

1902 - Serving Our Community for over 115 Years - 2022
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 12, 2022 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

District Manager

Sergio Ramirez

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE or ZOOM ONLY

Pursuant to California Assembly Bill 361, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate telephonically only, and may submit comments in advance by email addressed to treese@westbaysanitary.org by 4:00 p.m. on Wednesday, January 12th.

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

<https://us06web.zoom.us/j/81027132194?pwd=UHNnODZJK3RGWVdqVExaZ2hKamdTUT09>

Meeting ID: 810 2713 2194 Passcode: 435951

Or by phone, call: 1-669-900-6833 Meeting ID: 810 2713 2194 Passcode: 435951

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. Closed Session
 - A. CONFERENCE WITH LABOR NEGOTIATORS
(Cal. Govt. Code § 54957.6)
Agency designated representative: District Manager
Unrepresented employee: (all unrepresented staff)

4. Consent Calendar

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

- A. Approval of Minutes for Regular meeting December 8, 2021 Pg. 4A-1
 - B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru December 31, 2021 Pg. 4B-1
 - C. WBSD Operations and Maintenance Report – December 2021 Pg. 4C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2021 Pg. 4D-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – December 2021 Pg. 4E-1
 - F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361 Pg. 4F-1
 - G. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1604 for the Construction of Wastewater Facilities for 160 Fawn Lane, Portola Valley, California Pg. 4G-1
 - H. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1604 for the Construction of Wastewater Facilities for 160 Fawn Lane, Portola Valley, California Pg. 4H-1
 - I. Consider Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1614 for the Construction of Wastewater Facilities for 214 Grove Drive, Portola Valley, California Pg. 4I-1
 - J. Bank of the West Monthly Investment Portfolio Statements Pg. 4J-1
5. Consider Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Extension Required for the Connection of 143 Lake Road Parcel 2, Portola Valley Pg. 5-1
6. Consider Approving Resolution and Endorse Staff's Filing of CEQA Exemption with San Mateo County, consistent with filing of SRF Loan Application before end of 2021 with the State Water Resources Control Board for the Construction of the Avy Altschul Pump Station Pg. 6-1
7. Consider to Approve the Financial Statements FY 2021-22, First Quarter Ending 9/30/2021 Pg. 7-1
8. Consider Approving District Treasury Report Second Quarter FY 2021-22 Pg. 8-1
9. District Manager's Report Pg. 9-1
10. Discussion and Direction over the Draft Memorandum of Understanding Establishing Principles of Agreement Initial Funding for Purchase of Recycled Water Treatment Facility System Capacity Pg. 10-1
11. January 12th Update Report on District Response to Corona Virus Pg. 11-1
12. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 12-1

13. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 13-1
14. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 14-1
15. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 15-1
16. Closed Session
 - A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code §54956.9(d)(2):
(1 potential case)
 - C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: District Manager
17. Consider to Approve End-of-Year Goals and Objectives Performance Compensation for District Manager Pg. 17-1
18. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
19. 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.

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1902 - Serving Our Community for over 115 Years - 2021

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, DECEMBER 8, 2021 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:02 PM

Roll Call

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

BOARD MEMBERS ABSENT: None

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

Others Present: Tammy DelBene – Recology, Rick Simonson – HF&H, Dave Richardson – Woodard & Curran, Julia Au and TJ Carter – Rethink Waste, Sheldon Chavan and Paul Pham – Chavan & Assoc.

2. Communications from the Public: None.

3. Public Hearing: Consideration of Proposed Solid Waste/Recycling Collection Rates for the Year 2022

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

Discussion/Comments: District Manager Ramirez gave a brief report on the proposed rates and expressed that commercial rates were not increasing this year.

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

4. Consider Resolution to Approve Solid Waste/Recycling Collection Rates Effective January 1, 2022, and adoption of the rates for “Rates for Other Services”

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

Discussion/Comments: None.

5. **Consider a General Regulation Amending the Code of General Regulations to Add Section 303 to Article III, Adopting and Incorporating a Mandatory Organic Waste Disposal Reduction Ordinance by Reference as Appendix “A” to the Code of General Regulations to Comply with Senate Bill (SB) 1383, *California’s Short-Lived Climate Pollutants Reduction Act (2016)*, and to Add Section 1004(f) to Article X to Establish the County of San Mateo’s Enforcement Authority for Edible Food Recovery Pursuant to the Mandatory Organic Waste Disposal Reduction Ordinance**

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

Discussion/Comments: District Manager Ramirez reported that District Counsel Condotti has reviewed the draft ordinance as well as SBWMA’s legal counsel.

6. **Consider Resolution Approving the Implementation of SB 1383 Memorandum of Understanding (MOU) with the South Bayside Waste Management Authority (SBWMA)**

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

Discussion/Comments: None.

7. **Consider Resolution Approving Memorandum of Understanding (MOU) with San Mateo County Office of Sustainability for Implementation of Senate Bill (SB) 1383 Compliant Edible Food Recovery Program**

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

Discussion/Comments: None.

8. **Discussion and Acceptance of the HF&H Recycled Water Financial Plan for the Bayfront Recycled Water Facility**

Discussion/Comments: Rick Simonson of HF& H reported on the projected costs of the Bayfront Recycled Water Project including the capital costs to construct the facility. He went on to report that there are many interested parties including the Willow Village project in which peak demand is projected at approximately 44% of the total capacity or approximately \$33M of the total cost. District Manger Ramirez reported that Willow Village representatives are on board with the project and have agreed to pay their share. Board consensus was to accept the Recycled Water Financial Plan for the Bayfront Recycled Water Facility. The next step is to complete the draft agreement with developers who are interested in recycled water.

9. Consider Resolution Authorizing District Manager to Submit a Clean Water State Revolving Fund Application for the “Avy Altschul Pump Station” and Approve the Reimbursement Resolution to Manage the Funding if Awarded

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

Discussion/Comments: District Manager Ramirez reported that these resolutions are necessary to apply for a State Revolving Fund (SRF) loan for the project. He also reported that the school district has approved the proposed location of the pump station.

10. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

- A. Approval of Minutes for Regular meeting November 10, 2021
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru November 30, 2021
- C. WBSD Operations and Maintenance Report – November 2021
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – November 2021
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – November 2021
- F. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 160 Fawn Lane, Portola Valley
- G. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1131 for the Construction of Wastewater Facilities for 20 Navajo Pl, Portola Valley, California
- H. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1131 for the Construction of Wastewater Facilities for 20 Navajo Place, Portola Valley, California
- I. Consider Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1607 for the Construction of Wastewater Facilities for 4 Navajo Pl, Portola Valley, California
- J. Consider Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1613 for the Construction of Wastewater Facilities for 305 Cervantes Rd, Portola Valley, California
- K. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361

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

11. District Manager's Report

Discussion/Comments: District Manager Ramirez reported that the sewer service charge and connection rate study is underway. He also reported that the annual newsletter will appear in the December 31 edition of the Almanac and that outreach on non-flushable wipes is continuing on the Facebook and YouTube platforms. He continued to report that the Metal Storage Building roof is now complete and the electrical portion is beginning. He also reported that the November 22 Board meeting will be cancelled and the next meeting will be on January 12. In addition, District Manager Ramirez reported on a recent in-house force main repair in Portola Valley. The complete District Manager's written report is in the December 8, 2021 agenda packet.

12. Consider Adopting the District's Audited Financial Statements for the Year Ended June 30, 2021

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

Discussion/Comments: District Finance Manger Fisher and Paul Pham of Chavan & Associates presented the FY 2020-21 audit highlights to the Board.

13. Consider a General Regulation Amending the Code of General Regulations for the adoption of Updated Silicon Valley Clean Water Local Limits to be Included in the West Bay Sanitary District Code of General Regulations

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

Discussion/Comments: District Manager Ramirez reported that the amendment to the General Regulation mirrors Silicon Valley Clean Water (SVCW) local limits recently approved by their Commission.

14. Consider Resolution to Elect to the District Board, President, and Secretary, and Appoint a Treasurer and Consider Appointment of Committee Appointees and Alternates

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

Discussion/Comments: The Board elected: Fran Dehn, President; David Walker Secretary; Roy Thiele-Sardiña, Treasurer. George Otte, SVCW Commissioner; Ned Moritz, SVCW Alternate; Fran Dehn, SBWMA Board of Directors, George Otte, Alternate SBWMA Board; Ned Moritz and Roy Thiele-Sardiña, Finance Advisory Committee; Fran Dehn and Roy Thiele-Sardiña, Recycled Water Advisory Committee.

15. December 8th Update Report on District Response to Corona Virus

Discussion/Comments: District Manager Ramirez reported that on November 8, 2021 the District Manager and Safety Officer (Water Quality Manager) held training regarding the COVID-19 vaccine mandate. Staff has been submitting proof of vaccination to Human Resources since the training was held.

16. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported that 5.2 million gallons were treated however, nothing was delivered due to rain and cool weather. He also reported that he will be working with District Legal Counsel on a solar power agreement for the plant which will require easements and site leases with Sharon Heights Golf and Country Club, as well as, the solar power company.

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

Discussion/Comments: District Manager Ramirez reported that the Willow Village representatives are reviewing the draft MOU for this project. He also reported that the National Fish & Wildlife Foundation has awarded the District a \$3.9M grant for the Levee Project.

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

Discussion/Comments: President Dehn gave an update on Recology's fleet, in addition to the status with plastics and other commodities SBWMA is working through.

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

Discussion/Comments: Director Otte reported that three change orders will be considered at the upcoming Commission meeting.

20. Closed Session

Entered closed session at 9:12 p.m. Left closed session at 9:57 p.m.

- A. CONF. WITH LABOR NEGOTIATORS (Cal. Govt. Code § 54957.6)
Agency designated representatives: District Manager/Legal Counsel
Represented, Unrepresented & Exempt employees

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: District Manager

- C. 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

Reportable action: None.

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

Discussion/Comments: None.

22. Adjournment Time: The meeting was adjourned at 9:58 PM

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WEST BAY SANITARY DISTRICT
Financial Activity Report
December 2021

Date: *January 12, 2022*

To: *Board of Directors*

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

Subject: *Approve Monthly Financial Activity Report*

Financial Activity for the month of December 2021.

Receipt Summary:

Commercial Deposits	2,747,747.78
Deposits in Transit / <Prior Period Receipts/Returned Checks>	(17,601.67)
Credit Cards	7,058.52
San Mateo County [Tax Roll]	14,871,685.35
Other Receipts	27,764.68
Transfers	1,500,000.00
Total Receipts	<u>19,136,654.66</u>

Withdrawal Summary

Total Checks	650,541.80
Total Corp Cards	11,150.05
Total Bank Transfers	1,176,930.22
External Withdrawals	1,838,622.07
Total Internal Bank Transfers	16,500,000.00
Total Withdrawals	<u>18,338,622.07</u>

Fund **Expenditure Summary by Budget Category**

100	Operations	872,907.07
200	Capital	318,063.72
300	Solid Waste	0.00
500	Recycled Water	50,672.28
800	Silicon Valley Clean Water	596,979.00
Expenditures by Fund		<u>1,838,622.07</u>

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

President _____

Secretary _____

WEST BAY SANITARY DISTRICT
Receipts & Incoming Transfers
December 2021

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
462170	12/1/2021	Lencioni Construction: 61 Faxon Rd, ATH, Permit	540.00
462171	12/1/2021	Thomas James Homes: 3127 Barney Ave, MP, Permit	170.00
462172	12/1/2021	Thomas James Homes: 20 Cerros Manor, MP, Permit	170.00
462173	11/16/2021	Prior Period	0.00
462174	12/2/2021	SLAC: Mandatory Wastewater Discharge Compliance SVCW - Sampling & Monitoring Costs	1,989.48
462175	12/3/2021	Matarozzi Pelsinger: 351 Stockbridge Ave, ATH, Permit	1,565.00
462176	12/3/2021	Bayshore Plumbers: 1050 Noel Dr, MP, Permit	290.00
462177	12/3/2021	Superior Plumbing: 317 University Dr, MP, Permit	290.00
462178	12/8/2021	VOID	0.00
462179	12/8/2021	Thomas James Homes: 321 Nova Ln, MP, Permit	170.00
462180	12/8/2021	Sean Gavin: 480 Arlington Way, MP, Permit & Connection Fee	5,815.65
462181	12/8/2021	Discount Plumbing Inc.: 972 Olive St, MP, Permit	290.00
462182	12/8/2021	Bayshore Plumbers: 20 Rondo Way, MP, Permit	290.00
462183	12/8/2021	Portia Kersten: 124 Carmel Way, PV SSC	1,875.00
462184	12/8/2021	Portia Kersten: 124 Carmel Way, PV SSC	1,669.16
462185	12/8/2021	Technology, Engineering & Construction, Inc.: 201 La Cuesta	970.32
462186	12/8/2021	Yiran Wu: 219 Laurel Ave, MP, Permit	170.00
462187	12/9/2021	Trench Free: 443 Waverley St, MP, Permit	290.00
462188	12/10/2021	GS MP Portal Owner, LLC: 110 & 104 Constitution & 115 Independence, MP, Permits & Conn Fee	2,542,067.50
462189	12/10/2021	Pro Roto Inc.: 1031 Menlo Oaks Drive, MP, Permit	290.00
462190	12/10/2021	Carla Carstens: 4135 Alpine Rd, PV SSC	164.68
462191	12/10/2021	Shoreway Plumbing: 48 Heather Dr, ATH, Permit	290.00
462192	12/10/2021	Andres Schmidt - Level 10 Construction: 100 Terminal Ave., MP, Discharge Permit	1,035.08
462193	12/10/2021	Recology: Franchise Fee 11/2021	8,824.22
462194	12/10/2021	SHGCC: SHRWF O&M Recon 7/2020 - 12/2020	14,851.34
462195	12/14/2021	SLAC: Sampling & Monitoring Costs	601.70
462196	12/15/2021	Recology: SW Curbside Supplemental Pmts CY 2020	4,089.12
462197	12/16/2021	SMC: SSC FY 2021-22 First Installment	14,871,685.35
462198	12/14/2021	Ramin Dariani: 2018 Sand Hill Rd, MP, Permit - Returned Check	(5,815.65)
462199	12/16/2021	Mike Counsil Plumbing: 1036 Almanor Ave, MP, Permit	290.00
462200	12/16/2021	Craftsmen'S Guild Inc.: 1227 Whitaker Way, MP, Permit	95.00
462201	12/16/2021	Villa Plumbing: 960 Menlo Oaks Dr, MP, Permit	195.00
462202	12/16/2021	Prosch Engineering: 14 Isabella Ave, Ath, Permit	290.00
462203	12/16/2021	Bayshore Plumbers: 5 Bolton Place, MP, Permit	290.00
462204	12/16/2021	Darren Ewaniuk: 933 Millie Ave, MP, Permit	170.00
462205	12/17/2021	Bayshore Plumbers: 1356 Middle Ave, MP, Permit	290.00
462206	12/17/2021	Town Of Los Altos Hills: Maintenance Service Agreement 10/2021	29,494.45
462207	12/17/2021	Paula Carano: 30 Meadow Ln, PV SSC	1,875.00
462208	12/17/2021	Paula Carano: 40 Meadow Ln, PV SSC	1,875.00
462209	12/20/2021	Ivan Mihailovic: 28 Laburnum Rd, Ath, Permit	458.44
462210	12/20/2021	Farrokh & Sohaila Kaveh: 1195 Westridge Dr, PV Annexation Fee	3,370.00
462211	12/20/2021	SRI International: 333 Ravenswood Ave, MP Mandatory Wastewater Discharge SVCW	1,229.00
462212	12/21/2021	Behrens Curry Homes: 180 Elena Ave, Ath, Permit	170.00
462213	12/21/2021	Elizabeth Holmes: 214 Grove Dr, PV, Permit, Connection & Reimbursement Fees	122,428.96
462214	12/21/2021	James C. Momtazee: 280 Nathorst Ave, PV SSC FY 2021-22	1,255.00
462215	12/21/2021	George Salah: 19 Redberry Ridge, PV SSC FY 2021-22	937.50
462216	12/22/2021	Thomas James Homes: 704 Arnold Way, MP, Permit	170.00
462217	12/27/2021	L-3: 130 Constitution Drive, MP Invoice#: 2021-22-065	1,340.36
462218	12/28/2021	CSRMA: WC Refund FY 2020-21	15,438.00
462219	12/29/2021	EJ Plumbing Inc.: 4411 Fair Oaks Ave, MP, Permit	355.00
462220	12/2/2021	LAIF: Transfer Funds	1,500,000.00
Total Receipts			\$19,136,654.66

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
December 2021

CHECK	DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
68515	12/8/2021	Jack Bariteau	Reim Agmt: Westridge Conn #6.3	28,580.09
68516	12/8/2021	Leslie & Erik Doyle	Reim Agmt: Westridge Conn #6.3	28,580.09
68517	12/8/2021	Celia Oakley & Craig Barratt	Reim Agmt: Westridge Conn #6.3	28,580.09
68518	12/8/2021	Rob Dolin	Reim Agmt: Westridge Conn #6.3	54,302.17
68519	12/8/2021	AAA Fire Protection Services	5 yr Title 19 Sprinkler Inspection - Admin Building 10/2021	980.57
68520	12/8/2021	Action Towing	Tow Unit 212 To Towne Ford 11/2021	277.50
68521	12/8/2021	Matheson Tri-Gas, Inc.	Tank Rentals 11/2021	61.28
68522	12/8/2021	Alpha Analytical Laboratories	Daily Coniform Samples 11/2021	390.00
68523	12/8/2021	Veolia Water North America	Water Service - Purdue Ave 11/2/21-12/2/21	38.25
68524	12/8/2021	Atchison, Barisone & Condotti	Legal Services 11/2021	10,810.18
68525	12/8/2021	Aztec Consultants	Metal Storage Building Project 1749.1E, 5% Retention Escrow	14,059.55
68526	12/8/2021	Aztec Consultants	Project 1749.1E New Metal Building 11/2021	267,131.45
68527	12/8/2021	CWEA	CWEA Membership Renewals (2)	475.00
68528	12/8/2021	CASA	CASA WBSD Membership Renewal 2022	13,600.00
68529	12/8/2021	California Water Service	Water Service - Oct-Nov 2021	46.92
68530	12/8/2021	CalPERS Long-Term Care Program	LTC Withholding 11/16/21-11/30/21	53.76
68531	12/8/2021	Cintas	Uniform Service 12/1/21	799.47
68532	12/8/2021	City Of Foster City	CalOpps - Maintenance Worker Posting 11/2021	520.00
68533	12/8/2021	CleanServ Universal Services	Custodial Service 12/2021	1,075.00
68534	12/8/2021	Dolphin Graphics	Office Staff Apparel 10/2021	246.44
68535	12/8/2021	Fast Response On-Site Testing	Fast Response On-Site Testing - Respiratory 11/2021	1,737.60
68536	12/8/2021	Federal Express	Freight Charges - Harben Pump 10/2021	2,467.38
68537	12/8/2021	Navia Benefit Solutions	Commuter 11/2021	25.00
68538	12/8/2021	Grainger	Misc. Parts & Supplies 11/2021	1,091.56
68539	12/8/2021	Home Depot Credit Services	Operating Supplies 11/2021	2,225.99
68540	12/8/2021	Ieda	Consulting Fees 12/2021	814.00
68541	12/8/2021	Kone Pasadena	Elevator Maintenance 12/2021	282.80
68542	12/8/2021	City Of Menlo Park - Water	Water Service - Oct-Nov 2021	87.76
68543	12/8/2021	City Of Menlo Park-Fuel	Fuel: District Vehicles 11/2021	8,204.22
68544	12/8/2021	Menlo Park Hardware Co. #14016	Miscellaneous Tools and Parts 10/2021	48.08
68545	12/8/2021	R.A. Nosek Investigations	Background Checks for New Hires 12/2021	315.00
68546	12/8/2021	Occasions, Etc.	Years of Service Gift 11/2021	92.69
68548	12/8/2021	Pacific Gas & Electric	Electric Service - Oct-Nov 2021	14,327.15
68549	12/8/2021	Principal Life Insurance Co.	Insurance 12/2021	6,284.12
68550	12/8/2021	Redwood City	Unit 201, 213, 220, 227: Vehicle Service Sept-Nov 2021	4,403.15
68551	12/8/2021	County Of San Mateo	LSSA Recording Fee: 77 Marsh Rd, Ath	20.00
68552	12/8/2021	Seekzen Systems	IT Consulting Monthly Service Fee 11/2021	475.00
68553	12/8/2021	Sharp Business Systems	Monthly Lease for Copiers 12/2021	1,142.15
68554	12/8/2021	TPX Communications	Telephone 12/2021	3,066.44
68555	12/8/2021	Teamsters Local No. 350	Union Dues 12/2021	868.00
68556	12/8/2021	Teletrac Navman US	Vehicle GPS 12/2021	271.96
68557	12/8/2021	Towne Ford Sales	Unit 212: Vehicle Repair 11/2021	1,798.20
68558	12/8/2021	Univar Solutions USA	12.5% Sodium Hypochlorite for SHRWF 11/2021	2,113.88
68559	12/8/2021	Verizon Wireless	Internet 11/2/21-12/1/21	65.16
68560	12/8/2021	Vision Communications Co.	Radio Air Time 12/2021	724.13
68561	12/8/2021	Weco Industries	CCTV Repair June-Nov 2021	14,801.49
68562	12/9/2021	Carrie Nevoli	Reimbursement - Artificial Christmas Tree	435.31
68563	12/15/2021	Airgas Usa, LLC	Tank Rentals 11/2021	38.00
68564	12/15/2021	Alpha Analytical Laboratories	Daily Coliform Samples 11/2021	260.00
68565	12/15/2021	Readyrefresh By Nestle	Water Delivery 11/2021	75.82
68566	12/15/2021	Battery Junction Wholesale	Rayovac Alkaline 6V Lantern Batteries (40)	469.29
68567	12/15/2021	Consolidated Parts, Inc	Motor Soft Starts for Pumps (3)	4,757.81
68568	12/15/2021	California Water Service	Water Service - Nov-Dec 2021	1,878.54
68569	12/15/2021	Calpers Long-Term Care Program	LTC Withholding 12/1/21-12/15/21	53.76
68570	12/15/2021	Cintas	Uniform Service 12/8/21	832.92
68571	12/15/2021	City Of Foster City	CalOpps - Field Supervisor Posting 12/2021	520.00
68572	12/15/2021	Dept Of Industrial Relations	Elevator Conveyance & Inspection Permit July-Aug 2021	1,125.00
68573	12/15/2021	Du-All Safety, LLC	Safety Maintenance Contract 11/2021	1,620.00
68574	12/15/2021	Navia Benefit Solutions	Flexible Spending Account PR Contributions	966.88
68575	12/15/2021	Franchise Tax Board	Wage Garnishment	325.00
68576	12/15/2021	Grainger	Misc. Parts, Supplies & Tools 11/2021	2,101.70
68577	12/15/2021	City Of Menlo Park - Water	Water Service - Oct-Dec 2021	568.80
68578	12/15/2021	Moss Rubber	Hoses and Fittings for Bypass Equipment 10/2021	365.97
68579	12/15/2021	R.A. Nosek Investigations	Background Checks for New Hires - Seth A. 12/2021	299.00
68580	12/15/2021	Pacific Gas & Electric	Electric Service - Georgia Ln 10/29/21-11/30/21	464.84

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
December 2021

68581	12/15/2021	Peninsula Building Supply	Equipment 11/2021	312.05
68582	12/15/2021	Project Ergonomics	Ergonomic Office Chairs (2) 12/2021	904.97
68583	12/15/2021	CA State Disbursement Unit	Wage Garnishment	172.61
68584	12/15/2021	Redwood General Tire Co., Inc.	Unit 210: Tire Repair - 11/2021	45.01
68585	12/15/2021	San Mateo County Health	San Mateo County Environmental Health Permit - SHGCC 12/2021	777.00
68586	12/15/2021	Snap On Industrial	Tools 11/2021	962.28
68587	12/15/2021	Sunstate Equipment	Boom Lift Rental 11/2021	1,937.26
68588	12/15/2021	VAR Technology Finance	Scanner Monthly Lease 1/2021	462.99
68589	12/21/2021	AT&T	Telemetry 11/13/21-12/12/21	1,131.16
68590	12/21/2021	Alpha Analytical Laboratories	Daily Coniform Samples Nov 2021	455.00
68591	12/21/2021	Anderson Pacific	Bayfront Pipe Repair - 11/2021	10,862.63
68592	12/21/2021	California Water Service	Water Service - Portola Rd Nov-Dec 2021	85.33
68593	12/21/2021	Chavan & Associates LLP	Financial Audit FY 2020-21	7,700.00
68594	12/21/2021	Federal Express	HR Shipping Charges 12/8/21	45.15
68595	12/21/2021	Freyer & Laureta	Miscellaneous Eng., Levee Design, North Bay Road & Ringwood CIP Design, Bayfro	55,107.59
68596	12/21/2021	Pacific Gas & Electric	Electric Service - Nov-Dec 2021	199.83
68597	12/21/2021	Preferred Alliance	Admin Fees for DOT testing 11/2021	235.98
68598	12/21/2021	County Of San Mateo	SRF NOE Avy Althchul Pump Station Project	50.00
68599	12/21/2021	Verizon Wireless	Cellular Service - 11/16/21-12/15/21	950.11
68600	12/29/2021	Navia Benefit Solutions	Flexible Spending Account PR Contributions	966.88
68601	12/29/2021	Franchise Tax Board	Wage Garnishment	325.00
68602	12/29/2021	CA State Disbursement Unit	Wage Garnishment	172.61
68603	12/29/2021	Readyrefresh By Nestle	Water Delivery 8/11/21-9/10/21	289.57
68604	12/29/2021	California Water Service	Water Service - Stowe Ln 11/19/21-12/20/21	23.46
68605	12/29/2021	CalPERS Long-Term Care Program	LTC Withholding - 12/16/21-12/31/21	53.76
68606	12/29/2021	Comcast	Internet - Dec 2021 -Jan 2022	682.35
68607	12/29/2021	Mallory Co.	PPE Supplies 12/2021	505.09
68609	12/29/2021	Pacific Gas & Electric	Electric Service - Nov-Dec 2021	11,772.77
68610	12/29/2021	State Water Resources	State Water Resources Control Board - Annual Permit 7/1/21-6/30/22	17,834.00

650,541.80

Corporate Cards:

GL	DATE	Account Number & Name	Description	Amount
54028	12/21/2021	Commuter Benefits	Commuter Benefit	1,630.00
54080	12/21/2021	Memberships	CWEA Membership & Testing Fees	1,168.29
54091	12/21/2021	Stationary and Office Supplies	Office Supplies	572.16
54101	12/21/2021	Ops Supplies & Materials	Pallet of 60 lb Concrete, Supplies for FERRF Office & Rehab, Coupler for Force Mair	3,799.12
54107	12/21/2021	Personal Protective Equip & Su	Safety Boots	232.58
54126	12/21/2021	Safety Training	Safety Recognition for Traffic Control Setup on Willow Rd	50.00
54133	12/21/2021	Public Outreach	Facebook Ads	1,189.06
54158	12/21/2021	Computer Software R & M	GoToMeeting, Zoom: Monthly Subscriptions	147.61
54159	12/21/2021	Computer Hardware R & M	APC UPS Battery, and WebCams	550.30
54174	12/21/2021	Mgmt Conf. & District Meetings	Business Meetings, Holiday Luncheon	1,087.67
54176	12/21/2021	Business Meetings	Business Meetings	93.26
54207	12/21/2021	Vallombrosa Center	On-Call Lodging	630.00

Bank of the West - Credit Cards

11,150.05

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
December 2021

Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
12/1/2021	CalPERS	Retirement Contributions PR 11/19/2021	23,296.67
12/2/2021	Paytrace	Credit Card Processing Fees	611.26
12/3/2021	SVCW	SVCW Monthly Operating Contribution	596,979.00
12/3/2021	PrimePay	Employee Payroll & Board of Director Fees - Check Date: 12/3/2021	112,039.79
12/3/2021	PrimePay	Payroll Taxes	35,719.39
12/3/2021	ICMA	Deferred Compensation	10,188.81
12/9/2021	CalPERS	GASB Fee	1,050.00
12/13/2021	CalPERS	Retirement Contributions PR 12/3/2021	23,303.41
12/13/2021	CalPERS	Health Premiums	53,499.32
12/14/2021	Recology Peninsula Services	Refund	5,815.65
12/17/2021	PrimePay	Employee Payroll - Check Date: 12/17/2021	112,267.35
12/17/2021	PrimePay	Payroll Taxes	37,005.47
12/17/2021	ICMA	Deferred Compensation	7,988.81
12/20/2021	Bank of the West	Bank Fees	252.82
12/24/2021	PrimePay	PrimePay Fees	837.85
12/30/2021	PrimePay	Employee Payroll - Check Date: 12/30/2021	109,855.77
12/30/2021	PrimePay	Payroll Taxes	38,230.04
12/30/2021	ICMA	Deferred Compensation	7,988.81
Bank Transfers From BofW Checking			<u>1,176,930.22</u>

Internal Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
12/22/2021	LAIF	Transfer to WBSD LAIF Account	16,500,000.00
Bank Transfers From BofW Checking			<u>16,500,000.00</u>

Summaries:

Withdrawal Summary

Total Checks	650,541.80
Total Corp Card	11,150.05
Total Bank Transfers	1,176,930.22
Total Internal Bank Transfers	16,500,000.00
Total Withdrawals	<u>18,338,622.07</u>

Please note, effective July 2021 WBSD started posting PERS Retirement bi-weekly with each payroll, to resolve an issue with changes in PERS monthly reporting limits. Previously it was reported monthly. The adjustments were all completed in October 2021, resulting in 3 months or 6 payroll contributions deducted this month (there were no deductions in July or August 2021).

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 12/31/2021**

Regular Payables	Total by Vendor YTD FY 2021-22	Withdrawals December 2021
3T Equipment Company	44,482.00	-
A-A Lock & Alarm	337.05	-
AAA Fire Protection Services	980.57	980.57
AAA Rentals	2,056.68	-
Abila	4,649.82	-
Action Towing	502.50	277.50
Airgas Usa, LLC	1,036.84	38.00
Allied Crane	1,249.68	-
The Almanac	10,587.00	-
Alpha Analytical Laboratories	14,749.00	1,105.00
Aqua Natural Solutions	1,145.49	-
American Textile & Supply	181.28	-
Anderson Pacific	10,862.63	10,862.63
Angulos NorCal Tree Service	4,600.00	-
Marvin Argueta-Ramos	75.00	-
AT&T	6,718.04	1,131.16
Atchison, Barisone & Condotti	54,294.55	10,810.18
Avery Associates, Inc.	5,500.00	-
Aztec Consultants	829,474.70	281,191.00
BAGG Engineers	77,478.00	-
Bank of the West - Credit Cards	48,459.76	11,150.05
Bank of the West	1,810.80	252.82
Battery Junction Wholesale	956.93	469.29
Bay Alarm	10,409.85	-
Bay Area Air Quality Mgmt Dist	836.00	-
Bay Area Paving Co. Inc.	23,440.00	-
Bayside Equipment Company	1,881.99	-
Bobcat of Fremont	3,322.21	-
Bosco Oil Inc DBA Valley Oil	1,865.00	-
CA Dept Of Tax & Fee Admin	127.57	-
CASA	13,600.00	13,600.00
CA State Disbursement Unit	690.44	345.22
California Water Service	13,130.09	2,034.25
CalPERS - Actuary Fee	-	-
CalPERS - Unfunded Accrued Liability	-	-
CalPERS - GASB Fee	1,050.00	1,050.00
CalPERS - Retirement	289,122.69	46,600.08
CalPERS - Health Premiums	328,330.80	53,499.32
CalPERS - 1959 Survivor Billing	-	-
Calpers Long-Term Care Program	516.32	161.28
Chavan & Associates LLP	14,000.00	7,700.00
Cintas	15,992.72	1,632.39
City of Menlo Park	46,054.00	-
City of Menlo Park-Fuel	41,720.29	8,204.22
City of Menlo Park - Water	8,285.10	656.56
Cleanserv Universal Services	7,525.00	1,075.00
Comcast	4,093.55	682.35
Consolidated Parts, Inc	4,757.81	4,757.81
The Concept Genie	5,318.01	-
Core & Main	14,453.82	-
Costco	60.00	-
CPS HR Consulting	23,495.00	-
CSRMA c/o Alliant Insurance	216,669.35	-
Cues, Inc.	3,950.00	-
CWEA	1,061.00	475.00
D & L Supply	9,962.31	-
Dell Marketing L.P.	1,471.93	-
Delta Diablo Sanitation Dist.	13,738.44	-
Dept Of Industrial Relations	1,125.00	1,125.00
Detection Instruments Corp.	1,847.40	-
Dewey Pest Control	8,313.00	-
Ditch Witch West	635.75	-
Dolphin Graphics	4,660.17	246.44
Du-All Safety, LLC	13,533.75	1,620.00
Duke's Root Control, Inc	83,072.22	-
East Bay Municipal Utility	2,458.50	-
Elite Parts LLC	189.64	-
Fast Response On-Site Testing	1,737.60	1,737.60
Federal Express	2,963.90	2,512.53
City Of Foster City	1,040.00	1,040.00
Franchise Tax Board	4,664.66	650.00
Freyer & Laureta	400,532.60	55,107.59
Victor Garcia	307.10	-
Golden Gate Truck Center	116.50	-
Goldstreet Design Agency, Inc.	5,400.00	-

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 12/31/2021**

Regular Payables	Total by Vendor YTD FY 2021-22	Withdrawals December 2021
Governmentjobs.com dba NeoGov	4,118.37	-
Grainger	16,271.77	3,193.26
Granite Rock, Inc.	181.87	-
Hach Company	47,765.47	-
Hadronex, Inc.	34,632.00	-
Harbor Ready Mix	547.50	-
Harrington Industrial Plastics	365.03	-
Helix Laboratories, Inc.	2,523.68	-
HF&H Consultants, LLC	10,764.50	-
Hillyard/San Francisco	1,053.61	-
Home Depot Credit Services	8,012.56	2,225.99
Bob Hulsmann	267.09	-
ICMA	127,349.43	26,166.43
IEDA	4,884.00	814.00
Interstate Traffic Control	32.78	-
Jason Kambic	12,235.58	-
Kimball Midwest	2,218.39	-
Kone Pasadena	1,963.92	282.80
Lasky Trade Printing	1,229.06	-
Sione Lolohea	359.94	-
Lisandro Marquez	438.65	-
Mallory Co.	4,421.66	505.09
Matheson Tri-Gas, Inc.	360.97	61.28
Maxx Metals	194.99	-
MedCo Supply Company	190.80	-
Menlo Park Hardware Co. #14016	433.27	48.08
Mid Peninsula Abstracts	830.00	-
Mission Clay Products, Llc	4,068.09	-
Morse Hydraulics	149.04	-
Moss Rubber	365.97	365.97
Motion Industries, Inc.	58.67	-
Municipal Maintenance Equip.	9,725.37	-
Navia Benefit Solutions	11,486.32	1,958.76
NeoPost	900.00	-
Carrie Nevoli	435.31	435.31
Carrie Nevoli - Petty Cash	232.80	-
Nixon-Egli Equipment Company	163.55	-
Occasions, Etc.	92.69	92.69
Occupational Health Centers	2,032.00	-
Ogasawara Landscape Maint.	6,600.00	-
Omega Industrial Supply, Inc.	8,869.75	-
Pacific Gas & Electric	127,295.80	26,764.59
Paytrace	4,231.24	611.26
Peninsula Battery Inc.	117.26	-
Peninsula Building Supply	2,418.54	312.05
Pier 2 Marketing	1,000.00	-
Charles A. Planje	8,712.00	-
Ponton Industries, Inc.	2,587.50	-
Precise Concrete Sawing, Inc.	900.00	-
Precise Printing And Mailing	2,082.93	-
Precision Engineering	2,248,669.95	-
Preferred Alliance	1,696.65	235.98
PrimePay Fees	4,258.65	837.85
Principal Life Insurance Co.	32,606.13	6,284.12
Project Ergonomics	904.97	904.97
Property Owners	140,042.44	140,042.44
Quadient Leasing USA, Inc.	281.92	-
Questyme USA	1,390.04	-
R.A. Nosek Investigations	909.00	614.00
Sergio Ramirez	439.44	-
Readyrefresh By Nestle	2,495.07	365.39
Recology Peninsula Services	7,062.60	5,815.65
Red Wing Shoe Store	3,124.01	-
Redwood General Tire Co., Inc.	2,374.81	45.01
Redwood City	11,726.93	4,403.15
Roberts & Brune Company	1,553.88	-
SVCW - Monthly Operating Contribution	3,581,874.00	596,979.00
SVCW Bond - 2018 Bond	1,219,418.75	-
SVCW Bond - 2021 Bond	2,309,314.86	-
SVCW - SRF Debt	506,765.20	-
Silicon Valley Clean Water	2,775.00	-
Safety-Kleen Systems, Inc.	2,246.88	-
Rupert Sandoval	50.00	-
County of San Mateo	754.00	70.00
San Mateo County Tax Collector	967.52	-
San Mateo County Health	2,724.00	777.00

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 12/31/2021**

<u>Regular Payables</u>	<u>Total by Vendor YTD FY 2021-22</u>	<u>Withdrawals December 2021</u>
County of San Mateo - LAFCO	32,610.00	-
County of Santa Clara	-	-
Robert J. Scheidt	1,075.26	-
Seekzen Systems	10,350.00	475.00
Sensera Systems	1,716.00	-
Sharp Business Systems	7,157.70	1,142.15
Snap On Industrial	962.28	962.28
Spartan Tool	703.98	-
Staples Credit Plan	3,050.64	-
State Water Resources	19,665.50	17,834.00
Sunstate Equipment	4,071.36	1,937.26
Sutter EAP	441.75	-
SWRCB - SHRWF SRF Loan	-	-
TPX Communications	17,950.43	3,066.44
Target Specialty Products	1,880.94	-
Teamsters Local No. 350	4,634.00	868.00
Teletrac Navman US	1,631.76	271.96
Telstar Instruments, Inc.	3,356.25	-
Roy Thiele-Sardiña	1,368.31	-
Total Equip & Rental Of Fremont	1,488.66	-
Towne Ford Sales	6,753.93	1,798.20
Tritech Software Systems	13,309.58	-
U.S. Jetting, LLC.	906.02	-
US Standard Products Corp	476.28	-
Underground, Inc.	116.78	-
Univar Solutions USA	6,958.40	2,113.88
VAR Technology Finance	2,777.94	462.99
Valley Heating & Cooling	294.00	-
Veolia Water North America	160.54	38.25
Verizon Wireless	7,364.33	1,015.27
Javier Villalobos	832.88	-
Vision Communications Co.	3,620.65	724.13
Weco Industries	34,710.09	14,801.49
Jonathan Werness	150.00	-
Western States Tool & Supply	60.18	-
Western Truck Fabrication, Inc	131.00	-
Wex Bank (Chevron)	300.29	-
Woodard & Curran	53,056.32	-
Anthony Yllan	1,012.73	-
Zion Bank (SVCW) - Misc Fees	25.00	-
Total Regular Payables	13,587,447.58	1,393,504.26
<u>Wages & Payroll Taxes</u>		
Salaries/Wages - Net Pay	1,603,938.78	331,042.91
Directors Fees - Net Pay	18,480.00	3,120.00
Payroll Taxes	540,282.13	110,954.90
Performance Merit Program - Net Pay	121,884.10	-
Total Wages & Payroll Taxes	2,284,585.01	445,117.81
Total External Withdrawals	15,872,032.59	1,838,622.07
<u>WBSD Transfers:</u>		
Transfer to WBSD LAIF Account	16,500,000.00	16,500,000.00
Transfer to WBSD Investment Accounts	-	-
Other Transfers	-	-
Transfer to WBSD Accounts	16,500,000.00	16,500,000.00
Total Withdrawals	32,372,032.59	18,338,622.07



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4C**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: WBSD Operations and Maintenance Report – December 2021

Month	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pipe Patch Repairs	Open Trench Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	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.	10.0	0.2	1.3	4.0	7	4	12	1	0	0	87	8	0	247
Oct.	11.5	4.5	0.1	1.1	6	10	74	0	0	0	92	4	0	188
Nov.	2.1	4.5	0.1	1.7	2	2	77	0	0	0	93	0	0	179
Dec	9.0	0.7	2.6	6.6	0	2	80	0	0	2	86	0	0	148
Yr to date	118.7	49.0	8.6	34.9	43	91	834	2	0	4	944	94	0	2294

2021 Goals	120.0	50.0	n/a	45-50	50-65	90	n/a	<10	0-2	3-5	n/a	n/a	n/a	n/a
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4	944	n/a	n/a	2294
2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0	1012	89	5	2362
2019 Results	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525
2017 Results	126.4	51.5	5.7	24.8	66	97	1265	8	2	3	700	178	61	3218

*= Including TOW **= Including LAH & TOW



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4D**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – December 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.	0.4	1.3	0.0	1.1	4	0	0	1	1
Dec	0.1	1.4	0.1	0.2	4	0	0	0	0
** Yr to date	9.4	13.9	0.8	10.5	48	0	0	4	3
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 4E**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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

Please see next page for work performed.

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



Yearly Summary Report

1/4/2022

9:11 AM

Dates Between 1/1/2021 and 12/31/2021

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	0.19	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	8	0.0	0.0	0.0	0.0
December	4.43	0.0	0.0	0.0	10	0.0	0.0	0.0	0.0
Totals	4.62	0.8	0.0	0.9	112	0.0	0.0	0.0	0.0

M E M O R A N D U M

October 22, 2021

TO: Board of Directors, West Bay Sanitary District
FROM: Tony Condotti, District Legal Counsel
RE: Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361

RECOMMENDATION: Adopt resolution authorizing District to continue the use of teleconferenced meetings pursuant to Assembly Bill 361.

BACKGROUND: On March 4, 2020, Governor Newsom issued a proclamation of State of Emergency in response to the developing COVID-19 pandemic. Due to the continued spread of the virus, the Governor issued Executive Order N-29-20 on March 17, 2020, which included a provision authorizing suspensions to the Ralph M. Brown Act's ("Brown Act") teleconferencing rules in order to facilitate virtual meetings while public health orders were in place.

On June 11, 2021, the Governor issued Executive Order N-08-21, which provided that the Brown Act teleconferencing suspensions would expire after September 30, 2021. On September 16, 2021, the Governor signed Assembly Bill 361 ("AB 361"), an urgency measure taking effect immediately, which amended the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology provided certain conditions are met.

DISCUSSION: AB 361 allows for teleconferenced meetings during a declared State of Emergency, as defined under the California Emergency Services Act, if one of the following circumstances apply: (1) State of local officials have imposed or recommended measures to promote social distancing; (2) The legislative body is meeting to determine whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or (3) The legislative body has determined that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees.¹

The Governor's March 4, 2020 proclamation of State of Emergency is still in effect. Measures continue to exist that impose and recommend measures to promote social distancing. The California Department of Public Health recommends that individuals wear masks in indoor

¹ Cal. Gov't Code § 54953(e)(1)(A)-(C)

public settings.² Additionally, San Mateo County requires that face coverings continue to be worn in indoor settings for all individuals in the County.³

Moreover, in recent months, the highly transmissible delta variant has caused increases in positive cases and hospitalizations locally and throughout the State. According to the CDC, community transmission of COVID-19 in San Mateo County is moderate, however the nature of the pandemic is unpredictable and transmission rates have the potential to rise quickly. As such, holding meetings in person would present imminent risks to the health or safety of attendees due to the continued spread of COVID-19.

To continue teleconferenced meetings under AB 361, the Board of Directors will need to declare every thirty (30) days that it has reconsidered the circumstances of the State of Emergency and either (1) the State of Emergency continues to directly impact the ability of the members to meet safely in person; or (2) State or local health officials continue to impose or recommend measures to promote social distancing.⁴

FISCAL IMPACT: No significant fiscal impact.

² See CDPH, *Guidance for the Use of Face Coverings* (July 28, 2021), <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>.

³ See <https://cmo.smcgov.org/press-release/oct-7-2021-bay-area-health-officers-issue-criteria-lifting-covid-19-indoor-masking>.

⁴ Cal. Gov't Code § 54953(e)(3).

RESOLUTION NO. _____ (2022)

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

**A Resolution of the District Board of the West Bay Sanitary District
Authorizing Remote Teleconference Meeting of the Legislative Bodies of the
West Bay Sanitary District Pursuant to Brown Act Provisions**

The Board of Directors of the West Bay Sanitary District (“Agency”) does resolve as follows:

WHEREAS, the West Bay Sanitary District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of West Bay Sanitary District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and,

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government code Section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and,

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 which provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act, provided that a State of Emergency is declared by the Governor pursuant to Government Code section 8625, and either state or local officials have imposed or recommended measures to promote social distancing, or the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

WHEREAS, the State of Emergency proclaimed by the Governor on March 4, 2020 remains in effect; and,

WHEREAS, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

WHEREAS, other variants of COVID-19 exist, and it is unknown at this time whether other variants may result in a new surge in COVID-19 cases; and,

WHEREAS, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and,

WHEREAS, San Mateo County currently has a Community Transmission metric of “moderate” which indicates an elevated risk of transmission;

WHEREAS, due to the seriousness of the current pandemic situation, the CDPH has required that all unvaccinated persons wear facial coverings indoors, and the CDC and CDPH recommend that all persons, regardless of vaccination status, wear facial coverings indoors; and,

WHEREAS, the Board of Directors is empowered to take actions necessary to protect public, health, welfare and safety within the region; and,

WHEREAS, the District has an important governmental interest in protecting the health, safety and welfare of those who participate in meetings of the Board of Directors and other District committees; and,

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the Board of Directors deems it necessary to find that meeting in person for meetings of the Board of Directors and District committees and subcommittees would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing as provided in subdivision (e) of Government Code section 54953; and

WHEREAS, all teleconferenced meetings of the District Board of Directors and related committees or subcommittees shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953;

WHEREAS, State of California and County of San Mateo health officials recommend various social distancing measures, including wearing mask indoors and limiting occupancies at meeting locations; and

WHEREAS, the Board of Directors does hereby find and determine that the above conditions create a heightened risk to the health and safety of attendees; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Bay Sanitary District does hereby resolve as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Board of Directors finds that as a result of the ongoing proclaimed State of Emergency in California due to the COVID-19 pandemic, and COVID-19's continued spread, holding in person meetings of District legislative bodies would present imminent risks to the health or safety of attendees

Section 3. The General Manager and legislative bodies of West Bay Sanitary District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) thirty days from its adoption, or (ii) such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of West Bay Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on 12th day of January, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attest:

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4G**

To: Board of Directors

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

**Subject: Consider Resolution Accepting Deed of Easement Pursuant to
Class 3 Sewer Permit No. 1604 for the Construction of
Wastewater Facilities for 160 Fawn Lane, Portola Valley,
California**

Background

The District requires an easement to maintain the flow from the Grinder Pump System that serves 160 Fawn Lane. The easement includes ingress and egress to the location of the Grinder Pump System and is conforming to District specifications.

Recommendation

The Projects and IT Manager recommends that the Board adopt the attached Resolution accepting the Deed of Easement.

Attachments: Resolution ____ (2022), Grant Deed of Easement

RESOLUTION NO. _____ (2022)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

BE IT RESOLVED that the President and Secretary of the West Bay Sanitary District be and are hereby authorized to accept the attached Grant Deed of Easement by and between the following parties:

Jeannette Holliday

BE IT FURTHER RESOLVED that the District Manager is hereby directed to place the same on record.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 12th day of January, 2022, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

RECORDING REQUESTED BY:
WEST BAY SANITARY DISTRICT

WHEN RECORDED MAIL TO:
WEST BAY SANITARY DISTRICT
500 LAUREL STREET
MENLO PARK, CA 94025

Title Order No. N/A
Escrow No. N/A
Parcel No.

GRANT DEED OF EASEMENT

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

DOCUMENTARY TRANSFER TAX is \$0 CITY TAX is \$0 DEED TO PUBLIC AGENCY

- computed on the full value of the property conveyed, or
- computed on full value less value of liens or encumbrances remaining at the time of sale,
- this is a conveyance of an easement and the consideration and value is less than \$100, R & T 11911 & R&T 11922.
- Unincorporated area of San Mateo County City/Town of Portola Valley

FOR NO CONSIDERATION, receipt of which is hereby acknowledged, I (we)

Jeanette Holliday

Hereby GRANT(S) to:

West Bay Sanitary District, a Public Agency organized and existing under the laws of the State of California,

A perpetual easement to construct, install, maintain, use, repair, remove, replace any and all pipeline, fittings, and related facilities necessary for the operation of a wastewater conveyance system in the area described as follows over the following described real property in the Town of Portola Valley, County of San Mateo, State of California; more particularly described in Exhibit "A" and "B", attached hereto, and by this reference incorporated herein.

West Bay Sanitary District, its employees and agents shall have the right to enter upon the herein described real property at any and all times with such tools and equipment as may be necessary or convenient for the exercise of the rights herein granted to West Bay Sanitary District.

No building or structure of any kind shall be constructed upon the herein described easement, and should a building or structure be erected in violation of this provision, West Bay and its successors and assigns may still exercise all rights herein granted and shall have the right to remove, or cause grantor to remove, at Grantors expense, any building or structure that may be erected upon or over the said parcel of real property. West Bay Sanitary District shall not be held liable in any manner whatsoever for any damages thereby incurred, nor shall West Bay have any obligation to replace any structure that may be removed from said property.

This grant of easement shall be binding upon and shall inure to the benefit of the respective administrators, executors, personal representatives, successors and assigns of the parties hereto.

LEGAL DESCRIPTION ATTACHED HERETO AS EXHIBITS "A" AND "B" MADE A PART HEREOF

Also Known As: 160 FAWN LANE, PORTOLA VALLEY

Assessor's Parcel Number: 077 223 050

Executed on 11/22/2021, at Menlo Park CA
(City and State)

X Jeanette A Holliday X Jeanette A Holliday
Printed Name Signature

Executed on _____, at _____
(City and State)

Printed Name Signature(s)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

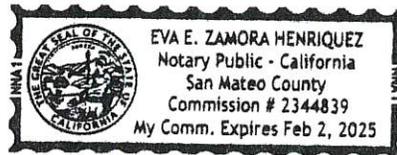
State of California
County of San Mateo

On November 23, 2021 before me, Eva. E. Zamora Henriquez
(insert name and title of the officer)

personally appeared Jeanette Lyn Holliday,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s)/is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature  (Seal)

EXHIBIT "A"
LEGAL DESCRIPTION
INGRESS / EGRESS EASEMENT
FOR WEST BAY SANITARY DISTRICT
160 FAWN LANE,
PORTOLA VALLEY, CALIFORNIA

An ingress / egress easement over that certain real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being a portion of Lot 7, Block 5, as shown on that certain map entitled "Tract No. 758, Arrowhead Meadows, Unit No. 1" filed in the office of the County Recorder of San Mateo County on February 13, 1958 in Volume 48 of Maps at Pages 21, 22, 23, as shown on Exhibit "B" attached hereto and made a part hereof, more particularly described as follows:

Commencing at the Northeast corner of said lot, said point being on the Southerly right of way of Fawn Lane (50 feet wide) and a non-tangent curve to the left from which the center bears North 03°18'29" East; thence Westerly along the North line of said lot, said Southerly right of way and said non-tangent curve, with a radius of 370.00 feet, through a central angle of 01°49'16", an arc length of 11.76 feet to the **Point of Beginning**; thence leaving last said line South 12°29'07" West, 12.78 feet; thence along a curve to the right, with a radius of 10.00 feet, through a central angle of 71°09'10", an arc distance of 12.42 feet; thence South 83°38'18" West, 55.22 feet; thence South 15°11'43" West, 6.58 feet; thence North 74°47'44" West, 10.00 feet; thence North 15°07'40" East, 26.02 feet to said North line of lot, said point also being on said Southerly right of way and a non-tangent curve to the right from which the center bears North 09°31'59" West; thence Easterly along said North line, said Southerly right of way and said non-tangent curve, with a radius of 370.00 feet, through a central angle of 11°01'13", an arc length of 71.17 feet to the **Point of Beginning**

Containing 1,592 square feet, more or less.

END OF DESCRIPTION



PATRICK C. WEBER, LS 8162



POINT OF COMMENCEMENT

LOT 6
BLOCK 5
48 MAPS 21



R=370.00'
L=11.76'
Δ=1°49'16"

POINT OF BEGINNING

S12°29'07"W
12.78'

R=10.00'
L=12.42'
Δ=71°09'10"

FAWN LANE (50')

R=370.00' L=71.17' Δ=11°01'13"

INGRESS/EGRESS
EASEMENT
1,592 SQ.FT.

S83°38'18"W
55.22'

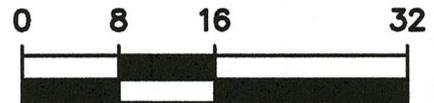
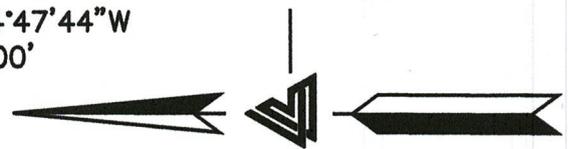
LOT 7
BLOCK 5
48 MAPS 21
45,384 SQ.FT.
1.04 ACRES

S15°11'43"W
6.58'

N74°47'44"W
10.00'

N15°07'40"E
26.02'

(RADIAL)
N09°31'59"W



SCALE: 1" = 16'



LEA & BRAZE ENGINEERING, INC.

CIVIL ENGINEERS • LAND SURVEYORS

BAY AREA REGION
2495 INDUSTRIAL PKWY WEST
HAYWARD, CALIFORNIA 94545
(P) (510) 887-4086
(F) (510) 887-3019

SACRAMENTO REGION
3017 DOUGLAS BLVD, # 300
ROSEVILLE, CA 95661
(P) (916)966-1338
(F) (916)797-7363

WWW.LEABRAZE.COM

EXHIBIT "B"
INGRESS/EGRESS EASEMENT
FOR WEST BAY SANITARY DISTRICT
160 FAWN LANE
PORTOLA VALLEY, CALIFORNIA
SAN MATEO COUNTY

**INGRESS / EGRESS EASEMENT
CLOSURE CALCULATION
160 FAWN LANE, PORTOLA VALLEY, CA
JOB NO. 2170062 CI**

North: 3931.4118' East: 9465.9346'

Segment #1 : Line

Course: S12° 29' 07"W Length: 12.78'

North: 3918.9341' East: 9463.1717'

Segment #2 : Curve

Length: 12.42' Radius: 10.00'

Delta: 71°09'10" Tangent: 7.15'

Chord: 11.64' Course: S48° 03' 43"W

Course In: N77° 30' 53"W Course Out: S06° 21' 42"E

RP North: 3921.0960' East: 9453.4082'

End North: 3911.1548' East: 9454.5131'

Segment #3 : Line

Course: S83° 38' 18"W Length: 55.22'

North: 3905.0362' East: 9399.6331'

Segment #4 : Line

Course: S15° 11' 43"W Length: 6.58'

North: 3898.6862' East: 9397.9085'

Segment #5 : Line

Course: N74° 47' 44"W Length: 10.00'

North: 3901.3088' East: 9388.2585'

Segment #6 : Line

Course: N15° 07' 40"E Length: 26.02'

North: 3926.4271' East: 9395.0490'

Segment #7 : Curve

Length: 71.17' Radius: 370.00'

Delta: 11°01'13" Tangent: 35.69'

Chord: 71.06' Course: N85° 58' 37"E

Course In: S09° 31' 59"E Course Out: N01° 29' 13"E

RP North: 3561.5368' East: 9456.3272'

End North: 3931.4126' East: 9465.9339'

Perimeter: 194.18' Area: 1592.25 Sq. Ft.

Error Closure: 0.0010 Course: N44° 55' 50"W

Error North: 0.00072 East: -0.00072

Precision 1: 193300.00

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WEST BAY SANITARY DISTRICT AGENDA ITEM 4H

To: *Board of Directors*

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

Subject: **Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1604 for the Construction of Wastewater Facilities for 160 Fawn Lane, Portola Valley, California**

Background

This permit request was for the construction of a Grinder Pump System and force main extension to connect into the existing force main on Cervantes Road to serve 160 Fawn Lane.

Analysis

The Board issued this Permit at the Regular Meeting of April 28, 2021.

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 maintenance bond.

Recommendation

The Projects Manager recommends that the Board accepts these facilities and directs the District Manager to approve the Class 3 Permit No. 1604.

Attachments: Class 3 Permit No. 1604
Exhibit A: Site map

WEST BAY SANITARY DISTRICT

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

Permit Number
1604

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

160 Fawn Lane Portola Valley CA

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

Residential Non-residential Development at said location.

ENGINEER'S

Loa & Braze

Name

2495 Industrial Parkway West
Address Haward CA 94545

CONTRACTOR'S

JPM Construction

Name

151 West 3rd Ave #1
Address San Mateo CA 94402

OWNER'S

Jeannette L Holliday

Name

160 Fawn Lane Portola Valley CA
Address

Applicant's Signature

Jeannette Holliday

Signed by - Please Print Name

160 Fawn Lane Portola Valley CA
Address

Receipt of \$ 585 Application Fee is hereby acknowledged [Signature] 4/5/2021
Date

Receipt of \$ 2,000 Cash Deposit or Performance Bond

Comments Town is requiring use of a force line on this project

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Sergio Ramirez, District Manager

Date 4/29/2021

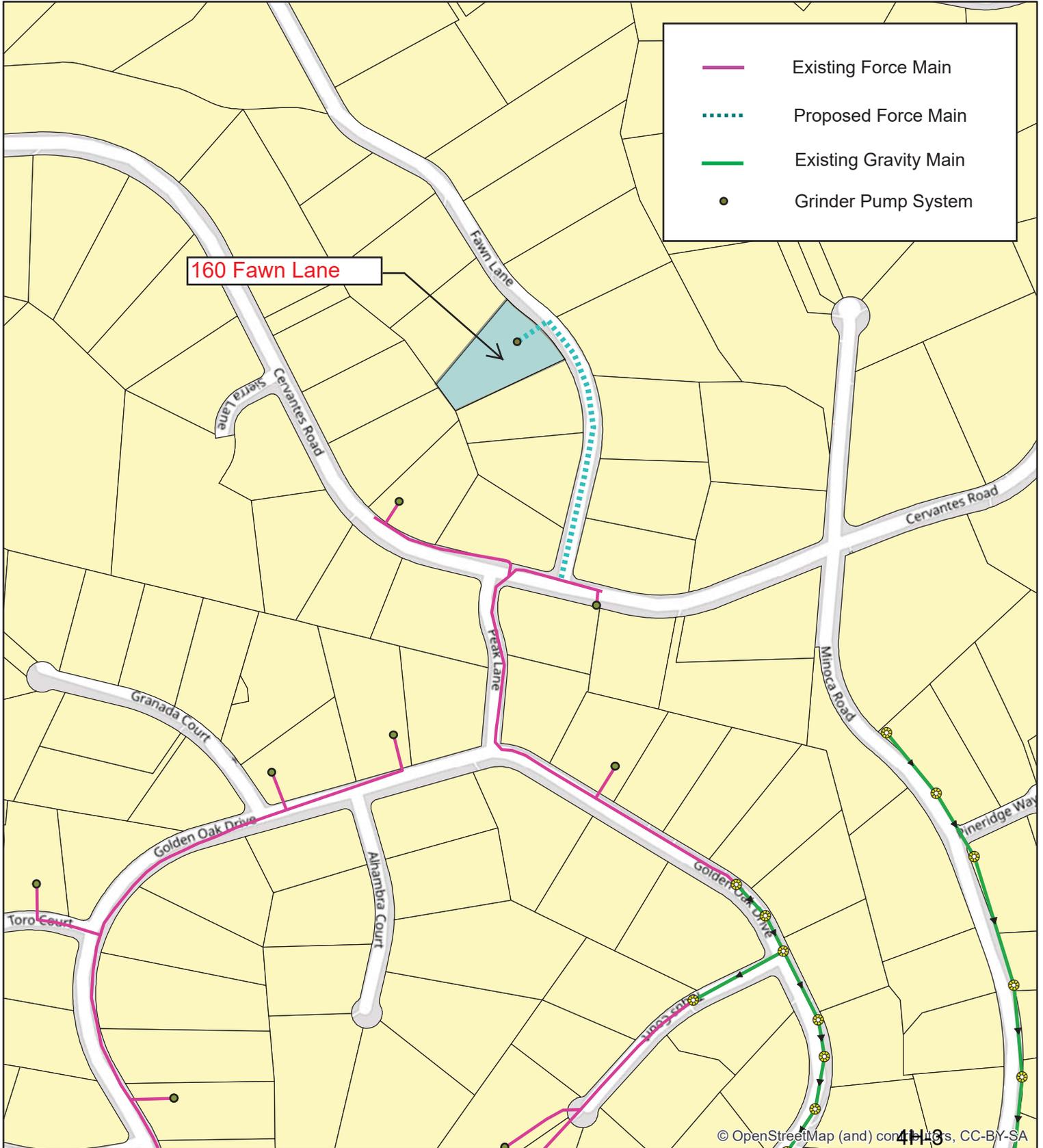
By Sergio Ramirez

Final Acceptance by the District Board on _____

4H-2



WEST BAY SANITARY DISTRICT
SITE MAP
160 FAWN LANE
PORTOLA VALLEY, CA
GRINDER SYSTEM



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WEST BAY SANITARY DISTRICT AGENDA ITEM 4I

To: *Board of Directors*

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

Subject: *Consider Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1614 for the Construction of Wastewater Facilities for 214 Grove Drive, Portola Valley, California*

Background

This permit request is for the construction of a Grinder Pump System to connect into the existing force main on Grove Drive to serve 214 Grove Drive. The proponent originally had a permit issued in 2014 for the system (Class 3 Permit No. 1024), but didn't go through with the project at that time. Due to the extent of time that had elapsed, the proponent was required to re-apply and re-submit plans to verify it's conforming to current District standards.

Analysis

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

Recommendation

The Projects & IT Manager recommends that the Board direct and authorize the District Manager to issue Class 3 Sewer Permit No. 1614.

Attachment: Class 3 Permit No. 1614
 Site Map
 Resolution ____ (2022)
 Notice of Exemption

WEST BAY SANITARY DISTRICT

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

Permit Number
1614

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

214 Grove Drive, 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

Rich Laureta, Freyer & Laureta, Inc.

Name

150 Executive Park Blvd, Suite 420
Address San Francisco, CA 94134

CONTRACTOR'S

TBD

Name

Address

OWNER'S

Elizabeth Holmes

Name

214 Grove Drive, Portola Valley
Address

[Signature]
Applicant's Signature

Rich Laureta

Signed by - Please Print Name

150 Executive Park Blvd, Suite 420
Address

Receipt of \$ _____ Application Fee is hereby acknowledged _____ Date

Receipt of \$ _____ Cash Deposit or Performance Bond

Comments _____

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Sergio Ramirez, District Manager

Date _____

By _____

Final Acceptance by the District Board on _____

CLASS 3 SEWER PERMIT

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

1. **Compliance with District Regulations.** There shall be full compliance with all pertinent provisions of the District's Code of General Regulations.

2. **Performance of the Work.** The work shall be constructed:

- (a) In accordance with the District's "Standard Specifications for Sanitary Sewer Construction — Part D"; and
- (b) In substantial accordance with the drawings on file in the District Office and approved by the District Board; and
- (c) Under the inspection of and to the approval of the District. In this regard, the District shall not control or direct the actual work of construction, but shall be the sole judge as to whether the work is completed and has met all requirements including requirements of quantity and quality of materials and equipment.

3. **Protection of the Work.** Until the work has been finally completed, it and all its component parts, materials, and equipment shall be cared for and protected by the Owner/Owner's Agent and the District shall have no responsibility whatsoever for such care and protection. Final acceptance shall not be deemed to have occurred until there has been formal action of the District Board accepting the work.

4. **One-Year Guaranty of the Work.** The Owner/Owner's Agent shall guarantee the work against leaks, breaks, and other unsatisfactory conditions due to defective materials, equipment, or workmanship for a period of one (1) year from the date of final acceptance. Upon discovery of any such unsatisfactory conditions, except in the event of an emergency requiring immediate action, the District shall give you prompt written notice thereof to the Owner/Owner's Agent requiring that repairs or replacements be promptly made to the work. Should the Owner/Owner's Agent fail to undertake the necessary repairs or replacements within five (5) days after written notice has been given or shall fail to promptly complete such repairs or replacements, or in the event of an emergency when the District shall be excused from giving prior written notice, the District may make such repairs and replacements and charge Owner/Owner's Agent for the cost thereof.

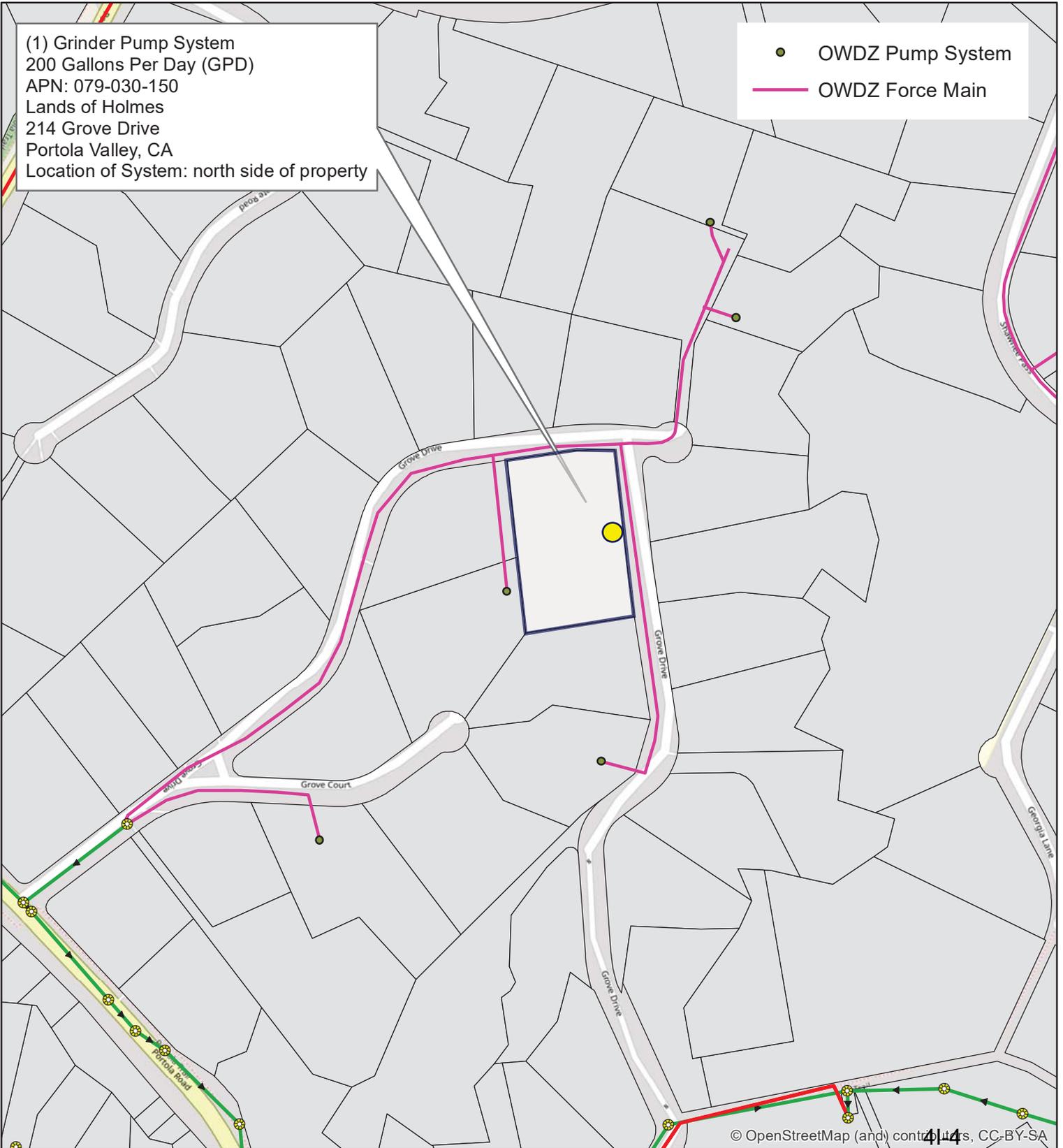
The Owner/Owner's Agent shall defend and hold the District harmless from any and all claims, actions, causes of action, liability, damages, costs, expenses, attorney's fees or the like arising out of any occurrence resulting from an unsatisfactory condition of the work or from any repair or replacement thereof.

5. **Cash Deposit or Performance Bond.** The Owner/Owner's Agent shall furnish the District with a cash deposit or a corporate surety bond securing faithful performance of the one-year guaranty referred to in Condition No. 4 above, including the obligation to defend and hold the District harmless. The amount of the cash deposit or corporate surety bond shall be equal to fifty percent (50%) of the District's estimated cost of the work. Cash deposits shall not accrue interest for the benefit of the Owner/Owner's Agent. Corporate surety bonds shall be written by a company or companies and in a form acceptable to the District.

6. **Payment of District's Cost and Expenses.** The Owner/Owner's Agent shall reimburse the District for all of its costs and expenses in excess of the Permit application fee in connection with examination of plans and specifications, inspection of construction, testing of facilities, and the like. The amount of such costs and expenses shall be determined by the District.



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
214 GROVE DRIVE
PORTOLA VALLEY, CA
GRINDER SYSTEM



RESOLUTION NO. _____ (2022)

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

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: 214 Grove Drive – Grinder Pump System

Location: 214 Grove Drive, Portola Valley, California

Entity or Person Undertaking Project: Elizabeth Holmes

Determination of the District Board:

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

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

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

N/A

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

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

N/A

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

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

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

- _____ Approved
- _____ Disapproved

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

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 12th day of January, 2022, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

“PRELIMINARY REVIEW”

214 Grove Drive – Grinder Pump System
December 21, 2021

INTRODUCTION. At the January 12, 2022, District Board Meeting, the Board will consider the approval of the Class 3 sewer permit for the construction of a Grinder Pump system for the Lands of Holmes; and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by the property owner, Elizabeth Holmes.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the Grinder Pump System Project at 214 Grove Drive was conducted to determine whether the project is exempt from CEQA. Based on this review, staff has concluded that the project is exempt from CEQA under several sections of the guidelines. In summary, the project would not have any significant impacts on the environment because it includes little or no expansion of capacity, and will employ mitigation measures to alleviate any impacts.

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

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

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

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

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

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

landscaping, and improvements; public health and safety precautions; community notifications; traffic control; and preservation of cultural resources.

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

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

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

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 4J

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

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

Background

In October 2010 the District named Bank of the West as the District's Investment advisor and approved an investment of \$5 million in available funds to establish the Emergency Capital Reserve. Subsequently, the Board has established several additional reserves to provide financial stability for the District. On June 9, 2021, the Board approved the new Treatment Plant Reserve, to reserve for treatment plant funding requirements and allow the District to reduce future debt, thereby realizing significant saving in interest expense.

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

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

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

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$10.75 million *	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	Unfulfilled **
Treatment Plant Reserve	9/24/2021	\$12 million	Unfulfilled
Capital Project Reserve	11/26/2014	\$6 million	Unfulfilled **
Emergency Capital Reserve	10/19/2010	\$5 million	Unfulfilled **
Recycled Water Cash Flow	11/18/2016	\$8 million	Achieved
Recycled Water SRF Reserve	3/01/2018	\$1.46 million	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	Unfulfilled

* Based on FY 2021-22 Budget (held in LAIF)

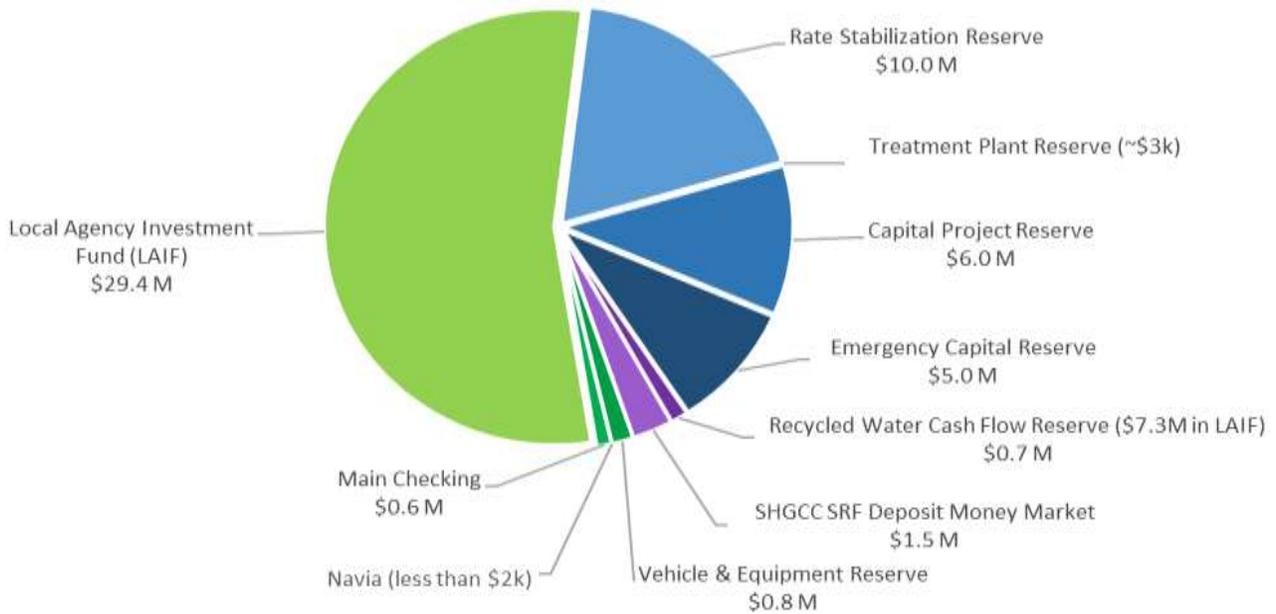
** Approximately \$76 thousand from combined target balances

Fiscal Impact

The District has approximately \$53.9 million in all reserve and bank accounts as of November 30, 2021.

- \$30,773,670 is in cash equivalent accounts, which are used for operations and current capital expenditures.
- \$21,584,021 is in investment accounts.
- \$1,538,410 is the deposit held for SHGCC SRF Loan Reserves.

**Cash & Investments
November 30, 2021**



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

Recommendation

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



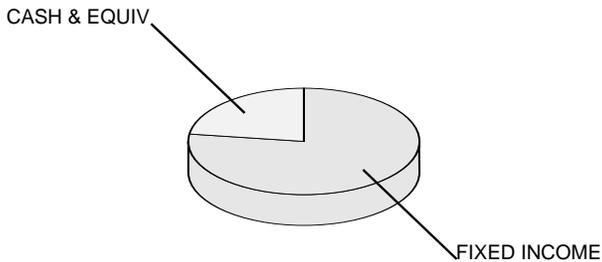
WBSD - RATE STABILIZATION RESERVE

Account Number: 11/01/21 -
Statement Period: 11/30/21

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	2,297,173.09	23.2%
Fixed Income	7,618,600.84	76.8%
Total Portfolio	\$ 9,915,773.93	100.0%
Accrued Income	51,714.27	
Total Valuation	\$ 9,967,488.20	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 9,972,054.58	\$ 4,257,666.02
Income		
Interest.....	19,870.39	68,204.23
Purchased Income.....	0.00	-908.51
Disbursements.....	-1,606.76	-7,125.05
Realized Gains/(Losses).....	390.09	1,421.71
Change In Accrued Income.....	-4,864.56	36,669.99
Change In Market Appreciation/(Depreciation).....	-7,396.39	-47,957.43
Non-Cash Asset Changes.....	-10,959.15	5,659,517.24
Ending Market Value	\$ 9,967,488.20	\$ 9,967,488.20



WBSD - TREATMENT PLANT RESERVE

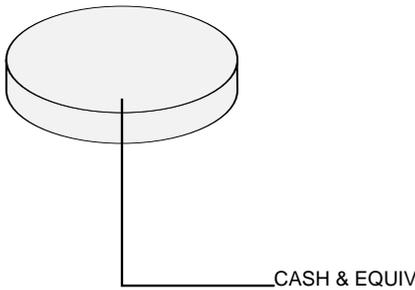
Account Number: 11/01/21 -
Statement Period: 11/30/21

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	3,018.15	100.0%
Total Portfolio	\$ 3,018.15	100.0%
Accrued Income	0.12	
Total Valuation	\$ 3,018.27	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 3,018.64	\$ 9,554,609.56
Income		
Interest.....	0.13	17,837.50
Disbursements.....	-0.49	-1,540.20
Cash Transfers.....	0.00	-1,060,723.93
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-0.01	-56,197.69
Change In Market Appreciation/(Depreciation).....	0.00	-8,665.46
Non-Cash Asset Changes.....	0.00	-8,442,301.51
Ending Market Value	\$ 3,018.27	\$ 3,018.27



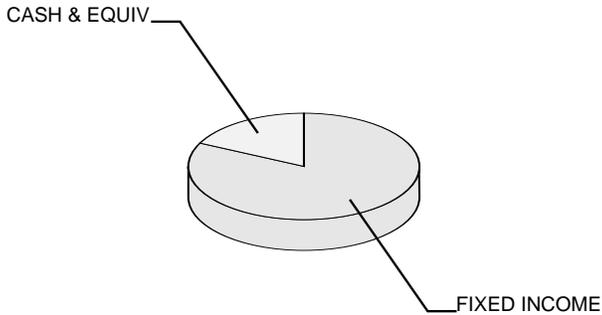
WBSD - CAPITAL PROJECT RESERVE

Account Number: 11/01/21 -
Statement Period: 11/30/21

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	1,082,565.81	18.2%
Fixed Income	4,863,027.65	81.8%
Total Portfolio	\$ 5,945,593.46	100.0%
Accrued Income	26,362.25	
Total Valuation	\$ 5,971,955.71	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,976,481.32	\$ 3,474,068.91
Income		
Interest.....	9,173.11	53,695.23
Purchased Income.....	0.00	-611.59
Disbursements.....	-964.08	-4,420.97
Cash Transfers.....	0.00	547,000.00
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-684.05	1,506.30
Change In Market Appreciation/(Depreciation).....	-8,265.49	-29,161.98
Non-Cash Asset Changes.....	-3,785.10	1,929,879.81
Ending Market Value	\$ 5,971,955.71	\$ 5,971,955.71



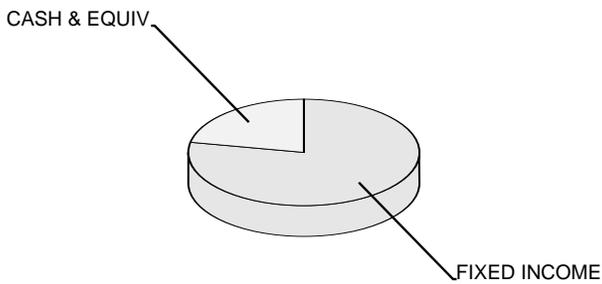
WBSD - EMERGENCY CAPITAL RESERVE

Account Number: 11/01/21 -
Statement Period: 11/30/21

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	1,115,315.25	22.5%
Fixed Income	3,846,432.19	77.5%
Total Portfolio	\$ 4,961,747.44	100.0%
Accrued Income	22,397.99	
Total Valuation	\$ 4,984,145.43	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 4,988,504.62	\$ 4,119,549.77
Income		
Interest.....	4,300.95	45,040.90
Purchased Income.....	0.00	-390.07
Disbursements.....	-805.18	-3,884.70
Cash Transfers.....	0.00	233,400.00
Realized Gains/(Losses).....	0.00	402.34
Change In Accrued Income.....	2,722.35	-2,835.14
Change In Market Appreciation/(Depreciation).....	-8,598.43	-19,893.01
Non-Cash Asset Changes.....	-1,978.88	612,755.34
Ending Market Value	\$ 4,984,145.43	\$ 4,984,145.43



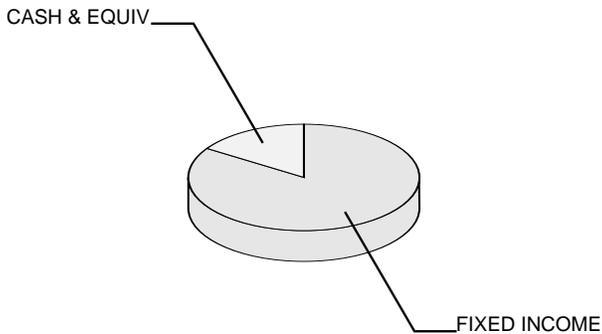
WBSD - RECYCLED WATER CASH FLOW

Account Number: 11/01/21 -
Statement Period: 11/30/21

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	101,377.84	15.6%
Fixed Income	550,195.75	84.4%
Total Portfolio	\$ 651,573.59	100.0%
Accrued Income	5,840.28	
Total Valuation	\$ 657,413.87	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 658,134.34	\$ 229,869.44
Income		
Interest.....	1,379.25	6,793.14
Disbursements.....	-105.76	-460.86
Cash Transfers.....	0.00	24,938.53
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	323.14	4,741.87
Change In Market Appreciation/(Depreciation).....	-1,247.40	-5,650.70
Non-Cash Asset Changes.....	-1,069.70	397,182.45
Ending Market Value	\$ 657,413.87	\$ 657,413.87

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5**

To: Board of Directors

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

Subject: Consider Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Extension Required for the Connection of 143 Lake Road Parcel 2, Portola Valley

Background

The District has an 8-inch mainline on Lake Road that terminates near 125 Lake Road.

Analysis

The developer has proposed extending this 8-inch main an additional 270 LF to serve the new single-family home and ADU at the recently annexed subdivided lot of 143 Lake Road. District staff has approved the design, and all fees have been paid including permits, connection fees, and reimbursement fees.

Fiscal Impact

No impact to the District.

Recommendation

The Projects Manager recommends the District Board direct the District Manager to issue Class 3 Sewer Permit No. 1615 for the approved sanitary sewer work.

Attachments: Resolution _____(2022)
Class 3 Permit (1615)
Site Map

RESOLUTION NO. _____ (2022)

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

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: Lake Road Gravity Main Extension

Location: From 143 Lake Road to 125 Lake Road, Portola Valley, CA

Entity or Person Undertaking Project: Kevin and Edys Quellmalz

Determination of the District Board:

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

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

N/A

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

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

N/A

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

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

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

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

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

_____ Approved

_____ Disapproved

The District Manager of West Bay Sanitary District is directed to prepare a Notice of Exemption pursuant to the provisions of the State Guidelines Implementing the California Environmental Quality Act adopted by Resolution No. 1105 of this District Board. The District Manager is not directed to prepare and file a Statement of Overriding Consideration pertaining to the approval of this project pursuant to the provisions of the same Guidelines.

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 12th day of January 2022, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

Notice of Exemption

To: County Clerk
County of San Mateo
555 County Center
Redwood City, CA 94063

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

Project Title: Lake Road Gravity Main Extension

Project Location – Specific: From 143 Lake Road to 125 Lake Road, Portola Valley, CA

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

Description of Project: Gravity sewer main extension

Name of Public Agency Approving Project: West Bay Sanitary District

Name of Person or Agency Carrying Out Project: Kevin & Edys Quellmalz

Exempt Status:

CEQA Guidelines Section 15601(b)(3), General Rule;
Categorical Exemption. Class 3 – Section 15303 (d) of the State CEQA Guidelines.
(d) Water main, sewage, electrical, gas and other utility extensions of reasonable length to serve such construction.

Reasons why project is exempt:

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

Lead Agency: West Bay Sanitary District

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

Signature Date: _____ Title: District Manager

“PRELIMINARY REVIEW”

Lake Road Gravity Main Extension
December 15, 2021

INTRODUCTION. At the January 12, 2022 District Board Meeting, the Board will consider the approval of the Class 3 Sewer Permit for the construction of a gravity sewer main line on Lake Road to serve property at 143 Lake Road Parcel 2 (new address not designated yet/APN 080-072-610) in Portola Valley; and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by the homeowners at 143 Lake Road, Kevin and Edys Quellmalz.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the gravity sewer mainline construction on Lake Road was conducted to determine whether the project is exempt from CEQA. Based on this review, staff has concluded that the project is exempt from CEQA under several sections of the guidelines. In summary, the project would not have any significant impacts on the environment because it includes little or no expansion of capacity, and will employ mitigation measures to alleviate any impacts.

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

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

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

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

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

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

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

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

Staff has concluded that most project elements are “categorically exempt” under CEQA Guidelines Section 15303 (d) (Water main, sewage, electrical, gas and other utility extensions of reasonable length to serve such construction).

CONCLUSION. Based on the information presented herein, staff has concluded that all of the replacement of the gravity sewer main line is exempt from CEQA under the CEQA Guidelines Section 15061(b)(3) (the General Rule), and that most project elements are also exempt under CEQA Guideline Section 15303 (d).

WEST BAY SANITARY DISTRICT

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

Permit Number
1615

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

143 Lake Rd 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

Dan McLead
Name

965 Center St
Address

San Carlos 94070

CONTRACTOR'S

Kevin Quellmatz
Name

777 Jacqueline Ct
Address

Encinitas CA

Receipt of \$ 585 Application Fee is hereby acknowledged [Signature] 12/14/2021
Date

Receipt of \$ 2000 Cash Deposit or Performance Bond

Comments Construction of new house with new sewer line connection

Approved by the District Board on _____.

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Sergio Ramirez, District Manager

Date _____

By _____

Final Acceptance by the District Board on _____.

CLASS 3 SEWER PERMIT

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

1. **Compliance with District Regulations.** There shall be full compliance with all pertinent provisions of the District's Code of General Regulations.
2. **Performance of the Work.** The work shall be constructed:
 - (a) In accordance with the District's "Standard Specifications for Sanitary Sewer Construction —Part D"; and
 - (b) In substantial accordance with the drawings on file in the District Office and approved by the District Board; and
 - (c) Under the inspection of and to the approval of the District. In this regard, the District shall not control or direct the actual work of construction, but shall be the sole judge as to whether the work is completed and has met all requirements including requirements of quantity and quality of materials and equipment.
3. **Protection of the Work.** Until the work has been finally completed, it and all its component parts, materials, and equipment shall be cared for and protected by the Owner/Owner's Agent and the District shall have no responsibility whatsoever for such care and protection. Final acceptance shall not be deemed to have occurred until there has been formal action of the District Board accepting the work.
4. **One-Year Guaranty of the Work.** The Owner/Owner's Agent shall guarantee the work against leaks, breaks, and other unsatisfactory conditions due to defective materials, equipment, or workmanship for a period of one (1) year from the date of final acceptance. Upon discovery of any such unsatisfactory conditions, except in the event of an emergency requiring immediate action, the District shall give you prompt written notice thereof to the Owner/Owner's Agent requiring that repairs or replacements be promptly made to the work. Should the Owner/Owner's Agent fail to undertake the necessary repairs or replacements within five (5) days after written notice has been given or shall fail to promptly complete such repairs or replacements, or in the event of an emergency when the District shall be excused from giving prior written notice, the District may make such repairs and replacements and charge Owner/Owner's Agent for the cost thereof. The Owner/Owner's Agent shall defend and hold the District harmless from any and all claims, actions, causes of action, liability, damages, costs, expenses, attorney's fees or the like arising out of any occurrence resulting from an unsatisfactory condition of the work or from any repair or replacement thereof.
5. **Cash Deposit or Performance Bond.** The Owner/Owner's Agent shall furnish the District with a cash deposit or a corporate surety bond securing faithful performance of the one-year guaranty referred to in Condition No. 4 above, including the obligation to defend and hold the District harmless. The amount of the cash deposit or corporate surety bond shall be equal to fifty percent (50%) of the District's estimated cost of the work. Cash deposits shall not accrue interest for the benefit of the Owner/Owner's Agent. Corporate surety bonds shall be written by a company or companies and in a form acceptable to the District.
6. **Payment of District's Cost and Expenses.** The Owner/Owner's Agent shall reimburse the District for all of its costs and expenses in excess of the Permit application fee in connection with examination of plans and specifications, inspection of construction, testing of facilities, and the like. The amount of such costs and expenses shall be determined by the District.



WEST BAY SANITARY DISTRICT
EXHIBIT "A"
SITE MAP
LAKE RD. GRAVITY MAIN EXTENSION
TO SERVE 143 LAKE ROAD PARCEL 2,
PORTOLA VALLEY, CA



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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Consider Approving Resolution and Endorse Staff's Filing of CEQA Exemption with San Mateo County, consistent with filing of SRF Loan Application before end of 2021 with the State Water Resources Control Board for the Construction of the Avy Altschul Pump Station

Background:

At the Regular Board Meeting on May 26, 2021, the District Manager reported on the need to conduct a flow study at Avy Ave & Altschul Ave in Menlo Park to analyze if there is enough flow in the area to construct a second pick point for the West Bay/ Sharon Heights Recycled Water Facility. It was also reported that Sharon Heights Golf and Country Club (SHGCC) offered to pay for the flow study prior to proceeding with the design of a pump station. The Board of Directors agreed by consensus to conduct the initial flow study which would be paid by SHGCC.

On July 28, 2021, the Board approved an agreement with Freyer and Laureta to move forward with the design phase for the pump station at Avy Ave & Altschul Ave. The project would add additional flow to the Phil Scott Pump Station at Sandhill Road and Oak Ave. The added flow would benefit the West Bay/Sharon Heights Recycled Water Facility and provide additional recycled water to meet demand.

SHGCC has explored several options to finance the proposed pump station. The most lucrative has been to seek a State Revolving Fund Loan from the State Water Board in a public / private partnership.

In order to take advantage of this funding option, the District has undertaken several major tasks, including the following:

- 1) The District entered into an Agreement between WBSD and SGHCC that arranges for WBSD to participate as a public partner in the design and construction, including the District being the lead agency under CEQA.

Report to the District Board for the Regular Meeting of January 12, 2022

- 2) The District Board adopted on December 8, 2021 an Authorizing Resolution for the filing of the SRF Loan application (which includes the Environmental Package and the CEQA Notice of Exemption as part and parcel of the Loan Application).
- 3) The District entered into Agreements with Woodard & Curran to prepare both the SRF Loan Application and CEQA documentation. The SRF loan application consists of 4 parts—a general package, a technical package (supported by Freyer and Laureta’s design documents), a financial package and an environmental package. The primary element in the environmental package is the CEQA documentation, which in this case is a “Notice of Exemption”.
- 4) The District has prepared and submitted an application for an SRF loan for the proposed pump station. The SRF loan is based on an approximate cost of \$500 thousand for the proposed pump station. SHGCC has agreed to match the SRF loan by 20% or \$100 thousand. The loan balance to the State would be approximately \$400 thousand. The application was submitted before the end of year deadline on December 30, 2021 in order to be eligible for funding in 2022. A delay in submission would have constituted delaying financing for a full year.

Analysis:

Along with the SRF Loan application, Woodard & Curran, acting on behalf of West Bay Sanitary District, coordinated with District staff to assemble all 4 packages, including the Environmental Package. Consistent with discussions with the City of Menlo Park, and the School District where the pump station is sited, Woodard & Curran drafted a Notice of Exemption from CEQA because the project was determined to be exempt as a result of it being a simple modification of an existing WBSD sewer facility (and with no change in capacity or any significant construction or operational impacts).

Fiscal Impact:

The costs to the District of this action (endorsing the Staff’s timely filing of the NOE) would be negligible. SHGCC asked West Bay Sanitary District to strive to file the SRF Application by the end of 2021, and WBSD has done that successfully. If the District Board were to elect to not endorse the filing, and elected to refile the NOE in January, 2022 or later, there could be costs associated with coordinating with the State Water Resources Control Board, but those costs are unknown at this time. As with other project costs, SHGCC has agreed to compensate the District for such reimbursements. SHGCC will make an initial deposit of \$20,000.00 to the District to cover such efforts. The fiscal impact to the District for outside services at this time, is estimated to be zero.

Recommendation:

The District Manager recommends the District Board adopt the resolution and endorse the District Manager’s filing of the CEQA Notice of Exemption as part of the SRF Loan Application Process.

Attachments: Resolution and NOE

RESOLUTION NO. _____ (2022)

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

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: Avy Altschul Pump Station

Location: Avy Avenue & Altschul Avenue, Menlo Park, California

Entity or Person Undertaking Project: West Bay Sanitary District

Determination of the District Board:

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

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

N/A

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

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

N/A

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

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

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

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

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

_____ Approved

_____ Disapproved

The District Manager of West Bay Sanitary District is directed to prepare a Notice of Exemption pursuant to the provisions of the State Guidelines Implementing the California Environmental Quality Act adopted by Resolution No. 1105 of this District Board. The District Manager is not directed to prepare and file a Statement of Overriding Consideration pertaining to the approval of this project pursuant to the provisions of the same Guidelines.

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 12th day of January, 2022, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

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

FILED ENDORSED
IN THE OFFICE OF THE
COUNTY CLERK RECORDER
SAN MATEO COUNTY CALIF

To: San Mateo County Clerk
Attention Special Services
555 County Center, First Floor
Redwood City, CA 94063

DEC 21 2021

MARK CHURCH, County Clerk
By BESZ DE LA VEGA
Deputy Clerk

Project Title: Avy Altschul Pump Station Project

Project Location – Specific: 1011 Altschul Avenue and Altschul Avenue right-of-way

Project Location – City: Menlo Park

Project Location – County: San Mateo

Description of Project: West Bay Sanitary District (WBSD) is proposing construction and operation of the Avy Altschul Pump Station Project to route additional wastewater flows (approximately 98,000 gallons of wastewater per day) to WBSD's Sharon Heights Water Reclamation Plant to meet existing recycled water demands and offset potable water currently used for irrigation. The pump station would be located on Las Lomas Elementary School District property along Altschul Avenue. The pump station would encompass approximately 210 square feet and would include a wet well, 10 horsepower pump, valve vault, motor control center, and new fencing and an access gate. The fencing, access gate, and motor control center would protrude above the ground, with the remaining facilities located below ground. Approximately 150 linear feet of new pipelines would be constructed in Altschul Avenue to connect the pump station to the existing sewer and force main. Three new sanitary sewer manholes would also be constructed at points along the sewer pipeline. A new Pacific Gas & Electric service would also be installed for the pump station. Construction would include excavation to a depth of approximately 20 feet for the pump station and wet well and 12 feet for pipelines. Construction is anticipated to begin in early summer 2023, and require 30 to 60 days to complete.

Name of Public Agency Approving Project: West Bay Sanitary District

Name of Person or Agency Carrying Out Project: West Bay Sanitary District

Exempt Status:

- Ministerial (Sec. 21080(b)(1)); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
- Categorical Exemption: State CEQA Guidelines Sec. 15303 (New Construction or Conversion of Small Structures)
- Statutory Exempt: State code number: _____

Reasons why Project is Exempt:

Class 3 (New Construction or Conversion of Small Structures) consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the

structure. The Project would have a limited disturbance area and minimal aboveground components, and thus would be considered a small facility. An environmental checklist was prepared for the Project, which documents that the Project would not trigger any exceptions to a categorical exemption (i.e., would not impact scenic highways, is not located on a hazardous waste site, would not impact a historical resource, and would not have a significant impact due to its location, cumulative impacts, or other unusual circumstances). Thus, the Project is exempt under State CEQA Guidelines Sec. 15303.

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



Signature

Date: 12/16/2021 Title: District Manager



WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

Subject: *Consider to Approve the Financial Statements
FY 2021-22, First Quarter Ending 9/30/2021*

Background

Attached for the Board's review are the District's Unaudited Financial Statements for the first quarter ending September 30, 2021. The Statement of Revenue, Expenses, and Changes in Net Position is reported by fund to better view the primary operations and other activities in; General, Capital, Solid Waste, and Recycled Water Funds.

Fiscal Impact

The District had total Revenue of \$8,644,221, total Expenditures of \$8,929,422, for a total \$285,201 decrease in Net Position, through the quarter ending September 30, 2021 for all Funds.

General Fund:

Operating Revenue was \$7,997,597, 26% of the annual budget, including accrual of sewer service charges. Operating Expense was \$7,146,892, 39% of the annual budget. This includes direct Operating Expenses of \$1,827,221 (31% of budget and contributions to Silicon Valley Clean Water (SVCW) of \$5,319,671. SVCW expenses were 43% of the annual budget, as the 2018 and 2021 bond payments were made in July. The Net Operating Income was \$850,706 through September 30, 2021.

Non-Operating Revenues and Expenses had a \$49,294 net increase, from Interest Income, Gains, and Losses on Investments, less investment fees. There were no Non-Operating Expenses. The General Fund has a \$900,000 increase in Net Position through September 30, 2021.

Capital Fund:

The Capital Fund recognized revenue for Connection Fees of \$465,184, 41% of the annual budget and depreciation of \$727,037. Capital Expenditures of \$2,484,242 are recognized as assets, increasing the District's Net Position.

Solid Waste Fund:

The Solid Waste Fund recognized \$17,633 in Franchise Fees from Recology, which manages solid waste collection for the District, 18% of the annual budget.

Solid Waste Expenditures of \$16,355 was recognized for rate studies, annual notification mailing, and overhead allocation, through September 30, 2021.

The Solid Waste Fund increased \$1,278, to a Net Position of \$244,683, as of September 30, 2021.

Recycled Water Fund:

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

Sharon Heights Recycled Water Facility (SHRWF) was accepted July 27, 2020, for a total of \$22,647,052, with a California Clean Water State Revolving Fund (SRF) Loan of \$17,117,420. The first SRF loan payment was made in March 2021, with annual payments thereafter. The SRF loan balance is \$16,616,382, as of September 30, 2021.

The SHRWF recognized \$111,094 in Revenue from Sharon Heights Golf & Country Club (SHGCC). Expenditures were \$312,100, including \$186,628 in depreciation of the facility.

The Bayfront Project had \$90,921 in capital expenditures year-to-day in FY 2021-22, for total project Construction in Progress (CIP) expenditures of \$492,451.

Financial Statements Summary:

The following is a summary of the Statement of Changes in Revenue, Expenses, and Net Position, based on the quarter ending September 30, 2021.

Financial Statement	Prior Year FY 2021-22	Actual - Q1 FY 2021-22	Budget - Q1 FY 2021-22	Budget v Actual Q1 FY 2021-22
Operating Revenues	32,175,127	7,997,597	7,994,592	100%
Operating Expenses	(8,132,059)	(1,827,221)	(1,475,678)	124%
SVCW	(12,740,977)	(5,319,671)	(6,373,425)	83%
Operating Income (Loss)	11,302,090	850,706	145,489	585%
Non-Operating Rev / Exp	709,797	49,294	86,000	57%
General Fund	12,011,888	900,000	231,489	389%
Capital Fund	(2,930,740)	(261,853)	(737,500)	36%
Solid Waste Fund	19,800	1,278	(1,273)	-100%
Recycled Water Fund	(213,871)	(197,588)	108,004	-183%
Change in Net Position	8,887,077	441,837	(399,279)	-111%
Prior Period Adjustment	(755,728)	-		
Change in Net Position - Adjusted	8,131,349	441,837		

Recommendation

The Finance Manager recommends the Board approve the Unaudited Financial Statement for Fiscal Year 2020-21, for the quarter ending September 30, 2021.

WEST BAY SANITARY DISTRICT



Preliminary

Unaudited Financial Statements

Fiscal Year 2021-2022

Quarter Ending

September 30, 2021

Financial Report September 30, 2021

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

The District issues its unaudited financial statements for the quarter ended September 30, 2021, for fiscal year 2021-22 in conformity with the format prescribed by the provisions of Governmental Accounting Standards. This report is an overview of the District’s financial activities for the period.

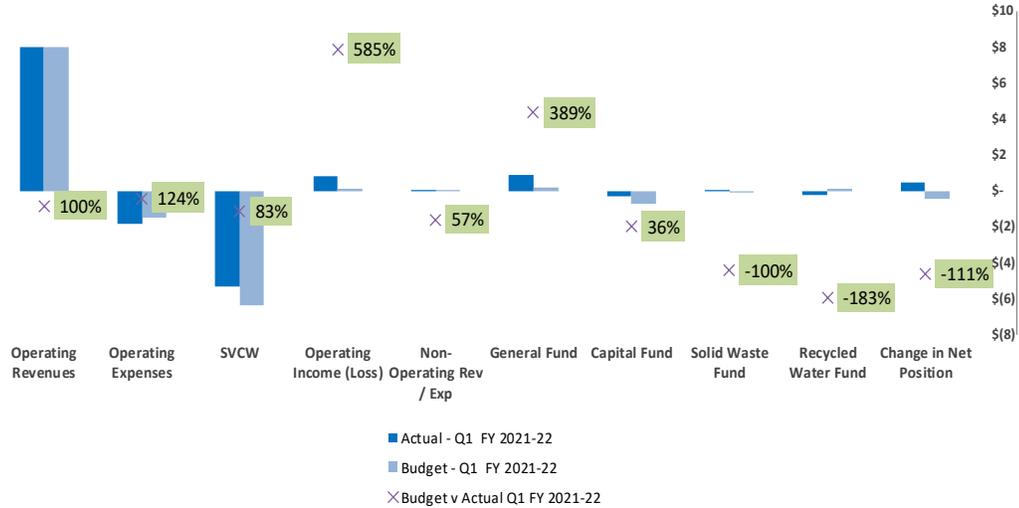
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WEST BAY SANITARY DISTRICT
Statement of Net Position
Fiscal Year 2021-22
September 30, 2021

	<u>Prior Year</u> <u>FY 2020-21</u>	<u>Unaudited</u> <u>1st Qtr 21-22</u>
Assets		
Current Assets		
Cash & Investments	49,206,517	43,965,345
Cash & Investments - Restricted	1,198,284	1,538,127
Accounts Receivable	142,033	85,153
Interest Receivable	156,960	173,265
Accrued Revenue	529,510	7,407,261
Prepaid Expenses	84,094	54,533
Total Current Assets	51,317,398	53,223,684
Non-Current Assets		
Investments	13,431,746	10,797,381
Restricted Investments	579,368	1,306,196
Investment in SVCW	29,519,631	29,519,631
Capital Assets:		
Property, Plant & Equipment	109,968,539	110,728,769
Accumulated Depreciation	(39,056,193)	(38,604,212)
Total Capital Assets	70,912,346	72,124,557
Total Non-Current Assets	114,443,091	113,747,765
Total Assets	165,760,489	166,971,449
Deferred Outflows of Resources	132,838	(280,865)
Liabilities		
Current Liabilities		
Accounts Payable	1,203,257	1,803,732
Accrued Payroll & Taxes	595,423	531,271
Connection Fees Payable	1,498,602	1,646,871
Construction Deposits	(119)	
SRF Advance - SHGCC	198,877	397,750
Total Current Liabilities	3,496,040	4,379,625
Non-Current Liabilities		
OPEB Liability	118,683	118,683
Net Pension Liability		-
SRF Deposit - SHGCC	1,657,281	1,856,154
SRF Note Payable	16,616,382	16,616,382
Total Liabilities	21,888,385	22,970,843
Deferred Inflows of Resources	3,788	3,788
Net Position		
Net Investment in Capital Assets	54,295,964	55,508,175
Investment in SVCW	29,519,631	29,519,631
Capital Fund Budget	25,061,834	23,193,517
Operation Reserve	9,395,827	10,749,600
Unrestricted Fund Balance	26,483,626	24,745,029
Total Net Position	144,756,881	143,715,952
Prior Period Adjustment	(755,728)	-
Total Net Position	144,001,153	143,715,952
Total Liabilities & Fund Balance	165,893,327	166,690,584

WEST BAY SANITARY DISTRICT
Statement of Revenue, Expenses and Changes in Net Position
Fiscal Year 2021-22
September 30, 2021



	Prior Year 6/30/2021	Unaudited Actual 1st Qtr 21-22	Budget 1st Qtr 21-22	Budget v Actual 1st Qtr 21-22	Annual Budget FY 2021-22	YTD % Annual Budget
Operating Revenues	32,175,127	7,997,597	7,994,592	3,005	30,872,898	26%
Operating Expenses						
General Fund Expense	8,132,059	1,827,221	1,475,678	351,543	5,902,711	31%
Sewage Treatment Plant (SVCW)	12,740,977	5,319,671	6,373,425	(1,053,754)	12,396,490	43%
Total Operating Expenses	20,873,036	7,146,892	7,849,103	(702,211)	18,299,201	39%
Operating Income (Loss)	11,302,090	850,706	145,489	705,216	12,573,696	7%
Non-Operating Revenues (Expenses)						
Non-Operating Revenues	709,797	49,294	87,500	(38,206)	350,000	14%
Non-Operating Expenses	-	-	(1,500)	1,500	(6,000)	
Total Non-Operating Revenues (Expenses)	709,797	49,294	86,000	(36,706)	344,000	14%
Change in Net Position by Fund						
General Fund	12,011,888	900,000	231,489	668,511	12,917,696	7%
Capital Fund						
Capital Fund - Revenues	110,097	465,184	62,500	402,684	250,000	186%
Capital Fund - Expenditures	(3,040,837)	(727,037)	(800,000)	(72,963)	(3,200,000)	23%
Solid Waste Fund	19,800	1,278	(1,273)	2,550	(5,090)	-25%
Recycled Water Fund	(876,782)	(197,588)	(60,881)	(136,707)	(243,525)	81%
Change in Net Position, before Capital Contributions	8,224,166	441,837	(568,164)	1,010,001	9,719,082	5%
Capital Contributions	662,911	-	168,885	(168,885)	168,885	0%
Change in Net Position	8,887,077	441,837	(399,279)	841,116	9,887,967	4%
Beginning Net Position	135,869,804.68	144,001,153.44	144,001,153	144,001,153		
Prior Period Adjustment	(755,728.00)	-	-	-		
Ending Net Position	144,001,153.44	144,442,989.95	143,601,874	144,842,269		

Revenues:

For the quarter ending September 30, 2021, total combined revenues are \$8,644,211, including the General, Capital, Solid Waste, and Recycled Water Funds.

General Fund:**Revenues:**

The General Fund had \$8,046,892 in total Revenues, 26% of the annual budget.

- **Sewer Service Charges.** Total revenue of \$7,389,268 is recognized through September 30, 2021. The \$29,623,451 for Fiscal Year 2021-22 is accrued and recognized month, as earned. No funds were received from the County of San Mateo. Manual invoices to customers not on the San Mateo County Tax Roll, including customers in Santa Clara County, due in two payments; half on 11/1/21 and half on 2/1/22.
- **Permit Fees.** Permit & Inspection Fees of \$57,876, 58% of the annual budget.
- **Flow Equal.** The District received the \$368,490 contract with Silicon Valley Clean Water (SVCW) for use of the Flow Equalization Facility Pond in fiscal year 2021-22.
- **Other Operating Income.** A total of \$181,963 was billed through September 30, 2021; 27% of the annual budget.
 - Revenue from Los Altos Hills was \$111,822
 - Revenue from Town of Woodside was \$12,053
 - Revenue from HACH Contract for private pump station maintenance is billed through the SMC tax roll and accrued monthly/ \$46,575 is recognized.
 - This is a pass through expense
 - Revenue of \$11,584 is for billed staff time.
 - An additional \$70 was from other sources; late fees, misc. charges and reimbursements
- **Other Non-Operating Revenues:** The District recognized total non-operating revenue of \$49,294. The majority from interest income.
 - Interest Income \$169,296
 - Net loss on investments \$120,603
 - Gain on Sale of Assets \$602

General Fund

General Fund	Prior Year FY 2020-21	Actual 1st Qtr 21-22	Budget 1st Qtr 21-22	Budget v Actual 1st Qtr 21-22	Annual Budget FY 2021-22	YTD % Annual Budget
Revenue						
Sewer Service Charges						
Residential	23,914,761	6,090,912	6,136,801	(45,889)	24,547,205	25%
Non-Residential	7,175,616	1,298,355	1,298,355	-	5,193,421	25%
Total Sewer Service Charges	31,090,378	7,389,268	7,435,157	(45,889)	29,740,626	25%
Permit & Inspection Fees	224,200	57,876	25,000	32,876	100,000	58%
Flow Equalization	355,000	368,490	368,490	0	368,490	100%
Other Operating Income	505,549	181,963	165,945	16,018	663,781	27%
Total Operating Revenues	32,175,127	7,997,597	7,994,592	3,005	30,872,898	26%
Non-Operating Revenues						
Interest Income	619,667	169,296	87,500	81,796	350,000	48%
Gain/Loss on Securities	(386,257)	(116,061)		(116,061)		
Gain/Loss on PARS Trust	126,975	(4,542)		(4,542)		
Gain/Loss on Sale of Assets		602		602		
Other Non-Op. Inc.	349,413	-		-		
Total Non-Operating Revenues	709,797	49,294	87,500	(38,206)	350,000	14%
Total General Fund Revenue	32,884,924	8,046,892	8,082,092	(35,200)	31,222,898	26%

Expenditures:

For the quarter ending September 30, 2021, total combined expenditures are \$8,929,422, including the General, Capital, Solid Waste, and Recycled Water Funds.

General Fund:

Expenditures:

For the quarter ending September 30, 2021, total Expenses were \$7,873,929, 43% of the annual budget.

- **WBSD Operating Expenses.** General Fund Expenses were \$2,554,258, 28% of the annual budget. Expenses are shown on the Expense Analysis on the following page, with overhead allocations to the Solid Waste and Recycled Water Fund deducted.
 - The largest variances from the budget is the write off of assets under \$20,000, which resulted in a net \$449,286 expense, with \$1,769,247 in assets, less \$1,319,961 in accumulated depreciation. The change in capitalization policy was effective fiscal year 2021-22, increasing the minimum from \$5,000 to \$20,000. This will also result in higher operating and maintenance expenses, as new purchases under the limit will be expensed.
 - Fuel costs were \$26,432, 38% of the annual budget, as fuel costs have risen significantly.
 - San Mateo Local Agency Formation Commission (LAFCo) was \$32,610, 11% over the annual budget.

- The other expenditures average 17.6% of the annual budget.
- **External Operating Expenses.** These include \$5,319,671 paid to SVCW, which is 43% of the annual budget. The District holds a 23.38% share of SVCW's Net Position as of June 30, 2021 Unaudited Analysis of Net Position. Expenses are recognized as Sewage Treatment Plant under Operating Expenses on the audited financial statements. The District is tracking internally in a separate SVCW Fund.
 - SVCW Operating & Capital Contributions were \$1,790,937, 25% of the annual budget
 - SVCW Debt payments were \$3,528,734, 67% of the annual budget. The District owes \$55.7 million for the new 2021 Bonds, which replaced the 2014 and 2015 bonds.
- **Non-Operating Expenses.** There were no Non-Operating Expenses.

Change in Net Position:

The General Fund had Net Operating Income of \$850,706 through September 30, 2021. With the \$49,294 net increase in Non-Operating Revenues and Expenses, for a \$900,000 increase in General Fund Net Position through September 30, 2021.

The District reports separately, the Capital Fund, Solid Waste Fund, and Recycled Water Fund. The total Change in Net Position for the District is \$441,837.

WEST BAY SANITARY DISTRICT
Expense Analysis
Fiscal Year 2021-22
September 30, 2021

	Prior Year	Unaudited Actual	Budget	Budget v Actual	Annual Budget	YTD %
	FY 2020-21	1st Qtr 21-22	1st Qtr 21-22	1st Qtr 21-22	FY 2021-22	Annual Budget
Salaries & Wages	4,122,741	1,048,706	1,090,860	42,154	4,363,442	24%
Employee Benefits	1,892,087	425,082	458,548	33,465	1,834,191	23%
Directors- Fees	41,110	5,280	10,580	5,300	42,320	12%
Election Expense	4	-	-	-	-	-
Gasoline, Oil & Fuel	48,621	26,432	17,500	(8,932)	70,000	38%
Insurance	204,178	45,775	58,990	13,215	235,960	19%
Memberships	54,803	8,313	14,665	6,352	58,660	14%
Office Expense	27,747	7,865	9,900	2,035	39,600	20%
Operating Supplies	416,607	86,230	98,356	12,126	393,425	22%
Contract Services	331,600	176,236	166,369	(9,867)	665,475	26%
Professional Services	248,752	80,884	127,555	46,671	510,220	16%
Printing & Publications	35,915	5,498	15,875	10,377	63,500	9%
Rents & Leases	37,375	9,124	12,925	3,801	51,700	18%
Repairs & Maintenance	293,248	101,904	84,606	(17,298)	338,425	30%
Research & Monitoring	17,175	7,014	5,000	(2,014)	20,000	35%
Training, Meetings & Travel	19,631	3,806	13,800	9,994	55,200	7%
Utilities	209,122	38,476	58,125	19,649	232,501	17%
Other Operating Expenses	97,767	13,898	54,835	40,937	219,340	6%
LAFCo	28,067	32,610	29,400	(3,210)	29,400	111%
Pension Expense (GASB 68)	-	-	-	-	-	-
OPEB Expense (GASB 75)	76,098	-	-	-	-	-
Assets (under \$20,000)	-	449,286	-	-	-	-
Transfer to Solid Waste	(55,000)	(14,273)	(14,273)	-	(57,090)	25%
Transfer to Recycled Water	(15,590)	(3,889)	(3,889)	0	(15,557)	25%
Total WBSD Operating Expenses	8,132,059	2,554,258	2,309,728	204,756	9,150,711	28%
SVCW - Operating Fund	6,883,536	1,601,691	1,514,765	(86,926)	6,059,061	26%
SVCW - Operating Reserve	6,672	1,668	88,596	86,928	354,384	0%
SVCW - SRF Reserve Contribution	-	-	-	-	-	-
SVCW - Capital Contributions	750,312	187,578	187,578	-	750,312	25%
SVCW - 2009 Bond (\$55 Mil)	-	-	-	-	-	-
SVCW - 2014 Bond (\$65 Mil)	1,145,480	-	-	-	-	-
SVCW - 2015 Bond (\$60 Mil)	1,610,500	-	-	-	-	-
SVCW - 2018 Bond	1,837,713	1,219,419	1,839,213	619,794	1,839,213	66%
SVCW - Cash in Lieu of 2018 Bond	-	-	-	-	-	-
SVCW: 2021 Bonds (\$55.6m)	-	2,309,315	2,743,273	-	2,743,273	84%
SVCW - SRF Debt C-06-5216-110	-	-	-	-	-	-
SVCW - SRF WWTP Debt C-06-5216-120	506,765	-	-	-	506,765	-
SVCW - SRF Debt C-06-8069-110	-	-	-	-	143,482	-
Total External Operating Expenses	12,740,977	5,319,671	6,373,425	1,053,754	12,396,490	43%
Other Non Operating Expense	-	-	1,500	1,500	6,000	-
Prior Period Adjustments	755,728	-	-	-	-	-
Total General Fund Expenses	21,628,764	7,873,929	8,684,653	810,724	21,553,201	37%

Capital Fund:

For year ending September 30, 2021, total Capital Expenditures and Reserve Transfers were \$2,034,956, 22% of the annual budget; \$2,484,242 in Capital expenditures, no reserve transfers, and \$449,286 decrease in writing off capital assets under \$20,000. A detailed schedule of Capital Fund Expenditures is included on page 10. The Recycled Water Fund is separate, beginning on page 14.

Capital Fund Revenue:

Connection Fees were \$465,184, 86% over the annual budget.

Capital Asset Fund

Capital Asset Fund	Prior Year FY 2020-21	Actual 1st Qtr 21-22	Budget 1st Qtr 21-22	Budget v Actual 1st Qtr 21-22	Annual Budget FY 2021-22	YTD % Annual Budget
Connection Fees	110,097	465,184	62,500	402,684	250,000	186%
Total Capital Asset Fund Revenue	110,097	465,184	62,500	402,684	250,000	186%

Capital Fund Expenses:

Depreciation expense of \$727,037 is 23% of the annual budget.

Capital spending was \$2,484,242, 26% of the \$9,428,000 annual budget.

- **Administration.** There were no administrative expenditures.
- **Collection Facilities - Buildings.** There were no facilities expenditures.
- **Vehicle & Equipment.** There were no new vehicles and equipment expenditures.
- **Subsurface Lines and Other.** Incomplete projects are recorded in Construction in Progress (CIP) expenditures until completed and transferred.
 - **Pump Stations.** There were no Pump Station expenditures.
 - **Subsurface Lines.** \$78,374 was expended on flow monitoring study and manhole raising projects.
- **Construction in Progress (CIP).** These are new or continuing constructions projects that are recorded separately and capitalized when completed. CIP is not depreciated until completed. \$2,405,868 was expended, 28% of the \$8,520,000 budget for CIP.
 - **Levee & Sheet Piling Project.** \$102,281 was expended for levee design. The total budget for the design and project is \$1,560,000.
 - **Corporate Yard and Metal Storage Building.** \$341,600 was expended from the net \$1,100,000 budget.
 - **Pipeline Replacement & Rehab Engineering** There were no expenditures.

- **Pipeline Replacement & Rehab Construction.** \$1,961,987 was expended on Gilbert & Bay North Projects, 31% over the \$1,500,000 budget or 36% of the gross pipeline construction budget.
- **Resource Recovery.** There are two recycled water facilities projects in the Recycled Water Fund.
 - **Sharron Heights Recycled Water Facility.** The facility was accepted from the contractor, Anderson Pacific, effective July 27, 2020. The final project was capitalized for \$22,780,298 in fiscal year 2020-21.
 - **Bayfront.** The proposed Bayfront Recycled Water Project is in early developments. \$26,162 was expended, through September 30, 2021.

	Actual FY 2020-21	Actual 1st Qtr 21-22	Budget FY 2021-22	Variance Budget Balance	YTD % Annual Budget
Recycled Water Fund					
Recycled Water Facility - SHGCC	261,537	-	-	-	
Bayfront Resource Recovery (Environmental Impact Report)	88,222	26,162	300,000	273,839	9%
Total Resource Recovery	349,760	26,162	300,000	273,839	9%

Reserves:

The District has budgeted \$4,092,512 in transfers to reserve accounts to protect cash flow between sewer service fee payments from the county, maintain fiscal stability, and reserve for future projects. No cash transfers were made through September 30, 2021.

- **Reserves.** The budgeted \$4,092,512 was transferred to unrestricted reserve accounts will be completed after funds received from SMC tax roll.
 - **Operating Reserve:** \$1,221,197 was allocated to the Operating Reserve, which is held in Local Agency Investment Fund (LAIF).
 - **Treatment Plant Reserve:** Established in FY 2020-22, the first transfer of \$2.5 million not yet completed.
 - **Vehicle & Equip Replacement Reserve:** Budget transfer of \$371,315 not yet completed.
- **Restricted Reserves.** There is no budget for transfers to restricted reserve accounts in FY 2021-22.

**WEST BAY SANITARY DISTRICT
Capital Expenditure Analysis
Fiscal Year 2021-22
September 30, 2021**

	Actual FY 2020-21	Actual 1st Qtr 21-22	Budget FY 2021-22	Variance Budget Balance	YTD % Annual Budget
Plant & Administration					
District Office Interior	3,547	-	10,000	10,000	0%
District Office Exterior	-	-	10,000	10,000	0%
Server Replacement Program			15,000	15,000	0%
Write-off Obsolete Items, older than 2009			-	-	
Total Administration	3,547	-	35,000	35,000	0%
Collection Facilities - Buildings					
FERRF Improvements & Demolition of Treatment Plant	6,671		-	-	
Corporate Yard Renovation Feasibility Study	15,039		350,000	350,000	0%
Allowance For Unanticipated Capital Expenditures	2,800		100,000	100,000	0%
Total Collection Facilities	24,510	-	450,000	450,000	0%
Vehicle & Equipment					
Pipehunter Replace (Carryover)	23,250		25,000	25,000	0%
Service Truck - Unit 208			-	-	
Operations Superintendent SUV - Unit 206			-	-	
Pump Supervisor Truck - Unit 217 W/ 1/2 T Crane (Deferred)	87,290		90,000	90,000	0%
Water Quality Supervisor Vehicle	42,738		50,000	50,000	0%
Other Vehicles Improvements & Small Equipment	-			-	
Sales of Vehicles				-	
Mainline CCTV Camera	23,835		28,000	28,000	0%
Flo Dar Equipment (Flow Meters)			35,000	35,000	0%
Total Vehicle & Equipment	177,112	-	228,000	228,000	0%
Subsurface Lines and Other					
Pump Stations					
Pump & Valve Replacement Program	42,224		40,000		0%
Private Pump & Panel Replacements	19,601		20,000	20,000	0%
Pump Station Fence/Roof Replacement & Repair	3,000		5,000		0%
Total Pump Stations	64,825	-	65,000	65,000	0%
Flow Monitoring Study		34,490	30,000	(4,490)	115%
Smart Covers (2)			-	-	
Manhole Raising (Paving Projects)		43,884	100,000	56,116	44%
Total Subsurface Lines	-	78,374	130,000	51,626	60%
Construction In Progress					
Levee Survey & GPS Update	385,782	102,281	60,000	(42,281)	170%
Sheet Piling Project			1,500,000	1,500,000	0%
Metal Storage Building - Phase 1	24,834	341,600	852,550	510,950	40%
Metal Storage Building - Phase 2			247,450	247,450	0%
Construction Projects Environmental Review			10,000	10,000	0%
Pipeline Replacement & Rehab Engineering					
Isabella, Gilbert, Bay North, Coyote Hill - Phase 1			350,000	350,000	0%
Pipeline Replacement & Rehab Construction					
Belle Haven III & Alpine	39,647				
Town Of Atherton Civic Center - Dinklespeil					
Isabella, Gilbert & Bay North - Phase 1 (Carryover \$1.5m)			1,500,000	1,500,000	0%
Isabella, Gilbert & Bay North - Phase 2			2,500,000	2,500,000	0%
Lower Ringwood/ North Bay	1,162,285	1,961,987	1,500,000	(461,987)	131%
Write Off Discontinued CIP Projects 2002-2005 & misc					
Total Construction In Progress	1,612,548	2,405,868	8,520,000	6,114,132	28%
Total Capital Expenditures	1,882,542	2,484,242	9,428,000	6,943,758	26%
Construction In Progress - Completed	(7,253,197)				
Subsurface Lines and Other	7,253,197				
Write Off Capital Assets under \$20,000 (new min)		(1,769,247)			
Write Off Accumulated Depreciation		1,319,961			
Net Change in Capital Assets	1,882,542	2,034,956	9,428,000	7,393,044	22%

Solid Waste:

The Solid Waste Fund had a net increase of \$1,278, to a Net Position of \$244,683, as of September 30, 2021.

- **Solid Waste Fund Revenue.** Franchise fees were \$17,633, 18% of the annual budget.
- **Solid Waste Fund Expense.** Allocated expenses for the Solid Waste program of \$16,355 was recognized for annual notification mailing and overhead allocation, 16% of the annual budget.

**West Bay Sanitary District
Solid Waste Fund
Fiscal Year 2021-22
September 30, 2021**

	Prior Year FY 2020-21	Actual 9/30/2021	Budget 9/30/2021	Variance Budget v Actual	Annual Budget FY 2021-22	YTD % Annual Budget
Income						
Operating Income						
Franchises	104,487	17,633	25,000	(7,367)	100,000	18%
Total Income	104,487	17,633	25,000	(7,367)	100,000	18%
Expenditures						
Allocated Operating Expense						
Rate Studies	27,755	0	10,500	(10,500)	42,000	0%
Mailings	1,932	2,083	1,250	833	5,000	42%
Public Relations	0	0	250	(250)	1,000	0%
Overhead Expense Allocation From Genera	55,000	14,273	14,273	0	57,090	25%
Total Allocated Operating Expense	84,686	16,355	26,273	(9,917)	105,090	16%
Solid Waste Fund						
Beginning Balance	243,405	243,405	243,405	-	243,405	100%
Contribution To Solid Waste Fund	19,800	1,278	(1,273)	2,550	(5,090)	-25%
Ending Balance	263,205	244,683	242,132	2,550	238,315	103%

Recycled Water:

Sharon Heights Recycled Water Facility

The Sharon Heights Recycled Water Facility (SHRWF) project was completed in FY 2020-21 and accepted effective July 27, 2020, for a total of \$22,647,052. \$22,267,257 was received from the State Revolving Fund, including a \$5,259,800 Water Recycling Funding Program Construction Grant and a net SRF Loan of \$17,117,420. The District assumed full management of the facility beginning January 27, 2021. Operation & Maintenance (O&M) expense are paid by the District. Sharon Heights Golf & Country Club (SHGCC) pays an estimated budget amount monthly. Summary Recycled Water Fund statements are included on page 15, with detailed expenditure schedule on page 16.

- **Revenue.** \$111,094 was recognized as income from SHGCC. This represents billing for O&M.
- **Expense.** Total expenditures were \$312,100, including depreciation of the facility.
 - Operating Expenses were \$125,472, 25% of the annual budget.
 - Depreciation Expense was \$186,628, 25% of the annual budget.
- **Non-Operating Income & Expenses**
 - Non-Operating Income was net decrease of \$3,108, including Interest Income and losses on the SHGCC restricted reserve accounts.
 - There were no Non-Operating Expenses.

Bayfront Recycled Water Project

The Bayfront Project recognized \$26,162 in capital expenditures.

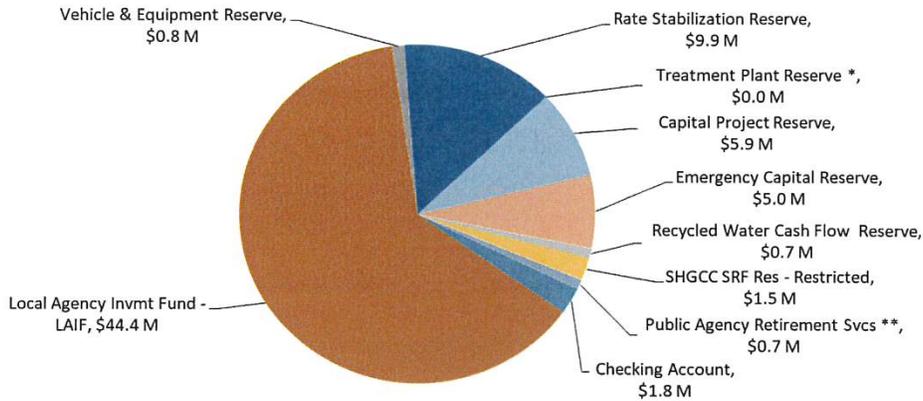
West Bay Sanitary District
 Recycled Water Fund
 Sharron Heights Recycled Water Facility
 Fiscal Year 2021-22
 September 30, 2021

	Prior Year FY 2020-21	Actual 9/30/2021	Budget 9/30/2021	Budget v Actual 9/30/2021	Annual Budget FY 2021-22	YTD % Annual Budget	SHGCC 1/27/21-6/30/21
<u>Fund Income</u>							
Operating Income							
Sharon Heights Golf & County Club	621,043	111,094	127,465	16,371	509,860	22%	743,418
Total Operating Income	621,043	111,094	127,465	398,766	509,860	22%	743,418
<u>Fund Expenditures</u>							
Operating Expense	677,129	125,472	127,465	1,993	509,859	25%	743,418
Depreciation Expense	698,284	186,628	188,725	2,097	754,902	25%	0
Total Fund Expenditures	1,375,413	312,100	316,190	4,090	1,264,761	25%	743,418
Net Income (Loss)	(754,370)	(201,006)	(188,725)	12,281	(754,902)	27%	0
<u>Non-Operating Income / Expense</u>							
Non-Operating Income	3,168	(3,108)	500	3,608	2,000	-155%	0
Non-Operating Expense	(125,580)	0	(41,541)	(41,541)	(166,164)	0%	(161,873)
Total Non-Operating Income/Expense	(122,412)	(3,108)	(41,041)	(161,055)	(164,164)	2%	(161,873)
Net Change in Fund	(876,782)	(204,115)	(229,766)	(714,951)	(919,066)	22%	(161,873)
<u>Capital Contributions</u>							
Sharon Heights Golf & Country Club	662,911	0	168,885	168,885	675,541	0%	662,911
Net Fund Balance For Fiscal Year	(213,871)	(204,115)	(60,881)	(39,410)	(243,525)	84%	501,038

West Bay Sanitary District
 Recycled Water Fund
 Sharron Heights Recycled Water Facility
 Fiscal Year 2021-22
 September 30, 2021

Fund Expenditures - Detail	Actual 6/30/2021	Actual 9/30/2021	Budget 9/30/2021	Budget v Actual 9/30/2021	Annual Budget FY 2021-22	YTD % Annual Budget
<u>Operating Expense</u>						
District Wages						
Plant Operator	83,902	21,094	18,309	(2,785)	73,236	28.8%
Indirect Labor	9,307	7,250	7,454	205	29,817	24.3%
Overtime	15,829	11,414		(11,414)	10,000	
Standby	8,130	4,180	4,941	761	19,764	21.1%
Total District Wages	117,169	43,938	30,704	(13,233)	132,817	33.1%
Employee Benefits	27,129	11,286	11,893	607	47,571	23.7%
Total Salaries, Wages & Benefits	144,298	55,224	42,597	(12,627)	180,388	30.6%
<u>Other Operating Expense</u>						
Gasoline, Oil And Fuel	0	0	0	0	-	
Insurance	15,737	7,930	6,274	(1,657)	25,095	31.6%
Memberships	150	0	0	0	-	
Office Expense	0	0	0	0	-	
Operating Supplies	8,579	3,236	3,150	(86)	12,600	25.7%
Contractual Services	0	0	0	0	-	
Professional Services	16,426	6,349	7,498	1,149	29,992	21.2%
Printing And Publications	0	0	0	0	-	
Rents And Leases	0	0	0	0	-	
Repairs And Maintenance	3,886	3,382	3,000	(382)	12,000	28.2%
Research And Monitoring	9,485	5,790	6,844	1,054	27,375	21.2%
Training, Meetings & Travel	0	0	0	0	-	
Utilities	181,669	37,279	48,588	11,309	194,352	0.0%
Licenses & Permits	19,664	2,392	3,125	733	12,500	972.7%
Other Operating Expenses	982	0	0	0	-	
Subtotal Operating Expenses	400,876	121,583	121,076	(507)	494,302	25%
Operations & Maintenance - Anderson P	260,663	0	0	0	-	
Administrative Expense	15,590	3,889	3,889	(0)	15,557	781.5%
Total SHRWF Operating Expenses	677,129	125,472	124,965	(507)	509,859	24.6%
Depreciation	698,284	186,628	188,725	2,097	754,902	24.7%
Total Operating Expense	1,375,413	312,100	313,690	1,590	1,264,761	24.7%
<u>Non-Operating Income & Expense</u>						
<u>Non-Operating Income / Deposits</u>						
Sinking Fund	0	0	0	0	0	
Interest Income	21,566	(1,831)	500	2,331	2,000	-155.4%
Gain/Loss on Reserves	(18,398)	(1,278)	0	1,278	0	
Total Non-Operating Income	3,168	(3,108)	500	3,608	2,000	-155.4%
<u>Capital Contributions</u>						
Grant	0	0	0	0	0	
SRF Loan Payment	662,911	0	168,885	168,885	675,541	0.0%
	666,079	(3,108)	169,385	172,494	677,541	-0.5%
<u>Non-Operating Expense</u>						
Interest Expense (SRF Loan)	(125,580)	0	(41,541)	(41,541)	(166,164)	0.0%
Total Non-Operating Expense	(125,580)	0	(41,541)	(41,541)	(166,164)	0.0%
Total Non-Operating Income & Expense	(122,412)	(3,108)	(41,041)	(37,933)	(164,164)	1.9%
Total Expenditures	1,500,993	312,100	272,149	(39,951)	1,098,597	28.4%

**West Bay Sanitary District
Schedule of Cash and Investments
Fiscal Year 2021-22
December 31, 2021**

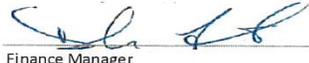


Description	Target	Principal Amount	Accrued Interest	Yield
Bank of the West, Commercial Checking Account		1,782,633.12		0.16%
NAVIA Commuter Checking Account		1,771.10		0.00%
Petty Cash		1,000.00		
Vehicle & Equipment Reserve, Money Market Account		816,958.39		0.18%
Local Agency Investment Fund (LAIF)		44,393,273.81	0.00	0.24% *
Cash & Equivalent Accounts		46,995,636.42	0.00	
Bank of the West Reserves Accounts				
Bank Of The West - Operating Reserve - Moved to LAIF	\$10.75 million	0.00	0.00	0.00%
Bank Of The West - Rate Stabilization Reserve - Securities	\$10 million	7,549,588.86	49,929.64	1.74%
Bank Of The West - Rate Stabilization Reserve - Cash		2,358,023.66		0.03%
Bank Of The West - Treatment Plant Reserve - Securities	\$12 million	0.00	0.13	0.05%
Bank Of The West - Treatment Plant Reserve - Cash		3,017.78		0.03%
Bank Of The West - Capital Project Reserve - Securities	\$6 million	4,638,937.20	30,527.91	1.65%
Bank Of The West - Capital Project Reserve - Cash		1,295,669.82		0.03%
Bank Of The West - Emergency Capital Reserve - Securities	\$5 million	3,941,171.81	23,725.94	1.77%
Bank Of The West - Emergency Capital Reserve - Cash		1,015,496.63		0.03%
Bank Of The West - Recycled Water Cash Flow Reserve - Securities	\$8 million	548,239.70	5,702.00	3.14%
Bank Of The West - Recycled Water Cash Flow Reserve - Cash		103,113.59		0.03%
Bank of the West Reserve Accounts		21,453,259	109,886	
Total Unrestricted Cash and Investments		68,448,895.47	109,885.62	
Restricted Accounts:				
Bank Of The West - Recycled Water SRF Reserve - Closed 7/30/21		0.00	0.00	0.00%
Bank Of The West - Recycled Water SRF Money Market	\$1.46 million	1,538,553.41		0.11%
Restricted - Bank of the West Reserve Account		1,538,553	0	
PARS Irrevocable Trust - Retirement		239,390.56 *		
PARS Irrevocable Trust - OPEB		417,106.32 *		
Total PARS Irrevocable Trust (offset liabilities)		656,496.88		

Certification:

The District Manager/Chief Fiscal Officer and Finance Manager of West Bay Sanitary District represents that the above investments are in accordance with the West Bay Sanitary District Statement of Investment Policy.

Investment Policy adopted by the District Board on September 22, 2021.

District Manager/CFO Date 1/5/2022 Date 1/5/2022

* Current balance not available, as of report date. Latest available: LAIF apportionment rate as of 9/30/21 and PARS balances as of 11/30/21.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

Subject: *Consider Approving District Treasury Report
Second Quarter FY 2021-22*

Background

In October 2010 the District named Bank of the West as the District's Investment advisor and approved an investment of \$5 million in available funds to establish the Emergency Capital Reserve. Subsequently, the Board has established several additional reserves to provide financial stability for the District. On June 9, 2021, the Board approved the new Treatment Plant Reserve, to reserve for treatment plant funding requirements and allow the District to reduce future debt, thereby realizing significant saving in interest expense.

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

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

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

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$10.75 million *	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	Unfulfilled **
Treatment Plant Reserve	9/24/2021	\$12 million	Unfulfilled
Capital Project Reserve	11/26/2014	\$6 million	Unfulfilled **
Emergency Capital Reserve	10/19/2010	\$5 million	Unfulfilled **
Recycled Water Cash Flow	11/18/2016	\$8 million	Achieved
Recycled Water SRF Reserve	3/01/2018	\$1.46 million	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	Unfulfilled

* Based on FY 2021-22 Budget (held in LAIF)

** Approximately \$97 thousand from combined target balances

Fiscal Impact

The District has allocated an additional \$1,221,197 of LAIF funds for the Operating Reserve, as approved in the FY 2021-22 budget, to meet six months of expenditures. Transfers of \$2,500,000 to the Treatment Plant and \$371,315 to the Vehicle & Equipment Reserve accounts have not yet been completed.

FY 2021-22 Budget - Transfers

Operating Reserves	1,221,197
Treatment Plant Reserve	2,500,000
Vehicle & Equipment Reserve	371,315
Total Transfers	4,092,512

The District had funds approximately \$15.8 million above the total target reserve balances, combining all District unreserved accounts, as of 12/31/21. Three reserve accounts are under the individual targets by approximately \$97 thousand, due to fluctuations in market values. The goal is to achieve the new Treatment Plant Reserve \$12 million target in five years.

The investment portfolios have been set up with the goal to yield a rate of return of approximately 2%. Current District yields in the Investment Reserves average 1.67%.



Details of each account are included on the following Schedule of Cash and Investments. The Investment reports for the second quarter FY 2021-22 follow, including details of all holdings and activity.

Recommendation

The Finance Manager recommends the District Board approve the report on the District’s Treasury Report, including investment portfolio statements detailing assets held, transactions, and changes in market value to the Reserve accounts described therein, for the second quarter fiscal year 2021-22.



WEST BAY SANITARY DISTRICT AGENDA ITEM 9

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) **Administrative:**

- a. District staff is working with HF&H consultants to perform this year's Sewer Service Charge rate study. HF&H will also review the Connection Fee and recommend adjustments if necessary.
- b. Staff has begun the outreach ad campaign regarding Non-flushable Wipes on the YouTube and Meta platforms. The ads are in English and Spanish.

2) **Finance:**

- a. Connection fees in the amount of \$2,542,067.50 were received from Greystar for the Menlo Portal project on Constitution Drive and Independence Drive.
- b. The District received a premium return from the California Sanitation Risk Management Authority (CSRMA) in the amount of \$15,438.00 based on the District's actual annual payroll.
- c. The District received the first Sewer Service Charge installment from San Mateo County for Fiscal Year 21/22 in the amount of \$14,871,685.35.
- d. Staff is expecting a \$20 thousand deposit from SHGCC for the Avy Altschul Pump Station project.

3) **CIP & IT Projects:**

a. **Levee Improvement Project:**

- i. The National Fish and Wildlife Foundation (NFWF) has awarded the District with a 3.9 million dollar grant for the levee project. The levee project includes an ecotone levee portion where the grant will be spent for construction and monitoring.

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

- i. The Metal Storage Building at the Flow Equalization Resource Recovery Facility is under construction. The siding and roof are now installed. The project should be completed by the first part of 2022 barring any material shortages or delays.

4) **Operations and Maintenance:**

a. **Collection System:**

- i. The District experienced two Sanitary Sewer Overflows (SSOs) in December. The SSOs were due to root growth in a service lateral and a puncture in a pipeline.

b. **Training:**

- i. Accident Investigation training will take place on January 31, 2022.

Report to the District Board for the Regular Meeting of January 12, 2022

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

- 5) **Water Quality:**
- a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. A reconciliation payment was made by SHGCC in the amount of \$14,851.34 for the recycled water facility Operation & Maintenance period of July 2020 to December 2020.
 - ii. The recycled water facility is working well. Staff reduced the total recycled water production rate for the winter months.
 - iii. The Avy Altschul Pump Station SRF loan application was submitted on December 30, 2021. If approved, the loan will be paid by SHGCC.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. The Financial Plan for the BRWF project was presented to the Board on December 8, 2021.
 - ii. District Counsel has drafted an agreement for certain developers in the Bayfront area for the Bayfront Recycled Water Facility.
 - c. **Menlo Country Club:**
 - i. The Menlo Country Club Recycled Water Feasibility application for the Woodside Recycled Water Facility has been submitted to the state.
 - d. **West Bay:**
 - i. Staff and Legal Counsel is working on an agreement with Meta on installing recycled water pipe under the Sam Trans Railroad/ Dumbarton Rail Corridor and into the new Menlo Park Community Campus. The District Board approved the project which will cost approximately \$338 thousand. The cost includes a 10% contingency.
- 6) **Fleet and Facilities:**
- a. **Vehicle Maintenance:**
 - i. Hybrid vehicles are limited during this time. Ford will have Hybrid Ford Explorers shortly.
- 7) **Personnel:**
- i. Several field staff are in quarantine because of exposure to COVID-19 within their families.
 - ii. Office staff is being allowed to work from home during the most recent surge of the Omicron variant. The office remains opened with alternating staff overseeing the front counter.
- 8) **Upcoming Events:**
- a. **Next Regular Board Meetings:** Wednesday, January 12, 2022 and January 26, 2022.
- 9) **Misc. Items:**
- a. **LAFCo** the District should receive a draft Municipal Services Review report in January 2022.
 - b. **West Bay:** The District experienced 4 SSO's in 2021.
 - c. **Town of Los Altos Hills:** The Town experienced 4 SSO's in 2021.
 - d. **Town of Woodside:** The Town did not experience any SSO's in 2021.

Report to the District Board for the Regular Meeting of January 12, 2022

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 10

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Discussion and Direction over the Draft Memorandum of Understanding Establishing Principles of Agreement Initial Funding for Purchase of Recycled Water Treatment Facility System Capacity*

Background

In February, 2019, West Bay completed the Bayfront Recycled Water Facilities Plan (the “2019 Plan”) prepared by Woodard & Curran (“W&C”), which performed additional market assessment, studied recycled water treatment requirements, evaluated potential project alternatives, and identified a recommended project that would divert wastewater from the trunk sewer pipelines near the intersection of Bayfront Expressway and Marsh Road and pump the wastewater to the Bayfront satellite treatment facility located at former wastewater treatment plant at the end of Marsh Road.

The 2019 Plan 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 in the Bayfront area including ConnectMenlo, Caltrans, and Mid-Peninsula High School.

On July 22, 2021, W&C prepared and updated Technical Memorandum (the “Capital Cost Estimate” or “CCE”) detailing the basis, assumptions, and opinion of probable cost for the Bayfront Recycled Water Project (the “Project”). The CCE proposed a revised recycled water distribution pipeline alignment, and updated recycled water demand data and uses obtained from developers in the Bayfront area. Based on this this new information and the experience from the Sharon Heights Project, the CCE recommended alternative from the Facilities Plan was 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, add recycled water storage, and consider additional treatment to lower total dissolved solids (TDS) concentration and address potential recycled water color/appearance issues.

Analysis

The capital cost estimate included an Opinion of Probable Total Project Cost for the Project and related improvements, escalated to September, 2023 (the estimated date for commencement of Project construction) of fifty-four million two hundred thousand dollars (\$54,200,000) (the “Projected Construction Cost”.) W&C’s opinion of the probable cost to construct the recycled water treatment facility and distribution system at \$56,600,000, in 2023 dollars, the projected year in which construction will begin.

The projected construction cost does not include the cost of the land and land improvements (e.g., levee protection project) necessary to prepare the proposed site of the treatment facility. The proposed site is Bayfront property that is owned by the District. The estimated value of the land and the necessary improvements is \$20,000,000, which increases the total project cost to \$76,600,000 (in 2023\$.) Once constructed and operations begin, W&C’s opinion of the probable annual Operating and Maintenance costs to treat and deliver recycled water is \$1,901,462, in 2021 dollars.

On December 8, 2021, HF&H Consultants, LLC presented its Recycled Water Facility Financial Plan (the “RWFFP”) to the Board of Directors which, based on the CCE, outlines potential funding strategies to develop a recycled water facility at the District for distribution to new developments and existing District customers within the Bayfront area.

The draft Memorandum of Understanding is intended to establish the terms for the initial funding of the permitting, planning, design of and design-build team procurement, and to serve as the basis for development and execution of a comprehensive Agreement for the construction and operation the Project, and the allocation of priority system capacity therein to Developer in proportion to its percentage contribution toward Project costs.

Fiscal Impact

According to the RWFFP, the \$76,600,000 in capital costs to construct the proposed facility can be funded through Contributions in Aid of Construction (CAIC) from the interested developers identified by the W&C market assessment or debt financing with a low-interest loan from the State Revolving Fund (SRF) or a combination of the two. The W&C market assessment survey identified six new developments that will be required to use recycled water, and their projected average peak day demand.

The cost for the recycled water facility will be reimbursed by developers and users of recycled water as they join in the project.

Recommendation

The District Manager recommends the District Board review, discuss, and provide direction to the District Manager and District Counsel on the Draft Memorandum of Understanding Establishing Principles of Agreement.

Attached: Draft Memorandum of Understanding Establishing Principles of Agreement

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MEMORANDUM OF UNDERSTANDING
ESTABLISHING PRINCIPLES OF AGREEMENT INITIAL FUNDING
FOR PURCHASE OF RECYCLED WATER TREATMENT FACILITY SYSTEM CAPACITY

This Memorandum of Understanding (“MOU”) is made and entered into on the day by which it has been duly executed by all parties hereto, by and between the West Bay Sanitary District (“West Bay”) and [Signature Group] (“Developer”) (collectively the “Parties”) and provides as follows:

RECITAL

WHEREAS, West Bay is a Sanitary District organized and existing under the Sanitary District Act of 1923 (Cal. Health & Safety Code § 6400, et seq.), and provides wastewater collection and conveyance services to the Cities of Menlo Park, Atherton and Portola Valley, and portions of East Palo Alto, Woodside and unincorporated San Mateo and Santa Clara counties; and

WHEREAS, in 2014, WBSD conducted a market survey to assess the feasibility of including recycled water services into its portfolio. In addition to a recycled water treatment plant at the Sharon Heights Golf and Country Club (SHGCC) that was completed in 2020 (the “Sharon Heights Project”), it identified a need for recycled water to serve new and development in the Bayfront area; and

WHEREAS, Developer is a [entity] duly organized and existing under the laws of the State of California that owns that certain real property located in the City of Menlo Park, California located at [address] (the “INSERT Property”), and is currently pursuing development of a [description of project] (the “Willow Village Project”); and

WHEREAS, under the City of Menlo Park General Plan, all new development must comply with water conservation measures stipulated therein. New development within the Bayfront Area is required to be dual plumbed for internal use of recycled water, and for buildings equal to or exceeding 250,000 square feet and larger, the City requires identification and use of an alternate water source for all City-approved non-potable applications; and

WHEREAS, notwithstanding the foregoing, the City of Menlo Park does not currently have the capability to provide recycled water to customers within the Menlo Park Menlo Water (MPMW) service area boundary; and

WHEREAS, Developer has identified the need for recycled water for the Willow Village Project in the amount of 0.26 Million Gallons (MG) per day / average day Peak Month, 0.17 MG per day / average day and approximately 58 MG annually; and

WHEREAS, in February, 2019, West Bay completed the Bayfront Recycled Water Facilities Plan (the “2019 Plan”) prepared by Woodard & Curran (“W&C”), which performed additional market assessment, studied recycled water treatment requirements, evaluated potential project alternatives, and identified a recommended project that would divert wastewater from the trunk

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sewer pipelines near the intersection of Bayfront Expressway and Marsh Road and pump the wastewater to the Bayfront satellite treatment facility located at former wastewater treatment plant at the end of Marsh Road. The new treatment facility would include grit removal and fine screening, biological reactor tanks, membrane bioreactor treatment (MBR) system, and ultraviolet (UV) disinfection. The product water would be stored in a recycled water tank and a distribution pump station would be used to deliver recycled water to customers in the Bayfront area for irrigation, cooling towers and other non-potable, indoor uses; and

WHEREAS, the 2019 Plan 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 in the Bayfront area including ConnectMenlo, Caltrans, and Mid-Peninsula High School; and

WHEREAS, on July 22, 2021, W&C prepared and updated Technical Memorandum (the “Capital Cost Estimate” or “CCE”) detailing the basis, assumptions, and opinion of probable cost for the Bayfront Recycled Water Project (the “Project”). The CCE proposed a revised recycled water distribution pipeline alignment, and updated recycled water demand data and uses obtained from developers in the Bayfront area; and

WHEREAS, based on this this new information and the experience from the Sharon Heights Project, the CCE recommended alternative from the Facilities Plan was 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, add recycled water storage, and consider additional treatment to lower total dissolved solids (TDS) concentration and address potential recycled water color/appearance issues; and

WHEREAS, the CCE included an Opinion of Probable Total Project Cost for the Project and related improvements, escalated to September, 2023 (the estimated date for commencement of Project construction) of fifty-four million two hundred thousand dollars (\$54,200,000) (the “Projected Construction Cost”); and

WHEREAS, W&C’s opinion of the probable cost to construct the recycled water treatment facility and distribution system at \$56,600,000, in 2023 dollars, the projected year in which construction will begin (Section 2.6, Page 4 of W&C’s July 22, 2021 capital cost technical memorandum). This includes a potential brine concentrator and costs of additional storage facilities that may or may not be part of the developer-installed system. The projected construction cost does not include the cost of the land and land improvements (e.g., levee protection project) necessary to prepare the proposed site of the treatment facility. The proposed site is Bayfront property that is owned by the District. The estimated value of the land and the necessary improvements is \$20,000,000, which increases the total project cost to \$76,600,000 (in 2023\$); and

WHEREAS, once constructed and operations begin, W&C’s opinion of the probable annual Operating and Maintenance costs to treat and deliver recycled water is \$1,901,462, in 2021

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dollars (Table 1, Page 4 of W&C’s July 22, 2021 O&M cost technical memorandum);¹ and

WHEREAS, on November 23, 2021, HF&H Consultants, LLC issued its Recycled Water Facility Financial Plan (the “RWFFP”) which, based on the CCE, outlines potential funding strategies to develop a recycled water facility at the District for distribution to new developments and existing District customers within the Bayfront area; and

WHEREAS, the RWFFP lays out projected capital and operating costs to construct and operate the Project, and options for Project funding and the projected costs to future users; and

WHEREAS, according to the RWFFP, the \$76,600,000 in capital costs to construct the proposed facility can be funded through Contributions in Aid of Construction (CAIC) from the interested developers identified by the W&C market assessment or debt financing with a low-interest low from the State Revolving Fund (SRF) or a combination of the two. The W&C market assessment survey identified six new developments that will be required to use recycled water, and their projected average peak day demand (in Million Gallons per Day (MGD)) as follows:

Figure 1. Interested Developers and Projected Recycled Water Needs

Project/Developer	Average Day of Peak Month Demand	% of Peak Demand
	(MGD)	
Willow Village (Signature)	0.260	43.3%
123 Independence (Sobrato)	0.001	0.1%
1350 Adams (Tarlton)	0.039	6.5%
Menlo Portal (Greystar)	0.013	2.1%
Menlo Uptown (Greystar)	0.012	2.0%
Menlo Flats (Greystar)	0.007	1.1%
CS Bio	0.006	1.0%
WBSD Extra Capacity	0.263	43.9%
	0.600	100.0%

; and

WHEREAS, based on the total projected construction costs of \$76,600,000 for the 0.60 MGD of peak demand (600,000 gallons per day), the estimated cost for developers to buy capacity in the system would be \$127.67 per gallon of Average Day of Peak Month Demand ($\$76,600,000 \div 600,000$ gallons). The estimated contribution for each of the interested developers is summarized in Figure 2. For example, Developer (Willow Village Project would contribute approximately \$33,193,000 (260,000 gallons per day x \$127.67 per gallon). Any contributions in aid of construction received prior to completing the construction of the facility would reduce the amount the District needs to debt finance; and

¹ Bayfront Recycled Water Project – Opinion of Probable O&M Cost – Draft”, July 22, 2021, Woodard & Curran, Tony Valdivia, Shelly Masuda, Dave Richardson

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Figure 2. Estimated Capital Contributions in Aid of Construction

Project/Developer	Average Day of Peak Month Demand	% of Peak Demand	Allocate Total Project Cost
	(MGD)		\$76,600,000
Willow Village (Signature)	0.260	43.3%	\$ 33,193,000
123 Independence (Sobrato)	0.001	0.1%	\$ 74,000
1350 Adams (Tarlton)	0.039	6.5%	\$ 4,979,000
Menlo Portal (Greystar)	0.013	2.1%	\$ 1,628,000
Menlo Uptown (Greystar)	0.012	2.0%	\$ 1,513,000
Menlo Flats (Greystar)	0.007	1.1%	\$ 843,000
CS Bio	0.006	1.0%	\$ 766,000
WBSD Extra Capacity	0.263	43.9%	\$ 33,604,000
	0.600	100.0%	\$ 76,600,000
Total Average Day of Peak Month Demand (0.6 MGD)			600,000
Buy-in Cost (per gallon of Avg. Day Peak Month Demand)			\$ 127.67

; and

WHEREAS, the District plans on debt-financing the remaining capital needed after the contributions in aid of construction have been received from developers. The District has begun the process to procure \$66.6 million (\$76.6 million less \$10.0 million in contributed land value) in a low-interest loan from the State Revolving Fund (SRF). This would be the maximum amount necessary to construct the facility if no developers contributed upfront contributions in aid of construction; and

WHEREAS, the RWFFP proposes three options for financing the project, with the cost to connect increasing with each Option, as follows:

- ❖ **Option 1. Customers who make upfront Contributions in Aid of Construction (CIAC)**
 - Pays a one-time upfront capital payment based on MGD of peak month capacity needed (currently estimated at \$127.67 per gallon of average day peak month demand needed).
 - Pays on-going O&M charges based on actual use. The cost of on-going O&M will be shared among the customers receiving recycled water service.
 - No debt-service payments or connection fees will be charged.
 - Stage 1 customers can connect at anytime after construction is completed. Capacity is reserved for them until connected.
- ❖ **Stage 2. Customers who do not make upfront payments and connect during Year 1**
 - Pays a proportionate share of annual debt service (including interest) on the original construction loan.
 - Shares in on-going O&M charges with Stage 1 customers.
 - No connection fees will be charged.
- ❖ **Stage 3. Customers who connect after Year 1**
 - Pays a one-time connection fee equal to a proportionate share of retired debt (including interest) at the time of connection. Connection fees increase annually as retired debt service accumulates.
 - Pays a proportionate share of annual debt service (including interest) on the original construction loan.

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- Shares in on-going O&M charges with Stage 1 and Stage 2 customers based on actual use; and

WHEREAS, based on the foregoing, Developer seeks to secure system capacity in the Project capable of producing 0.26 MGD Average Day Peak Month of recycled water to serve its campuses, which equates to approximately 43.3 percent of the Project's production capacity; and

WHEREAS, the District has received a proposed scope of work (the "Contract B Proposal"- Exhibit A, attached hereto) and cost estimate (Exhibit B) from Woodard and Curran for the planning, design, permitting and design-build team selection components (the "Design-Procurement Phase") of the Project, including sub-consultant costs, in the amount of \$893,186.00 which includes all of the following:

- Phase 1 – RFQ and Project Updates
 - Task 1.1 - Prepare Request for Qualifications (RFQ)
 - Task 1.2 - Support District in Memorandum of Understanding (MOU)
 - Task 1.3 - Preliminary Design (5%) and Schedule Development
 - Task 1.4 - Update Environmental Impact Report
 - Task 1.5 - Project Meetings
 - Planned Kick-Off and Workshops
 - Project Management Coordination
 - Developer Coordination
 - Project Support
 - Board Meetings
- Phase 2 – RFP and DB Team Selection
 - Task 2.1 – Shortlist DB Teams (incl. workshop)
 - Task 2.2 – Develop Bridging Documents
 - Task 2.3 – field Investigations and Data Collection
 - Task 2.4 – Water Quality and Flow Investigation
 - Task 2.5 – Permitting and Permit Coordination
 - Task 2.6 – Facilitate DB Team Selection (incl. Workshop and Interviews)
 - Task 2.7 – Contract Negotiation Support

WHEREAS, this Memorandum of Understanding is intended to establish the terms for the initial funding of the permitting, planning, design of and design-build team procurement, and to serve as the basis for development and execution of a comprehensive Agreement (the "Agreement") for the construction and operation the Project, and the allocation of priority system capacity therein to Developer in proportion to its percentage contribution toward Project costs.

TERMS

1. The parties agree that the principles of the California State Constitution and California Statutory Law and State Regulations (Water Code Sections 13550-13551 and Water Code Section 106) shall apply to the Project.
2. The parties agree to negotiate in good faith and on a regular basis to resolve issues.

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3. Pending the final approval of the Agreement by West Bay and Developer, the Parties agree that Developer shall reimburse West Bay for 43.3% of the cost of the Design-Procurement Phase of the Project, within thirty (30) days of receipt of written notice that such costs have been incurred by West Bay provided, plus an administrative overhead fee of five percent, however, that West Bay shall notify the Developer and obtain its approval prior to incurring any costs in excess of those set forth in the Contract B Proposal.
4. The Agreement may include, but shall not be limited to, the following components:
 - a. Design criteria for recycled water facilities including:
 - i. Annual production capacity (afy)
 - ii. Daily production capacity (mgd)
 - iii. Point of delivery
 - iv. Method of delivery
 - v. Water quality requirements
 - b. Mechanism for financing construction cost, including selection of either Option 1 or Option 2, as described above.
 - c. Target date for completion
 - d. Terms for operation and maintenance
 - i. Quantity and rate of delivery
 - ii. Minimum and maximum amount to be delivered
 - iii. Water quality requirements
 - e. Priority recycled water production capacity allocations;
 - f. Method for calculating recycled water service charge rates and adjusting rates
 - g. Additional terms
 - i. Liability/indemnification provisions
 - ii. Force majeure
 - iii. Dispute resolution
 - iv. Mediation
 - v. Arbitration/litigation
 - vi. Attorneys' fees and costs
 - vii. Remedies for non-performance
 - viii. Termination
 - ix. Miscellaneous
 - x. Conditions precedent

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- xi. Assignment
- xii. Notice
- xiii. Governing law/venue
- xiv. Amendments
- xv. Cessation during declared emergency
- xvi. Relationship of parties
- xvii. Severability
- xviii. Waiver
- xix. Counterparts
- xx. Representations, warranties and covenants

5. The Parties understand and agree that by entering into this Memorandum of Understanding they are committing to continue to explore the feasibility and cost of constructing the Project, and that neither West Bay nor Developer has irrevocably committed to construction of the Project pending additional studies and analysis. Accordingly, pending completion and execution of the Agreement, either West Bay or Developer may elect to terminate proceedings toward the Project. Upon such termination West Bay shall refund to Developer any unexpended funds furnished by Developer toward the planning, permitting, design and procurement phase, and the Parties will have no further obligations to each other hereunder.
6. This Memorandum of Understanding contains the entire agreement between the parties hereto. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist.
7. This MOU shall be governed by, and construed and enforced in accordance with, and subject to, the laws of the State of California. Any litigation arising out of this MOU shall be venued in the Superior Court of the County of San Mateo, California.
8. Except as expressly provided for herein, this Agreement is not intended to, and does not, modify the District's rights to exercise the legislative discretion awarded it under the laws of the State of California.
9. Subject to the limitations upon assignment or other transfer set forth elsewhere herein, all of the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors, assigns and legal representatives.
10. This Agreement shall be interpreted and construed reasonably so as to effectuate its purpose and shall not be construed either in favor of or against either party.
11. Time is of the essence of this Agreement.
12. If any word, phrase, sentence, section or other provision of this Agreement is held to be illegal and unenforceable, the remainder of the Agreement shall be given full force and effect if the

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illegal or unenforceable portion can be severed.

13. Any notice, request, instruction or other document given with respect to this Agreement shall be in writing. It may be given by personal delivery to a representative of the other party at the address below or by mailing the same by first class mail, postage prepaid, addressed to the other party as follows:

If to West Bay:

West Bay Sanitary District
500 Menlo Park, CA 94025
Attn: Sergio Ramirez, District Manager

If to Developer:

[add]

14. Each Party agrees that this MOU and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility, and that this MOU may be executed in counterparts.
15. This MOU shall become effective when it is signed below by an authorized representative of West Bay.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS MOU BY THEIR DULY AUTHORIZED REPRESENTATIVES WHO HEREBY REPRESENT THAT THEY HAVE AUTHORITY TO SIGN ON BEHALF OF SUCH PARTIES

“DEVELOPER”

[developer name]

Dated: _____

By: _____
[name and title]

Attest:

By: _____
[name and title]

“WEST BAY”

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WEST BAY SANITARY DISTRICT

By: _____
SERGIO RAMIREZ
District Manager

Approved as to form:

By: _____
Tony Condotti, District Counsel

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Exhibit A

WEST BAY SANITARY DISTRICT BAYFRONT RECYCLED WATER FACILITY

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Introduction

West Bay Sanitary District (WBSD) is implementing a recycled water project to construct a 0.4 MGD (initial) satellite facility with provisions for expansion to 0.8 MGD at site of the former WBSD wastewater treatment plant (WWTP). The Bayfront Recycled Water Project will consist of a new Recycled Water Facility (RWF) at the former WWTP site, an influent pump station and force main to convey raw wastewater to the RWF, piping for return of off spec and wastewater to the sewer system, recycled water distribution piping and storage tanks within the distribution system.

The intent of this limited Scope of Services is to continue services begun under Contract A (Initial Program Management Services), culminating in the selection of a Design Build Team and ready for award of the Design Build Contract. It is anticipated that an additional contract/authorization will be awarded for additional work beyond this milestone.

Team

The following designations are used throughout the Scope of Work:

- District or WBSD, which refers to the West Bay Sanitary District
- Woodard & Curran as the CONSULTANT (or W&C Team)
- Design-Build Team (or DB Team), which refers to the prospective or successful team of contractor, design engineer and operator who will execute the design, construction and short-term operation of the Project under design-build contract with the District.

Scope of Services

This Scope of Services defines the tasks that CONSULTANT will perform in completing the Project. The Project has been divided into 4 phases of implementation, with major tasks falling under each phase as follows:

Phase 1

Approximate Duration: 3 months

- Task 1.1: Prepare Request for Qualifications (RFQ)
- Task 1.2: Support District in Memorandum of Understanding (MOU)
- Task 1.3: Preliminary Design (5%) and Schedule Development
- Task 1.4: Update Environmental Impact Report (EIR)
- Task 1.5: Project Meetings

Phase 2

Approximate Duration: 4 months

- Task 2.1: Shortlist DB Teams
- Task 2.2: Develop Bridging Documents (30%)
- Task 2.3: Field Investigations and Data Collection
- Task 2.4: Water Quality Investigation and Bench Testing
- Task 2.5: Permitting and Permit Coordination

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- Task 2.6 Facilitate DB Team Selection
- Task 2.7 Contract Negotiation Support

Phase 3

Approximate Duration: 24 months

- Task 3.1 Update Financing
- Task 3.2 Manage Design and Construction
- Task 3.3 Construction Observation

Phase 4 Start Up and Support

Approximate Duration: 2 months

- Task 4.1 Coordinate Start Up (by Design Build Team)

Optional Tasks

- Task O-1 State Revolving Fund Administration

General Notes and Assumptions for Scope of Services

- Unless noted otherwise (as in Phase 3) project management activities and necessary QA/QC reviews are included with the labor hour estimates for each task/Phase.
- Not included in this Scope of Services are the legal services needed to bring the Design Build Team under contract with the West Bay Sanitary District. These services will be provided by others (as specified by Counsel for West Bay Sanitary District), and supported by the CONSULTANT with technical and engineering services.
- Throughout this Scope of Services, reference is made to the District's recently completed Recycled Water Project – Sharon Heights. That project, managed by Woodard & Curran, was executed as a design-build effort in the same manner as the proposed Bayfront Project, and the Bayfront Project is expected to leverage and build upon materials and approaches developed by W&C for the previous project. This assumption is key to the efficiency of execution for the Bayfront Project.
- The phases identified above and below are not sequential. Phases may not be completed before subsequent phases begin.

Phase 1

Portions of Phase 1 will be completed under Contract A, with the balance of the scope to be performed under this Contract. See subtask descriptions for Contract B scope authorization.

Task 1.1 Prepare Request for Qualifications (RFQ)

FULL SCOPE:

CONSULTANT shall assist with the development of an RFQ, which includes working with the District to establish qualification requirements and evaluation criteria to advance the details of Project element descriptions/narratives sufficiently to convey the scope of the Project to prospective DB Teams.

Major section headings for the Bayfront RWF RFQ are anticipated to include the following:

- Section 1: Background
- Section 2: Project Overview

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- Section 3: Design Build Services (Roles and Responsibilities)
- Section 4: Procurement Process
- Section 5: SOQ Requirements
- Section 6: SOQ Evaluation and Shortlist Selection
- Section 7: Conditions for Respondents

A draft and final RFQ will be developed, with feedback from the District incorporated into the final. CONSULTANT will answer questions on the RFQ from prospective DB Teams and will prepare written addenda if required.

Deliverables

- Request for Qualifications
 - A Draft RFQ shall be submitted to the District for feedback.
 - District comments would be incorporated into the Final RFQ.
 - Responds to RFIs (written)

Assumptions

- The RFQ is anticipated to adhere to the general organization and content of the RFQ developed previously for the District's Recycled Water Project – Sharon Heights, which was an approximately 25 page document that included limited technical details to describe the project but otherwise focused on the manner in which the project would be administered, the preliminary terms and conditions for DB Teams, roles and responsibilities, DB qualification requirements and detailed requirements for the Statements of Qualifications.
- Questions from DB Teams are anticipated to be minor during the SOQ preparation period. CONSULTANT will prepare up to 2 written addenda in short Q&A format. Major changes to the content of the final RFQ are not anticipated.

Contract B Authorization Scope for Task 1.1

CONSULTANT will complete the development of the RFQ, started under Contract A.

Task 1.2 Support District in Memorandum of Understanding (MOU)

Task 1.2 will be completed under Contract A.

Task 1.3 Concept Design (5%)

FULL SCOPE:

A concept-level design at approximately the 5% level of detail, is required to support final environmental permitting of the Project. An Environmental Impact Report has already been prepared for the Project (by MIG, Inc), however it is anticipated that this document will require an addendum or revision based on Project developments since it was finalized. The Concept Design will serve as the basis of Design for the project, defining key water quality, process, site use and other technical details as well as updating (as needed) preliminary facility footprints, pipeline routes and the locations of storage and related facilities within the distribution system. This Concept Design will be the foundation of bridge documents (30% Design) developed during Phase 2.

The capital cost estimate developed during the planning phases of the Bayfront Project (by Woodard & Curran, under separate contract) will be updated to reflect changes in the scope of the proposed construction project, and a brief memorandum will be developed as a cover to the revised estimate to describe significant changes in cost, if applicable.

Deliverables

- Preliminary Design
 - Concept/Basis of Design Report (memorandum, brief format)
 - Preliminary Design Drawings (facility layouts, GIS format pipeline routes, facility locations/maps)

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- Revised Capital Cost Estimate Memorandum

Assumptions

- Basis of Design Report will include design criteria for the following facilities
 - Recycled Water Facility civil, mechanical and demolition
 - Influent, Distribution and system (storage) pump stations civil, mechanical and demolition
 - Raw, off-spec and distribution pipeline materials and construction methods
 - Communications protocols (SCADA)
 - Electrical services and systems

Contract B Authorization Scope for Task 1.3

CONSULTANT will complete the development of the Concept Design, started under Contract A.

Task 1.4 Update Environmental Impact Report (EIR) and Initial Study/Mitigated Negative Declaration for New Storage Site

FULL SCOPE:

An Environmental Impact Report was completed in DATE by MIG, Inc. It is anticipated that this document will require updating based on the Preliminary Design, and that this update will be made via an addendum to the original EIR.

Additionally, Woodard & Curran understands that the remote recycled water (distribution system) storage facility is likely to be located at a developer site not covered by the Project EIR. This scope includes preparation of an IS/MND to cover the proposed storage site to the extent that the EIR is deemed insufficient for this remote site.

NOTE: This scope will be expanded prior to executing Contract B. Fee show is an estimate subject to review revision to reflect the final Scope of Services.

Contract B Authorization Scope for Task 1.4

The full scope of Task 1.4 is anticipated to be completed under this Contract.

Task 1.5 Project Coordination and Meetings (Phase 1)

FULL SCOPE:

This task includes meetings and workshops with the District, its development partners and other stakeholders during Phase 1 of the Project. Several specific meetings have been identified:

- RFQ and Preliminary Design Kick-Off (Contract A)
- RFQ Review Workshop
- Preliminary Design Review Workshop
- Draft EIR Update Review Workshop

In addition to these planned meetings, it is anticipated that there will be regular meetings throughout Phase 1 of the Project. These will include the following.

- Project Management Coordination (weekly phone calls, 1 hour each, 18 total calls)
- Developer Coordination Meetings (2 per month, 2 hours each, 8 meetings total)
- Project Support (as needed calls, budget 1 hour/week for up to 2 CONSULTANT attendees, 18 hours total)
- Board meetings (up to 3 meetings)

Deliverables

- Input on meeting material (agendas, presentation)

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- Technical presentations, as applicable

Assumptions

- Coordination meetings are assumed to be held virtually as "calls" where shown above. However, the budget for this task does include travel time and expenses to allow for up to 4 in person meetings, held at District offices.

Contract B Authorization Scope for Task 1.5

The following meetings are included under this Contract, with the balance of the full scope to be performed under Contract A:

- RFQ Review Workshop
- Preliminary Design Review Workshop
- Draft EIR Update Review Workshop
- Project Management Coordination (weekly phone calls, 1 hour each, 14 total calls)
- Developer Coordination Meetings (2 per month, 2 hours each, 6 meetings total)
- Project Support (as needed, budget 1 hour/week for up to 2 CONSULTANT attendees, 12 hours total)
- Board meetings (2 meetings)

Phase 2

The full scope of Phase 2 will be completed under this Contract.

Task 2.1 Facilitate SOQ Shortlisting

After DB Team Statements of Qualifications are received, the District will proceed to review and score the SOQs and (depending on the number of SOQs received) shortlist DB Teams for receipt of the Project Request for Proposals (RFP). W&C will facilitate the process through meetings and will prepare materials to guide and document the shortlisting process. The key steps in the shortlisting process are anticipated to include the following:

- **Identify Selection Committee:** The Selection Committee is the group of individuals who will review, score and rank SOQs for shortlisting. The Selection Committee does not include the CONSULTANT. It is anticipated to include members from the District and, potentially third party members as deemed appropriate by the District.
- **Review SOQs:** Members of the Selection Committee and the CONSULTANT will review the SOQs. . CONSULTANT will create scoring worksheets to facilitate review by Selection Committee members, and CONSULTANT will review each SOQ for compliance with the requirements of the RFQ to determine responsiveness and that each DB Team has met the minimum requirements for the Project.
- **Reference Checks:** It is anticipated the SOQs will include Project References. As needed, CONSULTANT shall perform reference checks with the identified project contacts to confirm the details of the projects and obtain feedback of DB Team performance if possible. CONSULTANT shall report back to the Selection Committee with information gathered during these checks.
- **Selection Committee Shortlisting:** CONSULTANT will facilitate a Shortlisting Workshop with the Selection Committee. The purpose of this meeting Scoring criteria will have been developed during Phase 1 and included in the RFQ. CONSULTANT will create scoring worksheets to facilitate initial scoring by members of the Selection Committee. CONSULTANT will not score SOQs, but may offer technical or other input as requested by the Selection Committee. During or following the meeting, Selection Committee members will finalize their scoring of SOQs, and CONSULTANT will document and tabulate the scores. The Selection Committee will determine how many DB Teams to shortlist, and CONSULTANT will coordinate with the District to notify respondents in writing at the conclusion of the shortlisting.

Deliverables

- Meeting/Workshop Agendas

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- Scoring Worksheets

Assumptions

- District will establish the membership of the Scoring Committee.

Task 2.2 Develop Request for Proposals and Bridging Documents (30%)

A formal Request for Proposal (RFP) will be developed to solicit proposals from the Shortlisted DB Teams. The RFP is anticipated to consist of three main volumes:

- Volume 1 Request for Proposals
Provides project background information, a discussion of the procurement process, submittal requirements, and the Proposal evaluation process. A draft of this document will be developed by the CONSULTANT based on the format and content of the SHGCC Project RFP and submitted to the District for review. The RFP includes evaluation criteria and templates, which will be developed by the CONSULTANT and refined through workshop discussions with the District.
- Volume 2 Design Build Contract
These are the draft Terms & Conditions for the contract between the District and the DB Team. CONSULTANT will review the Contract used in the prior SHGCC Project RFP and will make suggestions to update and clarify the Contract to improve and clarify the document based on experience. The District, in coordination with its legal counsel, shall take the lead in finalizing the Contract for inclusion in the RFP.
- Volume 3 Technical Narrative and Preliminary Plans
This volume will present a detailed narrative of the Project technical requirements for each element of the Project. The goal is not to develop the final design for the facility, but rather to document the minimum technical requirements and present a concept for each element as envisioned by the District and the CONSULTANT. This will establish a basis for quality control of the final Project. Due to the nature of design build projects, it is fully expected and should be encouraged that DB Teams will optimize the design of the Project to create a cost-effective project that continues to meet the District's technical and financial objectives. As such, the contents of this volume will be prescriptive (fully defining the end product and approach) only when the District has deemed it necessary to fully control the outcome of a specific design element or where permitting or funding constraints must be observed. Anticipated level of effort is based on the following:
 - Technical Narrative will be between 160 and 200 pages in length and will include sections on project technical elements and project quality control, testing, administration and documentation.
 - Technical plans will include:
 - A layout of the proposed Bayfront RWF demonstrating preliminary grading, yard piping, process configuration and site constraints.
 - Process flow diagram
 - Preliminary pipeline horizontal layouts and alignment topography (no vertical alignments)
 - Preliminary influent pump station layouts and details
 - Preliminary layouts of distribution system tanks and pump stations

Deliverables:

- Volume 1: Draft RFP. Where applicable, draft will include "tracked changes" for suggested edits from experience on the SHGCC Project. Final RFP based on District Review comments, pending edits by District legal counsel.

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- Volume 2: Proposed markups to DB Contract for consideration by the District.
- Volume 3: Draft Technical Narrative and Preliminary Plans. These will be finalized through a review Workshop with the District.
- Final, complete RFP (all volumes) for distribution to Shortlisted DB Teams.

Assumptions

- It is assumed that the RFP will follow the general template of the SHGCC Project, modified to align with the Bayfront Project and to address lessons learned from the prior Project.
- CONSULTANT is not able or qualified to provide legal advice to the District. Volumes 1 and 2 of the RFP will be reviewed by the District's legal counsel for compliance with local, District, State and Federal law.
- Drawings will be prepared in AutoCAD format.
- As a basis for final design and cost estimating, Volume 3 will be stamped and signed by the Professional Engineer of Record prior to issuing with the RFP. The Professional Engineer of Record will have no responsibility or liability for the final design of the Project.

Task 2.3 Field Investigations and Data Collection

Several field investigations are included in this task to both inform the development of the RFP and provide DB Teams with relevant information to develop proposals and costs for the Project.

2.3.1 Field Survey and Utility Research

A topographic survey will be completed of the RWF site, off-site pump station and storage locations, and the corridors (streets) where pipelines will be located. This information will be used for preparing base maps for the bridging documents.

Vertical control shall be based on NAVD88 benchmark and the horizontal control shall be based on the California Coordinate System. CONSULTANT shall perform utility research within the limits of survey area and shall incorporate utilities into the base survey file. Utilities shall be based on as-built drawings received from the respective utility companies, best fit with utility infrastructure visible at ground surface and located by field survey.

Presumed Scope of Work:

- *Aerial survey of entire RWF facility site, access road, force main route (if outside of roadway), influent pump station site, distribution pipeline corridors and distribution tank site (if not by developers).*
- *Field survey of surface features (utility boxes, markers, etc).*
- *CAD basemap of survey and utility data*

2.3.2 Geotechnical Investigation

The purpose of this task will be to develop geotechnical recommendations for the design and support of the proposed improvements, including:

- Seismic parameters for the building based on the 2020 Edition of California Building Code (CBC);
- Susceptibility of the subsurface materials to liquefaction. Should such susceptibility be determined, we will determine the aerial and vertical extent as well as the impact of the liquefiable soils within the project area, including methods to minimize the impact of such a phenomenon on the performance of the proposed structure.
- Foundation support and appropriate dimensions for conventional shallow footings, structural mats or pier/pile supports with allowable bearing values, minimum depth requirements, subgrade modulus, and related lateral design parameters for recommended foundation type;

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- Estimated settlements and differential settlement under static loads as well as the seismically-induced settlements; Slab-on-grade construction and support as well as support for at-grade flatwork, etc.;
- Criteria for remedial geotechnical site grading if necessary, and placement of fills and backfills;
- Surface drainage requirements;
- Design of rigid pavements based on site-specific R-value testing;
- Guidelines for pipe bedding;
- Soil corrosivity screening on a preliminary basis pertaining to the selection of appropriate concrete type and protection of reinforcing steel and underground utilities.

As part of the geotechnical investigation, the CONSULTANT team will perform the following tasks:

- A. Review available geologic and geotechnical reports including geologic maps and reports pertinent to the site and the immediate vicinity.
- B. Mark the planned locations of the planned points of exploration, coordinate the field exploration with the client and retain a local utility locating firm to help clear the boring location, and notify Underground Service Alert (USA) at least 72 hours in advance.
- C. Explore the subsurface earth materials in the treatment plant area with a backhoe.
- D. Obtain a drilling permit as required for advancing borings to depths of about 50 feet, or practical refusal, whichever is deeper.
- E. Advance 6 hollow stem auger borings at locations within the planned treatment plant area and the planned pump station area to depths of about 50 feet, or practical refusal, whichever is deeper to characterize subsurface earth materials.
- F. Advance the borings under the supervision of one of our engineers or geologists, who would also obtain disturbed bulk, Standard Penetration Test data, and relatively undisturbed ring samples of the subsurface materials at 3- to 5-foot-intervals as necessary for visual classification and laboratory testing.
- G. Backfill the borings with cement grout per standard protocol and leave the soil cuttings at the surface at the site.
- H. Perform a soil mechanics laboratory testing program on the collected soil samples to evaluate the engineering characteristics of the subsurface soils. Tests may include direct, consolidation, Atterberg Limits, compaction curves, gradation, moisture-density measurements and a set of tests for soil corrosion, as judged appropriate.
- I. Perform engineering analyses based on the results obtained from the above tasks and oriented towards the above-stated purpose of the investigation.

Prepare a final report containing the exploration and laboratory data, summarizing findings, and including a vicinity map, a site plan, boring logs, subsurface profiles, laboratory test results, and conclusions, opinions, and recommendations

Deliverables

- Draft and Final Geotechnical Report (pdf format).
- Copies of Utility 'A' letters requesting utility records

Assumptions

- Work on privately owned parcels assumes that property owners allow free access to sites during working hours and do not impose constraints that will alter the projected costs of this work.
- Utility locations will not be confirmed through potholing, as this will be left to the DB Team.
- Geotechnical Report will be sufficient for identifying subsurface conditions in the locations identified for boring. This may be sufficient for DB Teams to develop design intent for building foundations, excavations and trenchless pipeline installation, however it will be left to the DB Teams to determine if additional investigations

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are required during RFP development or design to better inform their technical decisions. A comprehensive geotechnical investigation to support all facets of final design is intended by this scope of services.

Task 2.3.3 Corrosion Analysis

The purpose of this task will be to develop a corrosivity evaluation and report which will provide recommendations for the design and support of the proposed improvements, including:

- A. Collect soil samples from the project geotechnical consultant, who will be collecting soil samples at the planned pump station and treatment plant sites as a part of their soil investigation for chemical analysis.

The soil samples will be collected from pipe depth and transferred to **CERCO Analytical, Inc.**, located in Concord, CA for chemical analysis. The soil samples will be analyzed for pH, chlorides, sulfates, resistivity, and Redox potential using ASTM test methods as detailed in the table below. These soil samples will be tested by a state certified testing laboratory, **CERCO Analytical, Inc. (Certification No. 2153)**. The preparation of the soil samples for chemical analysis will be in accordance with the applicable specifications.

Soil Chemical Analysis Test Methods	
Chlorides	D4327
pH	D4972
Resistivity (as received and @ 100% saturation)	G57
Sulfate	D4327
Redox Potential	D1498

- B. Evaluate the results of the chemical analysis and determine the corrosivity of the soils to the proposed materials of construction (i.e. ductile iron, epoxy coated steel valves and fittings, etc.).
- C. Conduct in-situ soil resistivities at the pump station site and treatment plant site and the raw water force main alignments using the Wenner 4-pin technique. In-situ resistivities will be measured at 2.5', 5', 7.5', 10' and 15' depths using a suitable Resistivity Meter. Barnes layer calculations will be performed to determine the corrosivity of the different soil layers to the proposed pipeline materials.
- D. An engineering report will be prepared which will provide a summary of the field data collected and an analysis of this data. The potential for corrosion on the underground utilities will be determined based on the analysis and recommendations for the long-term prevention of corrosion will be included. All fieldwork and recommendations will be in compliance with NACE (National Association of Corrosion Engineers).

NOTE: Fee shown for this task is an estimate and will be finalized prior to executing Contract B.

Task 2.4 Water Quality Investigation and Bench Testing

Water quality testing has already been performed for the influent sewers that will supply raw water to the Bayfront RWF. This testing has defined basic treatment influent parameters such as biological oxygen demand (BOD) and total dissolved solids (TDS). However, the design of the facility may need to reflect additional water quality parameters, which for the purposes of this Scope of Services is assumed to include finish water coloration. Based on operation of the RWF at SHGCC, it is possible that treated water from the Bayfront RWF may exhibit coloration that is not suitable for its intended use, requiring a treatment step to remove color prior to conveyance to customers.

This task includes collection and testing of influent water sources to determine the presence of constituents that may survive the treatment processes and result in discoloration of the product water. Based on this laboratory analysis, it will be determined if additional treatment is required and which technologies may be most applicable.

Task 2.5 Permitting and Permit Coordination

CONSULTANT's team shall collaborate with regulatory agencies to establish permit requirements and shall transmit these requirements to the D/B teams. Using information provided by the D/B teams, RMC's team shall prepare the required applications and regulatory documents during the predesign phase to the extent feasible. Permits envisioned to be required for the projects include:

- Bay Area Air Quality Management District (BAAQMD) permit to construct and permit to operate
- Regional Water Quality Control Board Reclamation Requirements and State Board Division of Drinking Water Title 22 Report (Distribution System, treatment plant permit by DB Team)
- City of Menlo Park: Building Permit, Encroachment Permit, Grading Permit, Utility Service Application (will be initiated during predesign but completed by D/B Contractor)

Deliverables

- BAAQMD permit applications
- Title 22 Engineering Report (Distribution System Only)

Assumptions

- Information necessary to complete permit applications and regulatory documents associated for projects designed by D/B teams will be provided by the respective D/B teams.
- This task may not be complete before Phase 3 begins.
- DB Team responsible for final City and other jurisdictional permits based on final design.
- DB Team responsible for final DDW approval or treatment plant, including bioassay testing of UV disinfection, to support treatment plant Title 22 Report.

Task 2.6 Facilitate DB Team Selection

After DB Team Proposals are received, the District and CONSULTANT will determine whether all or some of the DB Teams will be asked to attend interviews to further explore the proposed approach and details of their proposal, after which teams will be scored and ranked. The key steps in the DB Team Selection Process are anticipated to include the following:

- Review Proposals: Members of the Selection Committee and the CONSULTANT will review the proposals. CONSULTANT will create scoring worksheets to facilitate review by Selection Committee members, and CONSULTANT will review each proposal for compliance with the requirements of the RFP to determine responsiveness and that each DB Team has met the minimum requirements for the Project.
- Interviews: CONSULTANT will facilitate an initial discussion with the Selection Committee to determine if all or a subset of the DB Teams will be invited to interview based on the initial RFP Review and to determine the appropriate format for the interviews. Preliminary scoring of proposals may be used as a basis for shortlist for interviews, as needed. CONSULTANT will coordinate with DB Teams to schedule and facilitate in person interviews with DB Teams, assumed to take place over a single day.
- Selection Committee Final Scoring: CONSULTANT will facilitate a review workshop with the Selection Committee to finalize scoring and DB Team ranking. CONSULTANT will not score proposals, but may offer technical or other input as requested by the Selection Committee. CONSULTANT will document and tabulate the scores.

Deliverables

- Meeting/Workshop Agendas
- Scoring Worksheets

Assumptions

- District will establish the membership of the Scoring Committee if it is different from the SOQ stage.
- It is assumed that the Proposals will be scored on a "Best Value, Guaranteed Maximum Price" basis. Rather than utilizing a "hard scoring" metric for costs, the Selection Committee will consider the value of the proposals overall and will not be required to select the low cost proposals.

Task 2.7 Contract Negotiation Support

At the conclusion of Task 3.1, a "Top Ranked DB Team" will have been determined, however it is likely that there will be remaining clarifications or comments that need to be addressed prior to executing a DB Agreement with the Top Ranked DB Team. These clarifications may include the addition of project components not included in the original proposal or Guaranteed Maximum Price (GMP), removal of project components to adjust the GMP ("value engineering"), or adjustments to the proposed design to better address the District's need and priorities.

Following selection of the top ranked DB Team, CONSULTANT will coordinate with the Top Ranked DB Team to communicate outstanding comments or requests and to solicit from the Top Ranked DB Team a revised technical proposal and GMP addressing these comments. It is assumed that CONSULTANT will communicate these requests and work with the Top Rank DB Team to develop revisions, and that this process will be followed by a workshop with the Selection Committee, CONSULTANT and Top Ranked DB Team to review the revised proposal. Through this workshop or additional correspondence with the Top Ranked DB Team following the workshop, the CONSULTANT will facilitate the negotiation of Final Proposal (including GMP) for the Project, which, if acceptable to the Selection Committee, will be the basis for the final DB Agreement.

In the event that the Selection Committee is unable to reach an agreeable position with the Top Ranked DB Team and the technical proposal, contract terms and conditions and/or GMP cannot be successfully negotiated, the Selection Committee may elect to move to the next highest ranked DB Team to begin negotiations.

Deliverables

- Meeting/Workshop Agendas
- Documentation of communications with DB Team(s)

Assumptions

- District will provide legal review of all proposals, including DB Team requests for changes to the DB Contract.
- It is assumed that the Top Ranked DB Team will be awarded the DB Contract. If the contract cannot be negotiated successfully with the Top Ranked DB Team and negotiations must move to a secondary team (or beyond), additional effort and fee may be required.

Phase 3

The full scope of Phase 3 will be completed under Contract C.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 11

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *January 12th, 2022 Update Report on District Response to Corona Virus*

Background

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

Analysis

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

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

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

Report to the District Board for the Regular Meeting of January 12, 2022

to include the FERRF, Plexi-glass shields at the counter and between workspaces that cannot achieve 6 foot distancing, and closing of the District Office to the public unless by appointment.

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

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

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

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

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

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

May 27 update: The District has opened the office to the public on Tuesdays and Thursdays. Stickers on the floors and notices on the doors and shields at the counters have been placed to remain compliant with the Health Dept. Wipes and signs have been placed in the bathrooms. All the departments except Administration have returned to normal work hours (which are mostly 9/80 schedule but crews are still separated with the Satellite Office/Corp Yard. As a result of these changes have updated the COVID 19 response plan and affixed to entry doors as required.

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

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

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

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

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

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

employees test negative for COVID-19, or quarantine for 14 days, they will be allowed back to work.

October 14 update: No updates at this time.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

September 22, 2021 update: District Manager and Legal Counsel will meet with Teamsters Local 350 to discuss mandatory vaccination.

October 13, 2021 update: There is no further update since the September 22, 2021 Board meeting.

October 27, 2021 update: There is no further update since the October 13, 2021 Board meeting.

November 10, 2021 update: An email was sent to staff letting them know that West Bay will mandate COVID-19 vaccinations.

December 8, 2021 update: On November 8, 2021 the District Manager and Safety Officer (Water Quality Manager) held training regarding the COVID-19 vaccine mandate. Staff has been submitting proof of vaccination to Human Resources since the training was held.

January 12, 2022 update: All employees and Board Members have provided proof of vaccination by the December 30 deadline.

Fiscal Impact

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

Recommendation

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 12**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

Recycled Water Facility Production Data:

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

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

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

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

Report to the District Board for the Regular Meeting of January 12, 2022

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 13**

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 14**

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 15**

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.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 17**

To: Board of Directors

From: Sergio Ramirez, District Manager

**Subject: Consider to Approve End-of-Year Goals and Objectives
Performance Compensation for the District Manager**

Background

The Employment Agreement between West Bay Sanitary District and the District Manager allows for an end-of-year performance compensation in an amount up to 10% of Employee's base salary based on the Board of Director's assessment of the District Manager's overall performance in meeting the goals and objectives during the prior calendar year. The end-of-year compensation is payable on or after January 1, 2022.

Analysis

During the regular meeting of January 12, 2022, the Board may assess the performance evaluation of the set Goals and Objectives for the District Manager and may approve the end-of-year performance compensation up to 10% of the District Manager's base salary.

Fiscal Impact

Funds would be allocated from the General Fund – Salaries and Wages.

Recommendation

The District Manager recommends the District Board discuss the proposed end-of-year performance compensation and direct the District Manager to incorporate any changes or adjustments to the Resolution, as they see fit, as a result of their discussion; and adopt the resolution establishing the end-of-year compensation by the District Board at the approved percentage.

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

A Resolution Establishing End Of Year (2021) Compensation for District Manager

WHEREAS:

1. The Employment Agreement between West Bay Sanitary District and the District Manager allows for an end-of-year performance compensation in an amount up to 10% of Employee's base salary based on the Board of Director's assessment of District Manager's performance in meeting goals and objectives during the year; and
2. During the regular meeting of January 12, 2022, the Board assessed the overall performance of the District Manager and evaluated his set Goals and Objectives.

NOW, THEREFORE, BE IT RESOLVED that:

The District Board of the West Bay Sanitary District has determined:
The District Manager will be compensated _____% of current base salary, or
\$_____ as the End-of-Year Performance compensation for Calendar
Year 2021.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 12th day of January, 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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