Readyrefresh By Nestle	1,005.39	607.52
Recology Peninsula Services	498.78	249.39
Red Wing Shoe Store	2,654.54	1,816.89
Redwood General Tire Co., Inc.	2,076.53	2,076.53
City of Redwood City	7,054.38	1,997.39
Roberts & Brune Company	1,553.88	298.57
SVCW Bond - 2014 Bond	-	-
SVCW Bond - 2015 Bond	-	-
SVCW Bond - 2018 Bond	2,438,837.50	-
SVCW Bond - 2021 Bond	2,309,314.86	-
SVCW - Monthly Operating Contribution	1,193,958.00	596,979.00
SVCW - SRF Debt	-	-
Silicon Valley Clean Water	600.00	-
County of San Mateo	577.00	507.00
San Mateo County Tax Collector	-	-
San Mateo County Health	954.00	-
County of San Mateo - LAFCO	32,610.00	-
County of Santa Clara	-	-
Robert J. Scheidt	405.84	-
Seekzen Systems	8,450.00	475.00
Sensera Systems	1,716.00	-
Sharp Business Systems	2,515.04	1,428.62
Staples Credit Plan	1,474.75	1,030.09
Sunstate Equipment	2,134.10	-
SWRCB - SHRWF SRF Loan	-	-
TPX Communications	5,909.31	2,955.03
Target Specialty Products	1,880.94	-
Teamsters Local No. 350	1,968.00	992.00
Teletrac Navman Us	543.92	543.92
Telstar Instruments, Inc.	3,356.25	3,356.25
Total Equip & Rental Of Fremont	1,488.66	1,488.66
Towne Ford Sales	108.00	-
Tritech Software Systems	13,309.58	-
Underground, Inc.	116.78	-
Univar Solutions USA	1,608.92	1,608.92
VAR Technology Finance	925.98	462.99
Valley Heating & Cooling	294.00	294.00
Veolia Water North America	84.04	84.04
Verizon Wireless	2,686.51	1,243.61
Vision Communications Co.	724.13	724.13
Weco Industries	14,454.14	14,454.14
Western States Tool & Supply	60.18	-
Wex Bank (Chevron)	300.29	-
Woodard & Curran	3,775.25	3,775.25
TOTAL REGULAR PAYABLES	8,287,034.58	1,998,665.03
<u>SALARIES, WAGES & WITHHOLDINGS</u>		
Salaries/Wages - Net Pay	592,663.68	241,402.38
Directors Fees - Net Pay	7,920.00	3,840.00
Payroll Taxes	187,051.92	75,856.02
Performance Merit Program - Net Pay	-	-
TOTAL SALARIES RELATED	787,635.60	321,098.40
TOTAL WITHDRAWALS	9,074,670.18	2,319,763.43
WBSD Transfers:		
Transfer to WBSD LAIF Account	-	-
Transfer to WBSD Investment Accounts	-	-
Other Transfers	-	-
Transfer to WBSD Accounts	-	-

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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 – August 2021

Month	Basin PM Pipe Cleaning	High Freq. PM Pipe Cleaning	Un-Sche. Pipe Cleaning	WBSD CCTV Insp.	Pipe Patch Repairs	Open Trench Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls- Unit 208			
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Qty.	Cat. 1	Cat. 2&3s	Call Outs	Sch PM	Unsch. PM	USA's
January	11.4	4.7	1.2	2.7	5	5	61	0	0	0	79	12	0	153
February	4.6	7.1	0.5	2.9	5	8	66	0	0	0	68	5	0	190
March	16.8	0.1	0.4	4.8	2	8	73	0	0	0	87	14	0	230
April	9.9	5.0	0.1	0.8	5	8	79	0	0	0	76	9	0	195
May	10.7	9.7	0.3	1.1	4	8	70	0	0	0	74	11	0	213
June	15.3	0.2	0.4	3.2	1	15	83	0	0	2	72	12	0	200
July	8.1	5.0	0.8	1.0	2	9	81	0	0	0	58	11	0	179
August	9.3	7.3	0.8	5.0	4	12	78	1	0	0	72	8	0	172
Sept.														
* Oct.														
Nov.														
Dec														
Yr to date	86.1	39.1	4.5	21.5	28	73	591	1	0	2	586	82	0	1532
2021 Goals	120.0	50.0	n/a	45-50	65	90	n/a	<10	0-2	3 to 5	n/a	n/a	n/a	n/a

2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0-Jan	1012	89	5	2362
2019 Goals	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525
2017 Results	126.4	51.5	5.7	24.8	66	97	1265	8	2	3	700	178	61	3218
2016 Results	126.4	49	6	33	65	94	1188	5	0	8	798	167	155	3222
2015Results	126.4	55	21	46	65	90	1349	6	0	5	798	174	185	2125
2014Results	126.4	63	20	48	65	78	1328	10	2	12	771	183	72	1834



**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 – August 2021

	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month							Cat. 1	Cat. 2&3s	Call Outs
Temp Help	Miles	Miles	Miles	Miles	Qty.	Qty.			
January	1.2	1.3	0.0	0.0	4	0	0	0	0
February	1.7	0.2	0.0	1.3	4	0	0	0	1
March	1.4	1.2	0.0	1.3	4	0	0	0	0
April	1.0	1.6	0.1	0.9	4	0	0	1	0
May	0.4	1.8	0.0	1.2	4	0	0	0	0
June	0.4	0.5	0.0	0.1	4	0	0	1	0
July	0.0	1.1	0.1	1.9	4	0	0	0	1
*August	0.1	1.1	0.0	0.9	4	0	0	1	0
Sept.	1.6	1.3	0.1	0.9	4	0	0	0	0
Oct.	1.1	1.1	0.4	0.7	4	0	0	0	0
Nov.	2.0	0.9	0.4	0.0	4	0	0	0	0
Dec	0.5	0.7	0.5	0.1	4	0	0	0	0
** Yr to date	11.4	12.8	1.6	9.3	48	0	0	3	2
FY20/21Goals	13	16.8	n/a	9.3	52	n/a	n/a	n/a	n/a

* = Start of contract, ** = Lucity Data

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

**Subject: Town of Woodside Operations and Maintenance Report for Work
Performed by WBSD – August 2021**

Please see next page for work performed.

*= July Start of Contract. Data shows 2020/2021 PMPP year.



Yearly Summary Report

9/2/2021
11:02 AM

Dates Between 9/1/2020 and 8/31/2021

Month	Basin PM Pipe Cleaning (miles)	High Freq PM Pipe Cleaning (miles)	Unscheduled Pipe Cleaning (miles)	CCTV Inspection (miles)	Pump Stations Preventive Maintenance Qty	Pump Stations Unscheduled Repairs Qty	SSO Cat 1	SSO Cat 2 & 3	Service Calls Call Outs
January	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
March	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
April	0.00	0.0	0.0	0.0	10	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.9	8	0.0	0.0	0.0	0.0
June	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	13	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	10	0.0	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	12	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	9	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	12	0.0	0.0	0.0	0.0
December	4.44	0.0	0.0	0.0	10	0.0	0.0	0.0	0.0
Totals	4.44	0.9	0.0	0.9	116	0.0	0.0	0.0	0.0



**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

The District has established several reserve accounts to facilitate efficient cash flow for district operations and capital expenditures. Target balances have been set by the Board to accomplish District goals and are evaluated annual. The District Reserve Policy was reviewed and approved June 9, 2021, creating a new Treatment Plant Reserve and allocating equity to fund the target balances of other reserves.

The Operating Reserve is set at six months of operating expenditures to fund the District during the periods between receipts of sewer service fees from the County of San Mateo from the property tax roll and held in the Local Agency Investment Fund (LAIF). Additional short term reserves are also held in LAIF, as funds are liquid and yields are equivalent to reserve account. The balance in LAIF, as of August 31, 2021, was \$31.87 million. The Equipment Replacement Reserve is held in a money market account. The balance as of, August 31, 2021, was \$816 thousand.

The Recycled Water SRF Reserve was established pursuant to an agreement with Sharon Heights Golf & Country Club (SHGCC) and requirements with the California State Water Resources Control Board, as a deposit for the State Revolving Fund (SRF) loan for the Sharon Heights Recycled Water Facility, as of July 30, 2021 all funds have been transferred to a money market account, as requested by SHGCC management. The Recycled Water SRF Money Market (MM) has a balance of \$1.5 million.

<u>District Reserve Accounts</u>	<u>Target Balance</u>	<u>Target</u>
Operating Reserve (LAIF)	\$10.7 million	Achieved
Treatment Plant Reserve	\$12 million	Unfulfilled
Rate Stabilization Reserve	\$10 million	Achieved
Capital Project Reserve	\$6 million	Achieved
Emergency Capital Reserve	\$5 million	Achieved
Recycled Water Cash Flow Reserve	\$8 million	Achieved
Recycled Water SRF Money Market	\$1.46 million	Achieved
Equipment Replacement Reserve	\$0.9 million	Unfulfilled

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

Recommendation

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



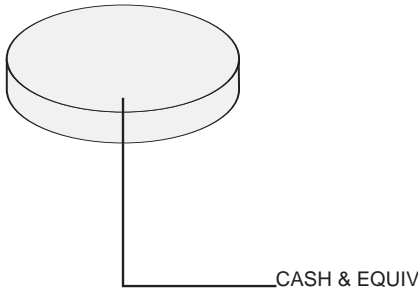
WBSD - OPERATING RESERVE

Account Number: 08/01/21 -
 Statement Period: 08/31/21

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	3,019.30	100.0%
Total Portfolio	\$ 3,019.30	100.0%
Accrued Income	0.08	
Total Valuation	\$ 3,019.38	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 1,269.50	\$ 9,554,609.56
Income		
Interest.....	1,769.50	17,837.18
Disbursements.....	-0.20	-1,538.73
Cash Transfers.....	0.00	-1,060,723.93
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-19.42	-56,197.73
Change In Market Appreciation/(Depreciation).....	0.00	-8,665.46
Non-Cash Asset Changes.....	0.00	-8,442,301.51
Ending Market Value	\$ 3,019.38	\$ 3,019.38



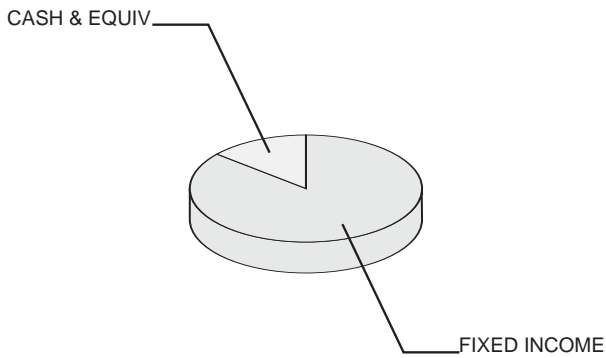
WBSD - RATE STABILIZATION RESERVE

Account Number: 08/01/21 -
 Statement Period: 08/31/21

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

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	1,398,735.36	14.1%
Fixed Income	8,548,630.89	85.9%
Total Portfolio	\$ 9,947,366.25	100.0%
Accrued Income	57,949.42	
Total Valuation	\$ 10,005,315.67	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 10,008,403.58	\$ 4,257,666.02
Income		
Interest.....	11,547.64	15,552.33
Disbursements.....	-1,611.49	-2,298.70
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	4,372.08	42,905.14
Change In Market Appreciation/(Depreciation).....	-10,060.77	2,310.45
Non-Cash Asset Changes.....	-7,335.37	5,689,180.43
Ending Market Value	\$ 10,005,315.67	\$ 10,005,315.67



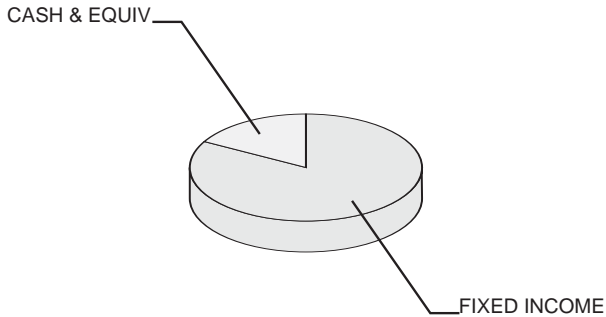
WBSD - CAPITAL PROJECT RESERVE

Account Number: 08/01/21 -
 Statement Period: 08/31/21

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	1,025,836.05	17.2%
Fixed Income	4,950,937.06	82.8%
Total Portfolio	\$ 5,976,773.11	100.0%
Accrued Income	23,017.39	
Total Valuation	\$ 5,999,790.50	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 6,001,628.58	\$ 3,474,068.91
Income		
Interest.....	24,929.16	30,253.45
Disbursements.....	-965.25	-1,523.94
Cash Transfers.....	0.00	547,000.00
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-15,916.46	-1,838.56
Change In Market Appreciation/(Depreciation).....	4,971.50	10,128.06
Non-Cash Asset Changes.....	-14,857.03	1,941,702.58
Ending Market Value	\$ 5,999,790.50	\$ 5,999,790.50



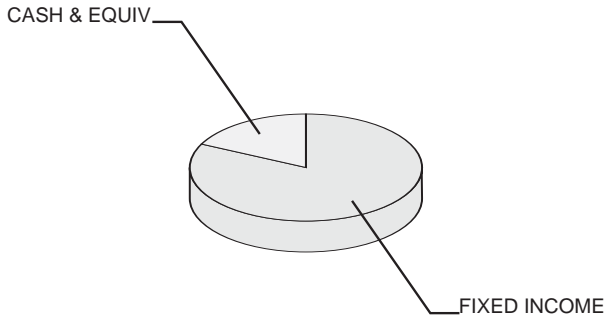
WBSD - EMERGENCY CAPITAL RESERVE

Account Number: 08/01/21 -
 Statement Period: 08/31/21

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	889,635.99	17.9%
Fixed Income	4,089,087.52	82.1%
Total Portfolio	\$ 4,978,723.51	100.0%
Accrued Income	25,053.74	
Total Valuation	\$ 5,003,777.25	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,004,614.98	\$ 4,119,549.77
Income		
Interest.....	14,103.24	20,875.32
Disbursements.....	-805.04	-1,468.23
Cash Transfers.....	0.00	233,400.00
Realized Gains/(Losses).....	911.15	911.15
Change In Accrued Income.....	-6,537.69	-179.39
Change In Market Appreciation/(Depreciation).....	337.98	5,752.07
Non-Cash Asset Changes.....	-8,847.37	624,936.56
Ending Market Value	\$ 5,003,777.25	\$ 5,003,777.25



WBSD - RECYCLED WATER CASH FLOW

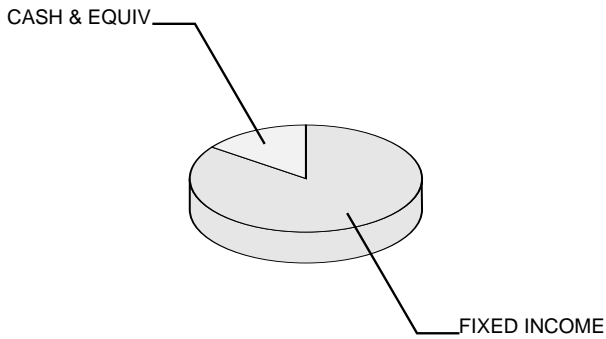
Account Number:
 Statement Period:

08/01/21 -
 08/31/21

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

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	96,932.31	14.8%
Fixed Income	558,060.55	85.2%
Total Portfolio	\$ 654,992.86	100.0%
Accrued Income	5,496.60	
Total Valuation	\$ 660,489.46	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 660,776.65	\$ 229,869.44
Income		
Interest.....	1,976.34	2,029.83
Disbursements.....	-106.03	-143.08
Cash Transfers.....	0.00	24,938.53
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-275.30	4,398.19
Change In Market Appreciation/(Depreciation).....	-633.95	-1,211.85
Non-Cash Asset Changes.....	-1,248.25	400,608.40
Ending Market Value	\$ 660,489.46	\$ 660,489.46



WEST BAY SANITARY DISTRICT AGENDA ITEM 3G

To: *Board of Directors*

From: *Bill Kitajima, Projects and IT Manager
Jonathan Werness, Engineering Technician*

Subject: *Consideration of Authorizing the District Manager to Consent to the Abandonment of Public Utility Easement at 1701 Bay Laurel Drive, Menlo Park*

Background

KPROX Civil Engineering on behalf of the property owner has requested the abandonment of a portion an existing 10' Public Utility Easement (PUE) at the rear of 1701 Bay Laurel Drive along the San Francisquito Creek. The City of Menlo Park is requiring consent by all utility companies that may have an interest in the easement. The District currently has no sewer main within the property or easement.

Analysis

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

Fiscal Impact

None

Recommendation

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

Attachment: Exhibit A - Letter from KPROX Civil Engineering
Exhibit B – Tract Map
Exhibit C - West Bay Site Map



555 Bryant Street, Suite 368
Palo Alto, CA 94301
(650) 549-4249
www.kprox.com

Memorandum

To: West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025

Attn: Jonathan Werness

From: Miliarist Kontorovsky
mk@kprox.com
650-505-3777

Project No: 19-9602

Subject: Request for Approval of the Vacation of a Public
Utility Easement Lying within 1701 Bay Laurel
Drive. Menlo Park, CA. (APN 071203-010)

Date: September 1, 2021

Dear Mr. Werness,

The owner of the property located at 1701 Bay Laurel Drive in Menlo Park, CA is applying to the City of Menlo Park for the vacation of the 10 feet utility easement lying within the property (Northeasterly and Southeasterly). The City requires consent to the vacation by the various utilities companies that may have an interest in the easement.

Attached for your review and reference, please find Tract Map of "Martin Tract Menlo Park" dated 1948. Filed in Book 29, Page 8 (page 1 of 1), which established the easement.

Please note that there are no existing sanitary sewer improvements within the existing PUE to be vacated, nor are there proposed sanitary sewer improvements either.

Thank you for your assistance and we appreciate your efforts in reviewing this request. Feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in blue ink that reads 'Miliarist Kontorovsky'.

Miliarist Kontorovsky
Principal



WEST BAY SANITARY DISTRICT
EXHIBIT "C"
SITE LOCATION
1701 BAY LAUREL DRIVE
MENLO PARK, CA





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

To: *Board of Directors*

From: *Bill Kitajima, Projects & IT Manager
Jonathan Werness, Engineering Technician*

Subject: **Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1086 for the Construction of Wastewater Facilities for 155 Cherokee Way, Portola Valley, California**

Background

This permit request was for the construction of a Septic Tank Effluent Pump (STEP) system to connect to the existing STEP force main in the street to serve 155 Cherokee Way.

Analysis

The Board issued this Permit at the Regular Meeting of February 13, 2019.

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

Recommendation

The Projects Manager recommends that the Board accepts these facilities and directs the District Manager to approve the Class 3 Permit No. 1086.

Attachments: Class 3 Permit No. 1086
Exhibit A: Site map

WEST BAY SANITARY DISTRICT

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

Permit Number

No 1086

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

APN: 077-242-030

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

155 Cherokee Way, Portola Valley CA 94028

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

Residential Non-residential Development at said location.

ENGINEER'S

MacLeod & Associates

Name

965 Center St. San Carlos, CA
Address 94070

CONTRACTOR'S

Webb Builders Inc

Name

1494 Oddstad Dr. Redwood City CA
Address 94063

OWNER'S

YVONNE HARROSH

Name

175 Iris St. Redwood City, CA 94062
Address

Applicant's Signature

Signed by - Please Print Name

Address

Receipt of \$ 545.00 Application Fee is hereby acknowledged May 15, 2018

Date

Receipt of \$ 2000.00 Cash deposit or Performance Bond

Comments For installation of a STEP system to be connected to existing STEP force main located on Cherokee Way

Approved by the District Board on _____

Application approved and permit issued:

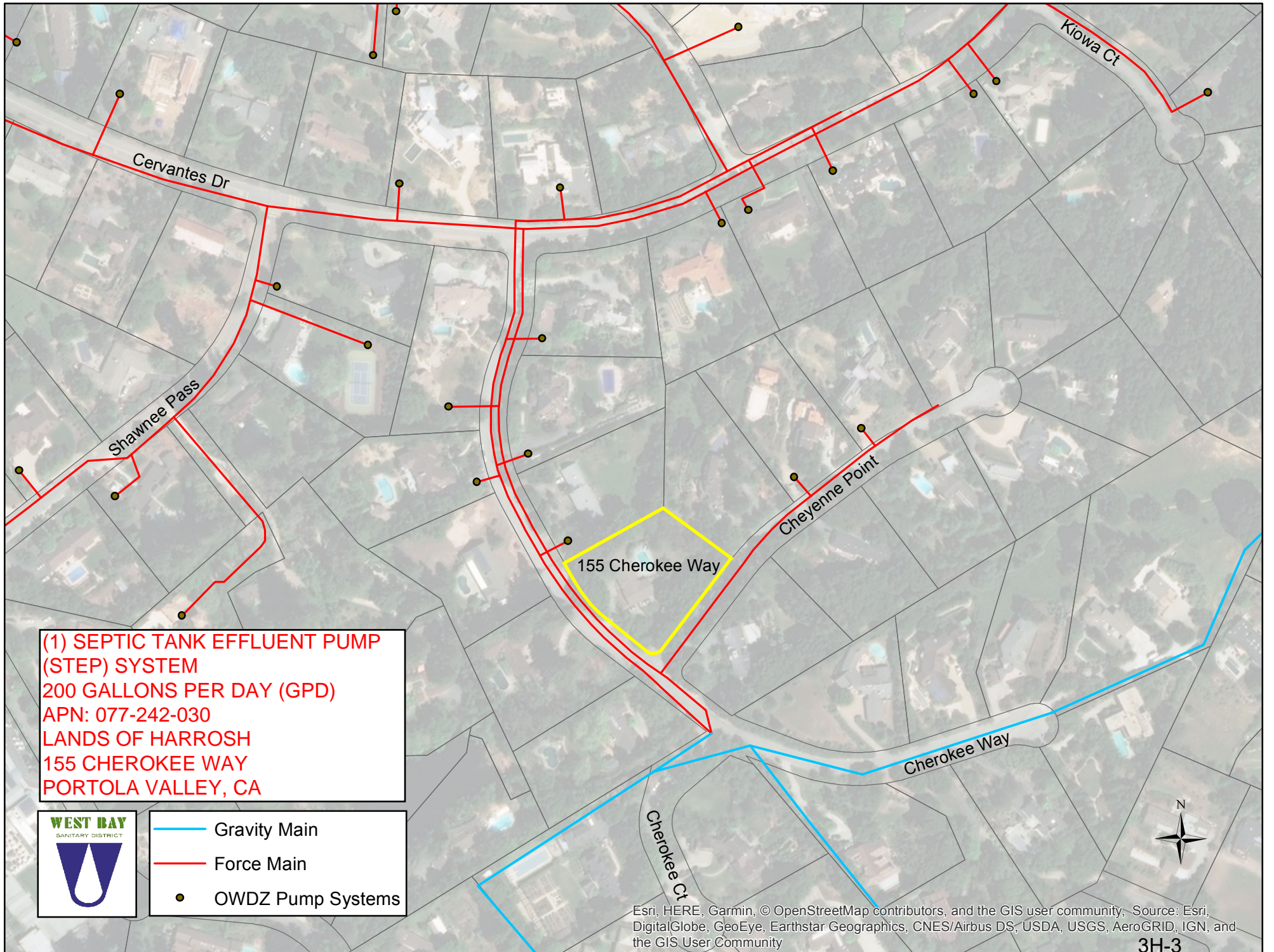
WEST BAY SANITARY DISTRICT

Phil Scott, District Manager

Date _____




By _____

Final Acceptance by the District Board on _____



**(1) SEPTIC TANK EFFLUENT PUMP
(STEP) SYSTEM
200 GALLONS PER DAY (GPD)
APN: 077-242-030
LANDS OF HARROSH
155 CHEROKEE WAY
PORTOLA VALLEY, CA**



-  Gravity Main
-  Force Main
-  OWDZ Pump Systems

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

To: Board of Directors

**From: Bill Kitajima, Projects & IT Manager
Jonathan Werness, Engineering Technician**

Subject: Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1134 for the Sewer Main Extension Required for the Connections of 1525 and 1535 Altschul Avenue, Menlo Park

Background

1525 and 1535 Altschul Avenue had for many years shared a sewer lateral with their neighbor at 1515 Altschul Avenue. This was non-conforming to the District's Code. The owners extended the District's main an additional 103 LF to front their properties, so that all three properties can properly connect to the sewer main with their own independent lateral.

Analysis

The Board issued this Permit at the Special Meeting of November 18, 2020.

The work has been completed and has been inspected, tested, and approved by staff as being in conformance with District Standards. The property owner has submitted a bond for the one-year guarantee of the work, record drawings, CCTV, as well as conditional waivers and releases of subsequent contractors.

Recommendation

The Projects & IT Manager recommends that the Board accepts these facilities and directs the District Manager to approve the Class 3 Sewer Permit No. 1134.

Attachment: Class 3 Permit No. 1134
Exhibit A - Site Map

WEST BAY SANITARY DISTRICT

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

Permit Number
1134

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

1535 ALTSCHUL AVE, MENLO PARK CA 94025
1525 ALTSCHUL AVE, MENLO PARK CA 94025

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

Residential Non-residential Development at said location.

ENGINEER'S

JAMES E THOMPSON

Name

1048 EL CAMINO REAL, STE C
Address REDWOOD CITY CA 94063

CONTRACTOR'S

Name

Address

OWNER'S

TIFFANY LEE

Name

1535 ALTSCHUL AVE
Address MENLO PARK, CA 94025

[Signature]

Applicant's Signature

JAMES E THOMPSON

Signed by - Please Print Name

1048 EL CAMINO REAL, STE C
Address REDWOOD CITY, CA 94063

Receipt of \$ 585 Application Fee is hereby acknowledged Nov 2, 2020 Date

Receipt of \$ 2000 Cash Deposit or Performance Bond

Comments SEWER MAIN EXTENSION

Approved by the District Board on _____.

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Date 11/18/2020

By [Signature]

Final Acceptance by the District Board on _____.

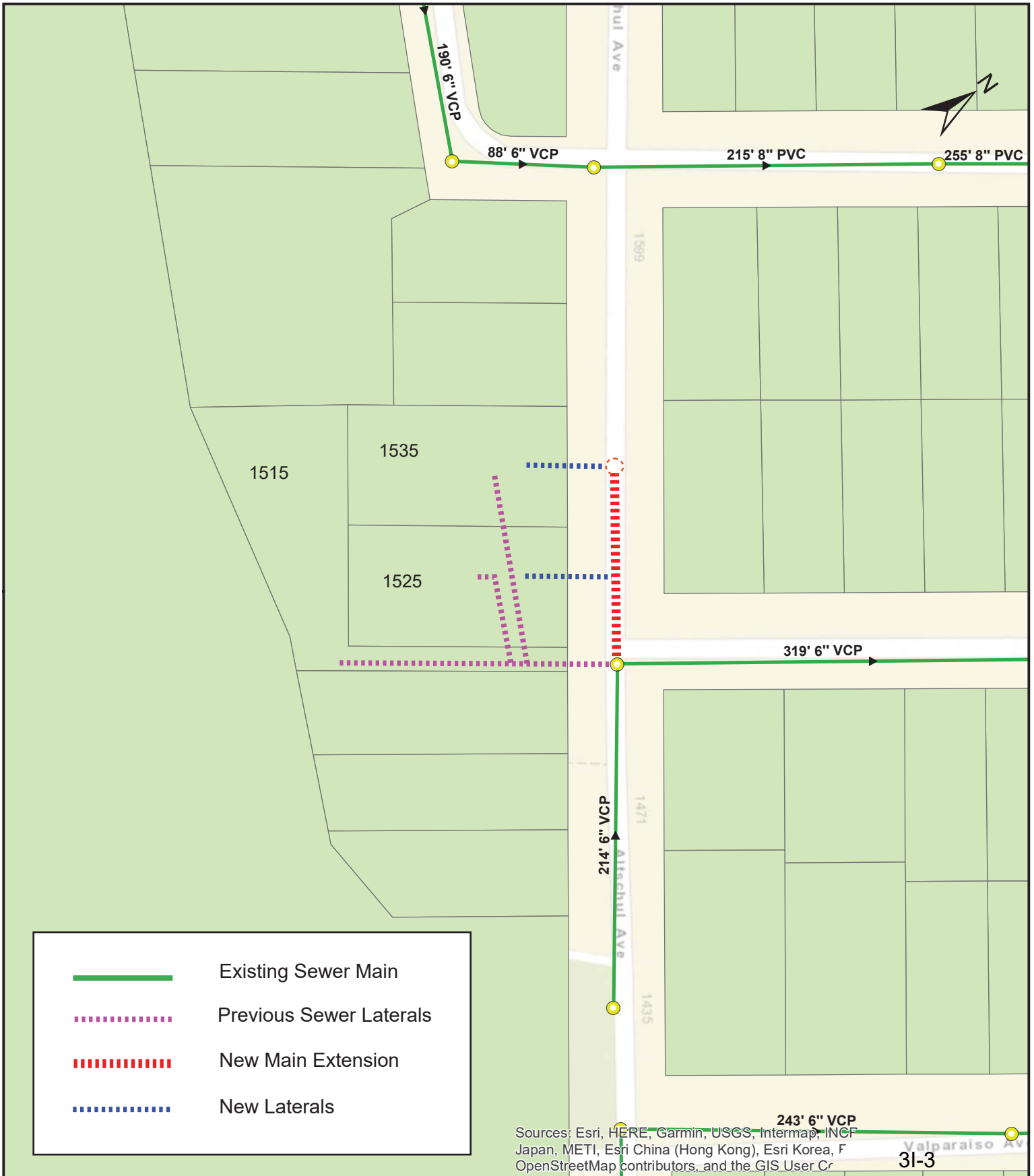
WEST BAY SANITARY DISTRICT

EXHIBIT "A"

SITE MAP

ALTSCHUL MAIN EXTENSION

TO SERVE 1525 & 1535 ALTSCHUL AVENUE, MENLO PARK



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WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Presentation by South Bayside Waste Management Authority (SBWMA) the Implementation of California Senate Bill (SB) 1383 Short-Lived Climate Pollutants: Organic Waste Methane Emissions Reductions*

Background

In September 2016, Governor Brown signed into law SB 1383, establishing reduction targets in a statewide effort to reduce methane emissions of short-lived climate pollutants in various sectors of California's economy, including methane emissions created by disposal of organic materials. SB 1383 is the most significant waste reduction mandate to be adopted in California in the last 30 years. It requires the state to reduce the amount of organic waste (food waste, green waste, paper products, etc.) sent to landfills by 75% by 2025. In volumetric terms, the state must reduce organic waste disposal by more than 20 million tons annually by 2025. The law also establishes a target that not less than 20% of edible food that is currently disposed of be recovered for human consumption by 2025.

SB 1383 provides CalRecycle the regulatory authority to achieve the organic waste disposal reduction targets. In November 2020, CalRecycle received a Notice of Approval of Regulatory Action from the Office of Administrative Law (OAL), making the SB 1383 Short-Lived Climate Pollutants regulations final and set to go into effect on January 1, 2022. On January 1, 2024, the regulations may require local jurisdictions to impose penalties for noncompliance on regulated entities subject to their authority.

More information regarding SB 1383 can be found online at www.calrecycle.ca.gov/organics/slcp/.

The purpose of this presentation is to provide information to the Board of Directors on the requirements of SB 1383 Short-Lived Climate Pollutants: Organic Waste Methane Emissions Reductions and provide an overview of the next steps that will be required.

Under SB 1383 regulations, there are several specific implementation tasks required of local governments. To comply, West Bay Sanitary District must do the following by January 1, 2022:

- Adopt an enforcement ordinance before January 1, 2022, and subsequently inspect and enforce compliance with SB 1383 covered entities.
- Adopt Memorandum of Understanding with South Bayside Waste Management Authority (SBWMA) to implement SB 1383-related compliance on behalf of West Bay Sanitary District.
- Provide organic material collection to all residents and businesses through Recology Franchise Agreement Amendment 2.
- Adopt Memorandum of Understanding with County of San Mateo Office of Sustainability to implement an Edible Food Recovery Program that meets SB 1383 standards.

Analysis

CalRecycle regulations to meet the SB 1383 targets will have a significant impact on the solid waste services provided throughout the State, in San Mateo County, the South Bayside Waste Management Authority (SBWMA) service area and in West Bay Sanitary District specifically. Attachment 1 contains a high-level snapshot of requirements. Following is a broader discussion of the several categories of new requirements.

Ordinance and Policy Requirements

Jurisdictions are required to adopt an enforceable ordinance to implement all requirements of SB 1383, and subsequently inspect and enforce compliance with SB 1383 covered entities. CalRecycle has provided a model ordinance, which the SBWMA has adapted for use by its member agencies, based on service delivery and compliance models. West Bay Sanitary District will need to adopt this ordinance prior to the January 1, 2022, implementation date.

Collection and Processing Requirements

SB 1383 requires jurisdictions to provide organic waste collection services to all residents and businesses. Single family homes are required to subscribe to and participate in organics curbside collection service. Multifamily complexes and businesses are required to either, subscribe to and participate in organics curbside collection or to self-haul organic waste. Businesses are required to annually and as needed educate employees, contractors, tenants, and customers regarding how to properly sort organic material into the correct containers.

An amendment to the franchise agreement with Recology will be brought to the Board of Directors to add this scope of work later this year.

Edible Food Recovery Requirements

Edible Food Recovery is the newest concept in SB 1383. Specifically, SB 1383 requires that by 2025 California recover 20% of edible food that would otherwise be sent to landfills, to feed people in need. The law directs jurisdictions to establish food recovery programs and strengthen their existing food recovery networks, edible food generators arrange to recover the maximum amount of their edible food that would otherwise go to landfills and food recovery organizations and services that participate in SB 1383 must

maintain records. Tier One Commercial Generators who must comply by January 1, 2022, include large supermarkets, grocery stores, food service providers, food distributors, and wholesale vendors. Tier Two Commercial Generators who must comply by January 1, 2024, include large restaurants (greater than or equal to 5,000 square feet or more than 250 seats), hotels, health facilities, event venues, local education agency with an on-site food facility, and events.

San Mateo County Office of Sustainability has taken a leading role in developing this program and program capacity for the region over the past year since food recovery is outside the expertise, experience and capacity of the waste collection and disposal system, and because food distribution activity and capacity is more efficiently handled on a multi-jurisdictional and/or regional manner.

West Bay Sanitary District may need to enter into a Memorandum of Understanding with the County to delegate this responsibility and delineate roles and responsibilities.

Enforcement Requirements

Nearly all programs outlined in SB 1383 are required to be in place starting January 1, 2022 and enforced by January 1, 2024, including the requirements that West Bay Sanitary District inspect and enforce compliance by covered entities (residential and commercial customers). West Bay Sanitary District staff will have to be involved in the notice of violation on generators and assessing penalties for non-compliance.

Education and Outreach Requirements

West Bay Sanitary District is required to conduct outreach and education to all affected parties, including generators, haulers, facilities, edible food recovery organizations, and municipal departments. It is anticipated that these duties will be fulfilled by a combination of efforts between the SBWMA, and the franchised solid waste collection vendor, Recology, and the County of San Mateo Office of Sustainability. Recology's Waste Zero Specialists work directly with businesses now on education regarding recycling.

An amendment to the franchise agreement with Recology and the Memorandum of Understanding with SBWMA will be brought to the Board of Directors to add this scope of work.

Record Keeping Requirements

West Bay Sanitary District is required to maintain accurate and timely records of SB 1383 compliance. It is anticipated that SBWMA staff will be heavily involved in record-keeping on a regional basis as they are now for recycling reporting. The Memorandum of Understanding with SBWMA coming forward to Board of Directors will include this scope of work.

To achieve compliance with the SB 1383 regulations, West Bay Sanitary District will work very closely with our partners, as outlined below:

- South Bayside Waste Management Authority (SBWMA) is a Joint Powers Authority that operates collectively to provide our community's solid waste collection and programming and joint ownership of the Shoreway Environmental Center. SBWMA will assist member agencies to collectively address compliance requirements while also providing public education. SBWMA has hired a full-time staff person to assist member agencies with implementation and reporting for SB 1383.
- San Mateo County Office of Sustainability is a proactive partner in several collective County-wide programs associated with Solid Waste and specifically addresses the edible food waste recovery element of SB 1383 at a regional level as well as potential partnership in the procurement requirement.
- Recology San Mateo County, the District's franchised waste hauler, has already started working to educate customers through Waste Zero Specialists and will work with the District and the SBWMA to meet compliance with new regulations.

Despite the support of the various agreements with partner agencies, the state will ultimately continue to hold the West Bay Sanitary District responsible for compliance with SB 1383 and the continued success of these partnerships is essential.

If CalRecycle finds that the District is not fulfilling one or more of its responsibilities to implement and enforce SB 1383, enforcement actions may include:

- Conducting more frequent inspections
- Taking over direct enforcement
- Establishing a schedule for compliance and a probationary period, requiring a work plan, requiring the jurisdiction to demonstrate it has sufficient staffing; and/or
- Seeking administrative penalties.

Fiscal Impact

Compliance with SB 1383 may result in increased costs for scope of service modification with Recology, conducting enforcement, and establishing an edible food recovery program. The SBWMA will present anticipated costs for Recology's scope of service modifications at a September 9th, 2021 Study Session to the Board of Directors and Technical Advisory Committee.

Environmental Impact

This is an informational item only and is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines sections 15378(b)(2) and 15378(b)(5) as ongoing administrative or organizational activities that will not result in direct or indirect physical changes in the environment.

Recommendation

There is no formal recommendation at this time only that the presentation be heard and considered by the Board of Directors.

SB 1383 Summary Checklist

This SB 1383 Jurisdictional Checklist was prepared by HF&H Consultants, LLC based on CalRecycle's SB 1383 Short-Lived Climate Pollutant regulations ("SB 1383") approved on November 3, 2020. HF&H provides this as a guidance document to highlight key requirements for jurisdiction compliance; however, it does not reflect all requirements. In this checklist, "jurisdiction" means city or county. Requirements that pertain only to counties are labeled accordingly. Several items in the checklist may be assigned to a jurisdiction's designee, but it is ultimately the responsibility of a jurisdiction to comply with SB 1383 pursuant to 14 CCR Section 18981.2.c. Unless otherwise stated, jurisdiction compliance with SB 1383 shall occur by January 1, 2022. SB 1383 also includes requirements for generators, haulers, food recovery services, food recovery organizations, and facility operators; however, these are not summarized in this checklist.

Ordinances & Policies

- Adopt enforceable ordinance(s) or similar mechanism(s) requiring compliance with various SB 1383 requirements, including but not limited to: 14 CCR 18984.9.a-e, 18984.9-11, 18988.1-3, 18989.1-3, 18991.5, and 18993.1.a (14 CCR 18981.2.a)
- Require organic haulers to identify their organics facilities as a condition of their contract or other authorization (14 CCR 18988.1)

Collection & Processing

- Provide organic waste collection services (including paper and cardboard collection) to all organic waste generators, except self-haulers, using compliance options listed below (14 CCR 18984)
 - Three-container collection system (14 CCR 18984.1)
 - ◇ Green container for organics; delivery to organics recovery facility
 - ◇ Blue container for paper, wood, dry lumber, and nonorganic recyclables; delivery to facility for recovery
 - ◇ Gray container for nonorganic waste for disposal; may include organics if taken to high diversion organics processing facility
 - Two-container collection systems – select one option below (14 CCR 18984.2)
 - ◇ Green and gray containers: Green for organics; delivery to organics facility; gray for other materials, including organic waste not designated for the green container; delivery to high diversion organic waste processing facility
 - ◇ Blue and gray containers: Blue for paper products, printing and writing paper, wood, and lumber, and textiles (optional), and nonorganic waste; gray for all other materials, including organic waste not designated for the blue container; delivery to high diversion organics processing facility
 - Unsegregated single-container collection system (14 CCR 18984.3)
 - ◇ Gray container for all materials; delivery to high diversion organics processing facility
- Conduct route reviews of randomly selected containers for contaminants with all routes inspected annually, or conduct waste evaluations twice a year for blue, green, and gray containers (quarterly for gray containers in performance-based approach) (14 CCR 18984.5)
- Notify generators of recycling requirements if contamination is found (14 CCR 18984.5.b, 18984.5.c)
- Provide collection containers to generators that comply with color requirements when replacing containers after January 1, 2022 or by January 1, 2036, whichever comes first (Note: Use of containers purchased prior to January 1, 2022 is allowed) (14 CCR 18984.7)
- Label all new containers or lids with SB 1383-compliant labels commencing January 1, 2022 (14 CCR 18984.8)
- Allow limited generator waivers for de minimis volumes and physical space constraints; maintain related records (14 CCR 18984.11)
- Determine if jurisdiction meets CalRecycle criteria for low-population, high elevation, or rural waivers; in which case, jurisdiction does not need to perform the above tasks in those geographic regions (14 CCR 18984.12)

Edible Food Recovery

- Implement food recovery program that educates commercial edible food generators and increases access to food recovery programs (14 CCR 18991.1)
- Identify Tier One and Tier Two commercial edible food generators (14 CCR 18991.1)
- Increase edible food recovery capacity if current capacity is insufficient (14 CCR 18991.1)
- Prior to February 1, 2022, annually thereafter, maintain list of food recovery organizations/services (14 CCR 18985.2.a)
- Prior to February 1, 2022, annually thereafter, provide Tier One/Tier Two commercial edible food generators with information on their requirements, food recovery programs, and food recovery organizations/services (14 CCR 18985.2.b)

www.hfh-consultants.com



Northern California Office
201 N. Civic Drive, Suite 230
Walnut Creek, CA 94596
(707) 246-4803
info@hfh-consultants.com

Southern California Office
19200 Von Karman Ave, Suite 360
Irvine, CA 92612
(949) 504-5150
info@hfh-consultants.com

Procurement Requirements

- Procure a quantity of recovered organic waste, such as compost, mulch, renewable natural gas, or electricity from biomass, that meets or exceeds the annual organic waste product procurement target determined by CalRecycle and where products meet standards specified in SB 1383; procurement may be satisfied by direct service provider(s) to the jurisdiction (Note: Rural jurisdictions do not need to comply until after December 1, 2026 **(14 CCR 18993.1)**)
- Purchase paper products and printing and writing paper with at least 30% post-consumer, recycled-content fibers, that are recyclable; require businesses from whom it purchases these products to certify its compliance in writing **(14 CCR 18993.3)**

Enforcement & Penalties

- Implement desk-top compliance monitoring program for multi-family and commercial organic waste generators with two cubic yards or more of materials per week and inspection program for Tier One/Tier Two edible food generators, and food recovery organizations and services by January 1, 2022 **(14 CCR 18985.1.a)**
- Provide educational materials to regulated entities not in compliance in 2022 and 2023 **(14 CCR 18995.1.a)**
- Investigate and maintain records of all complaints received alleging non-compliance with SB 1383 **(14 CCR 18995.3)**
- Take enforcement actions, including issuing notices of violations and assessing penalties in amounts consistent with those specified in SB 1383 by January 1, 2024 **(14 CCR 18995.1.a.5, 18997.2)**
- Pay penalties if assessed by CalRecycle **(14 CCR 18997.3)**

Education & Outreach

- Prior to February 1, 2022 and annually thereafter, provide generators using two or three-container systems with information on properly separating materials, organic waste prevention, on-site recycling, methane reduction benefits, how to recycle organic waste, approved haulers, self-haul requirements, and edible food donation **(14 CCR 18985.1.a)**
- Prior to February 1, 2022 and annually thereafter, provide generators using single-container system information on organic waste prevention, on-site recycling, methane reduction benefits, how to recycle organic waste, a list of approved haulers, self-haul requirements, edible food recovery donation information, and information that waste is processed at a high diversion organic waste processing facility **(14 CCR 18985.1.b)**
- Provide communications in non-English languages spoken by a substantial number of the public that are provided organic waste collection services, consistent with requirements of Government Code Section 7295 **(14 CCR 18985.1.e)**
- Annually, commencing in 2022, provide Tier One and Tier Two commercial edible food generators with information on jurisdiction's edible food recovery program, generator requirements, and food recovery organizations **(14 CCR 18985.2)**

Record Keeping & Reporting

- By April 1, 2022, file initial compliance report containing ordinance(s) or other enforceable mechanism(s) adopted and reporting items listed in the annual reporting section **(14 CCR 18994.1)**
- By October 1, 2022, and August 1 annually thereafter, submit annual SB 1383 compliance report **(14 CCR 18994.2)**
- Maintain all implementation records in a central location (physical or electronic) that can be made available to or accessed by CalRecycle within ten business days **(14 CCR 18995.2)**
- Report *(by counties only)* on capacity planning activities conducted in accordance with 14 CCR 18992.1, 18992.2, 18992.3 beginning August 1, 2022, then August 1, 2024, 2029, and 2034 **(14 CCR 18992.3, 18994.2.i)**

Capacity Planning

- Counties*, in coordination with jurisdictions and regional agencies, are responsible for the following activities
 - Conduct organics waste recycling and edible food recovery capacity planning described below **(14 CCR 18992.1, 18992.2, 18992.3)**
 - Estimate amount of organic waste disposed, identify amount of verifiable organic waste recycling capacity available to the jurisdiction, and estimate amount of new or expanded capacity required **(14 CCR 18992.1)**
 - Estimate amount of edible food that will be disposed by Tier One/Tier Two commercial edible food generators; identify food recovery capacity available; identify new or expanded capacity; and calculate minimum capacity needed for edible food recovery from Tier One/Tier Two commercial edible food generators **(14 CCR 18992.2.a)**
- If County *determines* existing, new, or planned organic waste recycling or edible food recovery capacity is insufficient for one or more jurisdiction's needs, notify jurisdiction(s); jurisdictions shall submit an implementation schedule (including timelines and milestones) demonstrating how capacity will be secured by the end of the reporting period **(14 CCR 18992.1, 14 CCR 18992.2.c)**





**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Presentation by Engineering Consultant, Woodard & Curran on Technical Memorandums for the Bayfront Recycled Water Facility Capital and Operations & Maintenance Costs

Background

At the May 12, 2021 Regular Board Meeting, the Board of Directors certified the Final Environmental Impact Report (FEIR) and Mitigation Monitoring and Reporting Program (MMRP) for the Flow Equalization & Resource Recovery Facility Levee Improvements & Bayfront Recycled Water Facility Project. The FEIR is the California Environmental Quality Act (CEQA) document for the Levee Improvement and Bayfront Recycled Water Treatment Facility Project at the Flow Equalization and Resource Recovery Facility (FERRF). The levee improvement portion of the project will build up the levees and protect the twenty acre site from King Tide flooding, and sea level rise to prevent inundation of the facility.

The Bayfront Recycled Water Facility (BRWF) will provide approximately 600,000 gallons or .6 million gallons per day (.6MGD) of recycled water (peak average) per day to the Bayfront Area of Menlo Park. The use of such water will benefit the community because it will offset the need for potable drinking water of the same quantity. The recycled water will be used for irrigation and commercial toilet flushing, rather than using potable drinking water from the San Francisco Public Utility Commission (SFPUC) whom provides the City of Menlo Park with water from the Hetch Hetchy Reservoir. The project has positive water impacts for the region as a whole.

Analysis

Engineering Consultant, Woodard & Curran (W&C) was contracted by the District to develop two Technical Memorandums. One to identify the Capital cost of construction for the Bayfront Recycled Water Facility and its distribution system, and the other to identify the ongoing Operations & Maintenance (O&M) cost for the recycled water facility and its infrastructure. W&C will present to the Board of Directors the Technical Memorandums for the Bayfront Recycled Water Facility Capital and Operations & Maintenance Costs.

Fiscal Impact

There is no fiscal impact at this time.

Recommendation

There is no formal recommendation at this time only that the presentation be heard and considered by the Board of Directors.

TECHNICAL MEMORANDUM

TO: West Bay Sanitary District
CC: Sergio Ramirez
PREPARED BY: Tony Valdivia, PE; Elisa Lee, PE; Shelly Masuda, PE
REVIEWED BY: Dave Richardson, PE
DATE: September 2, 2021
RE: Bayfront Recycled Water Project – Opinion of Probable Project Cost



The following technical memorandum documents the basis, assumptions, and opinion of probable cost for the West Bay Sanitary District (WBSD or District) Bayfront Recycled Water Project (Project). This alternative consists of the following facilities:

- Recycled water facility (RWF) with 0.6 MGD of installed treatment capacity and provisions in the membrane bioreactor process (MBR) for expansion to 0.8 MGD
- Influent pump station and force main to RWF
- Distribution pump station and pipeline
- Distribution storage tank
- Waste pump station and force main to return waste flows to the wastewater collection system (downstream of the influent supply)

1. BACKGROUND ON BAYFRONT RECYCLED WATER FACILITIES PLAN

This memorandum is a supplement to the Bayfront Recycled Water Facilities Plan prepared by Woodard & Curran in May 2019 which recommended a 0.4 MGD MBR treatment and UV disinfection facility delivering approximately 220 acre-feet per year (AFY) of disinfected tertiary recycled water for cooling tower, indoor, and irrigation uses at ConnectMenlo, Caltrans, and Mid-Peninsula High School. Detailed information on the 0.4 MGD facility is available in the Facilities Plan.

More recently, the proposed recycled water distribution pipeline alignment was revised, and updated recycled water demand data and uses were obtained from developers in the ConnectMenlo area. Based on this new information and the experience from the Recycled Water - Sharon Heights, the recommended alternative from the Facilities Plan has been updated to increase the initial capacity of the RWF to 0.6 MGD with the option and features to allow expansion to 0.8 MGD in the future, added recycled water storage, and considerations for additional treatment to lower total dissolved solids (TDS) concentration and address potential recycled water color/appearance issues. An updated cost estimate incorporating these changes and new data has been prepared.

The initial phase would serve developers with an expressed interest in the Project. Initial phase flows include 0.38 MGD of capacity at an annual yield of 88 million gallons per year (270 AFY). A subsequent phase serving existing demands in the Bayfront area, as documented in the attached presentation (Attachment A), would include 0.28 MGD of capacity at an annual yield of 69 million gallons per year (212 AFY).

2. OPINION OF PROBABLE PROJECT COST

An opinion of probable construction cost (OPCC) for the Bayfront Facility was developed based on the revised site layout and assumptions listed below. The OPCC is a Class 5 estimate and is expected to be within a +50% to -30% level of accuracy as defined by the Association for the Advancement of Cost Engineering.

A revised Bayfront Facility conceptual layout and preliminary pipeline alignments are provided in Attachment B. A detailed cost approach is provided in Attachment C.

2.1 Direct Construction Costs

The following points outline the basic methodology and assumptions used in the development of Direct Construction Costs. These are the Contractor's direct costs for labor, materials, and equipment that comprise the construction effort.

The basis of the budgetary conceptual construction cost estimate for the WBSD Bayfront RWF was developed from the preliminary project scope of work description and summary of assumptions described below. For the RWF, takeoffs were done using the On-Screen Takeoff Pro program and the cost estimate was developed using RIB MC2 Interactive Cost Estimating (ICE) program.

- Unit pricing was developed from recent project costs, including the District's recent Recycled Water Project – Sharon Heights, pending further project definition during preliminary and final design phases of the Bayfront Recycled Water Project.
- Due to the site constraints for pipeline work, which will take place in relatively congested traffic corridors, production rates for the Selective Demolition, Earthwork, Pipe, HDD, and Paving Crews are assumed to be somewhat slower than standard production rates.
- Prevailing wage rates were carried for all trade classifications, as well as potential escalation factors for increased construction costs depending on the actual bidding and execution schedule to perform the work.
- Although a detailed schedule has not been developed yet, the General Conditions in the conceptual cost estimate are based on a construction duration of sixteen (16) months and assumes the pipeline and pump station work will be done concurrently with the construction of the new RWF.
- Demolition of existing facilities is limited to the areas of conflict with the new RWF, specifically, the existing digesters and Operations Building.
- Based on proximity to the Bay, all structural foundations were assumed to be pile-supported.
- A new two-story Operations Building matching the existing Bayfront building is included.
- Based on observed fine screen fouling and grit deposition at the Recycled Water Project – Sharon Heights headworks, coarse screening, grit removal, and two fine screens were assumed for redundancy.
- MBR, odor control, and UV process areas were sized and scaled based on the Recycled Water Project – Sharon Heights. MBR costs include concrete costs for one future bioreactor with capacity to treat an additional 0.2 MGD (0.8 MGD total capacity).
- Additional sodium hypochlorite storage was assumed to be able to provide a disinfection residual of 3 milligrams per liter (mg/L).
- The potential for visible color issues in the recycled water produced at the Bayfront Facility has recently become a concern for the District based on operational experience at Recycled Water Project – Sharon

Heights. The District believes the color to be organic matter-derived. Additional jar/bench testing is required to determine the origin of the color and potential treatment processes. Treatment processes could include granular activated carbon, nanofiltration (NF)/reverse osmosis (RO), ion exchange, coagulation/filtration, ozonation, or chemical treatment. Therefore, estimated costs include a \$1,000,000 allowance for an optional color removal process.

- Based on the selected wastewater source, product water salinity may be a concern for toilet flushing and cooling tower uses if total dissolved solids (TDS) exceed approximately 500 mg/L. Costs include a \$1,500,000 allowance for an optional RO process (direct construction cost before markups). RO systems typically include an interprocess storage tank, cartridge filters, process chemical storage, clean-in-place chemical storage, pumping, and tankage, high pressure feed pumps, and membrane skids. Ultimate sizing and costs will be determined by source water quality, desired product water quality, and desired permeate recovery.
- A standby generator with 24 hours of standby power was assumed. As an assumption, the generator was sized at 1 MW, which is enough to run approximately half of the full capacity load of the RWF. This will allow for limited recycled water production and distribution throughout an outage.
- A standby generator is provided for the influent pump station. This will allow for wastewater to be conveyed to the RWF during a power outage, either to the treatment trains or to equalization for later treatment.
- It is assumed that sufficient overhead power will be available approximately 500 feet from the Facility site. A new transformer was assumed. It must be noted that the availability of sufficient power to operate the RWF has not been confirmed, and cannot be confirmed until design has progressed and PG&E has received an application for service. It is possible that the existing power grid does not have the required capacity, which may result in a cost for a new service that exceeds the values shown in Attachment C (approximately \$47,000).
- The distribution system is assumed to include a 0.5 MG tank remote from the RWF (see Attachment B).

2.2 In-Direct Construction Costs

While direct construction accounts for the majority of the overall project costs, there are other significant, indirect construction project costs that are included in the opinion of probable total project cost. These include “front end” costs of contract general conditions (contractor obligations), as well as design, and contractor fees. Refer to Attachment C for additional information.

- General Liability Insurance
- Builders Risk Insurance
- Payment and Performance Bonds
- Warranty
- Final Design
- Design Build/Construction Management/General Contractor Fee

2.3 Total Construction Costs

Total Construction Costs are the sum of Direct and In-Direct Construction Costs.

2.4 Non-Construction Project Costs

While construction accounts for the majority of the overall project costs, there are other significant, non-construction project costs that are included in the opinion of probable total project cost. Non-construction costs include the following items, with the percentage of Total Construction Cost as shown.

- Project Permitting (1%)
- Design-build team procurement, including Preliminary Design and RFP Development Owners Project Manager (or Owner’s Agent) costs (5.11%)
- Start-Up and Commissioning (2.6%)
- Escalation Factor to September 2023 (9% of the sum of Total Construction Cost plus Project Permitting, Preliminary Design and OPM, and Start-Up and Commissioning)

2.5 Concept Design Contingency

The Opinion of Probable Total Project Cost is primarily the summation of construction and non-construction costs discussed above. Based on the preliminary definition of the project, a design contingency has also been added and was calculated as 20% of the Total Construction Cost.

As design develops, the assumed 20% design contingency should be proportionately reduced, It should be assumed that the contingency cost is “real” and that these costs will migrate to construction of non-construction costs as design proceeds.

2.6 Opinion of Probable Total Project Cost

The Opinion of Probable Total Project Cost for the Bayfront RWF and related improvements, escalated to September 2023 costs, is \$56,600,000. A breakdown of the costs is presented in Table 1, and a detailed estimate can be found in Attachment C.

Table 1: Opinion of Probable Total Project Cost

Cost Item	%	Total
Total Construction Cost		\$40,868,000
Project Permitting	1.00%	\$409,000
Preliminary Design and OPM	5.11%	\$2,088,000
Start-Up and Commissioning	2.3%	\$1,063,000
Escalation Factor (Sept 2023)	9%	\$3,998,000
Subtotal		\$48,426,000
Conceptual Design Contingency	20%	\$8,174,000
Project Total		\$56,600,000

2.7 Differences from Prior Estimates

Prior to the development of this Opinion of Probable Cost, the estimated cost of the Bayfront RWF and related improvements was \$41,765,000. This estimate is substantially less than the estimate developed for this technical memorandum, however this can largely be attributed to the following factors:

- Costs are escalated to September 2023, the assumed mid-point of construction. This is common practice for developing cost estimates, as the time value of money may play an important role in total dollar costs. This alone adds over 10% to the estimated costs.
- Contingencies for the prior estimate were set at 15%, as opposed to 20% for the current estimate. 20% is considered more reasonable given the level of design development for the RWF and distribution system.
- Color removal was not included in the prior estimate.
- The physical layout of the RWF has been updated to provide a 0.6 MGD treatment capacity with expandability to 0.8 MGD. The prior layout was based on a facility with a capacity matching the RWF at Recycled Water Project – Sharon Heights, which is a 0.5 MGD facility with no room for expansion. The expanded capacity requires additional treatment trains (concrete structures) that will be used in the future, plus provisions for future equipment not previously taken into consideration.
- Demolition at the RWF site is more extensive than previously assumed, as revisions to the site layout to accommodate a 0.6 MGD facility with expansion to 0.8 MGD will require demolition of nearly the entire existing treatment facility, including the two existing digester tanks.
- The operations building currently in use at the site will be demolished, and costs therefore also include reconstruction of a similar, two-story building. This new facility was not included in prior estimates.
- The assumption of standby power at the RWF and influent pump station adds considerably to costs. Neither was included for the Recycled Water Project – Sharon Heights, however that facility served only irrigation demands. By contrast, the Bayfront RWF will serve industrial and toilet flushing uses, which will require a higher level of reliability than the Sharon Heights facility.
- The geology of the Bayfront RWF is considerably different than that of the facility at Sharon Heights. Whereas the Sharon Heights Facility was underlain by dense sandstone material, the Bayfront site is assumed to be underlain by bay mud, a material that is known to liquify under seismic loading. Therefore, it is assumed that the structures at the Bayfront RWF will be founded on piles, which are considerably more costly than the mat foundations used at Sharon Heights.

TECHNICAL MEMORANDUM

TO: West Bay Sanitary District
CC: Sergio Ramirez
PREPARED BY: Tony Valdivia, PE; Shelly Masuda, PE
REVIEWED BY: Dave Richardson, PE
DATE: September 2, 2021
RE: Bayfront Recycled Water Project – Opinion of Probable O&M Cost



The following technical memorandum documents the basis, assumptions, and opinion of probable operations and maintenance (O&M) cost for the West Bay Sanitary District (WBSD or District) Bayfront Recycled Water Project (Project). This project consists of the following facilities:

- Recycled water facility (RWF) with 0.6 MGD of installed treatment capacity and provisions in the membrane bioreactor process (MBR) for expansion to 0.8 MGD
- Influent pump station and force main to RWF
- Distribution pump station and pipeline
- Distribution storage tank
- Waste pump station and force main to return waste flows to the wastewater collection system (downstream of the influent supply)

1. BACKGROUND ON BAYFRONT RECYCLED WATER FACILITIES PLAN

This memorandum is a supplement to the Bayfront Recycled Water Facilities Plan prepared by Woodard & Curran in May 2019 which recommended a 0.4 MGD MBR treatment and UV disinfection facility delivering approximately 220 acre-feet per year (AFY) of disinfected tertiary recycled water for cooling tower, indoor, and irrigation uses at ConnectMenlo, Caltrans, and Mid-Peninsula High School. Detailed information on the 0.4 MGD facility is available in the Facilities Plan.

More recently, the proposed recycled water distribution pipeline alignment was revised, and updated recycled water demand data and uses were obtained from developers in the ConnectMenlo area. Based on this new information and the experience from Recycled Water - Sharon Heights, the recommended alternative from the Facilities Plan has been updated to increase the initial capacity of the RWF to 0.6 MGD with the option and features to allow expansion to 0.8 MGD in the future, added recycled water storage, and considerations for additional treatment to lower total dissolved solids (TDS) concentration and address potential recycled water color/appearance issues. An updated cost estimate incorporating these changes and new data has been prepared.

The initial phase would serve developers with an expressed interest in the Project. Initial phase flows include 0.38 MGD of capacity at an annual yield of 88 million gallons per year (270 AFY). A subsequent phase serving existing demands in the Bayfront area, as documented in the attached presentation (Attachment A), would include 0.28 MGD of capacity at an annual yield of 69 million gallons per year (212 AFY).

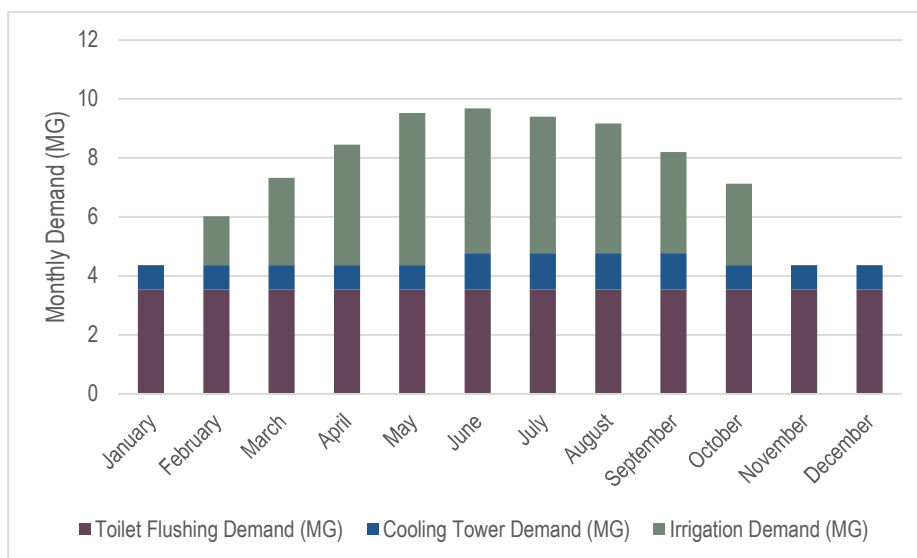
2. OPINION OF PROBABLE O&M COST

An opinion of probable O&M cost for the Bayfront Facility was developed based on the revised site layout and assumptions listed below. A revised Bayfront Facility conceptual layout and preliminary pipeline alignments are provided in Attachment B. A detailed O&M cost estimate is provided in Attachment C.

Annual O&M costs include estimates for consumables, power demand, labor, miscellaneous, and a capital replacement fund. O&M costs provided by WBSD from Recycled Water – Sharon Heights were the main basis for Bayfront O&M costs. Costs are presented in 2021 dollars.

A monthly demand curve based on the initial demand profile (Figure 1) was developed using reference evapotranspiration and precipitation data for the Menlo Park area from the Irrigation Training & Research Center database and assumed peaking factor of 1.5 for cooling tower demand in summer months (June through September). Toilet flushing demands were assumed to be constant throughout the year. The curve was used to estimate flow dependent costs, including chemicals and power.

Figure 1: Monthly Demand Curve (Initial Demand Profile – 270 AFY)



2.1 O&M Cost Assumptions

The following assumptions were used in estimating annual Bayfront O&M costs:

Consumables

- Sharon Heights costs for sodium hydroxide and sodium hypochlorite were scaled based on estimated monthly recycled water demands.
- Additional sodium hypochlorite demand was estimated for a disinfection residual of 3 milligrams per liter (mg/L).
- Diesel quantities for the standby generator were estimated based on two, 24-hour outages per year.

Power

- Equipment power demands were scaled based on estimated monthly recycled water demands.

- Power costs for assumed fixed uses (lighting, laboratory, office equipment) were estimated at 5% of total annual equipment power demands.
- Power costs were based on an assumed unit price of \$0.29 per kWh.

Labor

- Labor costs assume one full time operator, one quarter-time utility worker, and on-call services to cover for staff downtime. It is assumed that the utility worker will split time equally between the collection system, Recycled Water – Sharon Heights Facility, and Bayfront Facility. Costs for on-call services will be split evenly between the Recycled Water – Sharon Heights Facility and Bayfront Facility.

Miscellaneous

- Miscellaneous costs include cell/modem, cable, garbage, insurance, laboratory, crane certification, instrument calibration, process consulting, general maintenance/repair costs, and permitting. Permitting costs include renewal costs with the Bay Area Air Quality Management District, San Francisco Regional Water Quality Control Board, and the State Water Resources Control Board.
- Additional electrical/instrumentation costs include SCADA license, arc flash and infrared testing, and generator maintenance.

Capital Replacement Fund

- Replacement costs for MBR microfiltration membrane modules, RO elements, UV lamps, and UV ballast were based on recently developed costs for similarly sized MBR treatment facilities.
- Electrical replacement costs were estimated at 110% of capital costs over a 40-year useful life.
- Instrumentation and controls replacement costs were estimated at 110% of capital costs over a 10-year useful life.
- Mechanical equipment replacement costs were estimated at 100% of capital costs over a 25-year useful life.
- Pipeline replacement costs were estimated at 100% of capital costs over a 50-year useful life.

Optional Treatment

- Allowances were included for optional RO and color removal processes. Final RO and color removal O&M costs will be dependent on selected equipment.

2.2 Opinion of Probable O&M Costs

The opinion of probable annual O&M costs for the Bayfront Facility are:

- Operating Costs - \$909,000
- Capital Replacement Fund - \$532,000
- Optional Treatment - \$460,000
- Total Annual Costs - \$1,901,000



Table 1: O&M Cost Summary (2021 \$)

Description	January	February	March	April	May	June	July	August	September	October	November	December	Total
Consumables	\$7,129	\$2,578	\$2,995	\$3,647	\$4,067	\$4,186	\$9,515	\$3,819	\$3,442	\$2,895	\$1,590	\$1,545	\$47,407
Power	\$19,189	\$24,942	\$30,031	\$33,407	\$37,171	\$36,897	\$36,263	\$35,522	\$32,079	\$29,364	\$18,909	\$19,189	\$352,962
Labor	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$283,500
Miscellaneous	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$225,300
Operating Costs Total	\$68,718	\$69,919	\$75,426	\$79,454	\$83,638	\$83,483	\$88,178	\$81,741	\$77,921	\$74,659	\$62,898	\$63,134	\$909,169
Capital Replacement Fund	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$532,293
Operating Costs + Capital Replacement	\$113,075	\$114,277	\$119,784	\$123,812	\$127,995	\$127,841	\$132,535	\$126,099	\$122,279	\$119,017	\$107,256	\$107,491	\$1,441,462
Optional Treatment Processes	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$460,000
Operating Costs + Capital Replacement + Optional Treatment Total	\$151,409	\$152,610	\$158,117	\$162,146	\$166,329	\$166,174	\$170,869	\$164,432	\$160,613	\$157,350	\$145,590	\$145,825	\$1,901,462

2.3 Differences from Prior O&M Estimates

Prior to the development of this updated opinion of probable O&M cost, the estimated O&M cost of the Bayfront Facility and related improvements was \$1,000,000. This estimate is substantially less than the estimate developed for this technical memorandum, however this can largely be attributed to the following factors:

- Color removal was not included in the prior estimate.
- The expanded capacity requires additional treatment trains (concrete structures) that will be used in the future, plus provisions for future equipment not previously taken into consideration.
- Power costs were estimated at \$0.15 per kWh in the prior estimate versus \$0.29 per kWh in the updated estimate. This increase in power costs is attributed to changes in PG&E cost structures and annual power cost increases.
- Miscellaneous costs of \$216K/year (which include permit renewals, etc) were not included in the prior estimate.
- The original annual estimate did not include a substantial rehabilitation and replacement allowance. Further, the R&R allowances are incrementally higher based upon the higher capital cost estimate.



Bayfront Recycled Water Project

Project Discussion
February 4, 2021



COMMITMENT & INTEGRITY DRIVE RESULTS

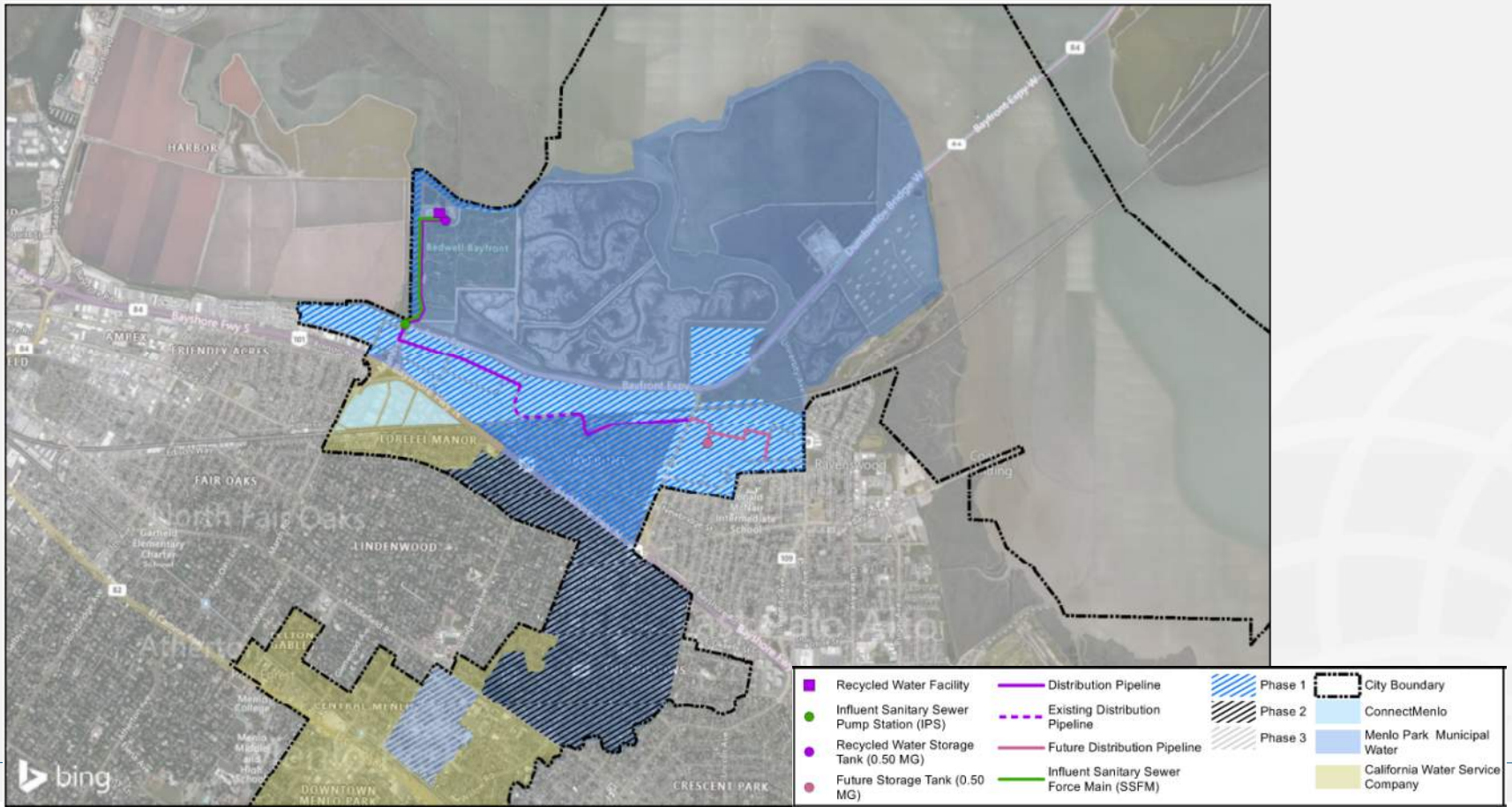


Overview

- Proposed Distribution System
- Proposed Layout
- Potential Recycled Water Demands
- Plant Capacity Estimate
- Anticipated Cost Schedule
- Cost Share/Contribution
- Q&A Discussion

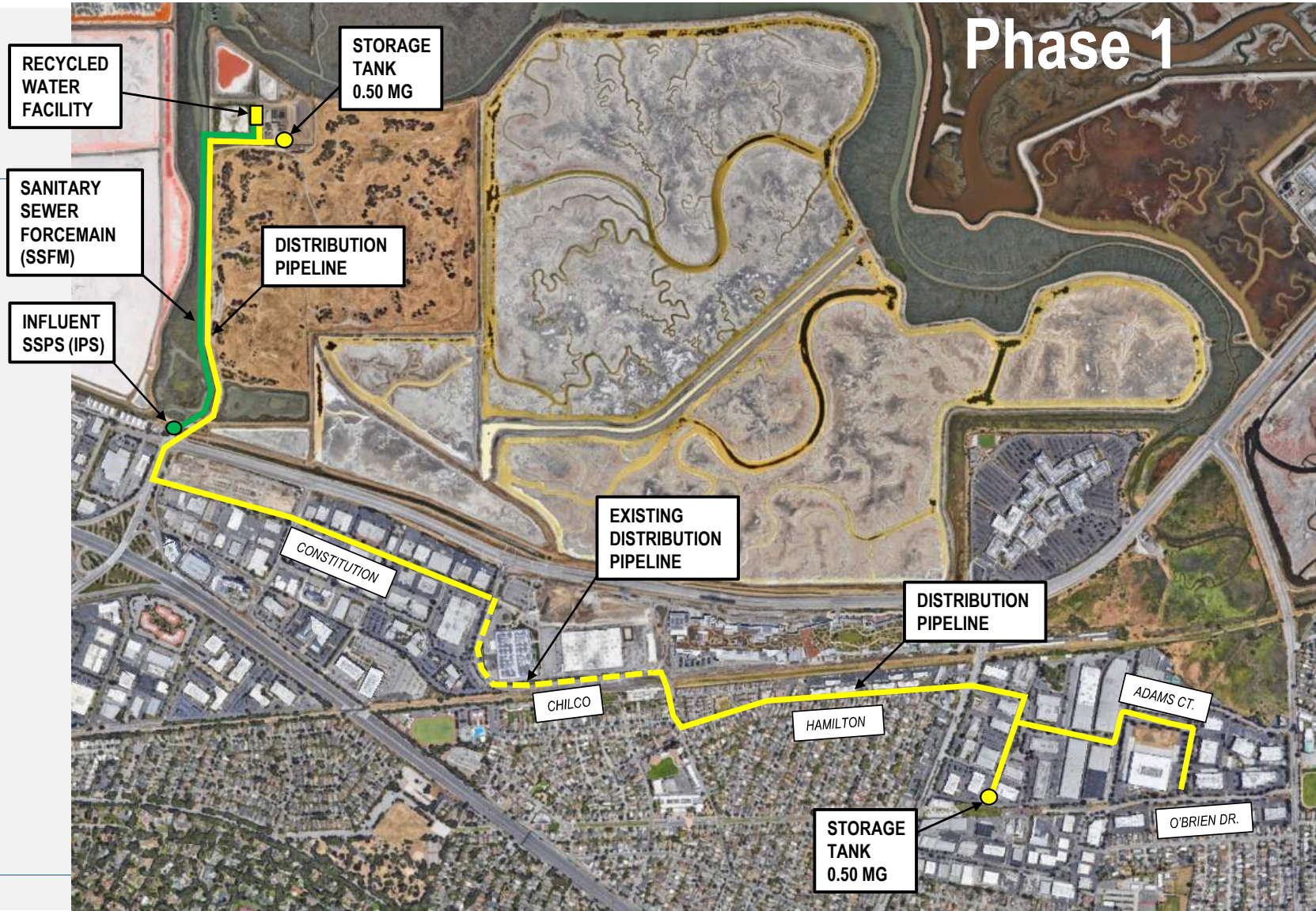


Bayfront Recycled Water Project Proposed Distribution System



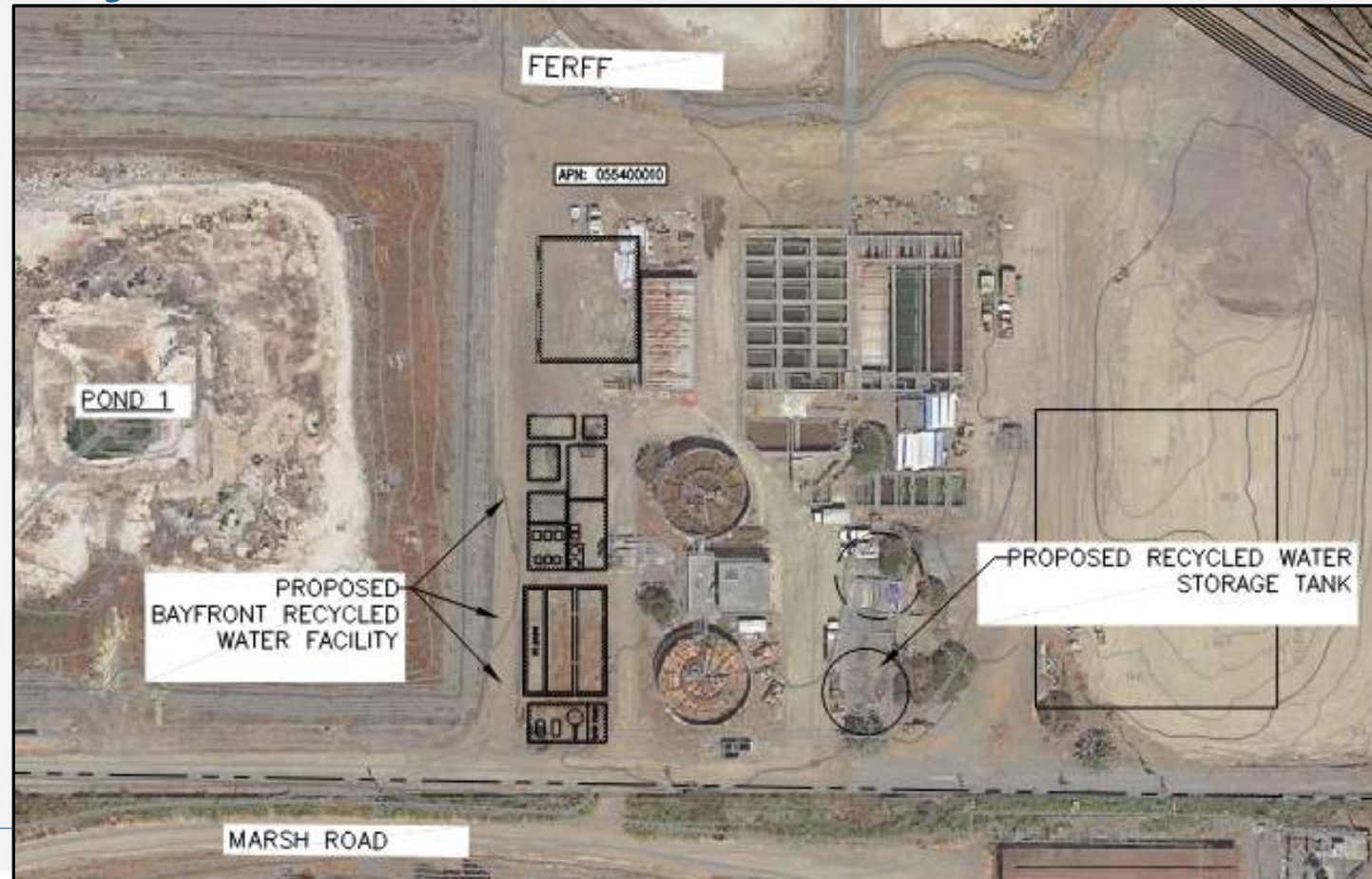


Phase 1





Bayfront Recycled Water Facility Proposed Layout

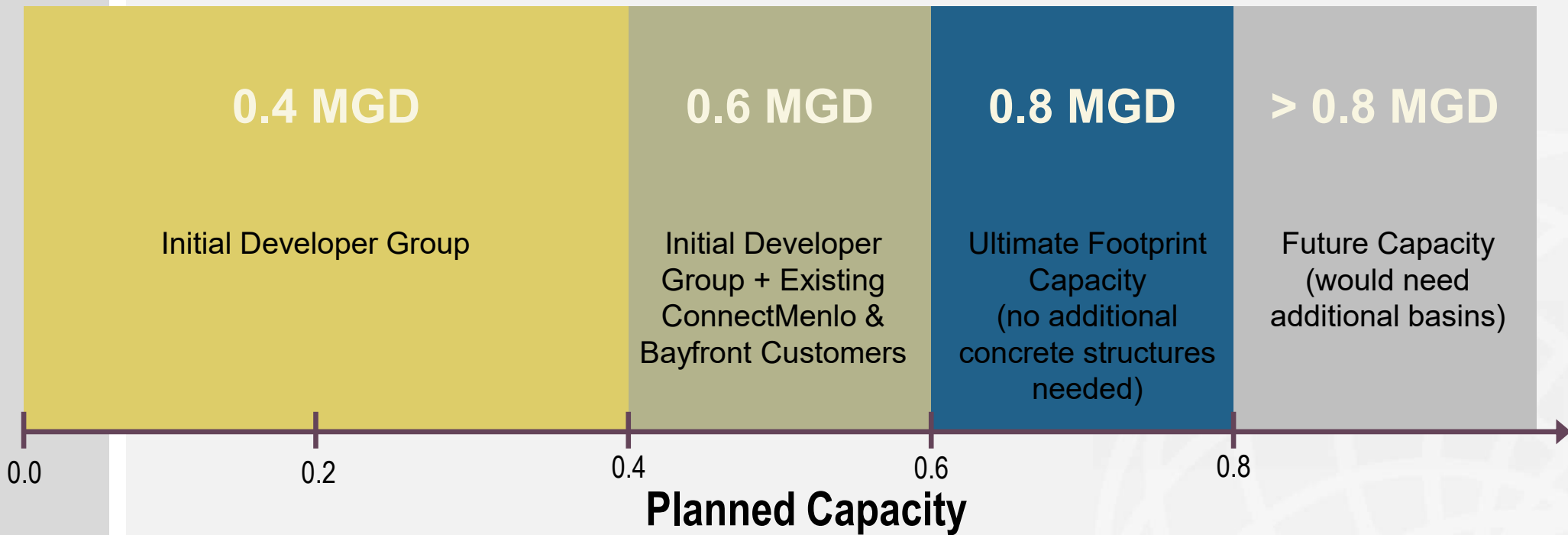


Potential RW Demands

Project/Developer	Average Day Peak Month (MGD)	Average Day (Annual) (MGD)	Annual Total (MG)	Anticipated Percentage of Annual Average Demand Needed				
				2023	2024	2025	2026	2027
Willow Village (Signature)	0.26	0.17	58			62%	62%	100%
123 Independence (Sobrato)	0.047	0.031	11	<i>Information needed from developer (assumes 100% by 2027)</i>				100%
Tarlton	0.039	0.026	9.5					
Menlo Portal (Greystar)	0.013	0.0085	3.1	50%	80%	100%	100%	100%
Menlo Uptown (Greystar)	0.012	0.0079	2.9	50%	80%	100%	100%	100%
Menlo Flats (Greystar)	0.007	0.0044	1.6		50%	100%	100%	100%
CS Bio		0.004	1.5		100%	100%	100%	100%
Mid Pen	<i>Small Demand</i>			100%	100%	100%	100%	100%
Subtotal (New Development)	0.38	0.25	88	3 MG	7 MG	45 MG	45 MG	88 MG
Facebook Campus Expansion	0.04	0.028	10	100%	100%	100%	100%	100%
Facebook MPK 20	0.12	0.077	28	100%	100%	100%	100%	100%
Facebook MPK 21 & 22	0.098	0.065	24	100%	100%	100%	100%	100%
Facebook MPK 23	0.028	0.019	6.8	100%	100%	100%	100%	100%
Subtotal (Existing Facebook)	0.28	0.19	69	69 MG	69 MG	69 MG	69 MG	69 MG
TOTAL	0.66 MGD	0.44 MGD	157 MG	72 MG	76 MG	114 MG	114 MG	157 MG
<i>Sharon Heights (for reference)</i>	<i>0.5</i>	<i>0.14</i>	<i>50</i>					



Bayfront Recycled Water Treatment Capacity Planning





Anticipated Cost Schedule

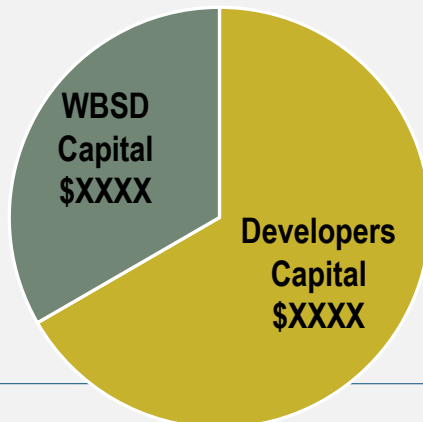
Description	Cost
Planning and Design	\$2,500,000
Influent Pump Station	\$1,000,000
Sanitary Force Main to Plant	\$2,000,000
Recycled Water Plant	\$13,000,000
Advanced Treatment Streams	\$2,000,000
Brine Concentrator and Grit Removal	\$2,000,000
Recycled Water Distribution Line	\$8,000,000
Water Tanks (two 0.5 MG tanks/pumps)	\$2,000,000
Start-Up	\$600,000
Anticipated Cost Sub-Total	\$31,100,000
Contingency (15%)	\$4,665,000
Project Management through Construction	\$4,000,000
Anticipated Cost	\$41,765,000
Projected Annual O&M Costs	\$1,000,000

Cost Share/Contribution Philosophy

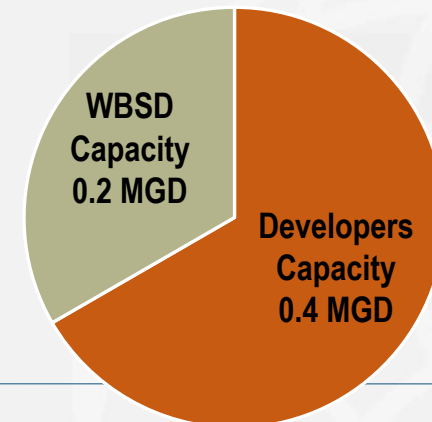
- WBSD Initial Contribution
 - Staff & Consultant Time (including facility plan, EIR, SRF application)
 - Levee Protection Project
 - Land for Bayfront Recycled Water Facilities
 - This will constitute District buy-in

- Developer Contribution
 - Bayfront Pump Station, Force Main, Plant Clear Well Storage and Distribution Backbone (including terminal/onsite storage)

Contribution



Capacity





Q&A Discussion



Plant Size & Estimated Demands (including Existing Facebook Buildings)

- In addition to the new developments, there is enough developed Facebook property to warrant a minimum demand of **0.4 MGD** (see next slide)
- Estimated average day peak month demand for Facebook existing buildings: **0.28 MGD**

Existing Facebook Project/Building	Average Day Peak Month (MGD)	Average Day (Annual) (MGD)	Annual Total (MG)
Facebook Campus Expansion	0.04	0.028	10
Facebook MPK 20	0.12	0.077	28
Facebook MPK 21 & 22	0.098	0.065	24
Facebook MPK 23	0.028	0.019	6.8
TOTAL	0.28	0.19	69
<i>Willow Village (Signature) (for comparison)</i>	<i>0.26</i>	<i>0.17</i>	<i>58</i>

Capacity Fee for Developers

- Refine Capital Cost Estimates (now that we know more)
- Calculate Capital Cost Contribution per Gallon of Capacity (\$/gallon) – “Postage Stamp” Philosophy
- Develop Provisions in Case Developer Under-invests or Over-invests in Capacity
- Not Included:
 - O&M Cost – will be paid for by Initial Developer Group and new users as they connect
 - \$/year for fixed costs
 - \$/gallon for variable costs



Bayfront Regional Recycled Water Facility Plan

CONSUMABLES	COST REFERENCE					MONTHLY ESTIMATE														
Description	Quantity	Unit	Unit Cost	Total Cost	Basis	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Notes	
Sodium Hydroxide					OTHER	\$1,094	\$1,848	\$2,121	\$2,594	\$2,880	\$2,977	\$2,784	\$2,705	\$2,448	\$2,050	\$1,131	\$1,094	\$25,727	Based on \$1,500/mo at 0.3 MGD at SHGGC; Scaled by flows	
Sodium Hypochlorite		GAL	\$0.9		OTHER	\$451	\$729	\$874	\$1,053	\$1,186	\$1,209	\$1,147	\$1,114	\$994	\$845	\$459	\$451	\$10,512	Based on \$350/mo at 0.3 MGD at SHGGC; Scaled by flows; Assumed 3 mg/L residual at \$0.9/gal	
Citric Acid																		\$0	Provide citric acid cost information	
Diesel Fuel	2,792	GAL	\$4	\$11,168	OTHER	\$5,584						\$5,584						\$11,168	1,250 gallon (for 1 MW); (146 gallon for 250 kW generator @ IPS); each generator sized for 24 hours; assume 2, 24-hour outages	
CONSUMABLES TOTAL						\$7,129	\$2,578	\$2,995	\$3,647	\$4,067	\$4,186	\$9,515	\$3,819	\$3,442	\$2,895	\$1,590	\$1,545	\$47,407		
POWER	COST REFERENCE					MONTHLY ESTIMATE														
Description	Quantity	Unit	Unit Cost	Total Cost	Basis	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Notes	
Equipment Power		kWh	\$0.29		OTHER	\$17,788	\$23,541	\$28,630	\$32,007	\$35,770	\$35,496	\$34,862	\$34,121	\$30,679	\$27,963	\$17,508	\$17,788	\$336,154	Estimates based on equipment hp and monthly demand curve	
Fixed Power	1	LS	\$1,401	\$1,401	MONTHLY	\$1,401	\$1,401	\$1,401	\$1,401	\$1,401	\$1,401	\$1,401	\$1,401	\$1,401	\$1,401	\$1,401	\$1,401	\$16,808	Estimated at 5% of total equipment costs	
POWER TOTAL						\$19,189	\$24,942	\$30,031	\$33,407	\$37,171	\$36,897	\$36,263	\$35,522	\$32,079	\$29,364	\$18,909	\$19,189	\$352,962		
LABOR	COST REFERENCE					MONTHLY ESTIMATE														
Description	Quantity	Unit	Unit Cost	Total Cost	Basis	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Notes	
Operator	1	LS	\$225,000	\$225,000	ANNUAL	\$18,750	\$18,750	\$18,750	\$18,750	\$18,750	\$18,750	\$18,750	\$18,750	\$18,750	\$18,750	\$18,750	\$18,750	\$225,000	1.0-FTE	
Utility Worker	0.25	LS	\$130,000	\$32,500	ANNUAL	\$2,708	\$2,708	\$2,708	\$2,708	\$2,708	\$2,708	\$2,708	\$2,708	\$2,708	\$2,708	\$2,708	\$2,708	\$32,500	0.25-FTE - Utility worker will split time with the collection system 50/50; and between two treatment plants 50/50 for the remaining time	
On-Call Services	0.5	LS	\$52,000	\$26,000	ANNUAL	\$2,167	\$2,167	\$2,167	\$2,167	\$2,167	\$2,167	\$2,167	\$2,167	\$2,167	\$2,167	\$2,167	\$2,167	\$26,000	0.5-FTE - To cover staff down time; 50/50 between Sharon Heights and Bayfront.	
Admin Overtime																		\$0		
LABOR TOTAL						\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$23,625	\$283,500	
MISCELLANEOUS	COST REFERENCE					MONTHLY ESTIMATE														
Description	Quantity	Unit	Unit Cost	Total Cost	Basis	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Notes	
Cell/ Modem	1	LS	\$60	\$60	MONTHLY	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$720		
Cable	1	LS	\$385	\$385	MONTHLY	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$4,620		
Garbage	1	LS	\$250	\$250	MONTHLY	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$3,000	2 YD bin	
Insurance	1	LS	\$9,500	\$9,500	MONTHLY	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$114,000	Likely will increased based on conversations with insurance carrier	
Laboratory (Weekday)	261	DAY	\$60	\$15,660	ANNUAL	\$1,305	\$1,305	\$1,305	\$1,305	\$1,305	\$1,305	\$1,305	\$1,305	\$1,305	\$1,305	\$1,305	\$1,305	\$15,660		
Laboratory (Weekend)	104	DAY	\$75	\$7,800	ANNUAL	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$7,800	Samples to SVCW on weekends	
Process Consulting	1	LS	\$1,000	\$1,000	MONTHLY	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$12,000	Currently contracted at \$10k, but assume \$1k per month. In the future, they may shift to paying Suez for this, as they are very good at it. That's assuming Bayfront gets Suez, as well.	
SCADA License	1	LS	\$15,000	\$15,000	ANNUAL	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$15,000	\$10,000-\$50,0000 (large plants)	
Arc Flash Testing	1	LS	\$20,000	\$20,000	5-YEAR	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$4,000	\$20,000 every 5 years (OSHA Requirement)	
Electrical Infrared Testing	1	LS	\$10,000	\$10,000	ANNUAL	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$833	\$10,000	\$5000-\$7000 per year	
Generator Maintenance	1	LS	\$3,000	\$3,000	ANNUAL	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$3,000	\$3000 per year to bump test generator	
Plant Maintenance/Repair	1	LS	\$1,000	\$1,000	MONTHLY	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$12,000		
Crane Certification	1	LS	\$2,500	\$2,500	ANNUAL	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$2,500	For annual membrane cleaning	
Instrument Calibration	1	LS	\$6,000	\$6,000	ANNUAL	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$6,000		
Permit Renewals	1	LS	\$15,000	\$15,000	ANNUAL	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$15,000	Annual BAAQMD, Regional Board, State Board Renewals - \$15,000 spread out monthly	
MISCELLANEOUS TOTAL						\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$18,775	\$225,300		
OPERATING COSTS TOTAL						\$68,718	\$69,919	\$75,426	\$79,454	\$83,638	\$83,483	\$88,178	\$81,741	\$77,921	\$74,659	\$62,898	\$63,134	\$909,169		

CAPITAL REPLACEMENT FUND	COST REFERENCE					MONTHLY ESTIMATE													
Description	Quantity	Unit	Unit Cost	Total Cost	Basis	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Notes
UV Lamp Replacement	1	LS	\$15,000	\$15,000	2-YEAR	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$7,500	
UV Ballast Replacement	1	LS	\$5,000	\$5,000	5-YEAR	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$1,000	
MF Membrane Replacement	1	LS	\$32,000	\$32,000	5-YEAR	\$533	\$533	\$533	\$533	\$533	\$533	\$533	\$533	\$533	\$533	\$533	\$533	\$6,400	
Electrical Replacement	1	LS	\$2,617,890	\$2,617,890	40-YEAR	\$5,454	\$5,454	\$5,454	\$5,454	\$5,454	\$5,454	\$5,454	\$5,454	\$5,454	\$5,454	\$5,454	\$5,454	\$65,447	110% of Capital Electrical Cost, assume 40 year replacement
Controls Replacement	1	LS	\$590,590	\$590,590	10-YEAR	\$4,922	\$4,922	\$4,922	\$4,922	\$4,922	\$4,922	\$4,922	\$4,922	\$4,922	\$4,922	\$4,922	\$4,922	\$59,059	110% of Capital Controls Cost, assume 10 year replacement
Mechanical Replacement	1	LS	\$4,891,000	\$4,891,000	25-YEAR	\$16,303	\$16,303	\$16,303	\$16,303	\$16,303	\$16,303	\$16,303	\$16,303	\$16,303	\$16,303	\$16,303	\$16,303	\$195,640	100% of Capital Mechanical Cost, assume 25 year replacement

Pipeline Replacement	1	LS	\$9,862,340	\$9,862,340	50-YEAR	\$16,437	\$16,437	\$16,437	\$16,437	\$16,437	\$16,437	\$16,437	\$16,437	\$16,437	\$16,437	\$16,437	\$16,437	\$16,437	\$197,247	100% of Capital Pipeline Cost, assume 50 year replacement
			CAPITAL REPLACEMENT TOTAL			\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$44,358	\$532,293	
			OPERATING COSTS + CAPITAL REPLACEMENT TOTAL			\$113,075	\$114,277	\$119,784	\$123,812	\$127,995	\$127,841	\$132,535	\$126,099	\$122,279	\$119,017	\$107,256	\$107,491	\$1,441,462		

OPTIONAL TREATMENT		COST REFERENCE				MONTHLY ESTIMATE												Total	Notes	
Description	Quantity	Unit	Unit Cost	Total Cost	Basis	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Notes	
Reverse Osmosis	1	LS	\$300,000	\$300,000	ANNUAL	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$300,000	Approximately \$500k per MGD	
Color Removal (Ozone)	1	LS	\$160,000	\$160,000	ANNUAL	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$160,000	Engineer's estimate	
			OPTIONAL TREATMENT TOTAL			\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$38,333	\$460,000	
			OPERATING COSTS + CAPITAL REPLACEMENT + OPTIONAL TREATMENT TOTAL			\$151,409	\$152,610	\$158,117	\$162,146	\$166,329	\$166,174	\$170,869	\$164,432	\$160,613	\$157,350	\$145,590	\$145,825	\$1,901,462		

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WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) **Administrative:**

- a. District staff will request a proposal from HF&H consultants to perform this year's Sewer Service Charge rate study.
- b. Staff has prepared this year's Prop 218 Notice for Solid Waste and Recycling Rates.

2) **Finance:**

- a. District staff is working with the auditors in preparation for this year's financial audit.
- b. The Finance Manager has begun to invoice SHGCC for the Avy/Altschul Pump Station design.
- c. The Finance Committee will meet on September 14, 2021 to:
 - i. Receive an update from the Bank of the West - Strategic Investment Unit Investment Manager.
 - ii. Review the Investment Policy and Debt Policy.
 - iii. Discuss the Avy/Altschul Pump Station, and Bayfront Recycled Water Funding.

3) **CIP & IT Projects:**

a. **Levee Improvement Project:**

- i. Staff continues to work on the Levee and Bayfront Facility SRF loan application.
- ii. The National Fish and Wildlife Foundation is reviewing the ecotone levee grant application. A "virtual site visit" was conducted so that the foundation can further understand the project.

b. **Construction Capital Improvement Program (CIP)**

- i. The Metal Storage Building at the Flow Equalization Resource Recovery Facility is under construction. The foundation has now been poured. The project should be completed by December of 2021.
- ii. The Ringwood Avenue pipeline, originally installed in 1904, has been replaced. The time of completion of this portion of the project was concluded on September 3rd. The District may have to pay delay/mobilization charges to the County (per the County permit.)
- iii. Freyer & Laureta Inc. is working on the Bayfront Improvement project including the Influent Pump Station layout and large diameter pipe reconstruction design. Design should be completed by December 2021.

Report to the District Board for the Regular Meeting of September 8, 2021

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

- 4) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. District crews worked in the Town of Los Altos Hills and are scheduled to perform work for the Town of Woodside in September.
 - b. **Training:**
 - i. CPR training for staff will occur on September 20, 2021.
- 5) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. The recycled water facility treated 9,413,550 million gallons and delivered 9,018,830 million gallons of recycled water to the golf course in August.
 - ii. Freyer and Laureta Inc. is working on the design of a proposed pump station at Altschul Ave. and Avy Ave. in Menlo Park.
 - iii. Staff is reviewing grant opportunities for the pump station project. Thus far it appears grants will not be possible until next fiscal year. The Board should consider an alternate means to fund the project if it is to remain on schedule.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. The Board has directed the District Manager to work on a Financial Plan for the BRWF project. An agreement with HF&H will be brought to the Board on September 8, 2021.
 - ii. District Counsel is working on an MOU for certain developers in the Bayfront area.
 - c. **Menlo County Club:**
 - i. Staff is working on an MOU with District Counsel in support of the Woodside Recycled Water Facility. The MOU will include applying for a planning grant. The grant has now been increased to a 50/50 match up to \$300,000.
 - d. **West Bay:**
 - i. Staff is in discussion with the City of Menlo Park on installing recycled water pipe on Chilco Street (near Instagram and Facebook). A staff report will be brought to the Board for discussion.
- 6) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. Vehicle maintenance is going well by using Redwood City's services.
 - ii. The retired 2004 Ford F-450 will be actioned off in September. The vehicle has an excess of 147,000 miles.
- 7) **Personnel:**
 - i. Training on the Revised Personnel Policy was conducted on Tuesday, August 17, 2021.
- 8) **Upcoming Events:**
 - a. **Next Regular Board Meeting:** September 8, 2021 and September 22, 2021.
 - b. **Labor Day:** September 6, 2021.

Report to the District Board for the Regular Meeting of September 8, 2021

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

9) **Misc./Action Items from Previous Meeting:**

- a. **West Bay SSOs:** No SSO's for August 2021
- b. **Town of Los Altos Hills:** One SSO in August 2021. SSO was for one gallon.
- c. **Town of Woodside:** Routine Pump Station Maintenance was performed in August 2021.
- d. **Revenue:**
 - i. Received the July 2021 Franchise and Rate Stabilization fund fee from Recology of San Mateo in the amount of \$8,804.95.

Report to the District Board for the Regular Meeting of September 8, 2021

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Consideration to Set a Public Hearing for December 8, 2021 to Review Proposed Solid Waste and Recycling Rates for the Year 2022 and Provide Staff Direction by Minute Order Regarding the Rate Adjustment for 2022 and Mailing of the Proposition 218 Notice for a Public Hearing

Background

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

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

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

In the past, residential rates were set to incentivize the use of smaller containers and promote more recycling. This was done by making small residential container rates much lower than the larger residential containers. With the outreach efforts over the past 11 years and educating residents on the importance of recycling, Staff feels the incentive aspect of the rate is no longer warranted. In some cases, it's been reported that the 20-gallon container users may be contributing to cross contamination of recyclables because the can is too small for their need and excess waste ends up in the recycling container. Therefore, if a customer needs a 32-gallon container versus a 20-gallon container the price difference should not be set artificially low so as to dissuade someone from acquiring the size can that best fits their needs. Setting appropriate rates should help avoid the unintended consequence of cross contamination. The Board's goal is to have customers pay rates that are more in line with the cost of service. This approach is also more compliant with Proposition 218 (Cal. Const. Art. XIID § 6), which requires that rates for property-related services, like solid waste and refuse collection, be proportionate to the actual cost of service attributable to each property receiving such service.

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

The District has performed annual rates studies to make certain the District has the revenue required to provide the solid waste and recycling collection services. The Board of Directors has elected to forgo updating the study this year.

During the August 18, 2021 meeting the Board of Directors directed staff to prepare a 218 Notice for consideration. The 218 Notice will propose an increase to the 2022 rates as projected in the 2021 Solid Waste Rate Study.

Analysis

HF&H Consultants, LLC were contracted in 2020 to perform an analysis for 2021-2026 rates. The rate study analyzed rates that are more in line with "Cost of Service" and reviewed rates for residential and commercial services. The 2020 Solid Waste Rate Study increased rates in 2021 by an average of 5% adding approximately \$18 thousand in revenue. According to the rate study, the necessary 2022 projected increases were +5.98% for the 20 gallon cart and +3.27% for the 32 gallon cart.

According to Recology it expects an increase of 1.9% but as of now has not fully accounted for the new level of services required by SB1383. According to Recology, revenue requirements are not yet known. If the revenue requirement for 2022 substantially increase, the Board will need to understand that it may need to draw from reserves in order to meet the required revenue. The projected balance for June 30, 2022 in the Solid Waste Reserve is \$247 thousand.

During the August 18, 2021 meeting, the Board of Directors agreed with the 2022 projected increases and asked to begin the process to establish a date for a public hearing on new Solid Waste and Recycling rates for 2022.

Over the past 5 years the District has chosen to implement, as part of a 5 year plan, rate adjustments for residential and commercial which will close the gap between the rates and the cost for the 20-gallon and 32-gallon services while generating sufficient revenue to cover the projected collection and processing costs. The following are the proposed cart rate adjustments.

2021 HF&H Solid Waste Rate Study

Table 5:

Possible Residential Rate Adjustments to Achieve Cost of Service by Cart Size

<i>Container Size</i>								
	20 gallon		32 gallon		64 gallon		96 gallon	
Current Rate→		\$43.00		\$51.00		\$72.00		\$105.00
Proposed 2021	6.98%	\$46.00	4.90%	\$53.50	0.00%	\$72.00	0.00%	\$105.00
Projected 2022	5.98%	\$48.75	3.27%	\$55.25	0.00%	\$72.00	0.00%	\$105.00
2023	4.61%	\$51.00	3.62%	\$57.25	3.47%	\$74.50	0.00%	\$105.00
2024	4.41%	\$53.25	3.50%	\$59.25	3.36%	\$77.00	0.00%	\$105.00
2025	4.23%	\$55.50	3.80%	\$61.50	3.25%	\$79.50	0.00%	\$105.00
2026	4.06%	\$57.75	3.24%	\$63.50	3.14%	\$82.00	0.00%	\$105.00
2026 Projected Cost of Service		\$57.54		\$63.47		\$81.91		\$103.00

The Board provided a 218 Notice for the 2021 rates but not for the 2022 rates, therefore a new 218 Notice will be mailed out allowing for public notice of the proposed 2022 rate adjustments. For a rate increase to be considered for adoption, public noticing and majority protest procedures, as outlined by Proposition 218, need to be followed. Notifications would be distributed by the end of October.

The costs of notification is approximately \$5,000 and would be paid by the District and recovered through Franchise Fees. Following the required minimum 45 day noticing period, the District Board would then consider adoption of the proposed rates at its December 8, 2021 meeting, for an effective date of January 1, 2022. If adopted, the new rates would be included in Recology's first full billing cycle which would be for January, February, and March 2022.

Fiscal Impact

Staff has reviewed the rate options to fund the solid waste and recycling collection program for 2022. The current 2021 rates are expected to produce a projected excess of approximately \$11,006, as of June 30, 2021, in revenue over projected District cost for service, with \$254,411 in reserves.

The rate adjustment for 2022 and the savings by not performing this year's 2022 rate study should cover any shortfalls for the 2022 year. If not, the Board will need to subsidize revenue requirements with the Solid Waste Reserve.

Recommendation

The District Manager recommends the adoption of a \$2.75 rate increase applied to the residential 20-gallon container, a \$1.75 rate increase applied to the 32-gallon container, no increase to the 64-gallon container and the 96 gallon container, and no increase in the commercial rates. In addition, the District Manager recommends the adoption of the rates for Unscheduled Services as described in attachment 3 of this report. With the adoption of these adjustments, West Bay's rates for most residential and commercial customers would become one of the closest in the county to their actual cost of service levels.

Therefore, the District Manager recommends:

1. The Board set a Public Hearing for December 8, 2020, to review proposed Solid Waste and Recycling collection rates for year 2022; and
2. Provide staff direction by minute order regarding the rate adjustments for 2021 and mailing of the Proposition 218 notice for a public hearing to be held on December 8, 2021 prior to the adoption of the collection rates for 2022.

Attachments: Attachment 1— HF&H Solid Waste Rate Study for 2021 dated October 1, 2020, Attachment 2— Draft 218 notice for 2022, Attachment 3— Attachment Q: Unscheduled Services

ATTACHMENT 1



Managing Tomorrow's Resources Today

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October 1, 2020

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

Sent via e-mail

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

Dear Mr. Ramirez:

HF&H Consultants, LLC (HF&H), at your request, has reviewed the West Bay Sanitary District's (District) projected calendar year 2021 residential and commercial costs and revenues as presented in the draft report submitted by the South Bayside Waste Management Authority (SBWMA) to determine the estimated surplus/shortfall for each customer class (residential and commercial). Additionally, we have updated the District's solid waste/recycling "cost of service" rate model to reflect 2021 projected results.

Based upon the findings described in this report and presented to the District's Board at its September 09, 2020 meeting, the District's Board proposed the following rate adjustments for 2021.

Container Size Serviced 1X/Week	Residential	Commercial	Proposed \$ Increase	Proposed 2021 Rate
20 Gallon	6.98% Increase	N/A	\$3.00	\$46.00
32 Gallon	4.90% Increase	4.90% Increase	\$2.50	\$53.50
64 Gallon	0.0% Increase	0.0% Increase	\$0.00	\$72.00
96 Gallon	0.0% Increase	0.0% Increase	\$0.00	\$105.00
All Bins	N/A	5% Decrease	Varies	Varies

The adjustments for both residential and commercial rates will better reflect the cost of service, while generating sufficient revenue to cover the projected collection and processing costs for 2021. As part of a multi-year plan, similar adjustments were implemented in previous years. Increases projected for 2022 are anticipated to be slightly higher than basic cost of living increases for the smaller gallon containers and flat for larger gallon containers and bins.

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BACKGROUND

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

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

Based on results provided by the SBWMA for setting rates in 2017, there was no rate adjustment increase required, as combined revenue in general was sufficient to cover total costs. However, the District requested HF&H to prepare an analysis of the then-current solid waste rates and propose a revised rate structure for residential and overall adjustment to commercial carts, commercial bins, and commercial compactor rates. The purpose of the analysis was to better reflect the cost of service, while generating sufficient revenue to cover the projected collection and processing costs for 2017 through 2025.

SCOPE OF WORK

Based on the results, provided by the SBWMA for the 2021 rate-setting process, HF&H updated the "cost of service" model previously developed and enhanced the cost allocation methodology between residential container sizes. The cost projections reflect the first year under the new agreement with RSMC.

We performed the following procedures as part of our review:

- Obtained cost, rate and current customer account data from the District and the final September 17 2020 SBWMA report;
- Prepared a summary schedule projecting the District's revenues for 2021 and revenue for the next five years (through 2026). We assumed an annual 3.5% inflation to costs over the 5-year period;
- Prepared a schedule projecting residential and commercial revenue requirement through 2026 with the objective of the residential revenue to equal the costs to provide the service; and,
- Prepared a schedule proposing adjustments to the rates for the various residential carts with the objective of specific cart size revenue to equal its respective cost to provide the service.

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LIMITATIONS

Our conclusions are based, in part, on Recology's projections of its financial results of operations included in the September 24th "SBWMA Final Report Reviewing the 2021 Recology Compensation Application". Actual results of operations will usually differ from projections because events and circumstances frequently do not occur as expected and the difference may be significant.

FINDINGS

General

HF&H has updated the prior year's rate structure analysis following its two-step process. The first step divides the solid waste collection system into two customer classes: residential and commercial. For purposes of this study, we are including multi-family customers with the commercial customer class and we have not factored any surplus or deficit from the prior year revenue reconciliations. We then reviewed the revenues and the revenue requirements for each customer class independently. During this initial step it was noted that the year over year increases in revenue requirement was less than the previously assumed 6% disposal costs but similar to the assumed 7.7% increase in collection costs as shown below:

Revenue Requirement (RSMC & SBR)	2020	2021	Variance Year over Year \$	Variance Year over Year %
Collection Cost	\$1,028,165	\$1,106,508	\$78,343	7.6%
Disposal/Processing	542,709	545,437	2,728	0.5%
Agency Fees (on net revenue)	94,252	101,430	7,178	7.6%
Total Costs	\$1,665,126	\$1,753,375	\$88,249	5.3%

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

Step 1 – Residential and Commercial Customer Classes

The following table shows the Rate Year 2021 revenue requirement by customer class. At current rates (2020 rates), the solid waste collection system as a whole is projected to generate slightly more than the requirement, \$18,058 excess of revenue compared to costs. However, as shown below, the residential customer class' revenue is approximately 0.36% below its costs.

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Table 1:
 2021 Projected Revenue and Costs by Customer Class

<i>Analysis of Residential and Commercial Revenues and Costs</i>			
	<i>Residential</i>	<i>Commercial</i>	<i>Total</i>
Projected Revenue at <u>Current Rates</u> ¹	\$1,490,960	\$280,473	\$1,771,433 A
Projected 2021 Costs			
Collection	\$924,701	\$181,807	\$1,106,508
Disposal/Processing	\$486,870	\$58,567	545,437
Agency Fees	\$84,694	\$16,736	101,430
Total Costs	<u>\$1,496,265</u>	<u>\$257,110</u>	<u>\$1,753,375</u> B
Excess (Deficiency) of Revenues vs Costs	<u>(\$5,305)</u>	<u>\$23,363</u>	<u>\$18,058</u> A-B=C
Projected Rate Adjustment	0.36%	-8.33%	-1.02%

NOTE: The amounts shown above are for 2021 activity only. Prior year surplus/shortfalls are NOT included.

¹ Projected Revenue is based upon the first 5 months of 2020 actual revenue annualized.

If the District elects to have the residential customer class rates generate sufficient revenue to cover its costs, rates could be adjusted all at once or over a period of time. The table below shows possible rate adjustments to both customer classes over a four-year period, assuming costs will usually increase annually by 3.5%.

Table 2:
 Proposed Average Rate Adjustments

		<i>Residential</i>	<i>Commercial</i>
1	2021	1.80%	-4.34%
2	2022	2.67%	0.20%
3	2023	3.51%	3.34%
4	2024	3.39%	3.34%

The following table shows the projected revenues after the above rate adjustments. By 2022, the revenues are just slightly above the cost for residential and slightly above the cost for commercial.

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

Projections - Balance Revenue & Costs over 4 Years												
	1			2			3			4		
	2021			2022			2023			2024		
	Residential	Commercial	Total	Residential	Commercial	Total	Residential	Commercial	Total	Residential	Commercial	Total
Proposed Average Rate Adjustment	1.80%	-4.34%		2.87%	0.20%		3.51%	3.34%		3.39%	3.34%	
Total Revenue	\$1,517,797	\$268,291	\$1,786,088	\$1,558,341	\$268,836	\$1,827,177	\$1,612,976	\$277,821	\$1,890,797	\$1,667,701	\$287,102	\$1,954,803
Assumptions:												
1) Cost Increase	"Projected"	"Projected"		3.50%	3.50%		3.50%	3.50%		3.50%	3.50%	
2) Disposal/Processing Increase	"Projected"	"Projected"		3.50%	3.50%		3.50%	3.50%		3.50%	3.50%	
Collection	\$924,701	\$181,807	\$1,106,508	\$957,065	\$188,170	\$1,145,236	\$990,563	\$194,756	\$1,185,319	\$1,025,232	\$201,573	\$1,226,805
Disposal/Processing	486,870	58,567	545,437	503,910	60,617	564,527	521,547	62,738	584,286	539,801	64,934	604,736
Agency Fees	84,694	14,422	99,117	87,659	14,927	102,586	90,727	15,450	106,176	93,902	15,990	109,892
Total Costs	1,496,265	254,797	1,751,062	1,548,634	263,714	1,812,349	1,602,837	272,944	1,875,781	1,658,936	282,498	1,941,433
Excess (Deficiency) Amount	\$21,532	\$13,495	\$35,026	\$9,706	\$5,122	\$14,828	\$10,140	\$4,876	\$15,016	\$8,765	\$4,605	\$13,370
Excess (Deficiency) Percentage	1.42%	5.03%	1.96%	0.62%	1.91%	0.81%	0.63%	1.76%	0.79%	0.53%	1.60%	0.68%

Step 2 – Residential Container Rates

We reviewed the residential rates by container size and compared the rates to the cost of service by container size projected by the SBWMA, which assumed the variable cost between container sizes is primarily the disposal cost. Additionally HF&H updated the cost of service by container size using the same approach used in the rate model from the previous year. Since this is the first year of the new Agreement with RSMC there are some significant variances due to the negotiation process and the reclassification of costs from RSMC's 2011 proposal. We have assumed the following:

- **Organics collection costs** are fixed per household as every customer receives the same size container and is serviced at the same frequency (64 gallon cart, serviced 1 time per week). For 2021, the fixed cost is \$24.56 per home per month (a 2.33% increase from 2020's cost of \$24.00);
- **Recycling collection costs** are also fixed per household for the same reason as above, (64 gallon cart - serviced 1 time per week). For 2021, the fixed cost is \$12.39 per home per month (a 4.73% increase from 2020's cost of \$11.83);
- **Disposal cost** is variable based upon the capacity/gallon size of the solid waste cart serviced. For 2021 the projected variable cost is \$0.155 per gallon (a 6.16% increase from 2020's cost of \$0.146);
- **Fixed solid waste (SW) route/collection costs** are costs that do not vary based on the level of service received (e.g., customer service costs, IT costs, etc.). For 2021, the fixed cost is \$3.20 per home per month (a 23.07% increase from 2020's cost of \$2.60); and,
- **All other SW route/collection costs** are attributed to each cart size using equivalent cart units (ECU) calculated by applying routing metrics. (The ECU basic principle establishes the numeric

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relationship between cart size and route capacities.) For 2021, the projected monthly cost per ECU is \$5.218 multiplied by a factor of:

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

The following tables shows the current rates (2020), the SBWMA and the HF&H projected 2021 costs by cart size.

**Table 4a:
 HF&H Projected 2021 Costs by Residential Container Size**

<i>Analysis of Costs by Size of Container</i>				
	20	32	64	96
Organics Collection Cost	\$24.56	\$24.56	\$24.56	\$24.56
Recycling Collection Cost	12.39	12.39	12.39	12.39
Disposal Cost (\$0.15 per gallon)	3.10	4.95	9.90	14.86
Fixed Solid Waste Cost	3.20	3.20	3.20	3.20
All Other Solid Waste Cost				
<i>\$5.2180 X a factor of</i>	1.000	1.600	3.627	6.080
	<u>\$5.22</u>	<u>\$8.35</u>	<u>\$18.92</u>	<u>\$31.73</u>
* Monthly Cost per Cart per HF&H	\$48.45	\$53.44	\$68.97	\$86.72

* Rounded to the nearest cent

**Table 4b:
 Comparison of 2020 Residential Rates and Projected 2021 Costs by Container Size**

<i>Analysis of Costs by Size of Container</i>							
<u>Subscription</u>	<u>Container Size</u>	<u>Current Mo. Rate</u>	<u>* 2021 Mo Cost per Cart</u>	<u>Excess (Deficiency) of Revenues vs Costs</u>	<u>Projected Rate Adjustment</u>	<u>Prior Years Variance before Adjustment</u>	
19% 427	20	\$43.00	\$48.45	(\$5.45)	12.7%	19.6%	
57% 1262	32	\$51.00	\$53.44	(\$2.44)	4.8%	5.3%	
19% 428	64	\$72.00	\$68.97	\$3.03	-4.2%	-6.9%	
4% 81	96	\$105.00	\$86.72	\$18.28	-17.4%	-19.3%	
100% 2198							

* Rounded to the nearest cent

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The following table shows possible adjustments to achieve the desired residential customer class results from Step 1 and align the rates to the cost of service at each residential container size from Step 2. These are projections based upon annual assumed increases in costs and would need to be revised as the actual costs are known and projections revised.

**Table 5:
 Possible Residential Rate Adjustments to Achieve Cost of Service by Cart Size**

	<i>Container Size</i>							
	20 gallon		32 gallon		64 gallon		96 gallon	
Current Rate→		\$43.00		\$51.00		\$72.00		\$105.00
Proposed 2021	6.98%	\$46.00	4.90%	\$53.50	0.00%	\$72.00	0.00%	\$105.00
Projected 2022	5.98%	\$48.75	3.27%	\$55.25	0.00%	\$72.00	0.00%	\$105.00
2023	4.61%	\$51.00	3.62%	\$57.25	3.47%	\$74.50	0.00%	\$105.00
2024	4.41%	\$53.25	3.50%	\$59.25	3.36%	\$77.00	0.00%	\$105.00
2025	4.23%	\$55.50	3.80%	\$61.50	3.25%	\$79.50	0.00%	\$105.00
2026	4.06%	\$57.75	3.24%	\$63.50	3.14%	\$82.00	0.00%	\$105.00
2026 Projected Cost of Service		\$57.54		\$63.47		\$81.91		\$103.00

Rate Structure Summary

Current Rate Structure

Under the current rate structure, rate revenue (assuming current rates and no use of prior year surplus or shortfall) is projected to produce an excess of approximately \$18,058 in revenue for the forthcoming year (see Table 1).

Rate Adjustments

Residential and Commercial Customer Class

In the first step described above, HF&H divided the solid waste collection system into two customer classes: residential and commercial and modeled a rate structure which achieved a cost of service balance between the customer classes in four to five years. Overall revenue from residential rates are increased by 1.80% and revenue from commercial rates are decreased by 4.34% in 2021 (see Table 2 and Table 3).

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Residential Cost of Service by Container Size

The District continues to elect to address the commercial customers as a class, but revise and align individual residential rates to “cost-of-service” rates, where the residential rates would have a fixed component regardless of solid waste container size (organics, recycling and some solid waste collection costs are fixed), plus variable costs and a per-gallon disposal rate. This type of rate structure may be more equitable, but may not be reasonable to implement all at once; resulting in rate increases being phased in following a multi-year plan. After the first phase of larger increases to the residential 20 and 32 gallon in prior years, our updated scenario, as modeled above, results in an 6.98% increase to 20-gallon rates and a 4.9% increase to 32-gallon rates in 2021 and subsequent 5.98% to 3.24% increases over the next 5 years. The 64-gallon rates would remain flat in 2021 and 2022 with a 3.47% increase in 2023 and 3.36% to 3.14% increases thereafter. The 96-gallon rates would remain flat in 2021 and over the next 5 years. (See Table 5).

Recommendation

As we have seen in other jurisdictions over the past few years, the District’s rate structure encourages customers to “downsize” their solid waste container by placing more materials in their recyclable material and organics carts, rather than in their solid waste containers, which ultimately reduces the amount of trash sent to the landfill. However, as customers reduce their container size, less revenue is generated but there is not an equal reduction of the cost to drive by, collect, and process the materials. Only 23% of residents (those customers receiving 64- or 96-gallon service) cover the fixed costs to provide such service (see Table 4b). The District has been able to keep the residential rates lower than necessary because, as was the industry practice, commercial revenues have contributed more than the cost of their services. In the future, the District should continue increasing the 20-gallon and 32-gallon rates a greater percentage than the 64-, and 96-gallon rates to have them pay a larger percentage of their fixed costs but still be lower than the 64-gallon rate to incentivize customers to reduce the amount of materials disposed of in the landfill. The aligning of residential rates to the cost of service at each container size and the overall reduction of the commercial customer class bin rates by a flat percentage over time, achieves the District’s objective of a cost-of-service rate structure (see Table 6).

At its September 09, 2020 meeting, the District’s Board proposed to implement, as part of its multi-year plan established five years ago, the following rate adjustments for residential and commercial rates that will close the gap between the rates and the cost for the 20-gallon and 32-gallon services, while generating sufficient revenue to cover the projected collection and processing costs for 2021.

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

<i>Rates by Size of Container</i>						
	<u>Residential</u>				<u>Commercial</u>	
	20 Gallon	32 Gallon	64 Gallon	96 Gallon	1YD Bin 1x/week	3YD Bin 1x/week
Current Rates	\$43.00	\$51.00	\$72.00	\$105.00	\$185.55	\$392.14
Proposed Rate Adjustment	6.98%	4.90%	0.00%	0.00%	-5.00%	-5.00%
2021 Proposed Rate / Mo.	\$46.00	\$53.50	\$72.00	\$105.00	\$176.27	\$372.53
Increase (Decrease) / Mo.	\$3.00	\$2.50	\$0.00	\$0.00	(\$9.28)	(\$19.61)
<i>2021 Projected Revenue at Proposed Rates</i>						
	<u>Residential</u>	<u>Commercial</u>	<u>Total</u>			
Projected Revenue at <u>Current Rates</u> ¹	\$1,490,960	\$280,473	\$1,771,433			
2021 <u>Proposed Rate</u> Revenue	\$1,517,797	\$268,291	\$1,786,088 A			
2021 Proposed Costs	1,496,265	254,797	1,751,062 B			
Excess Amount	\$21,532	\$13,495	\$35,026 A - B = C			
Excess Percentage	1.4%	5.0%	2.0%			

¹ Projected revenue at current rates is based upon the actual revenue for the first 5 months of 2020, annualized.

* * * *

We appreciate the opportunity to be of continued service to the District. We value our relationship with you and the District and are committed to providing you the highest level of service in the performance of this matter for you. Should you have any questions, please feel free to call me at (925) 977-6961.

Sincerely,

HF&H CONSULTANTS, LLC

Marva M. Sheehan, CPA
 Vice President

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Rates for Other Services

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

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Service Category	Rate	Description of Rate
Backyard Collection Service—Single Family Dwelling	For one Solid Waste Cart: \$21.99 (0-50 ft) \$25.65 (51-100 ft)	Rates vary based on distance & number of carts. Contact the District for rates for distances beyond 100 feet and for more than one solid waste cart.
Return Trip Cost (Request to provide collection service after the regularly scheduled collection day)	\$18.33	Per collection event.
On-Call Bulky Item Collection	\$99.63	Per each collection event beyond first 2 per year. (Each customer receives 2 free bulky collections per year)
Distance charge—MFD and Commercial Accounts	A – 10% of base monthly rate B – 25% of base monthly rate	A – 51 to 100 feet from access by contractor's collection vehicle B – 101 feet or more from access by contractor's collection vehicle
Container Relocation Service	A – 12% of base monthly rate each container B – 27% of base monthly rate each container	A – 51 to 100 feet from access by contractor's collection vehicle B – 101 feet or more from access by contractor's collection vehicle
On-Call Pick-up for SFD, MFD, Mixed Use, and Commercial Customers	25% of the base monthly rate for the size of container collected once per week	Per collection event
Additional Targeted Recyclable Materials or Organic Materials Cart Rental	A - \$3.66 per Recycling Cart B - \$3.66 per Organic Materials Cart	Six month minimum charge required for any size cart.
Collection of Contaminated Targeted Recyclable Materials or Organic Materials Container	25% of the base monthly rate Solid Waste for the size of container collected once per week. Plus: return trip fee if applicable.	Per collection event
Key Service	A -- \$10.38 per usage B -- \$11.61 per usage	A – Residential Customers B – Commercial Customers
Lock Purchase	\$20.76 – per lock	One-time charge per account.
Overage Fee	100% of base monthly Solid Waste rate	Per collection event
Overage Bags	50% of the base monthly rate or \$9.76 minimum	Rate per bag
Container Cleaning	A – \$61.08 B – \$103.84	A – per Cart B – per Bin or Drop-Box
Dirty Cart Replacement	A – \$79.40 B – \$91.62 C – \$103.84	A – per 32 gallon Cart B – per 64 gallon Cart C – per 96 gallon Cart
Additional Compost Material Delivery	A – \$152.70 B – \$305.40	A – One way delivery B – Round trip delivery

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500 Laurel Street
Menlo Park, CA 94025



Important Information - Notice of Public Hearing
"Solid Waste & Recyclable Material Rate Increase"
Wednesday, December 8, 2021 at 7:00 p.m.

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

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

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

The District must receive your letter in a sealed envelope by 3:00 p.m. on December 8, 2021 or it must be presented at the District Board meeting on December 8, 2021 prior to the close of the public hearing on this matter or by Zoom Join Zoom Meeting <https://us06web.zoom.us/j/84425104056pwd=NzIiNWUvRSC84TlV6L05YeREbGtRQT09> Meeting ID: 844 2510 4056 Passcode: 203810 or telephone 1-669-900-6833 Meeting ID: 844 2510 4056 Passcode: 203810

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

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

NOTICE OF INTENT TO INCREASE COLLECTION RATES FOR SOLID WASTE/RECYCLABLE MATERIALS IN THE WEST BAY SANITARY DISTRICT ATTACHMENT 2

MATERIALS IN THE WEST BAY SANITARY DISTRICT

The District Board of the West Bay Sanitary District hereby gives public notice of its intent to increase some of the existing residential rates for the collection of recyclable materials, compost, and refuse **commencing Jan. 1, for 2022**. The

District Board plans to consider this rate increase at a public hearing on December 8, 2021 at 7:00 p.m. in the Board Conference Room located at 500 Laurel Street, Menlo Park or by Zoom or telephone to encourage social distancing <https://us06web.zoom.us/j/84425104056?pwd=NzZlNWUvRSC84T1V6L05YeIREbGtRQT09> Meeting ID: 844 2510 4056 Passcode: 203810 or 1-669-900-6833 Meeting ID: 844 2510 4056 Passcode: 203810

The need for this increase was discussed by the District Board at the September 8, 2021 Regular Board meeting, and is further detailed in the staff report for this matter, which are available at the District Office located at 500 Laurel Street, Menlo Park or online at www.westbaysanitary.org

Approximately fifty-six percent (56%) of residential service containers are a 32 gallon size. The new rate for 2022 for a 32 gallon container would increase from \$53.50 per month to \$55.25 per month, a \$1.75 per month increase. The new rate for the 20 gallon container would increase from \$46.00 per month to \$48.75 per month, a \$2.75 per month increase. 20 gallon containers will be grandfathered to current users but are no longer available to new customers or to customers wishing to migrate down to a 20 gallon container. As further detailed in the Rate Study in 2020, the purpose of these increases is to align the Solid Waste Rates with the actual proportionate cost of providing the service to customers in each Customer Service Level.

The proposed rate increases will align rates for 20 and 32 gallon carts with the actual cost of providing service received by the two smaller carts. All rates for other carts and commercial bins will remain the same.

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



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

NECESSITY FOR THE NEW RATES

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

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

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

The West Bay Sanitary District hereby gives notice of a public hearing to be held at its Board meeting on December 8, 2021, at 7:00 p.m. in the District's "Ronald W. Shepherd" Administration Building located at 500 Laurel Street, Menlo Park, CA or by Zoom or telephone to encourage social distancing <https://us06web.zoom.us/j/84425104056?pwd=NzZlNWUvRSC84T1V6L05YeIREbGtRQT09> Meeting ID: 844 2510 4056 Passcode: 203810 or 1-669-900-6833 Meeting ID: 844 2510 4056 Passcode: 203810

At this hearing, the Board of Directors will consider public comment as well as written protests by ratepayers regarding the proposed increase in monthly collection rates. If written protests are presented by a majority of the affected ratepayers prior to the close of the public hearing, the Board of Directors will not increase the rates as a matter of State law, however levels of service may be impacted.

Proposed Maximum Solid Waste Rates for 2022						
Customer	MONTHLY RATES			QUARTERLY RATES		
	Current Monthly Rate	Proposed* Monthly Rate	Monthly Increase	Current Quarterly Rate	Proposed Quarterly Rate	Quarterly Increase
Service Level						
<i>Residential:</i>						
20 gallon can	\$46.00	\$48.75	\$2.75	\$138.00	\$146.25	\$8.25
32 gallon can	\$53.50	\$55.25	\$1.75	\$160.50	\$165.75	\$5.25
64 gallon can	\$72.00	\$72.00	\$0.00	\$216.00	\$216.00	\$0.00
96 gallon can	\$105.00	\$105.00	\$0.00	\$315.00	\$315.00	\$0.00
**Commercial:(Per Pick Up)						
	Current	Proposed	Increase per pick up			
1 yard bin	\$176.27	\$176.27	\$0.00	n/a	n/a	n/a
2 yard bin	\$334.54	\$334.54	\$0.00	n/a	n/a	n/a
3 yard bin	\$372.53	\$372.53	\$0.00	n/a	n/a	n/a
4 yard bin	\$496.70	\$496.70	\$0.00	n/a	n/a	n/a

(Continued) Rates for Other Services

ATTACHMENT 3
ATTACHMENT Q - 2022
ADDITIONAL SERVICES

For Rate Years Eleven (2021) through the remaining Rate Years in the Term, the Charges for additional services specified in Attachment Q shall be adjusted annually in accordance with Attachment K.

The Charges for additional services for Rate Year Ten (2020) shall be the Charges for Rate Year Ten (2020) as determined under the 2009 Franchise Agreement. These are the Charges that will be adjusted as provided in Attachment K of this Agreement to determine the Charges for Rate Year Eleven (2021).

Two additional services are included in this Attachment Q there were not in Attachment Q of the 2009 Franchise Agreement. The two new services are Container Relocation Service and Agency-Specific Reporting for Abandoned Waste Collections. Charges for these services are presented in the table below.

	Service	Reference	Agency-Approved Charge	Description
Additional Services for Customers				
1	Single-Family Dwelling Backyard Collection Service	Section 5.02.A	See Charges in the table at the end of this Attachment	See Charges in the table at the end of this Attachment
2	Long Distance Service for MFD, Mixed Use, and Commercial Accounts (Note: only applicable to Containers with wheels)	Sections 5.02.B, 5.02.C; and 8.02.B	A – 10% of base monthly Rate of the Collection Rate for each Container requiring Long Distance Service B – 25% of base monthly Rate of the Collection Rate for each Container requiring Long Distance Service	A – Distance greater than 50 feet and less than or equal to 100 feet B – Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.

**ATTACHMENT 3
ATTACHMENT Q - 2022
ADDITIONAL SERVICES**

	Service	Reference	Agency-Approved Charge	Description
3	Container Relocation Service	Sections 5.02B and 8.02B	A – 12% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service B – 27% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service	A – Distance greater than 50 feet and less than or equal to 100 feet B – Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.
4	On-Call Pick-up for SFD, MFD, Mixed Use, and Commercial Customers	Sections 5.02.A, 5.02.B, and 5.02.C	25% of the base monthly Rate for the size of Container Collected once per week	Per Collection event per Container for Collection requested by Customer
5	Return Trip (SFD, MFD, Mixed Use, or Commercial)	Sections 5.02.A, B, C; 5.03.A, B, C; 5.04.A, B, C	\$18.33 for SFD \$18.33 for Commercial, Mixed Use, and MFD	Per Collection event (i.e., request to return and provide Collection service after the Customer failed to properly set out their Container(s) for regularly scheduled Collection)
6	Additional Targeted Recyclable Materials or Organic Materials Cart Service for SFD	Sections 5.03.A and 5.04.A	\$3.66 per Recycling Cart \$3.66 per Organic Materials Cart	Per Cart per month (any Cart size). Six month minimum charge required. Includes one-time Cart delivery upon start of service and removal of Cart when service is discontinued by Customer.
7	Additional On-Call Bulky Item Collection	Sections 5.05, 5.06	\$99.63	Per Bulky Item Collection event (in addition to the events provided at no charge to Customer pursuant to Section 5.12)

ATTACHMENT 3
ATTACHMENT Q - 2022
ADDITIONAL SERVICES

	Service	Reference	Agency-Approved Charge	Description
8	Collect Contaminated Targeted Recyclable Materials or Organic Materials Container	Section 6.03.A and 8.02.F	25% of the base monthly Solid Waste Rate for the size of Container Collected once per week plus Return Trip Fee if applicable	Per Collection event for Container with Contamination Level greater than the maximum level pursuant to Table 1 in Section 6.02.B
9	Lock Service (Key Service)	Section 8.02.B	A – \$10.38 per usage B – \$11.61 per usage	Monthly cost: A – Residential Customers B – Commercial Customers
10	Lock Purchase	Section 8.02.B	\$20.76 per lock	Per lock
11	Overage Service	Section 8.02.G	100% of the base monthly Solid Waste Collection Rate	Per Collection event (after the first two events)
12	Overage Bags Cost	Section 8.02.G	50% of the base monthly Solid Waste Collection Rate or \$9.76 minimum	Per bag
13	Container Cleaning Service	Section 8.05.D	A – \$61.08 B – \$103.84	A – per Cart B – per Bin or Drop-Box Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D

ATTACHMENT 3
ATTACHMENT Q - 2022
ADDITIONAL SERVICES

	Service	Reference	Agency-Approved Charge	Description
14	Dirty Cart Replacement (Exchange) Service	Section 8.05.D	A – \$79.40 B – \$91.62 C – \$103.84	A – per 32 gallon Cart B – per 64 gallon Cart C – per 96 gallon Cart Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D
Additional Services for Agency				
15	Additional Confidential Document Destruction Service Event	Section 5.07	\$1,465.94	Per event
16	Additional Compost Material Delivery	Section 5.11	A – \$152.70 per delivery B – \$305.40 per delivery	A – “one-way” only delivery by Contractor where Contractor delivers to and unloads compost at an Agency-approved location B – “Round-trip” delivery by Contractor where Contractor delivers compost in a Drop Box to an Agency-approved location and returns at a later time or date to pick up the Drop Box and any remaining compost (charge includes the delivery of and later pick-up of the Drop Box)
17	Community Drop-Off Events	Section 5.13	\$20,767.50 per event or day	Per event or day targeting 5,000 households. Does not include disposal or public education expenses.
18	Collection for Agency-Sponsored and Non-Agency sponsored Community Events	Section 5.08	A – \$3,664.85 B – \$6,108.09 C – \$9,162.13	A – One day event with a projected 2,500 or fewer attendees B – One (1) or two (2) day events with a projected 2,501 to 7,500 attendees per day C – One (1) or two (2) day events with a projected 7,501 to 10,000 attendees per day

ATTACHMENT 3
ATTACHMENT Q - 2022
ADDITIONAL SERVICES

Backyard Collection Service Charge for Single-Family Dwellings* (Section 5.02.A)				
Distance from Curb**	Backyard Charge for Customers with One (1) Solid Waste Cart	Backyard Charge for Customers with Two (2) Solid Waste Carts	Backyard Charge for Customers with Three (3) Solid Waste Carts	Backyard Charge for Customers with Four (4) Solid Waste Carts
Distance <= 50 feet	\$21.99	\$35.09	\$70.17	\$105.26
50 < Distance <= 100 feet	\$25.65	\$38.75	\$73.84	\$108.92
100 < Distance <= 150 feet	\$29.32	\$42.42	\$77.51	\$112.59
150 < Distance <= 200 feet	\$32.98	\$46.08	\$81.17	\$116.25
200 < Distance <= 250 feet	\$36.65	\$49.74	\$84.82	\$119.91
250 < Distance <= 300 feet	\$40.31	\$53.41	\$88.49	\$123.57
300 < Distance <= 350 feet	\$43.98	\$57.07	\$92.16	\$127.24
Each additional 50 foot increment over 350 feet	Amount equals the difference between the Charge for 250 to 300 feet and 300 to 350 feet			

* Backyard Collection Service Charges are charges added to the base monthly Rate for Single-Family Collection service, and cover the provision of Backyard Collection Service for all of Customer’s Solid Waste, Recyclable Materials, and Organic Materials Carts.

** Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Cart, if there is no curb.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

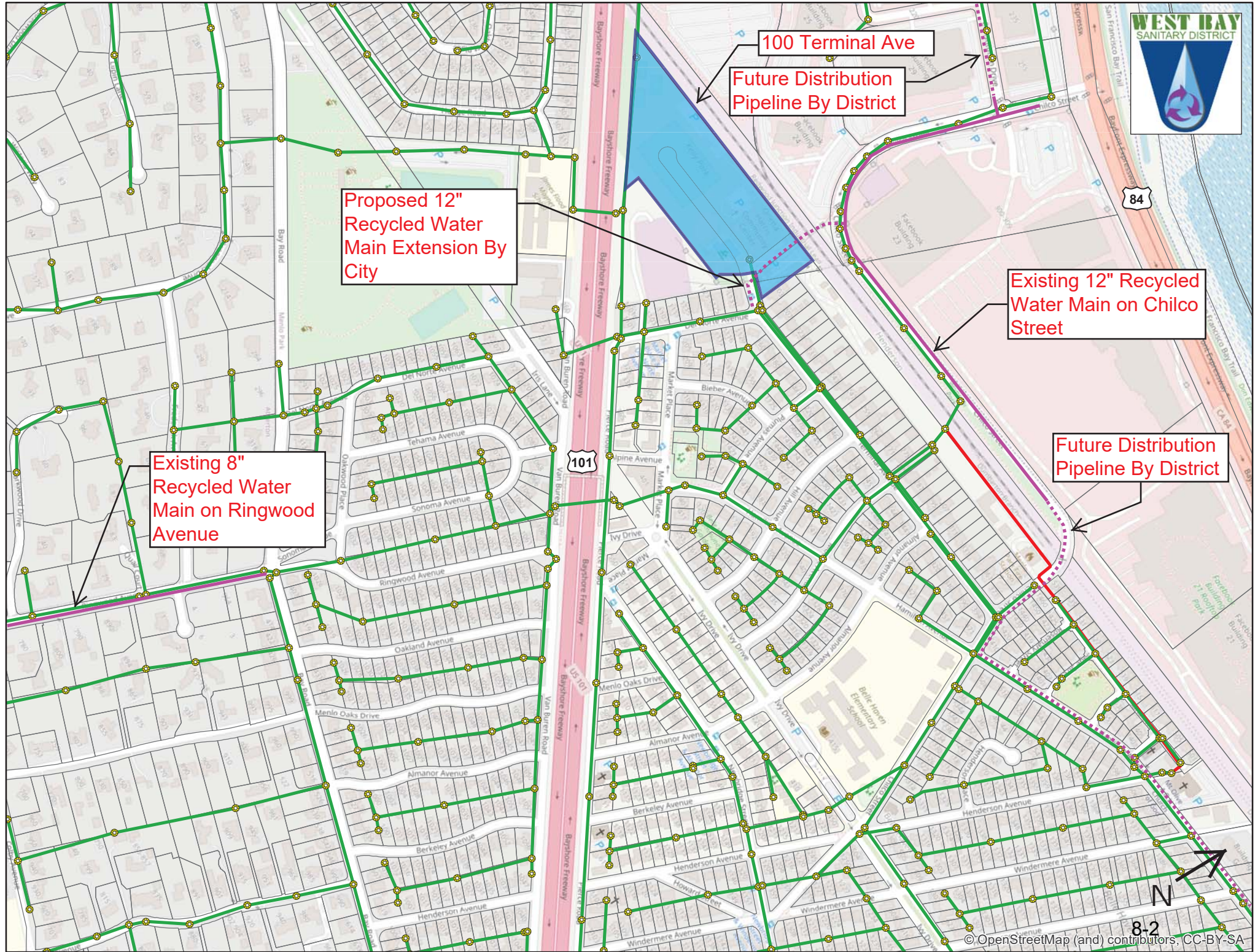
To: Board of Directors

From: Sergio Ramirez, District Manager

**Subject: Discussion of Cost Sharing and Direction on the Recycled Water
Main extension at 100 Terminal Avenue, Menlo Park, CA**

The District Manager will discuss partnering with the City of Menlo Park on a recycled water main extension at the City's Facebook-backed Menlo Park Community Center redevelopment at 100 Terminal Avenue, Menlo Park.

Attachments: Exhibit A – Site Map



100 Terminal Ave
Future Distribution Pipeline By District

Proposed 12" Recycled Water Main Extension By City

Existing 12" Recycled Water Main on Chilco Street

Existing 8" Recycled Water Main on Ringwood Avenue

Future Distribution Pipeline By District





WEST BAY SANITARY DISTRICT AGENDA ITEM 9

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *September 8th, 2021 Update Report on District Response to Corona Virus*

Background

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

Analysis

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

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

Social Distancing: District staff has employed several measures related to Social Distancing including; limiting meeting size to 10, marking seating spots at tables with 6 foot separation, signage encouraging 6 foot distancing, separation of reporting stations to include the FERRF, Plexi-glass shields at the counter and between workspaces that cannot achieve 6 foot distancing, and closing of the District Office to the public unless by appointment.

Report to the District Board for the Regular Meeting of September 8, 2021

Personal Protective Equipment (PPE): The District has been engaged in supplying employees and Board members with several forms of Personal Protective Equipment and emphasizing the frequent and regular use of this equipment. These items include: The distribution of hand sanitizer to employees and Board members, wipes for counters, chairs and tables, installation of hand sanitizer at counter, tables and offices, N95 masks to all employees, increased counts coveralls, face shields, goggles etc.

This has caused the District to reassess its inventory and at what levels of existing stock should trigger new orders so that the District can maintain adequate levels of important supplies to carry us not only through traditionally thought of natural disasters but pandemics such as this. To that end staff has developed an improved inventory check list that includes contact information for ordering, expected lag times in ordering, minimum levels of stock, Trigger-levels for ordering, dates of stock added to inventory and so on. This should help us be better prepared for future events where PPE can be in short supply or difficult to obtain and District operations can continue uninterrupted.

Injury and Illness Prevention Program: The District has made a significant effort in the way of training employees in how to deal with the COVID 19 response. We have developed SOP's for both field staff and office staff in dealing with customers while maintaining social distancing, utilizing PPE, and remote permitting etc. We have complied with local health officials requirement to complete and post at all entrances the Social Distancing Protocols and used that and our SOP's as a basis for developing a comprehensive COVID 19 Preparedness and Response program.

The District has taken great efforts to inform the public of changes in business procedures during this time including website postings, posting notices and information on all entrance doors, mailings of letters and flyers to residents, and ads in Facebook and YouTube. The use of Wipes has emerged as a huge problem for the District and our outreach has included addressing this problem in the flyers, ads, and correspondence to persuade our constituents to refrain from flushing wipes.

May 13 update: The District has found that it takes at least 3 weeks from the date of order to delivery of consumable PPE items such as; N95 face masks (we have received 2,000 masks since the first March order), 500 face shields, and 150 goggles to protect the field staff from droplets and mist while cleaning the sewer lines.

The District will now be faced with transitioning back to normal operations. The District Office is open on Friday by appointment only. Construction activities are increasing and inspections are being scheduled much more frequently. Social Distancing and PPE will continue to be key elements of District life for the foreseeable future.

May 27 update: The District has opened the office to the public on Tuesdays and Thursdays. Stickers on the floors and notices on the doors and shields at the counters have been placed to remain compliant with the Health Dept. Wipes and signs have been placed in the bathrooms. All the departments except Administration have

returned to normal work hours (which are mostly 9/80 schedule but crews are still separated with the Satellite Office/Corp Yard. As a result of these changes have updated the COVID 19 response plan and affixed to entry doors as required.

June 10 update: Staff is resuming normal Pre-COVID 19 work schedules beginning June 8, with the exception of some of the Admin staff. Office hours will open up to Monday through Thursday 9am to 3pm.

June 24 update: As of Friday, June 12 the Administration Office was open by appointment. Office hours continue to be open Monday through Thursday 9am to 3pm. Staff is continuing to make a concerted effort to be available to the public and contractors for business.

July 8 update: The current YouTube advertisement advising customers not to flush wipes or towels has been viewed by 220,653 people and 24% or 50,759 have viewed the video to completion.

August 12 update: When an employee has been in contact with a known or possible COVID 19 positive patient or been in contact with someone who has been in contact with a confirmed COVID 19 positive patient they will be asked to stay home for a 14-day self-quarantine period and will be asked to be tested for COVID 19. If the employee is well enough during the self-quarantine period, they will work from home during this time. As soon as the employee is COVID 19 negative, they will be asked to return to work.

September 9 update: The District's COVID-19 Preparedness and Response Program has been updated through DuAll Safety to include usage of current San Mateo County Health Department signage, updated social distancing protocol (verbiage and links for continuing SIP order), CDC updates on Coronavirus symptoms, addition of cloth face mask and San Mateo County Health guidelines. Training to be scheduled for September with DuAll Safety (by ZOOM) for all current updates. Staff has purchased two disinfecting fog machines to disinfect surfaces in the Admin and Maintenance Buildings, and Operations Building at FERFF. Disinfection of surface are being done weekly.

September 23 update: Two employees are currently out sick and in quarantine due to a possible exposure to COVID-19 per District's protocol memorialized in our August 12, 2020 update (above) "*When an employee has been in contact with a known or possible COVID 19 positive patient or been in contact with someone who has been in contact with a confirmed COVID 19 positive patient they will be asked to stay home for a 14-day self-quarantine period and will be asked to be tested for COVID 19.*" Once the employees test negative for COVID-19, or quarantine for 14 days, they will be allowed back to work.

October 14 update: No updates at this time.

October 28 update: Updated training on the Response Program will be conducted in October. Two office employees were experiencing COVID-19 symptoms and were asked to work from home until test results were available. Both employees tested negative and have returned to work.

November 18 update: Updated training on the Response Program will be conducted on November 16.

December 9 update: The District is following all County of San Mateo increased COVID-19 restrictions and has cancelled our Holiday Luncheon out of an abundance of caution.

January 13, 2021 update: The front office is now limiting customers inside the lobby to no more than one. Others are asked to socially distance outside while they wait. Staff is working on the new COVID-19 Prevention Emergency Temporary Standards regarding prevention and reporting outbreaks.

January 27, 2021 update: The new COVID-19 Prevention Plan is complete and staff will receive training shortly.

February 10, 2021 update: Updated training on the Response Program was provided on February 2.

February 24, 2021 update: District Manager issued COVID-19 Vaccine letter to staff so they may schedule their vaccine on or after February 22, 2021 as part of the Phase 1B.

March 10, 2021 update: To date 7 employees have received at least one vaccine shot and approximately 3 others have received appointments.

March 24, 2021 update: Approximately 10 employees have been vaccinated.

April 14, 2021 update: The front office is back open to the public with limited hours of 9am-3pm Monday thru Friday with one customer being allowed in the lobby at a time. All four front office staff have received their second vaccine. Approximately, 33% of all staff have received one or more vaccine shots.

April 28, 2021 update: Approximately 50% of West Staff has been vaccinated. Effective May 3rd the Administrative staff will begin to work in the office full time, rather than from home, as they were for one to two days per week.

May 12, 2021 update: West Bay staff is back to working in the office full time and we are continuing have the front office opened to the public Monday through Friday. Over 50% of all staff are now vaccinated.

May 26, 2021 update: According to voluntary data, approximately 70% of West Bay staff have been vaccinated. Staff continues to follow Health Department guidelines.

June 9, 2021 update: Staff is following the County and State updates closely as restrictions ease up.

June 23, 2021 update: The District has made no changes to our existing COVID-19 policy but it is currently under review for updates and we are following Cal/OSHA and County of San Mateo requirements.

July 14, 2021 update: Staff is working with legal counsel and Du-All Safety to update the COVID 19 Response Plan. Training will take place in July on the updated plan.

July 28, 2021 update: There is no update since the July 14, 2021 Board meeting.

August 18, 2021 update: There is no further update since the July 14, 2021 Board Meeting.

September 8, 2021 update: The District is considering mandatory vaccination for staff.

Fiscal Impact

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

Recommendation

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

Recycled Water Facility Production Data:

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

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.

Report to the District Board for the Regular Meeting of September 8, 2021

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 12

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Consider Authorizing District Manager to Execute the Agreement with HF&H to Conduct a Recycled Water Financial Plan for the Bayfront Recycled Water Facility*

Background

At the May 12, 2021 Regular Board Meeting, the Board of Directors certified the Final Environmental Impact Report (FEIR) and Mitigation Monitoring and Reporting Program (MMRP) for the project. The FEIR is the California Environmental Quality Act (CEQA) document for the Levee Improvement and Bayfront Recycled Water Treatment Facility Project at the Flow Equalization and Resource Recovery Facility (FERRF). The levee improvement portion of the project will build up the levees and protect the twenty acre site from King Tide flooding, and sea level rise to prevent inundation of the facility.

The Bayfront Recycled Water Facility (BRWF) will provide approximately 600,000 gallons or .6 million gallons per day (.6MGD) of recycled water (peak average) per day to the Bayfront Area of Menlo Park. The District has identified several potential user of recycled water including the proposed Willow Village development in the current Menlo Industrial area South/East of Willow Road and Hamilton Ave in Menlo Park. The Willow Village development has a need for approximately 260,000 gallons (.26MGD) per day of recycled water. The use of such water will benefit the community because it will offset the need for potable drinking water of the same quantity. The recycled water will be used for irrigation and commercial toilet flushing, rather than using potable drinking water from the San Francisco Public Utility Commission (SFPUC) whom provides the City of Menlo Park with water from the Hetch Hetchy Reservoir. The project has positive water impacts for the region as a whole. In addition to other new developments, the existing commercial buildings in the Bayfront Area in Menlo Park require considerable amounts of potable drinking water to irrigate the vegetation and trees on and around their buildings' landscape. These campuses have been identified as future connectors to the District's recycled water infrastructure.

To this end, engineering consultant, Woodard & Curran (W&C) has developed two Technical Memorandums (Memos). One to identify the cost of construction for the Bayfront Recycled Water Facility and its distribution system, and the other to identify the ongoing Operations & Maintenance (O&M) cost for the recycled water facility and its infrastructure.

At the July 14, 2021 Regular Board Meeting the Board directed the District Manager to work on developing a financial plan to analyze the cost implications of building the recycled water infrastructure. The financial plan will help establish a recycled water capacity connection fee and rate structure.

The other contributing factor to the project was to engage developers to provide them with an opportunity to provide early contributions in aid of construction (CIAC) so that the developers could establish recycled water allocations for their individual projects. The CIAC model has been used by other agencies in building infrastructure for new development. Both of the W&C Technical Memos will be the basis of the Financial Plan.

Analysis

The District has engaged HF&H Consultants, LLC, to prepare a financial plan for the District's proposed Bayfront Recycled Water Facilities Plan. The proposed recycled water facilities will initially treat 0.6 MGD of wastewater at a Membrane Bioreactor (MBR) plant for distribution in the Bayfront area for non-potable indoor and outdoor uses. The 2019 Facilities Plan and subsequent documentation identify the treatment and distribution facilities and their associated O&M and capital cost estimates.

The purpose of the Financial Plan is to provide the District with financial information for use in its planning for negotiations with developers. The Financial Plan will be used to develop a funding strategy from sources such as user charge rates, contributions in aid of construction, and other sources.

The scope of work for the Financial Plan will include preparations of a spreadsheet model incorporating cost and development characteristics. The model will be designed with flexibility to readily vary costs, demands, funding, and other assumptions, which is likely to occur as the project moves forward. The model will produce pricing information regarding user charge rates, CIAC, and other funding requirements. The user charge rates will be based on O&M cost estimates plus capital replacement. It is assumed that the user charge rates will be uniform (i.e., the same dollar amount per hundred cubic feet for all developments). Based on the uniform charge rates, annual charges will be derived for each development based on their recycled water allocation.

The CIAC will be based on the unit of cost of capacity (e.g., dollars per hundred cubic feet of overall capacity in the facilities). Again, this will be the same unit cost that will be applied to capacity required by each development to determine each development's CIAC. The CIAC will allow early contributors to the recycled water project, to have water allocated to their developments early on, and before the facility reaches full capacity and can no longer accommodate their recycled water needs.

Fiscal Impact

The Financial Plan is not to exceed \$20,000.00 and will be paid for with the budgeted Recycled Water Cash Flow funds. These costs will be incorporated in the total cost of the project and will be reimbursed appropriately by the user of the recycled water.

Recommendation

The District Manager recommends the District Board authorize him to execute the agreement for Financial Services from HF&H Consultants, LLC, to conduct a Recycled Water Financial Plan for the Bayfront Recycled Water Facility.

Attachment: HF&H Consultants, LLC, Recycled Water Financial Plan Agreement
HF&H Consultants, LLC, Proposal dated August 27, 2021

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN WEST BAY SANITARY DISTRICT
AND
HF&H CONSULTANTS LLC**

THIS AGREEMENT, hereinafter referred to as “Agreement”, made and entered into on this 8th day of September 2021, by and between West Bay Sanitary District, hereinafter referred to as “District”, and HF&H Consultants LLC, hereinafter referred to as “Consultant.”

WITNESSETH:

WHEREAS, the District desires to prepare a recycled water financial plan for the Bayfront Recycled Water Facility and this effort requires the services of a consultant; and

WHEREAS, Consultant has available, and offers to provide, personnel and facilities necessary to accomplish such work as may be requested by the District;

NOW, THEREFORE, the District and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

Consultant will prepare a financial plan for the District’s proposed Bayfront Recycled Water Facilities Plan. The proposed recycled water facilities will initially treat 0.6 MGD of wastewater at a Membrane Bioreactor (MBR) plant for distribution to developments in the Bayfront area for non-potable indoor and outdoor uses. The 2019 Facilities Plan and subsequent documentation identify the treatment and distribution facilities and their associated O&M and capital cost estimates.

The purpose of the Financial Plan is to provide the District with financial information for use in its planning for negotiations with developers. The Financial Plan will be used to develop a funding strategy from sources such as user charge rates, contributions in aid of construction (CIAC), and other sources. It is the Consultant’s understanding that certain prior projects (i.e., Sharon Heights Golf Club’s recycled water supply and Coastside County Water District’s Crystal Springs water supply pipeline) may be suitable precedents for the Bayfront recycled water facilities. Of particular note is the use of CIAC to fund the initial construction of the facilities.

II. SCOPE OF SERVICES

Consultant agrees to perform those services described in the attached proposal, listed as Exhibit “A” from Consultant dated August 27, 2021, entitled Proposal: Recycled Water Financial Plan, hereinafter referred to as “Proposal.”

III. TIME FOR COMPLETION

The work is scheduled for completion by November 1, 2021 following the Financial Plan presentation planned to occur at the October 27, 2021 Board meeting.

IV. COMPENSATION

For services to be performed by Consultant, the District agrees to pay, and Consultant agrees to accept, compensation in an amount not to exceed the total amount described in the Proposal, see Exhibit "A". Consultant shall invoice the District on a time and materials cost basis for services provided under this Agreement in accordance with the Proposal.

Consultant shall submit invoices for services completed each month. The District shall pay such invoices within thirty (30) days after their receipt. If payment is not made within thirty (30) days, interest on the unpaid balance will accrue at a rate of one and one-half percent (1.5%) per month compounded monthly.

V. RESPONSIBILITY OF CONSULTANT

Consultant agrees that in undertaking the duties to be performed hereunder, it shall act as an independent consultant for and on behalf of the District. The District shall not direct the work and means for accomplishment of the services and work to be performed hereunder. The District, however, retains the right to require that work performed by Consultant meet specific standards without regard to the manner and means of accomplishment thereof.

VI. INDEMNIFICATION

Consultant shall, with respect to claims, liability, loss, damage, costs, or expenses, including reasonable attorney's and expert witness fees, awards, fines, penalties, or judgments to the extent arising out of or relating to consultant's negligent performance under this Agreement (collectively "Claims"), defend, indemnify, and hold harmless District, its Member Agencies, and all of their directors, officers, employees and agents (the "District Parties"). Consultant shall not be obligated under this Agreement to indemnify any one of the District Parties to the extent that the damage is attributable to that party's negligent acts or omissions or willful misconduct. As respects claim other than professional liability, Consultant shall defend the District Parties as required by California Civil Code Section 2778, and with counsel reasonably acceptable to those parties. Consultant shall have no right to seek reimbursement from the District Parties for the costs of defense.

VII. INSURANCE

Consultant shall procure and maintain insurance during the Term, as may be extended by written amendment, with insurers licensed to do business in the State of California and with a Best's rating of no less than A: for the following minimum insurance coverages.

A. Worker's Compensation insurance and occupational disease insurance, as required by law, and employer's liability insurance, with minimum limits as required by law, covering all workplaces involved in this Agreement.

B. Commercial general liability insurance, with limits of not less than a single limit for Bodily Injury Liability and Property Damage Liability combined of \$1,000,000 each occurrence and \$2,000,000 aggregate.

C. The insurance shall cover all operations of Consultant including but not limited to the following: (1) premises, operations and mobile equipment liability; (2) completed operations and products liability; (3) contractual liability insuring the insurable obligations assumed by Consultant in this Agreement; (4) Independent Contractor's Contingent coverage; (5) broad form property damage liability; (6) personal injury liability; and (7) automobile bodily injury and property damage insurance, including all owned, hired and non-owned autos.

D. All general liability policies shall be endorsed to name the District Parties as additional insureds as to the Services and shall provide that such policy is primary insurance and that any insurance maintained by the District Parties shall not contribute with it.

E. Consultant shall also provide Professional Liability Insurance, written on a "Claims Made Basis," with limits of liability in amounts not less than \$1,000,000 per claim and aggregate, insuring Consultant and its employees against liabilities arising out of or in connection with the negligent acts, errors, or omissions of any of the foregoing in connection with the carrying out of their professional responsibilities for the Project. Consultant shall renew continuous coverage or extend the reporting period, to the extent available, by endorsement or otherwise, for claims two (2) years from the date the Project is substantially complete. Such professional liability policies shall include coverage for liability assumed by the Consultant under this Agreement for losses arising out of Consultant's negligence.

F. Consultant shall provide District with Certificates of Insurance, on forms acceptable to District, or other evidence of insurance acceptable to District, concurrently with execution of this Agreement. The Commercial General Liability, Worker's Compensation and Professional Liability certificates shall provide that there will be no cancellation of coverage without thirty (30) days prior written notice to District, ten (10) days notice for cancellation due to non-payment of premium.

VIII. ASSIGNMENT

This Agreement is binding on the heirs, successors, and assigns of the parties hereto. This Agreement may not be assigned by either the District or Consultant without the prior written consent of the other.

IX. BENEFIT

Except as herein provided, this Agreement shall inure to the benefit of the assigns, heirs, and successors of the parties to this Agreement.

X. TERMINATION

The District may terminate this Agreement for its convenience. Consultant shall be compensated for work performed to the date of termination including a reasonable amount for profit and cost to terminate work.

In the event Consultant shall persistently fail to perform services and work hereunder in a manner satisfactory to the District, this Agreement may, at the District's option, be terminated. Consultant shall be compensated for completed and useful work performed to the date of termination.

XI. JURISDICTION

This Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction of litigation arising from this Agreement shall be in that state. If any part of this Agreement is found to conflict with applicable laws, such part shall be inoperative, null, and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

XII. ARBITRATION

All claims, disputes, and other matters in question between the parties to this Agreement arising out of or relating to this Agreement or the breach thereof, which are not disposed of by mutual agreement, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. No arbitration arising out of or relating to this Agreement shall include any person not a party to this Agreement except by written consent signed by the parties hereto and persons to be joined. This agreement to arbitrate shall be specifically enforceable under prevailing arbitration law.

Notice of demand for arbitration shall be filed in writing with the other parties to this Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event after the date when the institution of legal or equitable proceedings would be barred by the applicable statute of limitations. The award rendered by the arbitrators shall be final, and judgment may be entered in accordance with applicable law in any court having jurisdiction.

XIII. INTEGRATION

This Agreement represents the entire understanding of the District and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing, signed by both parties.

XV. SUBCONTRACTS

Except as provided in the Proposal, and otherwise with prior written approval of the District, Consultant shall not enter into any subcontract with any other party for purposes of providing any work or services covered by this Agreement.

Date: _____

WEST BAY SANITARY DISTRICT,

“a special district”

By: _____

Signature

Sergio Ramirez, District Manager

Typed Name and Title

Date: _____

CONSULTANT

HF&H Consultants, LLC

By: _____

Signature

Rick Simonson, Senior Vice President

Typed Name and Title

APPROVED AS TO FORM

DISTRICT COUNSEL

EXHIBIT "A"
SCOPE OF SERVICES



HF&H CONSULTANTS, LLC

Managing Tomorrow's Resources Today

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Walnut Creek, California 94596
Tel: (925) 977-6950
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Robert C. Hilton, CMC
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Richard J. Simonson, CMC
Marva M. Sheehan, CPA
Robert D. Hilton, CMC
John W. Farnkopf, PE

August 27, 2021

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

Subject: **Proposal: Recycled Water Financial Plan**

Dear Mr. Ramirez:

At the District's request, I have prepared this proposal to prepare a financial plan for the District's proposed Bayfront Recycled Water Facilities Plan. Our proposal describes the background, work plan, staffing, proposed compensation, and schedule for the proposed project.

BACKGROUND

The proposed recycled water facilities will initially treat 0.6 MGD of wastewater at an MBR plant for distribution to developments in the Bayfront area for non-potable indoor and outdoor uses. The 2019 Facilities Plan and subsequent documentation identify the treatment and distribution facilities and their associated O&M and capital cost estimates. The purpose of the Financial Plan is to provide the District with financial information for use in its planning for negotiations with developers. The Financial Plan will be used to develop a funding strategy from sources such as user charge rates, contributions in aid of construction (CIAC), and other sources.

It is our understanding that certain prior projects (i.e., Sharon Heights Golf Club's recycled water supply and Coastside County Water District's Crystal Springs water supply pipeline) may be suitable precedents for the Bayfront recycled water facilities. Of particular note is the use of CIAC to fund the initial construction of the facilities.

The following work plan was developed to address the District's specific needs.



WORK PLAN

The financial plan will be prepared as a spreadsheet model incorporating cost and development characteristics provided in the Facilities Plan and subsequent engineering documentation. The model will be designed with flexibility to readily vary costs, demands, funding, and other assumptions, which is likely to occur as the project moves forward.

The model will produce pricing information regarding user charge rates, CIAC, and other funding requirements. The user charge rates will be based on O&M cost estimates. It is assumed that the user charge rates will be uniform (i.e., the same dollar amount per hundred cubic feet for all developments). Based on the uniform charge rates, annual charges will be derived for each development.

The CIAC will be based on the unit of cost of capacity (e.g., dollars per hundred cubic feet of overall capacity in the facilities). Again, this will be the same unit cost that will be applied to capacity required by each development to determine each development's CIAC.

Draft versions of the model will be developed and reviewed with District staff and consultants to confirm that we have correctly interpreted engineering data and assumptions and to refine alternatives. The Financial Plan will be presented to the District Board of Directors and revised to incorporate the Board's input.

*Deliverable: Financial Planning model
Board presentation*

STAFFING

The project will be managed by me with technical advice from John Farnkopf. Modeling will be conducted by me, with assistance from Gabe Sasser, a Senior Associate at HF&H. The District is familiar with Gabe as he assisted me in conducting the sewer service charge rate studies for the District over the past two year. I will attend all meetings.

SCHEDULE

Time is of the essence. It is expected that the presentation of the Financial Plan will occur at the October 22, 2021 Board meeting. Interim work products will be reviewed with District targeting completion for this Board meeting.

Mr. Sergio Ramirez
August 27, 2021
Page 3



RECOMMENDED BUDGET

We recommend a budget of \$20,000 to cover the cost of completing and presenting the Financial Plan at the October Board meeting. This budget is intended to include preparation of the model, reviewing drafts with District staff and consultants, and revisions to the model based on the Board’s input. We will only bill for services rendered. Additional budget may be required if we are involved in ongoing analysis as the project goes forward into negotiations with developers.

* * *

I hope this proposal is responsive to the District’s requirements. Please let me know if any revisions are needed. I would like to thank you for requesting this proposal from us. We greatly appreciate the opportunity to be of further assistance to the District.

Very truly yours,

HF&H CONSULTANTS, LLC

A handwritten signature in blue ink that reads "Richard J. Simonson".

Rick Simonson
Senior Vice President



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 13**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 14**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

Report to the District Board for the Regular Meeting of September 8, 2021

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