

1902 - Serving Our Community for over 115 Years - 2022
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 9, 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, February 9th.

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

<https://us06web.zoom.us/j/81619843234?pwd=L2dPNENKNjZ3YjFXcFZjeldsYmwvQT09>

Meeting ID: 816 1984 3234 Passcode: 813564

Or by phone, call: 1-669-900-6833 Meeting ID: 816 1984 3234 Passcode: 813564

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. Public Hearing – Consider Amending the Code of General Regulations for Board Member Compensation Pg. 3-1
4. Consider Amending the Code of General Regulations for Board Member Compensation Pg. 4-1

5. 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 January 26, 2022 Pg. 5A-1
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru January 31, 2022 Pg. 5B-1
- C. WBSD Operations and Maintenance Report – January 2022 Pg. 5C-1
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2022 Pg. 5D-1
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – January 2022 Pg. 5E-1
- F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361 Pg. 5F-1
- G. Bank of the West Monthly Investment Portfolio Statements Pg. 5G-1
- H. Consider to Ratify Issuance of Class 3 Sewer Permit No. 1611 for the Construction of Recycled Water Facilities for 100 Terminal Ave., Menlo Park (Menlo Park Community Campus) Pg. 5H-1
- I. Consider Authorizing the District Manager to Consent to the Abandonment of Public Utility Easement at 128 Blackburn Avenue, Menlo Park Pg. 5I-1

6. Consideration to Establish a Public Hearing Date for a Proposed Increase in Sewer Service Charges as Required by Proposition 218, Adopt the Updated Sewer Rate Study, and Provide Staff Direction Regarding the Sewer Service Charge Rate Adjustment and the Mailing of the Proposition 218 Notice for a Public Hearing Pg. 6-1

7. District Manager's Report Pg. 7-1

8. February 9th Update Report on District Response to Corona Virus Pg. 8-1

9. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 9-1

10. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 10-1

11. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 11-1

12. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 12-1

13. 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)

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

15. 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.



WEST BAY SANITARY DISTRICT AGENDA ITEM 3

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

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

Background

Per Government Code the compensation that may be paid to a Board Member for each day's attendance at meetings may increase annually by five percent. Since the last increase was in January 2021, the Board could elect to increase up to 5%. This means the Board may increase its compensation from \$240.00 per meeting to \$252.00 per meeting.

At the January 26, 2022 Board Meeting the Board decided to hold a Public Hearing to consider increasing the Board's compensation less than the allowable 5%. The Board will consider approving an increase to an even \$250.00 or 4%.

Analysis

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

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

Fiscal Impact

An increase of \$ 10.00 per meeting in Board of Director fees would have minor impact on the budget.

Recommendation

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

WEST BAY SANITARY DISTRICT

GENERAL REGULATION NO. ____

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

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

SECTION 209. Board Members Compensation

Effective March 1, 2022, of this Regulation, members of the District Board shall be compensated in the amount of \$250.00 per day for each day's attendance at meetings of the District Board, attendance at California Association of Sanitation Agencies' conferences and for each day's service rendered as a Member of the District Board by request of the District Board. Compensation shall not exceed a total of \$1,500.00 (or six days of service) in any calendar month.

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

Passed and approved by the District Board of the West Bay Sanitary District on February 9, 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

Following the Public Hearing, the Board is asked to approve the attached General Regulation for Board Member Compensation effective March 1, 2022.

Attachment: General Regulation____ (2022)

WEST BAY SANITARY DISTRICT

GENERAL REGULATION NO. ____

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

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

SECTION 209. Board Members Compensation

Effective March 1, 2022, of this Regulation, members of the District Board shall be compensated in the amount of \$250.00 per day for each day's attendance at meetings of the District Board, attendance at California Association of Sanitation Agencies' conferences and for each day's service rendered as a Member of the District Board by request of the District Board. Compensation shall not exceed a total of \$1,500.00 (or six days service) in any calendar month.

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

Passed and approved by the District Board of the West Bay Sanitary District on February 9, 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



1902 - Serving Our Community for over 115 Years - 2022

**WEST BAY SANITARY DISTRICT
CHECKLIST OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 26, 2022 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:01 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 Tory Thompson – ABC Law by Zoom

Others Present: Rick Simonson and Gabe Sasser – HF&H

2. Communications from the Public: None.

3. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

A. Approval of Minutes for Regular meeting January 12, 2022

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

4. District Manager's Report

Discussion/Comments: District Manager Ramirez reported that the District is beginning negotiations with the Town of Los Altos Hills regarding the renewal of the maintenance service agreement. He also reported that the City of Menlo Park requested West Bay staff make a presentation at their City Council meeting on the Bayfront Recycled Water Facility. He continued to report that \$5.7M has been received for two Greystar Development projects. He reported that levee project permitting is going well. He also reported that he will be meeting with West Yost Associates regarding grant opportunities. The complete District Manager's written report is in the January 26, 2022 agenda packet.

5. Workshop and Discussion on the Sewer Service Charge and Connection Fee Rate Study for Fiscal Year 2022/23

Discussion/Comments: Rick Simonson and Gabe Sasser of HF&H gave a presentation that included Silicon Valley Clean Water expenses as well as the District's operating expenses and capital expenditures. The Board's consensus was to explore a 2% increase in sewer service charges in order to maintain operating and capital reserves for FY 2022-23. The Board asked to agendaize the SVCW connection fee charge as a discussion topic.

6. Consider Authorizing District Manager to Enter Into Agreement for On-Call Engineering Staff Augmentation Services with Freyer & Laureta, Inc.

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

Discussion/Comments: None.

7. Consider Establishing February 9, 2022 as the Date of Public Hearing to Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation

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

Discussion/Comments: District Manager Ramirez reported that the Board is eligible for a 5% increase this year. Board consensus was to set a public hearing to consider a 4% increase, the same as staff received in FY 21/22.

8. January 26th Update Report on District Response to Corona Virus

Discussion/Comments: District Manager Ramirez reported that several employees are out due to COVID-19 exposure.

9. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported that staff are performing annual maintenance on the plant. He also reported that a solar power agreement is being developed for the recycled water facility. The Avy Altschul Pump Station Project has been assigned a project manager for the SRF loan application.

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

Discussion/Comments: District Manager Ramirez reported that the National Fish & Wildlife Foundation will be working with staff on an agreement to begin disbursement of the grant the District received.

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

Discussion/Comments: President Dehn reported that the next meeting will be on January 27, 2022. She also reported that the Omicron COVID-19 surge is effecting Recology and SBR staffing.

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

Discussion/Comments: None.

13. Closed Session

Entered closed session at 9:03 p.m. Left closed session at 9:11 p.m.

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

Agency designated representatives: Board President/Legal Counsel

Unrepresented employee: District Manager

Reportable action: None.

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

Discussion/Comments: Upcoming items include a SVCW connection fee discussion.

15. Adjournment Time: The meeting was adjourned at 9:13 PM

THIS PAGE LEFT INTENTIONALLY BLANK



WEST BAY SANITARY DISTRICT
Financial Activity Report
January 2022

Date: *February 9, 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 January 2022.

Receipt Summary:

Commercial Deposits	3,421,397.91
Deposits in Transit / <Prior Period Receipts/Returned Checks>	17,891.55
Credit Cards	6,809.80
San Mateo County [Tax Roll]	0.00
Other Receipts	188,909.03
Transfers	1,500,000.00
Total Receipts	<u>5,135,008.29</u>

Withdrawal Summary

Total Checks	363,105.64
Total Corp Cards	7,434.14
Total Bank Transfers	2,079,018.09
External Withdrawals	<u>2,449,557.87</u>
Total Internal Bank Transfers	2,500,000.00
Total Withdrawals	<u>4,949,557.87</u>

Fund	<u>Expenditure Summary by Budget Category</u>	
100	Operations	3,138,134.14
200	Capital	145,393.00
300	Solid Waste	0.00
500	Recycled Water	35,271.27
800	Silicon Valley Clean Water	1,630,759.46
Expenditures by Fund		<u>4,949,557.87</u>

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

President _____

Secretary _____

WEST BAY SANITARY DISTRICT
Receipts & Incoming Transfers
January 2022

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
462221	1/3/22	McCartney Plumbing dba Rooterman: 51 Callie Ln, MP, Permit	290.00
462222	1/3/22	Christopher Jones: 210 Golden Oak Dr, PV SSC FY 2021-22	1,875.00
462224	1/3/22	Durga Atmuri: 128 Carmel Way, PV, Permit	170.00
462223	1/4/22	Jpm Construction: 950 Continental Dr, MP, Permit	95.00
462225	1/6/22	Bayshore Plumbers: 961 Peninsula Way, MP, Permit	290.00
462226	1/6/22	Thomas James Homes: 725 Evergreen Street, MP, Permit	170.00
462227	1/7/22	Thomas James Homes: 231 Vine Street, MP, Permit	170.00
462228	1/10/22	Mavco Deconstruction: 7 Cheryl Pl, MP, Permit	170.00
462229	1/10/22	Bayshore Plumbers: 380 Santa Margarita Ave, MP, Permit	290.00
462230	1/10/22	SHGCC: SRF Loan Instmt #10, O&M 1/2022, Avy Reim & Deposit	135,613.09
462231	1/11/22	Chad Zaskorn, CLPFGR Uptown Menlo Park: 186 Constitution Dr	510.00
462232	1/11/22	Bayshore Plumbers: 200 San Mateo Dr, MP, Permit	290.00
462233	1/11/22	Suri Anuj: 360 Leland Ave, MP, ADU Connection, Permit	5,815.65
462234	1/12/22	Principal: COBRA Dental & Vision Ins Refund 1076306-10002	127.45
462235	1/12/22	County Of San Mateo: 17 Red Berry Ridge, PV Reim Recording F	27.00
462236	1/13/22	Monarch Plumbing & Rooter Inc.: 408 Waverley St, MP, Permit	290.00
462237	1/13/22	Natomas Labs DbA Villa Homes: 1037 Oakland Ave, MP, Permit	290.00
462238	1/13/22	Villa Homes: 1037 Oakland Ave, MP ADU Connection Fees	7,225.85
462239	1/13/22	Town of Los Altos Hills: MSA 11/2021	31,298.76
462240	1/13/22	Jerome Joondeph: 40 Tagus Court, PV Sewer Service Charges	937.50
462241	1/13/22	SRI International: 333 Ravenswood Ave, MP Invoice 2021-22	2,401.30
462242	1/14/22	Roto Rooter: 1070 Trinity Dr, MP, Permit	290.00
462243	1/14/22	Roto Rooter: 35 Willow Rd, MP, Permit	290.00
462244	1/14/22	Ramin Dariani: 2018 Sand Hill Rd, MP, ADU Conn/Permit/NSF	5,855.65
462245	1/18/22	Town of Woodside: MSA 10/2021-12/2021	41,876.23
462246	1/18/22	Thomas James Homes: 2040 Sharon Road, MP, Permit	170.00
462247	1/18/22	JPM Construction: 930 Hermsa Way, MP, ADU Conn/Permit	5,815.65
462248	1/18/22	Recology: Franchise Fee 12/2021	8,868.94
462249	1/18/22	LAIF: Transfer funds from LAIF to Checking	1,500,000.00
462250	1/19/22	Prosch Engineering: 1227 Whitaker Way, MP, Permit	195.00
462251	1/19/22	TE Connectivity: Manditory Discharge Permit FY 2019-20	704.02
462252	1/20/22	CLPF Grp Uptown MP: 141 Jefferson/180 Constitution, MP, Conn	3,290,130.50
462253	1/20/22	Leonard Lehmann Trust: 850 Los Trancos, PV SSC 2021-22	1,255.00
462254	1/20/22	Dudley Kenworthy: 1234 Los Trancos, PV SSC 2021-22	627.50
462255	1/20/22	Afsaneh Oskouy: 671 Live Oak Ave, MP, Permit	170.00
462256	1/21/22	Bullseye Plumbing: 182 San Andreas Dr, MP, Permit	290.00
462257	1/24/22	Wilkinson Construction Inc.: 282 Camino Al Lago, ATH, Permit	170.00
462258	1/24/22	Greg Gallo: 1875 Camino De Los Robles, Permit	170.00
462259	1/25/22	Michael Brugos: 1850 Stanford Ave, MP SSC Inv	627.50
462260	1/25/22	George Salah: 19 Redberry Rdg, PV SSC Inv	937.50
462261	1/25/22	Sf21G, llc: 3127 Barney Ave, MP ADU Conn Fees	3,825.45
462262	1/25/22	Sf21G, llc: 20 Cerros Manor, MP ADU Conn Fees	3,400.40
462263	1/25/22	Thomas James Homes: 20 Cerros Manor, MP, Permit	290.00
462264	1/25/22	Thomas James Homes: 3127 Barney Ave, MP, Permit	290.00
462265	1/25/22	Marguerite Pavsidis: 1430 Mills Court, MP, Permit	290.00
462266	1/27/22	Roto Rooter: 44 Winchester Dr, ATH, Permit	290.00
462267	1/27/22	Maria Geenen: 255 Golden Oak Dr, PV SSC FY 2021-22	937.50
462268	1/27/22	Mark Hilderbrand: 140 Meadowood Dr, PV SSC FY 2021-22	937.50
462269	1/27/22	Heida Earnest: 175 Los Trancos Circle, PV SSC FY 2021-22	627.50

WEST BAY SANITARY DISTRICT
Receipts & Incoming Transfers
January 2022

462270	1/27/22	YICI Corporation: 40 Firethorn Way, PV, Conn/ADU/Permit	13,041.50
462271	1/28/22	Adams Pool Solutions: 261 Oak Grove Ave, ATH, Permit	519.80
462272	1/28/22	Lloyd Ho: 199 Toyon Rd, ATH, Permit	290.00
462273	1/28/22	SHGCC: O&M 2/2022	44,427.00
462274	1/31/22	Sf21G, Ilc: 231 Vine St, MP, ADU Conn Fee	3,400.40
462275	1/31/22	Sf21G, Ilc: 725 Evergreen St, MP, ADU Conn Fee	2,975.35
462276	1/31/22	Thomas James Homes: 725 Evergreen St, MP, Permit	290.00
462277	1/31/22	Thomas James Homes: 231 Vine St, MP, Permit	290.00
462278	1/31/22	Wilkinson Construction: 282 Camino Al Lago, Ath, ADU Conn	8,075.80
462279	1/31/22	Wilkinson Construction: Permit: 282 Camino Al Lago, Ath, Per	290.00
462280	1/31/22	Plumbing By Design: 350 Willow Rd, MP, Permit	290.00
462281	1/31/22	Christie Schmitz: 110 Bear Gulch Dr, PV SSC FY 2021-22	627.50
462282	1/31/22	Carla Carstens: 4135 Alpine Rd, PV SSC FY 2021-22	937.50
462283	1/31/22	Quezada Family Trust: 15 Sausal Dr, PV SSC FY 2021-22	1,875.00

Total Receipts

\$5,135,008.29

WEST BAY SANITARY DISTRICT

Financial Activity Report

Withdrawals

January 2022

CHECK	DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
68611	1/4/2022	Alpha Analytical Laboratories	Daily Coniform Samples Dec 2021	455.00
68612	1/4/2022	BAGG Engineers	Field Density Testing Project 1761.5	990.00
68613	1/4/2022	Bay Alarm	Alarm Monitoring 1/1/22-4/1/22	2,934.34
68614	1/4/2022	Cintas	Uniform Service Oct-Dec 2021	4,693.97
68615	1/4/2022	Core & Main	Couplers & Supplies 12/2021	5,344.06
68616	1/4/2022	CPS HR Consulting	Compensation & Class Study 11/2021	4,862.50
68617	1/4/2022	Freyer & Laureta	Avy Pump Station Design 11/2021	8,900.50
68618	1/4/2022	Grainger	PPE Supplies 12/2021	668.32
68619	1/4/2022	Hadronex, Inc.	Antenna - E-square 12/2021	578.78
68620	1/4/2022	RF Macdonald Co.	Aerzen Blower Repair - SHGCC RW Plant 11/2021	2,090.00
68621	1/4/2022	City Of Menlo Park - Water	Water Service - Nov-Dec 2021	87.76
68622	1/4/2022	Occupational Health Centers	Health Screenings - Dec 2021	789.00
68623	1/4/2022	Ogasawara Landscape Maint.	Building Maintenance 12/2021	400.00
68624	1/4/2022	Priority 1 Public Safety	Safety Lights 12/2021	919.75
68625	1/4/2022	Recology Peninsula Services	Recology - 2yd Bin Weekly - SHGCC 11/2021	249.39
68626	1/4/2022	Staples Credit Plan	Office Supplies 11/2021	120.09
68627	1/4/2022	Towne Ford Sales	Vehicle Repair 12/2021	229.38
68628	1/5/2022	Town Of Atherton	Annual Permit 2022	3,000.00
68629	1/5/2022	Victor Garcia	Safety Boots	181.90
68630	1/5/2022	California Water Service	Water Service - Nov-Dec 2021	23.46
68631	1/5/2022	Cleanserv Universal Services	Janitorial Service 1/2022	1,075.00
68632	1/5/2022	HF&H Consultants, LLC	Bayfront Recycled Water Finacial Plan 11/2021	2,875.00
68633	1/5/2022	Hach Company	FloDar Sensor Retrieval Hook 12/2021	149.41
68634	1/5/2022	IEDA	Consulting Fees 1/2022	814.00
68635	1/5/2022	Innovyze, Inc	Sewer Hydraulic Model Software 3/15/22-3/14/23	8,605.00
68636	1/5/2022	Medco Supply Company	First Aid & Safety Supplies 12/2021	46.55
68637	1/5/2022	Pacific Gas & Electric	Electric Service - Nov-Dec 2021	4,574.95
68638	1/5/2022	Principal Life Insurance Co.	Dental, Vision, Life, & Disability Insurance 1/2022	6,327.31
68639	1/5/2022	County Of San Mateo	LSSA Recording Fee: 4411 Fair Oaks Ave, MP	20.00
68640	1/5/2022	County Of Santa Clara	63 Los Trancos PS Annual Permit 1/2021	633.00
68641	1/5/2022	Seekzen Systems	IT Consulting Services 1/2022	475.00
68642	1/5/2022	Teamsters Local No. 350	Union Dues 1/2022	868.00
68643	1/12/2022	Leslie & Erik Doyle	Reim Agmt: Westridge Conn #6.3	28,580.09
68644	1/12/2022	Matheson Tri-Gas, Inc.	Tank Rentals 12/2021	63.11
68645	1/12/2022	Aerzen USA Corp.	SHRWF: Aerzen Blower Repair Dec 2021 - Jan 2022	10,326.36
68646	1/12/2022	Alpha Analytical Laboratories	Daily Coliform Samples Dec 2021	510.00
68647	1/12/2022	Veolia Water North America	Water Service - Dec 2021 - Jan 2022	38.25
68648	1/12/2022	Cintas	Uniform Service 1/5/22	857.56
68649	1/12/2022	Navia Benefit Solutions	Commuter 12/2021 & FSA PR Contributions	656.93
68650	1/12/2022	Grainger	PPE 12/2021	891.10
68651	1/12/2022	HF&H Consultants, LLC	SSC Rate Study FY 2022-23 - 11/2021	8,363.00
68652	1/12/2022	Harben California	Harben Pump Parts & Repair Oct-Nov 2021	3,016.43
68653	1/12/2022	Kone Pasadena	Elevator Maintenance 1/2022	282.80
68654	1/12/2022	Mallory Co.	PPE Supplies Oct-Nov 2021	4,954.34
68655	1/12/2022	City Of Menlo Park-Fuel	Fuel: District Vehicles 12/2021	8,063.86
68656	1/12/2022	Omega Industrial Supply, Inc.	Sewer Aide Chemicals 12/2021	1,680.51
68657	1/12/2022	Pacific Gas & Electric	Electric Service - 12/2021	529.92
68658	1/12/2022	CA State Disbursement Unit	Wage Garnishment	172.61
68659	1/12/2022	Red Wing Shoe Store	Safety Boots - 12/2021	457.63
68660	1/12/2022	Redwood General Tire Co., Inc.	Backhoe: Tire Repair 12/2021	40.00
68661	1/12/2022	San Mateo County Health	SMCo Permit Renewal Jan 2022	636.00
68662	1/12/2022	Sharp Business Systems	Monthly Lease for Copiers 1/2021	1,142.15
68663	1/12/2022	TPX Communications	District VoIP and Fiber Service 12/2021	3,066.44
68664	1/12/2022	Teletrac Navman US	Vehicle GPS 1/2022	271.96
68665	1/12/2022	Verizon Wireless	Internet 12/2/21-1/1/22	65.16
68666	1/12/2022	Vision Communications Co.	Radio Air Time 1/2022	724.13
68668	1/12/2022	Weco Industries	Sewer Cleaning Equipment June-Nov 2021	1,929.23
68669	1/12/2022	Jonathan Werness	5 Year Service Award	75.00
68670	1/12/2022	Western States Tool & Supply	Digging & Square Shovels 12/2021	1,246.88
68671	1/19/2022	Airgas USA, LLC	Tank Rentals 12/2021	38.90
68672	1/19/2022	Atchison, Barisone & Condotti	Legal Services 12/2021	13,065.25
68673	1/19/2022	California Water Service	Water Service - Seminary Dr 12/4/21-1/5/22	23.95
68674	1/19/2022	CalPERS Long-Term Care Program	LTC Withholding 1/1/22-1/15/22	53.76
68675	1/19/2022	Dewey Pest Control	Chemical Services 9/2021	14.00

WEST BAY SANITARY DISTRICT

Financial Activity Report

Withdrawals

January 2022

68676	1/19/2022	Du-All Safety, LLC	Safety Maintenance Contract 12/2021	1,620.00
68677	1/19/2022	The Almanac	DM's Corner, Advertising SB 1383, Advertising Local Limits Reg. 12/2021	2,067.20
68678	1/19/2022	Federal Express	Shipping Fees - 1/5/2022	28.85
68679	1/19/2022	Freyer & Laureta	Misc. Eng., Levee, N. Bay Road & Ringwood, Bayfront Park Entrance Design	16,477.50
68680	1/19/2022	Home Depot Credit Services	Supplies - 12/2021	259.29
68681	1/19/2022	Town Of Los Altos Hills	Soil Replacement Work 9/2020	5,625.00
68682	1/19/2022	City Of Menlo Park - Water	Water Service - Nov-Dec 2021	83.58
68683	1/19/2022	Sutter EAP	Quarterly EAP Charges Q4 2021	418.00
68684	1/19/2022	Quadient Leasing USA, Inc.	Postage Meter Lease 2/10/22-5/9/22	550.45
68685	1/19/2022	Recology Peninsula Services	2yd Bin Weekly - SHGCC 12/2021	249.39
68686	1/19/2022	Redwood General Tire Co., Inc.	Unit 211: Tire Replacement & Vehicle Service, Unit 218: Tire Replacements 12/20:	2,660.25
68687	1/19/2022	Towne Ford Sales	Unit 208 & 217: Vehicle Repairs Nov 2021 & Jan 2022	2,785.17
68688	1/19/2022	VAR Technology Finance	Scanner Monthly Lease 2/2021	462.99
68689	1/19/2022	Verizon Wireless	District Cellphone Monthly Statement 12/16/21-1/15/22	1,073.42
68690	1/24/2022	Underground Service Alert Of No. CA & NV	USA North 811 Annual Membership Fee & Underground Facilities 2021	13,547.98
68691	1/26/2022	AT&T	Telephone 12/13/21-1/12/22	1,112.17
68692	1/26/2022	Alpha Analytical Laboratories	Daily Coliform Samples Dec-Jan 2021	195.00
68693	1/26/2022	Aqua Natural Solutions	Microbe Solution 1/2022	1,145.49
68694	1/26/2022	ReadyRefresh By Nestle	Water Delivery	414.53
68695	1/26/2022	Aztec Consultants	Metal Storage Building Project 1749.1E, 5% Retention Escrow	6,696.90
68696	1/26/2022	Aztec Consultants	Project 1749.1E New Metal Building 12/2021	127,241.10
68697	1/26/2022	Bay Alarm	Alarm Monitoring 2/1/22-5/1/22	2,043.70
68698	1/26/2022	Bay Area Air Quality Mgmt Dist	Permit Renewal - Marsh Pump Station 3/1/22-3/1/23	643.00
68699	1/26/2022	CSDA	2022 CSDA Membership Renewal	8,445.00
68700	1/26/2022	California Water Service	Water Service - Dec 2021-Jan 2022	76.65
68701	1/26/2022	CalPERS Long-Term Care Program	LTC Witholding 1/16/22-1/31/22	53.76
68702	1/26/2022	Comcast	Internet: SHGCC & WB Jan-Feb 2022	684.30
68703	1/26/2022	Navia Benefit Solutions	Flexible Spending Account PR Contributions	631.93
68704	1/26/2022	Grainger	Misc. Parts & Supplies 1/2022	1,355.60
68705	1/26/2022	Void	Printing Error	0.00
68706	1/26/2022	City Of Menlo Park - Water	Water Service - Dec 2021-Jan 2022	437.00
68707	1/26/2022	Occupational Health Centers	Heb B Vaccines 1/5/22	174.00
68708	1/26/2022	Ogasawara Landscape Maint.	Building Maintenance 1/2022	400.00
68709	1/26/2022	Pacific Gas & Electric	Electric Service - Dec 2021- Jan 2022	1,716.64
68710	1/26/2022	Precise Printing And Mailing	Annual Easement Letter 1/2022	3,712.53
68711	1/26/2022	Preferred Alliance	Admin Fees for DOT testing12/2021	386.98
68712	1/26/2022	CA State Disbursement Unit	Wage Garnishment	172.61
68713	1/26/2022	County Of San Mateo	Training Class - 12/1/21	60.00
68714	1/26/2022	Staples Credit Plan	Office Supplies 12/14/2021	763.19
68715	1/26/2022	Vision Communications Co.	(10) Lapel Microphones 1/2022	323.71
68716	1/26/2022	Harrington Industrial Plastics	Unit 218: Water Filters, Tank Parts 7/2021	87.74
68717	1/26/2022	Harrington Industrial Plastics	Unit 218: Water Filters, Tank Parts 12/2021	404.31
				363,105.64

Corporate Cards:

GL	DATE	Account Number & Name	Description	Amount
54028	1/24/2022	Commuter Benefits	Fastrak: Transportation Expenses	815.00
54080	1/24/2022	Memberships	CWEA Membership & Testing Fees	579.00
54091	1/24/2022	Stationary and Office Supplies	Office Supplies	137.64
54095	1/24/2022	Office Expense - Other	Bank of the West: Annual Fee	85.00
54101	1/24/2022	Ops Supplies & Materials	FERRF Operating Supplies	176.28
54102	1/24/2022	Safety Supplies & Materials	COVID Clinic Rapid Test	129.00
54106	1/24/2022	Small Tools	Target: Phone Charger	32.46
54125	1/24/2022	Health Screening & Testing	COVID Clinic Rapid Test	129.00
54131	1/24/2022	Advertisement & Legal Notices	CWEA: Job Posting Field Supervisor	290.00
54132	1/24/2022	Printing Forms & Cards	DLX: AP Checks	553.60
54133	1/24/2022	Public Outreach	Facebook: Public Outreach	115.58
54151	1/24/2022	Fleet/Vehicle R&M	Oil Changer: Unit 206 Service	135.34
54158	1/24/2022	Computer Software R & M	Log Me In, Zoom, Duo: Monthly Subscriptions	147.61
54159	1/24/2022	Computer Hardware R & M	Audio Recorder	562.18
54174	1/24/2022	Mgmt Conf. & District Meetings	Holiday Luncheon & Bussiness Meetings	2,916.45
54207	1/24/2022	Vallombrosa Center	Lodging for On-Call Staff	630.00
Bank of the West - Credit Cards				7,434.14

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
January 2022

Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
1/3/2022	SVCW	SVCW Monthly Operating Contribution	596,979.00
1/3/2022	Paytrace	Credit Card Processing Fees	718.01
1/5/2022	NeoPost	Neopost Fees	50.00
1/6/2022	NeoPost	Postage	600.00
1/7/2022	CalPERS	Retirement Contributions PR 12/17/2022	23,318.91
1/10/2022	PrimePay	PrimePay Fees	707.35
1/11/2022	CalPERS	Health Premiums	55,766.84
1/14/2022	PrimePay	Employee Payroll & Board of Director Fees - Check Date: 1/14/2022	116,621.91
1/14/2022	PrimePay	Payroll Taxes	35,012.04
1/14/2022	ICMA	Deferred Compensation	14,468.50
1/14/2022	CalPERS	Retirement Contributions PR 12/31/2022	23,336.82
1/20/2021	Bank of the West	Bank Fees	423.51
1/25/2022	SVCW	SVCW 2018 Bonds	618,609.08
1/25/2022	SVCW	SVCW 2021 A-B Bonds	415,171.38
1/28/2022	PrimePay	Employee Payroll - Check Date: 01/28/2021	129,405.40
1/28/2022	PrimePay	Payroll Taxes	33,578.27
1/28/2022	ICMA	Deferred Compensation	14,251.07
Bank Transfers From BofW Checking			<u>2,079,018.09</u>

Internal Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
1/27/2022	LAIF	BofW: Transfer Ops to LAIF 1/28/2022	2,500,000.00
Bank Transfers From BofW Checking			<u>2,500,000.00</u>

Summaries:

Withdrawal Summary

Total Checks	363,105.64
Total Corp Card	7,434.14
Total Bank Transfers	2,079,018.09
Total Internal Bank Transfers	2,500,000.00
Total Withdrawals	<u>4,949,557.87</u>

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 01/31/2022**

Regular Payables	Total by Vendor YTD FY 2021-22	Withdrawals January 2022
3T Equipment Company	44,482.00	-
A-A Lock & Alarm	337.05	-
AAA Fire Protection Services	980.57	-
AAA Rentals	2,056.68	-
Abila	4,649.82	-
Action Towing	502.50	-
Aerzen USA Corp.	10,326.36	10,326.36
Airgas Usa, LLC	1,075.74	38.90
Allied Crane	1,249.68	-
The Almanac	12,654.20	2,067.20
Alpha Analytical Laboratories	15,909.00	1,160.00
Aqua Natural Solutions	2,290.98	1,145.49
American Textile & Supply	181.28	-
Anderson Pacific	10,862.63	-
Angulos NorCal Tree Service	4,600.00	-
Marvin Argueta-Ramos	75.00	-
AT&T	7,830.21	1,112.17
Atchison, Barisone & Condotti	67,359.80	13,065.25
Avery Associates, Inc.	5,500.00	-
Aztec Consultants	963,412.70	133,938.00
BAGG Engineers	78,468.00	990.00
Bank of the West - Credit Cards	55,893.90	7,434.14
Bank of the West	2,234.31	423.51
Battery Junction Wholesale	956.93	-
Bay Alarm	15,387.89	4,978.04
Bay Area Air Quality Mgmt Dist	1,479.00	643.00
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	-
CA State Disbursement Unit	1,035.66	345.22
California Water Service	13,254.15	124.06
CalPERS - Actuary Fee	-	-
CalPERS - Unfunded Accrued Liability	-	-
CalPERS - GASB Fee	1,050.00	-
CalPERS - Retirement	335,778.42	46,655.73
CalPERS - Health Premiums	384,097.64	55,766.84
CalPERS - 1959 Survivor Billing	-	-
Calpers Long-Term Care Program	623.84	107.52
Chavan & Associates LLP	14,000.00	-
Cintas	21,544.25	5,551.53
City of Menlo Park	46,054.00	-
City of Menlo Park-Fuel	49,784.15	8,063.86
City of Menlo Park - Water	8,893.44	608.34
Cleanserv Universal Services	8,600.00	1,075.00
Comcast	4,777.85	684.30
Consolidated Parts, Inc	4,757.81	-
The Concept Genie	5,318.01	-
Core & Main	19,797.88	5,344.06
Costco	60.00	-
CPS HR Consulting	28,357.50	4,862.50
CSDA	8,445.00	8,445.00
CSRMA c/o Alliant Insurance	216,669.35	-
Cues, Inc.	3,950.00	-
CWEA	1,061.00	-
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	-
Detection Instruments Corp.	1,847.40	-
Dewey Pest Control	8,327.00	14.00
Ditch Witch West	635.75	-
Dolphin Graphics	4,660.17	-
Du-All Safety, LLC	15,153.75	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	-
Federal Express	2,992.75	28.85
City Of Foster City	1,040.00	-
Franchise Tax Board	4,664.66	-
Freyer & Laureta	425,910.60	25,378.00
Victor Garcia	489.00	181.90
Golden Gate Truck Center	116.50	-
Goldstreet Design Agency, Inc.	5,400.00	-
Governmentjobs.com dba NeoGov	4,118.37	-

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 01/31/2022**

Regular Payables	Total by Vendor YTD FY 2021-22	Withdrawals January 2022
Grainger	19,186.79	2,915.02
Granite Rock, Inc.	181.87	-
Hach Company	47,914.88	149.41
Hadronex, Inc.	35,210.78	578.78
Harben California	3,016.43	3,016.43
Harbor Ready Mix	547.50	-
Harrington Industrial Plastics	857.08	492.05
Helix Laboratories, Inc.	2,523.68	-
HF&H Consultants, LLC	22,002.50	11,238.00
Hillyard/San Francisco	1,053.61	-
Home Depot Credit Services	8,271.85	259.29
Bob Hulsmann	267.09	-
ICMA	156,069.00	28,719.57
IEDA	5,698.00	814.00
Innovyze, Inc	8,605.00	8,605.00
Interstate Traffic Control	32.78	-
Jason Kambic	12,235.58	-
Kimball Midwest	2,218.39	-
Kone Pasadena	2,246.72	282.80
Lasky Trade Printing	1,229.06	-
Sione Lolohea	359.94	-
Lisandro Marquez	438.65	-
Mallory Co.	9,376.00	4,954.34
Matheson Tri-Gas, Inc.	424.08	63.11
Maxx Metals	194.99	-
MedCo Supply Company	237.35	46.55
Menlo Park Hardware Co. #14016	433.27	-
Mid Peninsula Abstracts	830.00	-
Mission Clay Products, LLC	4,068.09	-
Morse Hydraulics	149.04	-
Moss Rubber	365.97	-
Motion Industries, Inc.	58.67	-
Municipal Maintenance Equip.	9,725.37	-
Navia Benefit Solutions	12,775.18	1,288.86
NeoPost	1,550.00	650.00
Carrie Nevoli	435.31	-
Carrie Nevoli - Petty Cash	232.80	-
Nixon-Egli Equipment Company	163.55	-
Occasions, Etc.	92.69	-
Occupational Health Centers	2,995.00	963.00
Ogasawara Landscape Maint.	7,400.00	800.00
Omega Industrial Supply, Inc.	10,550.26	1,680.51
Pacific Gas & Electric	134,117.31	6,821.51
Paytrace	4,949.25	718.01
Peninsula Battery Inc.	117.26	-
Peninsula Building Supply	2,418.54	-
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	5,795.46	3,712.53
Precision Engineering	2,248,669.95	-
Preferred Alliance	2,083.63	386.98
PrimePay Fees	4,966.00	707.35
Principal Life Insurance Co.	38,933.44	6,327.31
Priority 1 Public Safety	919.75	919.75
Project Ergonomics	904.97	-
Property Owners	168,622.53	28,580.09
Quadient Leasing USA, Inc.	832.37	550.45
Questyme USA	1,390.04	-
R.A. Nosek Investigations	909.00	-
RF Macdonald Co.	2,090.00	2,090.00
Sergio Ramirez	439.44	-
Readyrefresh By Nestle	2,909.60	414.53
Recology Peninsula Services	7,561.38	498.78
Red Wing Shoe Store	3,581.64	457.63
Redwood General Tire Co., Inc.	5,075.06	2,700.25
Redwood City	11,726.93	-
Roberts & Brune Company	1,553.88	-
SVCW - Monthly Operating Contribution	4,178,853.00	596,979.00
SVCW 2018 Bonds	1,838,027.83	618,609.08
SVCW 2021 A-B Bonds	2,724,486.24	415,171.38
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	834.00	80.00
San Mateo County Tax Collector	967.52	-

**West Bay Sanitary District
Expenditures By Vendor
7/01/2021 to 01/31/2022**

Regular Payables	Total by Vendor YTD FY 2021-22	Withdrawals January 2022
San Mateo County Health	3,360.00	636.00
County of San Mateo - LAFCO	32,610.00	-
County of Santa Clara	633.00	633.00
Robert J. Scheidt	1,075.26	-
Seekzen Systems	10,825.00	475.00
Sensera Systems	1,716.00	-
Sharp Business Systems	8,299.85	1,142.15
Snap On Industrial	962.28	-
Spartan Tool	703.98	-
Staples Credit Plan	3,933.92	883.28
State Water Resources	19,665.50	-
Sunstate Equipment	4,071.36	-
Sutter EAP	859.75	418.00
SWRCB - SHRWF SRF Loan	-	-
TPX Communications	21,016.87	3,066.44
Target Specialty Products	1,880.94	-
Teamsters Local No. 350	5,502.00	868.00
Teletrac Navman US	1,903.72	271.96
Telstar Instruments, Inc.	3,356.25	-
Roy Thiele-Sardiña	1,368.31	-
Total Equip & Rental Of Fremont	1,488.66	-
Town Of Atherton	3,000.00	3,000.00
Town Of Los Altos Hills	5,625.00	5,625.00
Towne Ford Sales	9,768.48	3,014.55
Tritech Software Systems	13,309.58	-
U.S. Jetting, LLC.	906.02	-
US Standard Products Corp	476.28	-
Underground, Inc.	116.78	-
Underground Service Alert Of No. CA & NV	13,547.98	13,547.98
Univar Solutions USA	6,958.40	-
VAR Technology Finance	3,240.93	462.99
Valley Heating & Cooling	294.00	-
Veolia Water North America	198.79	38.25
Verizon Wireless	8,502.91	1,138.58
Javier Villalobos	832.88	-
Vision Communications Co.	4,668.49	1,047.84
Weco Industries	36,639.32	1,929.23
Jonathan Werness	225.00	75.00
Western States Tool & Supply	1,307.06	1,246.88
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	15,722,387.83	2,134,940.25
<u>Wages & Payroll Taxes</u>		
Salaries/Wages - Net Pay	1,847,326.09	243,387.31
Directors Fees - Net Pay	21,120.00	2,640.00
Payroll Taxes	608,872.44	68,590.31
Performance Merit Program - Net Pay	121,884.10	-
Total Wages & Payroll Taxes	2,599,202.63	314,617.62
Total External Withdrawals	18,321,590.46	2,449,557.87
<u>WBSD Transfers:</u>		
Transfer to WBSD LAIF Account	19,000,000.00	2,500,000.00
Transfer to WBSD Investment Accounts	-	-
Other Transfers	-	-
Transfer to WBSD Accounts	19,000,000.00	2,500,000.00
Total Withdrawals	37,321,590.46	4,949,557.87

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5C**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: WBSD Operations and Maintenance Report – January 2022

Month	Basin PM Pipe Cleaning Miles	High Freq. PM Pipe Cleaning Miles	Un-Sche. Pipe Cleaning Miles	WBSD CCTV Insp. Miles	Pipe Patch Repairs Qty.	Open Trench Repairs Qty.	Pump Sta. PM Qty.	Pump Sta. Unsch. Repairs Qty.	SSO Cat. 1	SSO Cat. 2&3s	Service Calls- Unit 208			
											Call Outs	Sch PM	Unsch. PM	USA's
January	9.4	4.8	0.1	0.7	3	3	64	0	0	0	83	10	1	164
* Oct.														
Nov.														
Dec														
Yr to date	9.4	4.8	0.1	0.7	3	3	64	0	0	0	83	10	1	164
2022 Goals	120.0	50.0	n/a	45-50	50-65	90	n/a	<10	0-2	5-Mar	n/a	n/a	n/a	n/a
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4-Jan	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	52	6	25	66	97	1265	8	2	3	700	178	61	3218

* = Including TOW
** = Including TOW & LAH

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5D**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – January 2022

	Basin PM Pipe Cleaning	High Freq. PM Pipe Cleaning	Un-Sche. Pipe Cleaning	WBSD CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month	Miles	Miles	Miles	Miles	Qty.	Qty.	Cat. 1	Cat. 2&3s	Call Outs
January	0.1	0.7	0.0	1.7	10	0	0	0	0
*August 21	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	0.5	0.7	0.5	0.1	4	0	0	0	0
** Yr to date	3.8	6.2	1.0	5.4	30	0	0	2	1
FY21/22Goals	18.7	16.8	n/a	9.3	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

** = Lucity Data

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5E**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

**Subject: Town of Woodside Operations and Maintenance Report for Work
Performed by WBSD – January 2022**

Please see next page for work performed. *= July Start of Contract. Data shows 2020/21 PMPP year.



Yearly Summary Report

3/2/2022
1:20 PM

Dates Between 2/1/2021 and 1/31/2022

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 9th day of February, 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

THIS PAGE LEFT INTENTIONALLY BLANK



WEST BAY SANITARY DISTRICT AGENDA ITEM 5G

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 Approved FY 2021-22 Budget (held in LAIF)

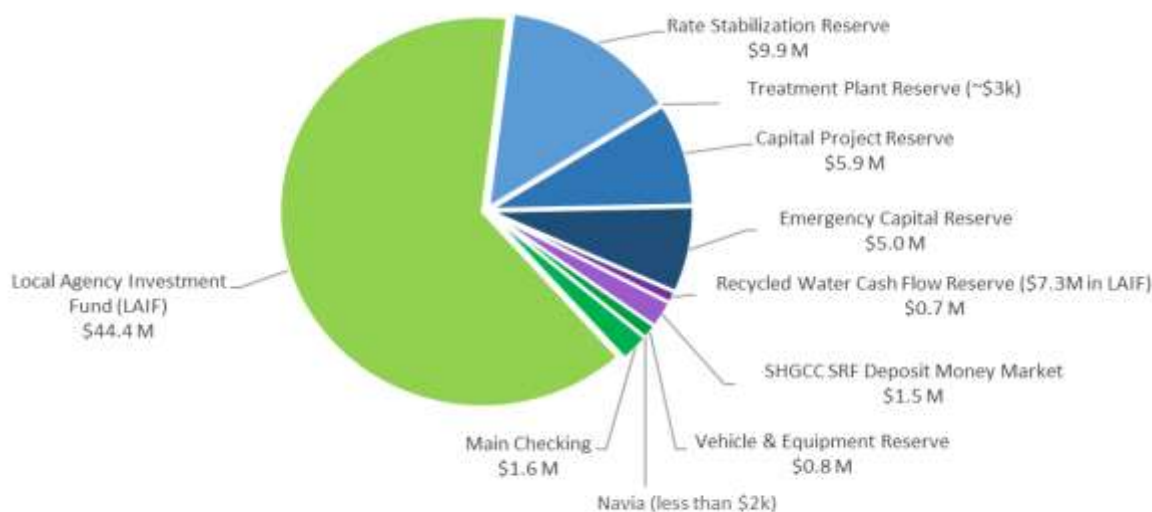
** Approximately \$204 thousand from combined target balances

Fiscal Impact

The District has approximately \$69.8 million in all reserve and bank accounts as of January 31, 2022, including restricted funds.

- \$46,822,798 is in cash equivalent accounts, which are used for operations and current capital expenditures.
- \$21,452,413 is in investment accounts.
- \$1,538,697 is the deposit held for SHGCC SRF Loan Reserves.

Cash & Investments January 31, 2022



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

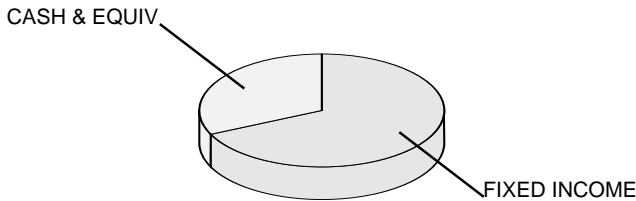
Account Number:
 Statement Period:

01/01/22 -
 01/31/22

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	3,201,925.92	32.5%
Fixed Income	6,657,478.31	67.5%
Total Portfolio	\$ 9,859,404.23	100.0%
Accrued Income	44,687.69	
Total Valuation	\$ 9,904,091.92	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 9,957,542.16	\$ 4,257,666.02
Income		
Interest.....	15,508.79	100,225.99
Purchased Income.....	0.00	-1,282.26
Disbursements.....	-1,606.53	-10,338.73
Realized Gains/(Losses).....	278.32	1,700.03
Change In Accrued Income.....	-5,241.95	29,643.41
Change In Market Appreciation/(Depreciation).....	-57,005.65	-118,016.39
Non-Cash Asset Changes.....	-5,383.22	5,644,493.85
Ending Market Value	\$ 9,904,091.92	\$ 9,904,091.92



WBSD - TREATMENT PLANT RESERVE

Account Number:
 Statement Period:

01/01/22 -
 01/31/22

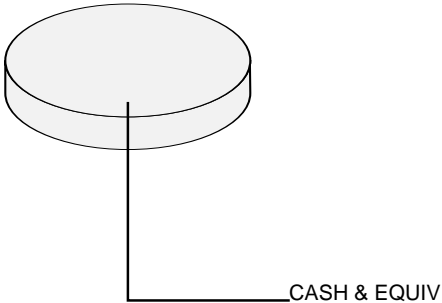
WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

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	3,017.42	100.0%
Total Portfolio	\$ 3,017.42	100.0%
Accrued Income	0.13	
Total Valuation	\$ 3,017.55	



Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 3,017.91	\$ 9,554,609.56
Income		
Interest.....	0.13	17,837.75
Disbursements.....	-0.49	-1,541.18
Cash Transfers.....	0.00	-1,060,723.93
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	0.00	-56,197.68
Change In Market Appreciation/(Depreciation).....	0.00	-8,665.46
Non-Cash Asset Changes.....	0.00	-8,442,301.51
Ending Market Value	\$ 3,017.55	\$ 3,017.55



WBSD - CAPITAL PROJECT RESERVE

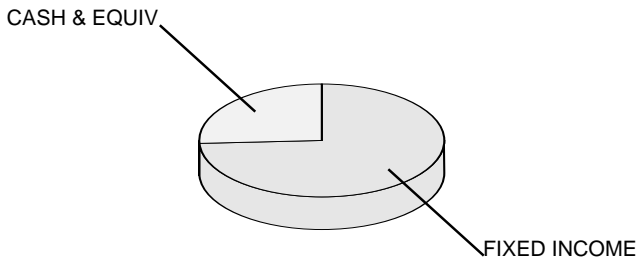
Account Number:
 Statement Period:

01/01/22 -
 01/31/22

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	1,541,598.47	26.1%
Fixed Income	4,362,797.80	73.9%
Total Portfolio	\$ 5,904,396.27	100.0%
Accrued Income	31,515.14	
Total Valuation	\$ 5,935,911.41	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,965,134.93	\$ 3,474,068.91
Income		
Interest.....	6,890.95	64,747.77
Purchased Income.....	0.00	-671.01
Disbursements.....	-962.30	-6,346.93
Cash Transfers.....	0.00	547,000.00
Realized Gains/(Losses).....	0.00	646.25
Change In Accrued Income.....	987.23	6,659.19
Change In Market Appreciation/(Depreciation).....	-34,156.97	-76,831.42
Non-Cash Asset Changes.....	-1,982.43	1,926,638.65
Ending Market Value	\$ 5,935,911.41	\$ 5,935,911.41



WBSD - EMERGENCY CAPITAL RESERVE

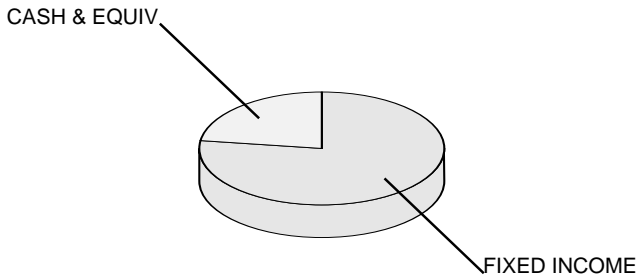
Account Number:
 Statement Period:

01/01/22 -
 01/31/22

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	1,140,427.70	23.1%
Fixed Income	3,790,226.56	76.9%
Total Portfolio	\$ 4,930,654.26	100.0%
Accrued Income	25,132.78	
Total Valuation	\$ 4,955,787.04	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 4,980,394.38	\$ 4,119,549.77
Income		
Interest.....	5,734.80	57,167.03
Purchased Income.....	0.00	-813.82
Disbursements.....	-803.73	-5,492.63
Cash Transfers.....	0.00	233,400.00
Realized Gains/(Losses).....	0.00	402.34
Change In Accrued Income.....	1,406.84	-100.35
Change In Market Appreciation/(Depreciation).....	-28,509.17	-55,743.98
Non-Cash Asset Changes.....	-2,436.08	607,418.68
Ending Market Value	\$ 4,955,787.04	\$ 4,955,787.04



WBSD - RECYCLED WATER CASH FLOW

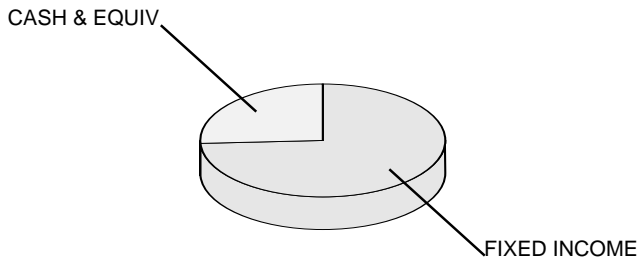
Account Number:
 Statement Period:

01/01/22 -
 01/31/22

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	169,637.36	26.2%
Fixed Income	478,459.85	73.8%
Total Portfolio	\$ 648,097.21	100.0%
Accrued Income	5,507.43	
Total Valuation	\$ 653,604.64	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 657,055.29	\$ 229,869.44
Income		
Interest.....	1,629.38	10,263.87
Disbursements.....	-105.61	-672.07
Cash Transfers.....	0.00	24,938.53
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-194.57	4,409.02
Change In Market Appreciation/(Depreciation).....	-3,585.15	-9,778.55
Non-Cash Asset Changes.....	-1,194.70	394,574.40
Ending Market Value	\$ 653,604.64	\$ 653,604.64

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5H**

To: Board of Directors

From: Sergio Ramirez, District Manager

**Subject: Consider to Ratify Issuance of Class 3 Sewer Permit No. 1611
for the Construction of Recycled Water Facilities for 100
Terminal Ave., Menlo Park (Menlo Park Community Campus)**

Background

At the January 26, 2022 District Board meeting the District Manager informed the Board that in order maintain the application schedule of a recycled water line for 100 Terminal Ave., he had approved Class 3 Sewer Permit No. 1611.

Analysis

The District Manager committed to bring the issuance of the Class 3 Sewer Permit for ratification to the next regularly scheduled Board meeting.

Fiscal Impact

The District Board has agreed to fund a portion of the recycled water installation in the amount not exceed \$337,740.70.

Recommendation

The District Manager recommends the District Board ratify the issuance of Class 3 Sewer Permit No. 1611.

WEST BAY SANITARY DISTRICT

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

Permit Number
1611

Type CLASS 3

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

100 W. Terminal Ave.

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

Residential Non-residential Development at said location.

ENGINEER'S

KPFF engineer

Name

45 Fremont st, 28th Floor, SF CA 94105

Address

OWNER'S

Hibiscus Properties, LLC

Name

1 Hacker Way, Menlo Park, CA 94025

Address

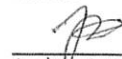
CONTRACTOR'S

Level 10 Construction

Name

1050 Enterprise Way, suite 250 Sunnyvale, CA 94084

Address



Applicant's Signature

Rachel Pena

Signed by -- Please Print Name

133 Bothelo ave, Milpitas, CA 95035

Address

Receipt of \$ 585 Application Fee is hereby acknowledged [Signature] 8/31/2021
Date

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

Comments Install reclaimed water for the Menlo Park Community Center

Approved by the District Board on _____.

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Sergio Ramirez, District Manager

Date 1/25/2022

By [Signature]

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.

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5I**

To: Board of Directors

From: Bill Kitajima, Projects and IT Manager

Subject: Consider Authorizing the District Manager to Consent to the Abandonment of Public Utility Easement at 128 Blackburn Avenue, Menlo Park

Background

The property owners has requested the abandonment of an existing Public Utility Easement (PUE) that crosses the rear of the property at 128 Blackburn Avenue. The easement was part of the original subdivision map as Tract No. 552 also shown on Lot 180 in that certain map entitled, "The Willows Map No. 5" filed in the office of the County Recorder of San Mateo County, State of California, on April 20, 1946 in book 25 of maps at page 37 & 38. The District currently has no sewer main within the easement and the District's sewer mains are located within the public right of ways in this area.

The vacation of the PUE would allow the property owner to meet the city setback requirements.to construct a small office accessory building.

Analysis

The District does not have any utilities within the PUE.

Fiscal Impact

None

Recommendation

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

Attachment: Letter from property owners
PUE Abandonment Exhibit

West Bay Sanitary District
Attn: Mr. Bill Kitajima
500 Laurel Street
Menlo Park, CA 94025-3486

20 January 2022

Received
JAN 24 2022
West Bay Sanitary District

SUBJECT: REQUEST FOR UTILITY APPROVAL OF THE VACATION OF:
Public Utility Easement at 128 Blackburn Ave, Menlo Park, CA 94025

Dear Bill Kitajima:

As the property owners of the property located at 128 Blackburn Ave, Menlo Park, CA 94025 we are applying to the City of Menlo Park for the vacation of the public utility easement which runs across the rear of our property. The PUE was established in the 1946 tract map of our neighborhood, which is attached to this letter. To the best of our knowledge and investigation, the PUE was either never used, or has not been used in many years. All the utilities are situated above or below the street, including power, water, gas, sewer, and communications (phone, cable, fiber).

One of the requirements of the City's application is the consent of your company to vacate, or vacate with the retention of an easement which meets your requirements.

Attached for your convenience are copies of the following: (check applicable boxes)

- Assessor's Parcel Map for APN 062304240 (lot 180)
- Final Map of Tract Number 552 (see lot 180 and note 5' PUE shown on tract map)
- Explanation of the proposed disposition of the easement or right-of-way, and an anticipated date by which I need the information.
- Sample letter prepared for your use in responding

If you have any questions regarding this request, please contact me at (650) 339-9345 or cadelsheim@gmail.com.

Charles Adelsheim & Esther Adelsheim
128 Blackburn Ave, Menlo Park, CA 94025

ENDORSEMENT APPROVAL

JUSTIN MURPHY
Director of Public Works
City of Menlo Park
701 Laurel Street
Menlo Park, CA 95035
Attention: Theresa Avedian

With copy to:
Charles Adelsheim
128 Blackburn Ave
Menlo Park, CA 94025
cadelsheim@gmail.com

Dear Mr. Murphy:

SUBJECT: VACATION OF: Public Utility Easement at 128 Blackburn Ave, Menlo Park, CA 94025

West Bay Sanitary District has reviewed the attached application for the vacation of Public Utility Easement at 128 Blackburn Ave, Menlo Park, CA 94025 and has the following response:

- No objection to the vacation
- No objection to the vacation, but with the following reservation: _____

- Objects to the proposed vacation for the following reasons: _____

- A plat map is attached for your information.

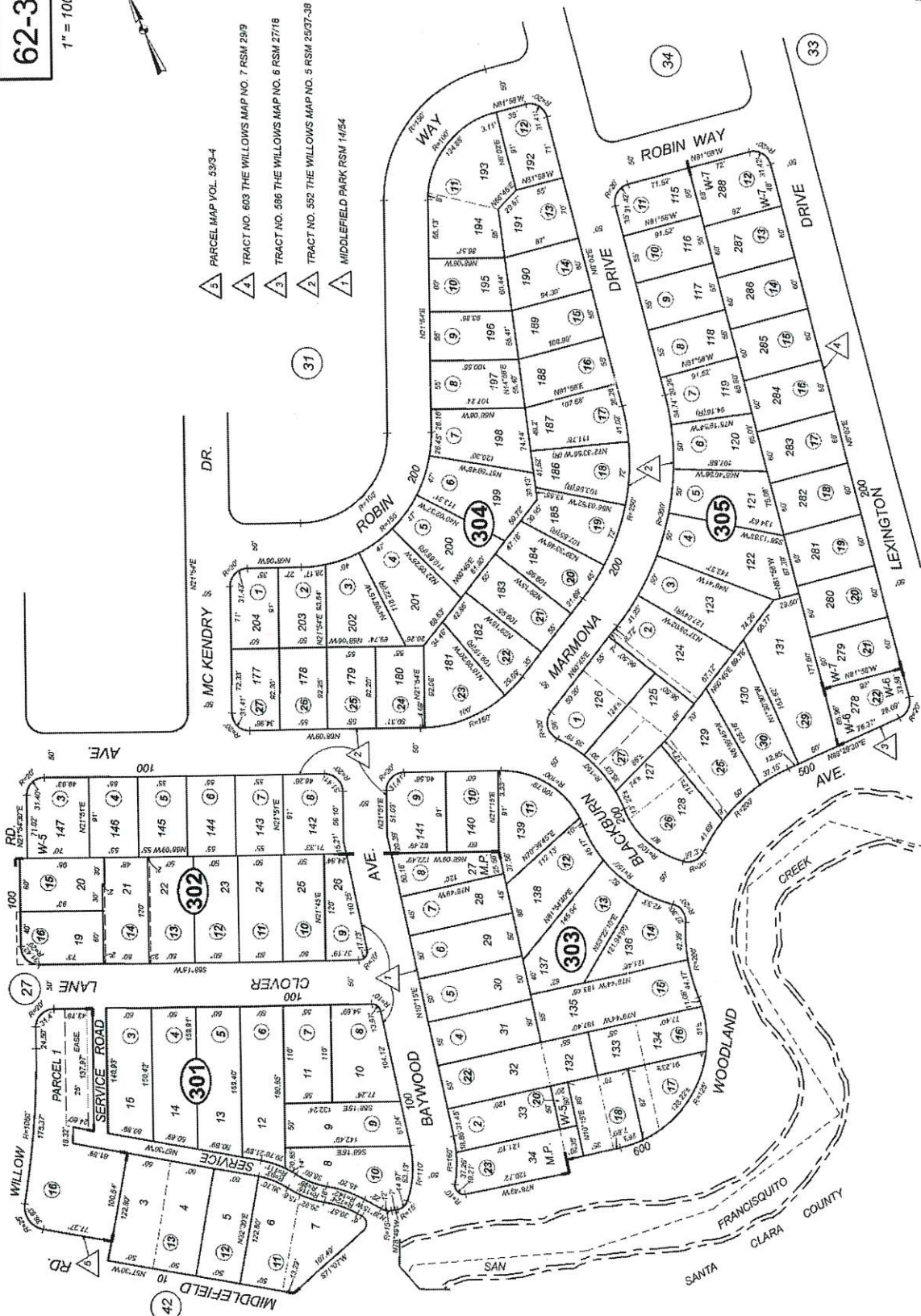
Mr. Bill Kitajima
West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025-3486

62-30

1" = 100'



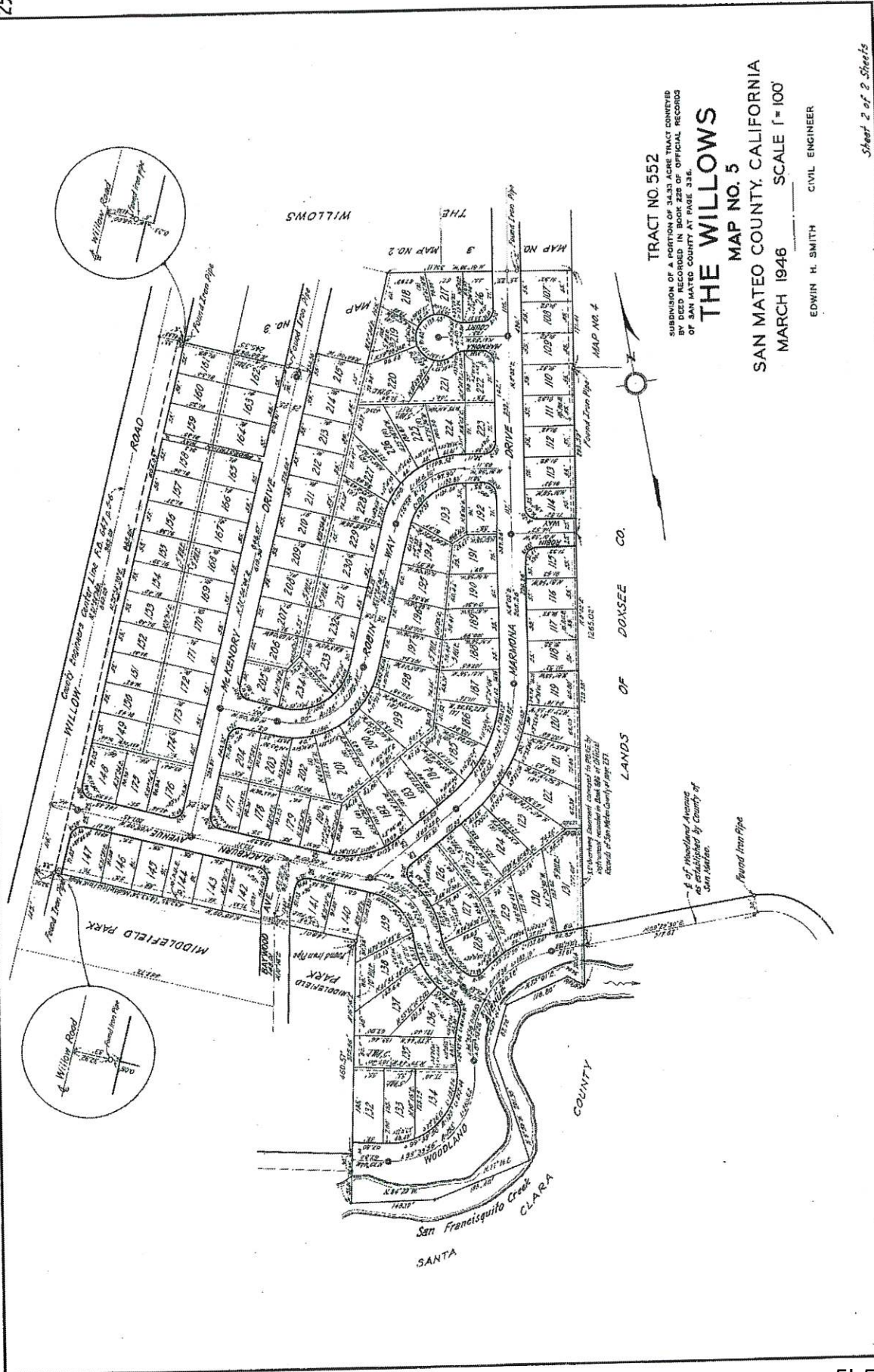
- 5. PARCEL MAP VOL. 532-4
- 4. TRACT NO. 603 THE WILLOWS MAP NO. 7 RSM 289
- 3. TRACT NO. 586 THE WILLOWS MAP NO. 6 RSM 2718
- 2. TRACT NO. 552 THE WILLOWS MAP NO. 5 RSM 2637-38
- 1. MIDDLEFIELD PARK RSM 1454



503/1878

ASSessor's MAP OF SAN MATEO, CALIF.

D.M.



TRACT NO. 552
 SUBDIVISION OF A PORTION OF 34.33 ACRE TRACT CONVEYED
 BY DEED RECORDED IN BOOK 228 OF OFFICIAL RECORDS
 OF SAN MATEO COUNTY AT PAGE 336.

THE WILLOWS

MAP NO. 5
 SAN MATEO COUNTY, CALIFORNIA
 MARCH 1946 SCALE 1" = 100'

EDWIN H. SMITH CIVIL ENGINEER

Sheet 2 of 2 Sheets

128 BLACKBURN AVENUE, MENLO PARK PUBLIC UTILITY EASEMENT VACATION REQUEST

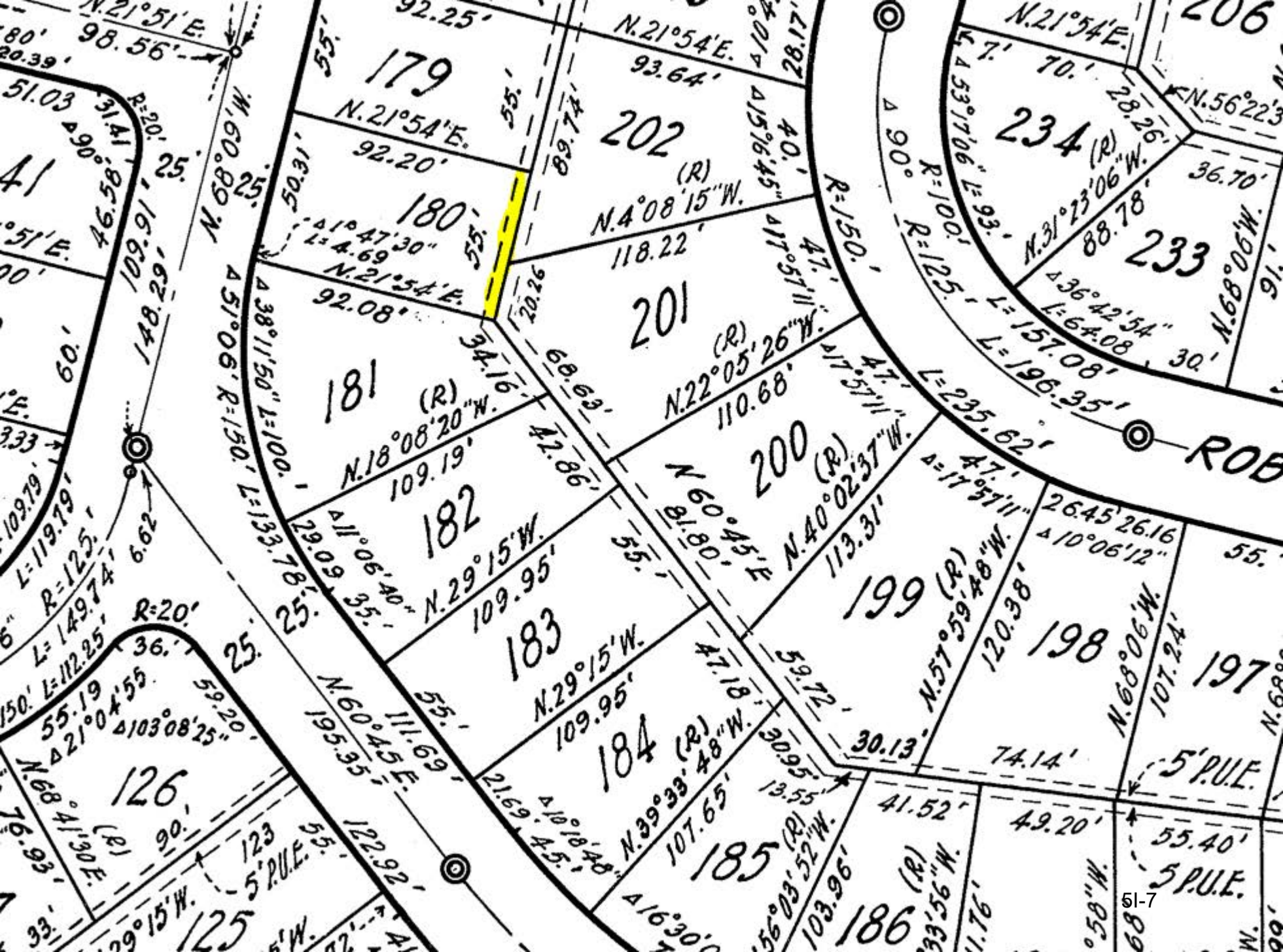


Date: 1/31/2022

128 BLACKBURN AVENUE

51-6

© OpenStreetMap



THIS PAGE LEFT INTENTIONALLY BLANK



WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Consider Establishing a Public Hearing Date for a Proposed Increase in Sewer Service Charges as Required by Proposition 218, Adopt the Draft Sewer Rate Study, and Provide Staff Direction Regarding the Sewer Service Charge Rate Adjustment and the Mailing of the Proposition 218 Notice for a Public Hearing*

Background

In August of 2021 the District contracted with HF&H Consultants to prepare an updated FY 2022-23 sewer rate study and sewer rate model that would serve to amend the existing financial plan completed by HF&H which was included in the 2013 revised Master Plan.

The updated sewer rate study and model contains a 5-year revenue requirement projection from which future rate increases are anticipated to be adopted in compliance with Proposition 218, though each year's rate increase may be adopted separately. In addition to updating and presenting the sewer rate study and model to staff and the District Board, the Consultant has prepared a final project report, has assisted with a rate study workshop, and has assisted with the preparation of the notice in accordance with Proposition 218 legislation, and will assist with the public hearing(s).

A Sewer Rate Study Workshop was held on January 26, 2022 in which preliminary information regarding anticipated rate adjustments, options for alternate rate structures, biochemical and suspended solids loading charges, and cost of service analysis were discussed. The Board directed HF&H to complete the Sewer Rate Study for the FY 2022-23 and present the findings in a final draft report by including a 2% increase in the regular sewer service charge rate.

Analysis

The Sewer Rate Study took into consideration updated data on cash flow, revenues, anticipated Capital Improvement Plan projects, District O&M expenses, changes in expenses related to labor negotiations, SVCW (Silicon Valley Clean Water) debt service, SVCW O&M expenses, SVCW cost allocations, and included the addition of 73

Equivalent Dwelling Units (EDUs) per year. HF&H inputted the data and returned with a revised rate model which recommended no rate increases for customers in FY 2022-23 and rate increases of 2% for the next four years thereafter. During the workshop the Board directed HF&H to consider a modest 2% increase to the rates for FY2022-23 in the model.

This year the District reviewed the current cost of service for the Onsite Wastewater Disposal Zone customers. Approximately 89 homes in the Portola Valley area located within the On-Site Wastewater Disposal Zone (OWDZ) pay higher charges for the maintenance of the STEP or Grinder Sewer Collection Systems that they require. The District currently charges an additional \$620 annually to maintain these collection systems. To realign charges with the cost of service, charges for the maintenance of the STEP/Grinder Sewer Collection Systems are proposed to increase annually over five fiscal years. For fiscal year 2022/23, the proposed STEP/Grinder Sewer Collection System charge is \$770, an increase of \$150.

Following considerable Board discussion at the January 26th Board meeting, over the proposed rate increase, and the effects on the cash flow in the months of July through November, when the District receives no tax roll revenue, the Board gave direction to consider the above recommended approach to future sewer service charges, allowing that continued annual rate studies will need to be conducted to adjust to changes in the economic environment.

The Sewer Rate Study includes a model designed to meet revenue requirements, ensure a high coverage ratio for debt expense in order to continue to obtain favorable bond rates, and preserve target reserve balances as desired by the Board. HF&H and Staff worked hard to design a model that would meet the above criteria and result in the lowest cumulative increase of any rate scenario over the five-year horizon.

The forecast increases are slightly lower than last year's projections for FY2022-23. Of the overall 2% proposed rate increase in FY 2022-23, a large portion is attributable to increases in SVCW's projected costs over the next five fiscal years and a modest amount is attributable to increases in the District's local operations and capital expenses over the next five fiscal years. The increases attributable to SVCW are due to increased debt service expense for the SVCW treatment plant Capital Improvement Plan. The treatment plant is in the midst of implementing a Capital Improvement Plan that includes projects to replace agency pump stations, force mains, and plant infrastructure, which were deferred for many years. Recent efforts to refund bonds and refinance other debt could change projections for SVCW next fiscal year.

Included in the FY 2022-23 rate adjustments is the expense of meeting the District's share of debt service for bonds and SRF loans to fund the SVCW's Capital Improvement Program. The District anticipates the estimated total for the SVCW Capital Improvement Program to exceed \$1 billion over the years. The District's debt service expense is projected to grow from \$5.6 million per year up to \$8.1 million to fund the expenses of debt service and cash-in-lieu of debt in order to fund the SVCW Capital Improvement Program. In FY 2022-23, SVCW's Op Ex. and Cap Ex. are approximately 41% of the District's total revenue requirement.

Due to current inflation numbers, there is an increased projection in the District's own O&M expenses. However, significant factors in the proposed increase in rates are a result of increases in the following areas:

- SVCW debt service for scheduled capital improvement projects
- SVCW O&M costs
- Necessary increases in operating reserves to match 6 months of operating expenses.
- Annual contributions to reserves.
- Maintaining target operating, capital, emergency capital, and other reserves.

Our JPA partners' rates for FY 2022-23 are not yet known. Based on 8 hundred cubic feet (hcf) of sewer flow per single-family household, Belmont is scheduled to charge \$151.32 per month beginning July 2022, Redwood City charges \$89.28 per month, and San Carlos is scheduled to charge \$116.77 beginning July 2022. The proposed 2% increase in West Bay Sanitary District's sewer service charge compares to our JPA partners' current charges favorably. The proposed West Bay Sanitary District rate per single-family household would be equal to \$106.68 per month and \$170.84 per month for costumers in the OWDZ.

Several budgetary items have shown change since last year's rate study update:

- SVCW has expended approximately \$696M through FY 2020-21 and estimates spending an additional \$330M in CIP expenditures over the next ten fiscal years. The majority of the remaining CIP expenditures is attributed to RESCU projects (~\$201M). Of the \$330M, \$89M is allocable to West Bay Sanitary District.
- SVCW has refinanced existing 2014 and 2015 bonds and issued new 2021 bonds.
- SVCW issued additional loans in FY 2021-22. The District is obligated to pay an additional \$1.8M annually by FY 2024-25.
- West Bay may further decrease the impact of these bonds by using the Rate Stabilization reserve to buy down future debt in 2025 or thereafter.
- Negotiated MOU salary increases of 4% per year.
- The District has added an additional position in the Water Quality and Pump Station Departments. The salary is partially offset by the STEP/Grinder O&M fees and the Recycled Water Facility.

These changes in West Bay's overall economic picture translated to a rate increase of 2% for FY 2022/23 based on SVCW infrastructure improvement projections and the

District's Capital Improvement Plan. The attached Draft Sewer Rate Study incorporates the Board comments from the Sewer Rate Study workshop and is presented for the Board's consideration to adopt and at the same time establish a date for a public hearing on sewer service charges in accordance with Proposition 218 requirements. An electronic version of the model will be available at the Board meeting, which will allow the Board to model the impacts of any further refinements to the budget/inflation assumptions in the model.

Fiscal Impact

A 2% increase in residential sewer service charges will result in annual sewer service rates for a single family home increasing from \$1,255 to \$1,280 per year. For the approximately 89 homes within the OWDZ, primarily in Portola Valley, the anticipated sewer service charge will increase from \$1,875 to \$2,050 per household. Overall, this equates to an increase in revenues of approximately \$700,000 per year.

Recommendation

The District Manager is seeking Board direction to increase sewer service charge rates to cover costs outlined above and in the draft rate study. A rate increase of approximately 2% per SFR and increases in non-residential (commercial/industrial) rates of 2% are needed to meet the anticipated revenue requirements for FY2022-23.

Therefore, the District Manager recommends:

1. The Board adopt the draft Sewer Rate Study and set a Public Hearing date for April 27, 2022 to review the proposed sewer service charge increase for the year FY 2021-23 (effective July 1, 2022); and
2. Provide staff direction regarding the sewer service charge rate adjustment for FY 2022-23 and the mailing of the Proposition 218 notice for a public hearing to be held on April 27, 2022 prior to adoption of the sewer service charges for FY 2022-23.

Attachments:

Draft Sewer Rate Study by HF&H Consultants dated February 9, 2022
Draft 218 Notice of Public Hearing Mailer



WEST BAY SANITARY DISTRICT FY 2022-23 SEWER RATE STUDY



February 9, 2022 - Draft Report



HF&H Consultants, LLC

DRAFT

West Bay Sanitary District

500 Laurel Street
Menlo Park, CA 94025



FY 2022-23 Sewer Rate Study

February 9, 2022

HF&H Consultants, LLC

201 North Civic Drive, Suite 230
Walnut Creek, CA 94596



© HF&H CONSULTANTS, LLC *All rights reserved.*

DRAFT



201 North Civic Drive, Suite 230
Walnut Creek, California 94596
Tel: (925) 977-6950
hfh-consultants.com

Robert D. Hilton, Emeritus
John W. Farnkopf, PE
Laith B. Ezzet, CMC
Richard J. Simonson, CMC
Marva M. Sheehan, CPA
Robert C. Hilton, CMC

February 9, 2022

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

Subject: FY 2022-23 Sewer Rate Study - Draft Report

Dear Mr. Ramirez:

HF&H Consultants (HF&H) is pleased to submit this draft report to update the West Bay Sanitary District's (District's) FY 2022-23 sewer rates. The report summarizes the analysis that was conducted to develop the recommended rates. The analysis updates last year's projections to reflect the District's and Silicon Valley Clean Water's (SVCW) current operating and capital cost projections.

The overall increase in revenue will allow the District to:

- Fund inflationary increases in existing staff and sewer collection system operating and maintenance costs.
- Fund \$9.7 million in annual capital projects for the District-maintained collection system.
- Fully-fund the District's share of SVCW's projected operating and capital costs to operate the wastewater treatment plant which grows from \$12.2 million to \$17.5 million over the five-year study period.
- Continue to maintain sufficient reserves to fully fund operating and capital reserve targets, as well as meet the updated Board-approved reserve targets for the Rate Stabilization Reserve Fund (increasing from \$8.0 to \$10.0) and Treatment Plant Reserve Fund (\$12.0 million) for future SVCW capital requirements.
- Adapt to large, expected increases in SVCW debt service in subsequent years beyond FY 2025-26 without resorting to sharp increases in rates beyond the five-year planning period.



* * * * *

A copy of the rate model is included in the appendix.

We appreciate this opportunity to continue working for the District.

Sincerely,
HF&H CONSULTANTS, LLC

Rick Simonson, CMC
Senior Vice President

DRAFT

TABLE OF CONTENTS

1. BACKGROUND AND SUMMARY	2
1.1. Background	2
1.2. Five-Year Financial Plan.....	2
1.3. Recent Rate Increases.....	3
1.4. Current Sewer Rates	3
1.5. Findings and Recommendations	4
1.5.1 Projected Rate Increases During Five-Year Planning Period.....	4
1.5.2 Proposed Rates for FY 2021-22.....	5
2. REVENUE REQUIREMENT PROJECTIONS.....	6
2.1. District O&M Expenses	6
2.2. District Capital Expenses.....	7
2.3. District Reserves	8
2.3.1. Operations Reserve Minimum Balance	8
2.3.2. Emergency Reserve Target Balance.....	8
2.3.3. Capital Reserve Target Balance.....	8
2.3.4. Vehicle and Equipment Replacement Fund	9
2.3.5. Rate Stabilization Reserve Fund	9
2.3.6. Recycled Water Project Reserve Fund	9
2.3.7. OPEB/PERS Retirement Liability Reserve Fund.....	9
2.3.8. Treatment Plant Reserve Fund	10
2.4. SVCW Expenses.....	10
2.5. Total Revenue Requirements	11
2.6. Revenue Increases.....	11
2.7. Fund Balance.....	12
2.7.1 Minimum Fund Balance.....	13
2.7.2 Target Fund Balance.....	13
3. PROJECTED RATE INCREASES	14
3.1. STEP/Grinder Charges	14
3.2. Summary of Proposed Rates for FY 2022-23	16
3.3. Residential Sewer Charge Comparison	18
APPENDIX A. SEWER RATE MODEL	

TABLE OF FIGURES

Figure 1-1. Recent Rates and Rate Increases	3
Figure 1-2. Current Rates	4
Figure 1-3. Projected Rate and Revenue Increases.....	5
Figure 2-1. Key Modeling Assumptions	6
Figure 2-2. District O&M Expense Summary	7
Figure 2-3. CIP Summary.....	7
Figure 2-4. SVCW O&M and Debt Service Revenue Requirement.....	10
Figure 2-5. Projected Revenue Requirements.....	11
Figure 2-6. Annual Revenue Increases.....	12
Figure 2-7. Fund Balance With and Without Increased Rate Revenue.....	13
Figure 3-1. Projected Rates - Residential	14
Figure 3-2. Projected Rates – Commercial and Industrial	14
Figure 3-3. Annual STEP/Grinder System Costs	15
Figure 3-4. On-Site Wastewater Disposal Zone Cost of Service.....	15
Figure 3-5. Projected STEP/Grinder System Cost Increases.....	16
Figure 3-6. Total Projected Annual Charges – Customers with STEP/Grinder Systems.....	16
Figure 3-7. FY 2021-22 Proposed Rates	17
Figure 3-8. Projected Rates (FY 2022-23 through FY 2026-27).....	18
Figure 3-9. Comparison of Monthly Residential Bills	19

ACRONYMS

FY	Fiscal Year
CCF or HCF	Hundred cubic feet of metered water sold; 748 gallons; a cube of water 4.6 feet on edge
BOD	Biochemical Oxygen Demand
COS	Cost of Service
EDU	Equivalent Dwelling Unit
FTE	Full-Time Equivalent
GPD	Gallons per Day
I&I	Inflow & Infiltration
MGL	Milligrams per Liter
O&M	Operations and Maintenance
PAYGo	Pay-As-You-Go, in reference to funding capital improvements from cash rather than from borrowed sources of revenue
SHGCC	Sharon Heights Golf & Country Club
SLAC	Stanford Linear Accelerator Center
SVCW	Silicon Valley Clean Water, a Joint Powers Authority that is responsible for regional conveyance and wastewater treatment for West Bay Sanitary District and the cities of Redwood City, San Carlos, and Belmont.
STEP	Septic Tank Effluent Pumping systems
TSS	Total Suspended Solids

ACKNOWLEDGEMENTS

District Board

Fran Dehn, President
David Walker, Secretary
Roy Thiele-Sardina, Treasurer
Edward Moritz, Director
George Otte, Director

District Staff

Sergio Ramirez, District Manager
Debra Fisher, Finance Manager
Bill Kitajima, Projects and IT Manager

HF&H Consultants, LLC

Rick Simonson, Senior Vice President
Gabe Sasser, Senior Associate



Sewer Rate Study

DRAFT

DRAFT

1. BACKGROUND AND SUMMARY

1.1. Background

The District provides wastewater collection and conveyance services to approximately 55,000 residential, commercial, and industrial customers through a system of pipelines and pump stations that transport their wastewater to the Silicon Valley Clean Water (SVCW) facility for treatment and discharge into San Francisco Bay. SVCW is a Joint Powers Authority (JPA) that provides wastewater treatment services to the Cities of Redwood City, San Carlos, and Belmont as well as the District.

The District owns and operates wastewater collection system facilities serving portions of Menlo Park, Atherton, and Portola Valley. Wastewater from these communities is treated at the SVCW treatment plant, the cost for which is billed to the District and included in the District's sewer service charges. In addition, the District maintains the wastewater collection system operations for the Towns of Los Altos Hills and Woodside under service contracts. Wastewater from these communities is treated at the Palo Alto Regional Water Quality Control plant. Under the services contracts, the District is fully compensated by the towns. The towns are responsible for setting rates for their customers, which will cover the District's cost as well as the cost of treatment.

1.2. Five-Year Financial Plan

This report presents a financial plan for the District that incorporates the capital improvements identified in the District's Master Plan, as well as the latest available projections provided by SVCW in their recent January draft of 2022 Long Range Financial Plan. The District's five-year financial plan comprises:

- Projected District operating and capital expenses to maintain the collection system.
- Projected SVCW operating and capital expenses to maintain and upgrade the sewer treatment plant.
- Projected reserve balances and targets.
- Projected revenues from the District's current and proposed sewer service charges; and,
- Projected growth within the District.

The results of the financial plan indicate the annual increases in sewer service charges that are projected to fund the District's expenses and maintain adequate reserves. Detailed spreadsheets comprising the five-year financial plan are included in Appendix A.

1.3 Recent Rate Increases

During the last five years, the District’s residential sewer service charges have increased as shown in **Figure 1-1**.

Figure 1-1. Recent Rates and Rate Increases

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Residential Sewer Service Charge	\$1,072	\$1,126	\$1,177	\$1,224	\$1,255
Percentage Increase		5.0%	4.5%	4.0%	2.5%
Annual Increase - \$ per Year		\$54	\$51	\$47	\$31

The increases during this period were primarily attributable to SVCW’s increasing debt service allocation to the District to fund treatment plant upgrades and, secondarily, to inflationary increases in the District’s operating and annual capital repair and replacement expenses.

1.4. Current Sewer Rates

The District charges sewer customers annually on the tax rolls, which is a common practice for billing for sewer service. Billing on the tax rolls is less expensive than it would be if the District issued its own bills while allowing the County to easily levy liens for nonpayment. Even though the District bills through the tax rolls, its sewer service charges are not a tax or assessment. Unlike taxes or assessments, which are based on land-related characteristics such as assessed value or parcel size, the District’s sewer charges are a form of service fee or charge that is proportionate to the cost of providing sewer service.

Residential customers are charged per dwelling unit. In addition, approximately 85 homes in the Portola Valley area (located within the On-Site Wastewater Disposal Zone) pay higher charges (currently \$620 per year) for the maintenance of the Septic Tank Effluent Pump (STEP) system or Grinder Sewer Collection Systems that they require.

Commercial customers pay charges based on their metered water use from the prior calendar year (measured in CCF or hundred cubic feet). Each non-residential charge is the product of the customer’s actual flow multiplied by the rate corresponding to the customer’s class.

Industrial customers are billed based on each customer’s annual flow and the strength of the customer’s wastewater based on sampling data.

Current rates for FY 2021-22 were adopted by the Board in April 2021, as follows:

Figure 1-2. Current Rates

	Current FY 2021-22
<u>Residential (charge per DU per year)</u>	
Single Family, Multi Family	\$1,255
On-site Wastewater Disposal Zone	\$1,875
<u>Commercial (charge per CCF)</u>	
Retail/Commercial	\$10.11
Institution/Public	\$9.47
Restaurants/Bakeries	\$21.30
Supermarkets with Grinders	\$21.54
Hospitals	\$10.46
Hotels with Dining Facilities	\$17.20
<u>Industrial (measured)</u>	
Flow Rate Charge per CCF	\$7.46
BOD Rate Charge per pound	\$1.31
TSS Rate Charge per pound	\$1.50

1.5. Findings and Recommendations

1.5.1 Projected Rate Increases During Five-Year Planning Period

Figure 1-3 indicates the annual rate increases projected for the five-year planning period, beginning with FY 2022-23. The increases indicated below reflect updated assumptions and currently available information. Annual revenues will increase greater than the rate increase in all five years as the District continues to experience growth in the number of customers served. The five-year financial plan assumes 73 new dwelling units each year through FY 2025-26. Note: due to the District billing on the tax roll, the projected annual revenue increases reflect a one-year delay in the realization of the revenue from growth. For example, the growth which occurs in FY 2021-22 will first appear on the tax rolls in FY 2022-23.

Figure 1-3. Projected Rate and Revenue Increases

Fiscal Year	Projected Rate Increase	Projected Revenue Increase
FY 2022-23	2.0%	2.4%
FY 2023-24	2.0%	2.4%
FY 2024-25	2.0%	2.4%
FY 2025-26	2.0%	2.3%
FY 2026-27	2.0%	2.3%

1.5.2 Proposed Rates for FY 2021-22

The following figure shows the current FY 2021-22 rates and the proposed FY 2022-23 rates, which reflect a 2.0% across-the-board increase to all rates. In addition, we are recommending an additional \$150 increase to those customers within the On-Site Wastewater Disposal Zone for the increases in costs to maintain the STEP or Grinder Sewer Collection Systems that they require¹.

Figure 1-4. Current and Proposed FY 2021-22 Rates

	Adopted	FY 2022-23 Proposed		
	FY 2021-22	Rate	\$ Chg	% Chg
Residential (charge per DU per year)				
Single Family, Multi Family	\$1,255	\$1,280	\$25	2.0%
On-site Wastewater	\$1,875	\$2,050	\$175	9.3%
Commercial (charge per CCF)				
Retail/Commercial	\$10.11	\$10.31	\$0.20	2.0%
Institution/Public	\$9.47	\$9.66	\$0.19	2.0%
Restaurants/Bakeries	\$21.30	\$21.73	\$0.43	2.0%
Supermarkets with Grinders	\$21.54	\$21.97	\$0.43	2.0%
Hospitals	\$10.46	\$10.67	\$0.21	2.0%
Hotels with Dining Facilities	\$17.20	\$17.54	\$0.34	2.0%
Industrial (measured)				
Flow Rate Charge per CCF	\$7.46	\$7.61	\$0.15	2.0%
BOD Rate Charge per	\$1.31	\$1.34	\$0.03	2.0%
TSS Rate Charge per pound	\$1.50	\$1.53	\$0.03	2.0%

¹ Section 3 of this report provides details of the larger percentage increase recommended for those customers within the On-site Wastewater Disposal Zone

2. REVENUE REQUIREMENT PROJECTIONS

A spreadsheet model was developed to derive revenue requirements for a five-year planning period, FY 2022-23 through FY 2026-27. The revenue requirements represent the costs that must be covered by revenue from rates and other sources. The District’s Operations & Maintenance (O&M) budget for FY 2021-22 served as the starting point for projecting the District’s expenses and revenues. SVCW provided the projections of all future SVCW expenses, including debt service, used in the model. The escalation factors summarized in **Figure 2-1** were incorporated in the model for projecting expenses and revenues.

Figure 2-1. Key Modeling Assumptions

Assumptions	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
(1) General Inflation	Per Budget	5.4%	3.0%	3.0%	3.0%	3.0%
(2) Utilities	Per Budget	7.0%	7.0%	7.0%	7.0%	7.0%
(3) Salaries	Per Budget	4.0%	4.0%	4.0%	4.0%	4.0%
(4) Benefits	Per Budget	4.0%	4.0%	4.0%	4.0%	4.0%
(5) PERS	Per Budget	NA	-60.2%	0.0%	0.0%	0.0%
(6) SVCW O&M Expenses Increase %	Per Budget	2.6%	3.0%	3.0%	3.0%	3.0%
(7) Interest on Earnings	0.3%	0.60%	0.60%	0.60%	0.60%	0.60%
(8) Miscellaneous	Per Budget	1.0%	1.0%	1.0%	1.0%	1.0%
(9) Los Altos Hills, Woodside Revenue Change	Per Budget	3.0%	3.0%	3.0%	3.0%	3.0%
(10) Construction Cost Inflation	Per Budget	6.3%	4.4%	4.4%	4.4%	4.4%
(11) Increase in Annual Residential Customers	Per Budget	73	73	73	73	73
(12) Number of Total Residential Customer Accounts	19,515	19,588	19,661	19,734	19,807	19,880
(13) Number of STEP/STEG Customer Accounts	85	89	89	89	89	89
(14) Annual Percentage in Residential Account Growth	Per Budget	0.4%	0.4%	0.4%	0.4%	0.4%
(15) Annual Increase in Salaries for OT due to Growth	Per Budget	0.0%	0.0%	0.5%	0.5%	0.5%

The application of these assumptions to the O&M and capital expenses is described below and summarized in **Figure 2-2** and **Figure 2-3**.

2.1. District O&M Expenses

The District’s net O&M expenses (summarized by category in **Figure 2-2**) are projected to increase from approximately \$8.0 million to \$10.6 million over the five-year planning period. The District’s expenses are increasing more rapidly than in previous years due to present levels of high inflation. In addition, net expenses are increasing with the end of approximately \$400,000 in annual non-operating revenue from the flow equalization cost sharing agreement (eff. FY 2024-25) and increases in operating expenses due to a growing customer base. With the regional focus on residential development, the District projects an annual increase of 73 single-family equivalent accounts per year, with a total of 365 accounts added by the end of the planning period.

Figure 2-2. District O&M Expense Summary

	Current Year	Five-Year Planning Period				
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
1 Salaries	\$4,363,442	\$4,537,980	\$4,719,499	\$4,931,876	\$5,153,811	\$5,385,732
2 Benefits	\$1,834,191	\$1,907,559	\$1,983,861	\$2,063,215	\$2,145,744	\$2,231,574
3 PERS Unfunded Accrued Liability	\$0	\$502,455	\$200,000	\$200,000	\$200,000	\$200,000
4 Contractual/Professional Services	\$1,175,695	\$1,243,564	\$1,285,488	\$1,328,808	\$1,373,570	\$1,419,821
5 Other O&M	\$1,740,383	\$1,911,323	\$1,906,821	\$2,044,819	\$2,045,424	\$2,188,750
6 Non-Operating Revenue	(\$1,133,271)	(\$1,174,093)	(\$1,207,275)	(\$829,392)	(\$852,192)	(\$875,656)
7 Net District Operating Costs	\$7,980,440	\$8,928,787	\$8,888,393	\$9,739,327	\$10,066,356	\$10,550,220
8		11.9%	-0.5%	9.6%	3.4%	4.8%

2.2. District Capital Expenses

The District’s capital expenses are summarized by category in **Figure 2-3**. The District’s annual budgeted capital expenditures range from a low of \$8.8 million (in FY 2026-27) to \$10.3 million (in FY 2022-23), during the five-year planning period. On average, the District expects to spend approximately \$9.7 million annually on these projects (during the five-year planning period FY 2021-22 to FY 2025-26).

Collection Facilities and Underground Pipe Replacement and Rehabilitation projects make up the bulk of the District’s planned improvements. The primary Collection Facilities project planned for FY 2021-22 through FY 2024-25 is the Levee (FERRF) Improvements. In FY 2024-25 through the end of the planning period, the District anticipates several large-scale pipe replacement or rehabilitation projects.

Figure 2-3. CIP Summary

	Current Year	Five-Year Planning Period				
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
1 Administration	\$385,000	\$335,000	\$1,535,000	\$1,535,000	\$1,035,000	\$35,000
2 Collection Facilities	\$7,600,000	\$6,500,000	\$6,500,000	\$2,500,000	\$500,000	\$500,000
3 Pipe Replacement and/or Rehab.	\$3,855,000	\$3,055,000	\$1,555,000	\$5,780,000	\$7,452,500	\$7,872,000
4 Capacity	\$1,500,000	\$0	\$0	\$0	\$0	\$0
5 Construction Proj. Environ Review	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
6 Manhole Raising	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
7 Allow. For Unanticipated Cap Exp	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
8 Vehicles & Equipment	\$201,750	\$201,750	\$201,750	\$201,750	\$201,750	\$201,750
9 Total Capital Expenses	\$13,751,750	\$10,301,750	\$10,001,750	\$10,226,750	\$9,399,250	\$8,818,750
10 Less: Connection Fee Revenue	(\$500,000)	(\$505,087)	(\$505,087)	(\$505,087)	(\$505,087)	(\$505,087)
11 Net Capital Expenses	\$13,251,750	\$9,796,663	\$9,496,663	\$9,721,663	\$8,894,163	\$8,313,663
12		-26%	-3%	2%	-9%	-7%

The District plans to fund these capital improvements from a combination of connection fee revenue (from growth) and sewer service charge revenue on a pay-as-you-go (PAYGo) basis without issuing debt, which continues the District’s historical practice. Note: connection fees are currently being reviewed. Any increases to connection fees will reduce the District’s requirement of sewer service charge revenues to fund future capital expenditures.

2.3. District Reserves

In addition to covering annual expenses, sewer service charges need to generate revenue to maintain adequate operations and capital reserves. To determine what constitutes adequate reserve amounts, the reserve balance was subdivided into Operations, Capital, Vehicle and Equipment Replacement, Rate Stabilization, Recycled Water Project, Emergency Reserves, OPEB/PERS Retirement Liability Reserve Fund, and a Treatment Plant Reserve. In this way, it is possible to set recommended target balances for each purpose.

2.3.1. Operations Reserve Minimum Balance

The Operations Reserve provides working capital for monthly O&M expenses. There is a nine-month lag between sewer service charge payments from the County tax assessor; therefore, the minimum Operations Reserve balance is set equal to six months of O&M expenses to provide adequate cash flow. If this minimum balance is maintained, the District should be able to fund its monthly operations cash flow over this extended period without relying on the Capital Reserve for a short-term loan. Maintaining the minimum balance for the Operations Reserve is recommended as the highest priority for the District's reserve accounts.

2.3.2. Emergency Reserve Target Balance

The target balances for the Operations and Capital Reserves are sufficient to provide working capital on an ongoing basis, but do not provide for unforeseen contingencies such as emergencies. Should an emergency strike (e.g., earthquake), the District cannot suddenly raise rates to generate additional funds due to state law requirements for such rate increases (e.g., Proposition 218). Moreover, the District bills annually on the tax rolls. Therefore, the District has set a target for the Emergency Reserve of \$5.0 million. With such a reserve, the District would have funds on hand to take immediate remedial steps without waiting to procure a loan or issue bonds.

Maintaining the target balance for the Emergency Reserve is recommended as the second highest priority after meeting the minimum balance for the Operations Reserve. The Emergency Reserve can be used for funding capital projects at times when the Capital Reserve is not fully funded.

2.3.3. Capital Reserve Target Balance

The Capital Reserve provides liquidity to fund construction for projects that are funded on a PAYGo basis (as opposed to those that are funded from debt). With adequate capital reserves, the District is able to pay contractors without encroaching on the Operations or Emergency Reserves. The target balance of \$6.0 million meets this objective. Maintaining the target balance for the Capital Reserve is recommended after meeting the minimum balances for the Operations and Emergency Reserves.

2.3.4. Vehicle and Equipment Replacement Fund

The Vehicle and Equipment Replacement fund provides resources to replace District fleet vehicles and operations equipment. The District maintains a schedule for replacement based on the useful life of the asset. The target reserve balance of \$1.0 million ensures there are sufficient funds on hand to keep up with the retirement of old equipment or vehicles with the purchase of their replacements. This fund is tracked separately from the Capital Reserve.

2.3.5. Rate Stabilization Reserve Fund

The Board established a rate stabilization fund to allow a margin of safety for the uncertainty of the timing and amount of SVCW capital expenditures to upgrade the wastewater treatment facility (as discussed in **Section 2.4** below). The funds could be used to minimize future rates increases and/or to reduce interest expenses by buying down the amount of debt to be issued by SVCW to fund the upgrades. Within the last five years, the District has utilized this reserve to remove a \$13.0 million debt obligation. The District anticipates future debt obligations and is building this reserve to buy down future debt. In 2021, the Board voted to increase the target reserve of the revenue stabilization fund from \$8 million to \$10 million in anticipation of growing SVCW plant capital funding requirements.

2.3.6. Recycled Water Project Reserve Fund

In late 2016, the Board established an \$8.0 million reserve fund for future capital expenditures to help reduce potable water use by constructing a satellite recycled water treatment facility at the Sharon Heights Golf and Country Club (SHGCC) to use recycled water to irrigate the golf course and also to serve water to the Stanford Linear Accelerator Center (SLAC) for irrigation and industrial uses such as for cooling towers. These funds had been set aside to fund design and construction costs that will be incurred prior to receiving funding from the State Water Resources Control Board (SWRCB) through a loan from the State Revolving Fund (SRF). The SWRCB has remitted payments to the District as construction has completed.

The District will repurpose these funds for expenses related to the Bayfront Recycled Water Project. Once again, these funds will be utilized to help fund the construction of the future recycled water treatment plant as a stopgap measure between receipt of recycled water connection fee revenues from future development and loan proceeds for the SWRCB.

2.3.7. OPEB/PERS Retirement Liability Reserve Fund

In February 2018, the Board established a reserve fund to offset the District's unfunded pension liability. In FY 2020-21, the District contributed \$6.2 million of the fund balance to pay off the entire balance of its unfunded accrued liability. The fund has a current balance of \$237,452 and there are no plans to increase the amount as the District has

satisfied their unfunded liability and plans to fund their OPEB/PERS obligations on a PAYGo basis.

2.3.8. Treatment Plant Reserve Fund

In FY 2020-21, the Board established a reserve to fund increasing SVCW capital expenses. The reserve is intended to address two notable requirements placed on the District beginning in FY 2024-25. First, SVCW will require each member agency to contribute additional funds in lieu of further debt issuance. This annual expense projects to grow from less than \$500,000 to more than \$1.6 million by FY 2026-27. Second, in FY 2027-28, each SVCW member agency will begin making payments for its share on a group of WIFIA loans with a 30-year term. The District’s annual obligation will average \$4.5 million over the life of the loan, a 35% increase from FY 2022-23 SVCW total expenses. These long-term expenses prompted the Board to establish an additional reserve intended to fund planned and unplanned SVCW treatment plant expenses. The Board established a target of \$12.0 million and intends to contribute \$2.5 million per year to this reserve ahead of FY 2027-28 when the first WIFIA loan payments are due. The District has discretion whether to first use funds from its Rate Stabilization Reserve Fund or its Treatment Plant Reserve Fund but intends to use existing reserves to meet future SVCW capital expenses.

2.4. SVCW Expenses

In FY 2022-23, SVCW’s treatment costs are projected to be approximately 41% of the District’s total revenue requirement and is projected to increase to 49% of the District’s total revenue requirement by FY 2026-27. As shown in **Figure 2-4**, SVCW’s cost has recently increased significantly to fund the debt service on a series of bonds and SRF loans, that has been issued to fund the rehabilitation of its interceptors, pump stations, and wastewater treatment plant. The District’s treatment charge is allocated in proportion to the number of its EDUs compared with the other SVCW member agencies, currently 26.84%.

Figure 2-4. SVCW O&M and Debt Service Revenue Requirement

SVCW Projected Expenses	Current Year		Projected			
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
1 Net Operating Expense	\$6,247,706	\$6,410,576	\$6,602,893	\$6,800,980	\$7,005,009	\$7,215,160
2 Revenue-Funded Capital (PAYGo)	\$401,929	\$402,600	\$402,600	\$402,600	\$402,600	\$402,600
3 Debt Reserves	\$536,800	\$676,635	\$811,004	\$945,378	\$1,079,758	\$1,214,142
4 Cash-in-lieu of Debt	\$0	\$0	\$0	\$492,902	\$2,075,326	\$1,636,861
5 <u>Debt Service</u>						
6 Existing 2018 Bond	\$1,839,213	\$1,834,338	\$1,837,963	\$1,834,963	\$1,835,338	\$1,838,838
7 2021A & B Refunding Bonds (New)	\$2,743,273	\$2,737,566	\$2,731,306	\$2,742,354	\$2,737,697	\$2,727,968
8 Existing SRF	\$506,765	\$506,765	\$506,765	\$506,765	\$506,765	\$506,765
9 SRF for Conveyance Planning	\$0	\$0	\$0	\$143,482	\$143,482	\$143,482
10 New SRF Loan(s)	\$0	\$0	\$0	\$1,682,633	\$1,682,633	\$1,682,633
11 Subtotal SVCW Debt Service	\$5,089,251	\$5,078,669	\$5,076,034	\$6,910,197	\$6,905,915	\$6,899,685
12 Subtotal, SVCW	\$12,275,686	\$12,568,480	\$12,892,531	\$15,552,057	\$17,468,608	\$17,368,448
13 SVCW Expenses due to growth	\$0	\$23,891	\$48,407	\$73,565	\$99,382	\$125,877
14 Total, SVCW Project Expenses	\$12,275,686	\$12,592,371	\$12,940,938	\$15,625,622	\$17,567,990	\$17,494,325

2.5. Total Revenue Requirements

The foregoing modeling assumptions lead to the projected revenue requirements shown in **Figure 2-5**.

Figure 2-5. Projected Revenue Requirements

	Current Year	Five-Year Planning Period				
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
SVCW Operating Expenses	\$6,247,706	\$6,434,467	\$6,651,300	\$6,874,545	\$7,104,391	\$7,341,037
SVCW PAYGo Capital	\$401,929	\$402,600	\$402,600	\$895,502	\$2,477,926	\$2,039,461
SVCW Debt-funded Capital	\$5,626,051	\$5,755,304	\$5,887,038	\$7,855,575	\$7,985,673	\$8,113,827
WBSD Capital Imp. Program (net)	\$9,244,563	\$9,244,563	\$9,244,563	\$9,244,563	\$9,244,563	\$9,244,563
WBSD Operating Expenses	\$7,980,440	\$8,928,787	\$8,888,393	\$9,739,327	\$10,066,356	\$10,550,220
Total Projected Revenue Req't.	\$29,500,689	\$30,765,721	\$31,073,894	\$34,609,511	\$36,878,909	\$37,289,109

Highlights of the District’s projected revenue requirements are as follows:

- The District will fund an average of \$6.8 million annually in SVCW operating expenses.
- The District will fund an average of \$8.4 million annually of combined SVCW capital expenditures through contributions to reserves or existing debt service payments.
- The District’s collection system O&M costs are projected to increase by an average of 3.5% per year.
- The District will fund an average of \$9.2 million annually in net capital expenditures for its own collection system.
- Operating, Capital, Rate Stabilization, OPEB/PERS, Vehicle and Equipment, and Emergency reserve levels will be funded to their respective target levels by FY 2026-27.

2.6. Revenue Increases

The District’s revenue requirement is increasing approximately 21% over the next five years. Current rates cannot support the projected revenue requirements shown in **Figure 2-5**. However, it is not necessary to increase rates a cumulative 21% over the next five-year period, as the District has adequate reserves to fully fund all reserve targets and contribute excess reserves to partially offset the revenue requirement increases (as discussed in Section 2.7 below). **Figure 2-6** summarizes the annual increase in the District’s revenue requirement and the proposed rate increases.

Figure 2-6. Annual Revenue Increases

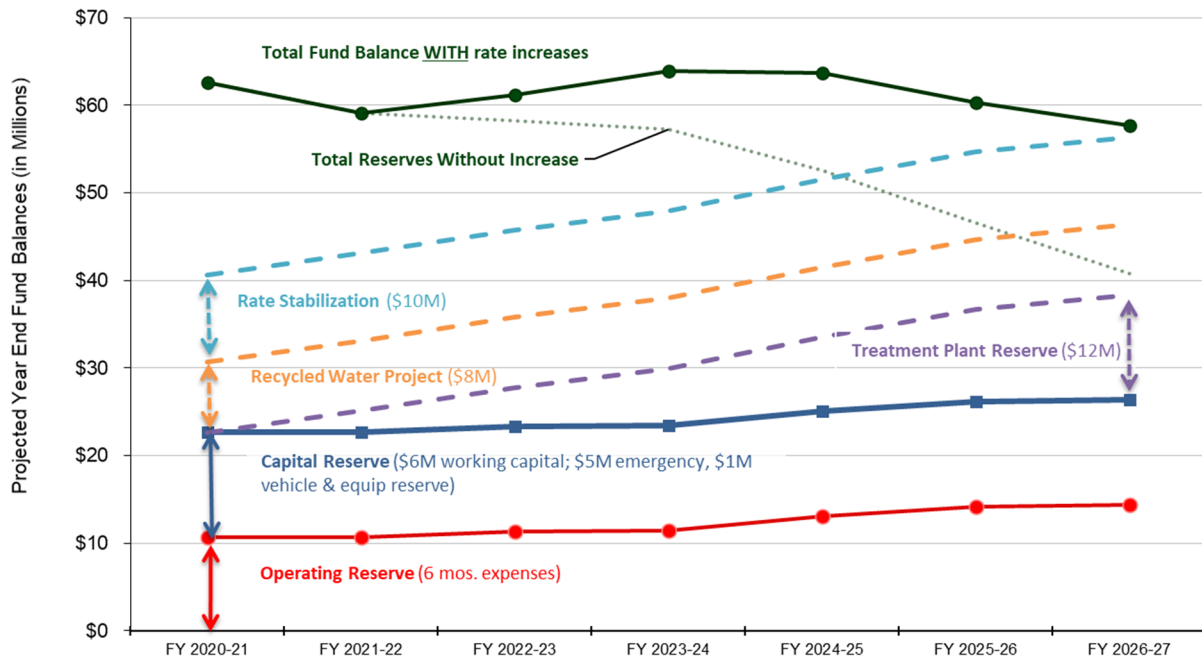
	Five-Year Planning Period				
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Projected Revenue Requirement Increases	4.3%	1.0%	11.4%	6.6%	1.1%
Proposed Rate Increases	2.0%	2.0%	2.0%	2.0%	2.0%

2.7. Fund Balance

Figure 2-7 shows the projected annual fund balances with the rate revenue increases recommended in Figure 2-6 (solid green line). Although the projections show straight lines between years, the fund balance will be drawn down substantially during each year. In other words, the reserves are actively drawn from at all times during the year but only periodically added to when payments are received from the County. The reserves are not simply accumulated without being used. The recommended revenue increases will maintain a fund balance above the target during the five-year planning period.

This strong position provides the District with opportunities to use reserves for future anticipated expenses. For example, the District anticipates increases in SVCW debt service beyond FY 2026-27. With its reserve position, the District can fund these increased costs without resorting to sharp increases in future rates or having to participate in debt-financing with the SVCW, much like the District did in 2019 when the Board authorized contributing \$13.5 million (in two payments) from the District’s reserves to reduce the District’s proportionate share of an SVCW bond obligation, which resulted in lower interest expenses for the District over the 30-year term of the bond. In addition, during the rate study period, the District plans to construct a new Bayfront Recycled Water Facility to produce 0.6 million gallons per day (MGD) of recycled water. The District will have the opportunity to use reserves, which currently exceed the target, to fund these improvements that have yet to be fully vetted.

Figure 2-7. Fund Balance With and Without Increased Rate Revenue



2.7.1 Minimum Fund Balance

The minimum balance (red line) is the balance that is required to meet the District’s operating expenses during the year. The balance is large because the District bills annually on the tax rolls and receives reimbursement from the County twice each year. As a result, there are several months over which the District must rely heavily on its operating reserve to meet its monthly cash flow requirements. Because of the lag between payments from the County, the minimum Operations Reserve balance is set equal to five months of SVCW and District operating expenses.

2.7.2 Target Fund Balance

The target balance is the sum of the minimum balance for operations (red line) plus an allowance for capital projects (\$6.0 million), emergency capital reserves (\$5.0 million), vehicle and equipment replacement fund (\$1.0 million), and rate stabilization reserves (\$10.0 million). The capital allowance provides working capital to maintain sufficient funds in order to pay contractors so that work can proceed without delay. Emergency reserves help manage risks associated with sudden asset failures caused by emergencies such as natural disasters or human error. Emergency reserves are a form of capital reserve that can provide a measure of self-insurance so that immediate funding is available for disaster recovery until loans can be arranged. The vehicle and equipment replacement fund provides for the scheduled replacement of the District’s fleet vehicles and operational equipment.

3. PROJECTED RATE INCREASES

Current rates cannot support the projected revenue requirements shown in **Figure 2-5**. The projected rate increases, and corresponding residential sewer service charges, are summarized in **Figure 3-1 (Residential)** and **Figure 3-2 (Commercial and Industrial)**.

Figure 3-1. Projected Rates - Residential

	ADOPTED	Five-Year Planning Period				
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Residential Sewer Service Charge	\$1,255	\$1,280	\$1,306	\$1,332	\$1,358	\$1,386
Percentage Increase		2.0%	2.0%	2.0%	2.0%	2.0%
Annual Increase - \$ per Year		\$25	\$26	\$26	\$27	\$27

Figure 3-2. Projected Rates - Commercial and Industrial

	Adopted	Projected				
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Residential (charge per DU)						
Single Family, Multi Family	\$1,255	\$1,280	\$1,306	\$1,332	\$1,358	\$1,386
On-site Wastewater	\$1,875	\$2,050	\$2,226	\$2,402	\$2,450	\$2,499
Commercial (charge per CCF)						
Retail/Commercial	\$10.11	\$10.31	\$10.52	\$10.73	\$10.94	\$11.16
Institution/Public	\$9.47	\$9.66	\$9.85	\$10.05	\$10.25	\$10.46
Restaurants/Bakeries	\$21.30	\$21.73	\$22.16	\$22.60	\$23.06	\$23.52
Supermarkets with	\$21.54	\$21.97	\$22.41	\$22.86	\$23.32	\$23.78
Hospitals	\$10.46	\$10.67	\$10.88	\$11.10	\$11.32	\$11.55
Hotels with Dining	\$17.20	\$17.54	\$17.89	\$18.25	\$18.62	\$18.99
Industrial (measured)						
Flow Rate Charge per CCF	\$7.46	\$7.61	\$7.76	\$7.92	\$8.07	\$8.24
BOD Rate Charge per	\$1.31	\$1.34	\$1.36	\$1.39	\$1.42	\$1.45
TSS Rate Charge per pound	\$1.50	\$1.53	\$1.56	\$1.59	\$1.62	\$1.66

3.1. STEP/Grinder Charges

The District has approximately 85 single family residential customers located in the On-Site Wastewater Disposal Zone who require either Septic Tank Effluent Pumping systems (STEP) or Grinder Pumping systems. These customers are currently charged an additional \$620 annually for the services the District provides these customers to service and replace their pumps and appurtenances.

In 2020, the District re-examined the service costs specific to these customers and found the revenues collected have not been keeping pace with the annual rate increases.

Figure 3-3 details the calculated cost to provide STEP/grinder system maintenance for these customers.

Figure 3-3. Annual STEP/Grinder System Costs

Private Pump System Maintenance	Annual Costs
1. Labor Cost	
STEP System Bi-Annual Pump Maint.	\$5,099
STEP System Bi-Annual Pump Maint. - Facility Supv.	\$8,798
Grinder System Bi-Annual Pump Maint.	\$5,099
Grinder System Bi-Annual Pump Maint. - Facility Supv.	\$8,798
STEP pump replacement	\$2,779
Grinder pump replacement	\$4,343
Private pump station repairs	\$4,169
Coordination with phone utility companies	\$1,020
Subtotal Labor Costs	\$40,105
2. Material Costs	
Signa Mechanical Open Purchase Order	\$7,000
Envirozyme - Fog Digester	\$3,000
ISAC Controllers/Modem	\$2,500
Private Pump and Panel Replacement	\$20,000
Subtotal Material Costs	\$32,500
Total Costs For Private Pump Systems	\$72,605
Number of Private Units	79
Total Cost per Private Pump Site	\$919

As shown in **Figure 3-4**, the FY 2019-20 charge of \$320 was insufficient to cover the \$919 annual cost of service per account. Rather than increase the STEP/Grinder charge to meet the cost of service in one year, the increases will be phased in over five fiscal years. This phasing will avoid rate shock and will allow the District to recoup the cost of service by FY 2024-25. **Figure 3-4** calculates the increase for this additional service over five consecutive years. The increase in FY 2022-23 will be the third annual phased increase.

Figure 3-4. On-Site Wastewater Disposal Zone Cost of Service

Private Pump System Cost of Service Analysis	
Current Cost per Private Pump Site	(\$919)
Escalated FY 2024-25 cost @ 3%/yr for 5 years	(\$1,065)
Existing Charge per Private Pump Site	\$320
Difference between cost and existing charge	(\$745)
Difference spread over 5 fiscal years for rates	5
Proposed Annual Increase over 5 years	\$150

Figure 3-5 summarizes the proposed annual STEP/Grinder charge over the next five fiscal years, assuming an annual increase of \$150 per account through FY 2024-25. FY 2025-26 increases to the STEP/Grinder charge assume a 2.0% increase which follows the recommended increase to the base service charge.

Figure 3-5. Projected STEP/Grinder System Cost Increases

	ADOPTED	Five-Year Planning Period				
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Annual STEP/Grinder Charge	\$620	\$770	\$920	\$1,070	\$1,091	\$1,113
<i>\$ Increase</i>		\$150	\$150	\$150	\$21	\$22

Figure 3-6 summarizes the total annual charge for those customers with a STEP/Grinder System. Such customers are charge the base service charge and the additional costs to maintain the STEP/Grinder System.

Figure 3-6. Total Projected Annual Charges - Customers with STEP/Grinder Systems

	ADOPTED	Five-Year Planning Period				
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Base Service Charge	\$1,255	\$1,280	\$1,306	\$1,332	\$1,358	\$1,386
Annual STEP/Grinder Charge	\$620	\$770	\$920	\$1,070	\$1,091	\$1,113
Annual Bill	\$1,875	\$2,050	\$2,226	\$2,402	\$2,450	\$2,499
<i>\$ Increase</i>		\$175	\$176	\$176	\$48	\$49

3.2. Summary of Proposed Rates for FY 2022-23

Figure 3-7 provides a schedule of proposed FY 2022-23 rates for all customer types, as discussed above.

Figure 3-7. FY 2021-22 Proposed Rates

	Adopted	FY 2022-23 Proposed		
	FY 2021-22	Rate	\$ Chg	% Chg
<u>Residential (charge per DU per year)</u>				
Single Family, Multi Family	\$1,255	\$1,280	\$25	2.0%
On-site Wastewater	\$1,875	\$2,050	\$175	9.3%
<u>Commercial (charge per CCF)</u>				
Retail/Commercial	\$10.11	\$10.31	\$0.20	2.0%
Institution/Public	\$9.47	\$9.66	\$0.19	2.0%
Restaurants/Bakeries	\$21.30	\$21.73	\$0.43	2.0%
Supermarkets with Grinders	\$21.54	\$21.97	\$0.43	2.0%
Hospitals	\$10.46	\$10.67	\$0.21	2.0%
Hotels with Dining Facilities	\$17.20	\$17.54	\$0.34	2.0%
<u>Industrial (measured)</u>				
Flow Rate Charge per CCF	\$7.46	\$7.61	\$0.15	2.0%
BOD Rate Charge per	\$1.31	\$1.34	\$0.03	2.0%
TSS Rate Charge per pound	\$1.50	\$1.53	\$0.03	2.0%

Revenue increases for subsequent years have been projected in this financial plan and are based on several assumptions and information that will require review prior to adopting any future rate increases. **Figure 3-8** summarizes projected rates over the entire five-year financial planning period.

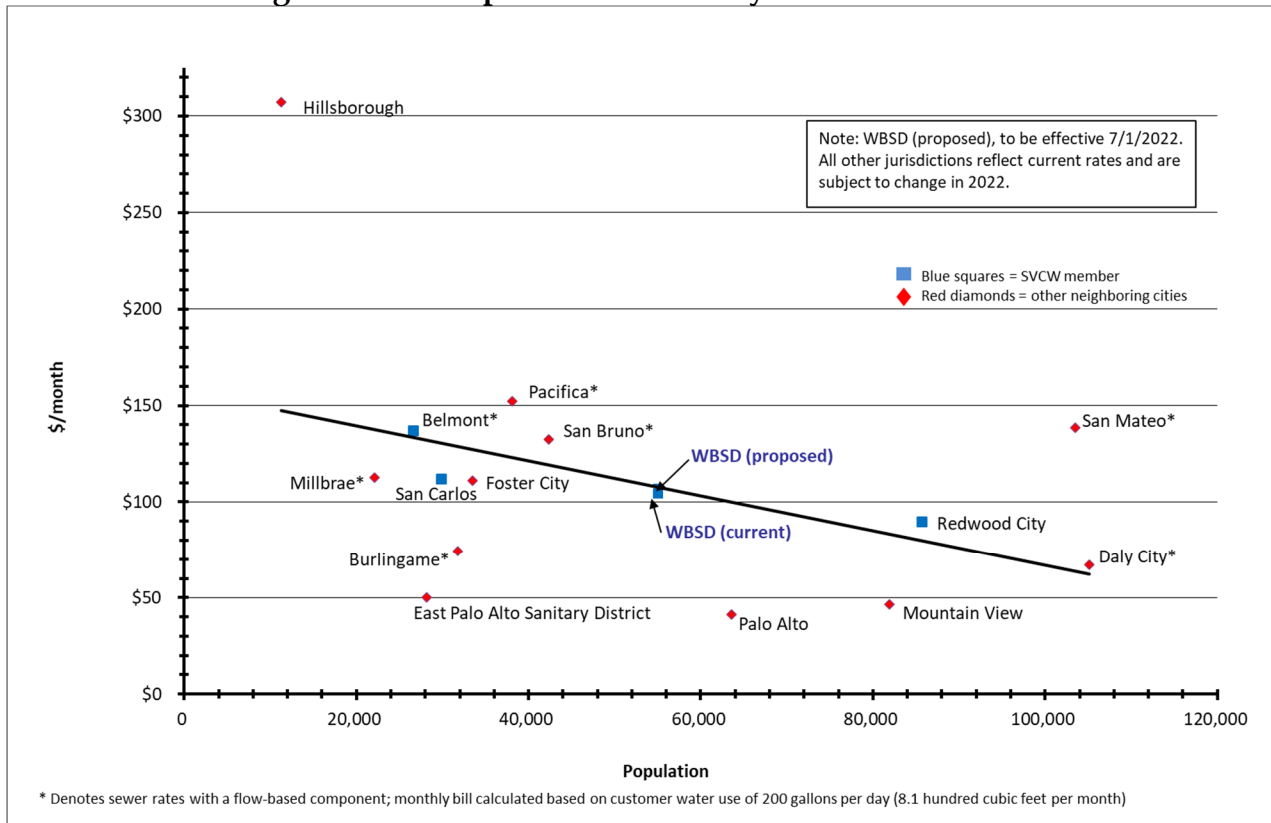
Figure 3-8. Projected Rates (FY 2022-23 through FY 2026-27)

	Adopted	Projected				
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Residential (charge per DU)						
Single Family, Multi Family	\$1,255	\$1,280	\$1,306	\$1,332	\$1,358	\$1,386
On-site Wastewater	\$1,875	\$2,050	\$2,226	\$2,402	\$2,450	\$2,499
Commercial (charge per CCF)						
Retail/Commercial	\$10.11	\$10.31	\$10.52	\$10.73	\$10.94	\$11.16
Institution/Public	\$9.47	\$9.66	\$9.85	\$10.05	\$10.25	\$10.46
Restaurants/Bakeries	\$21.30	\$21.73	\$22.16	\$22.60	\$23.06	\$23.52
Supermarkets with	\$21.54	\$21.97	\$22.41	\$22.86	\$23.32	\$23.78
Hospitals	\$10.46	\$10.67	\$10.88	\$11.10	\$11.32	\$11.55
Hotels with Dining	\$17.20	\$17.54	\$17.89	\$18.25	\$18.62	\$18.99
Industrial (measured)						
Flow Rate Charge per CCF	\$7.46	\$7.61	\$7.76	\$7.92	\$8.07	\$8.24
BOD Rate Charge per	\$1.31	\$1.34	\$1.36	\$1.39	\$1.42	\$1.45
TSS Rate Charge per pound	\$1.50	\$1.53	\$1.56	\$1.59	\$1.62	\$1.66

3.3. Residential Sewer Charge Comparison

Based on available sources, **Figure 3-9** shows the recent charges for sewer service among various San Mateo and Santa Clara County agencies. Larger agencies tend to have lower rates because they can take advantage of economies of scale and have a larger base of customers over which to distribute fixed costs. **Figure 3-9** shows the District’s current and proposed sewer rates along with the other SVCW member agencies (identified with blue squares in the figure below). It should be noted that the other SVCW member agencies also face similar additional costs. It is expected that these agencies will be required to increase their rates substantially to cover their share of SVCW costs. Even with the projected rate increases, we would not expect the District’s relative position among its neighbors to change significantly.

Figure 3-9. Comparison of Monthly Residential Bills



APPENDIX A. SEWER RATE MODEL

DRAFT

DRAFT

	A	B	C	D	E	F	G	H	I
1		West Bay Sanitary District							
2		Sewer Rate Study							
3		Table 1A. Summary							
4									
5		RESIDENTIAL							
6									
7									
8	1	Base Service Charges	4.0%	2.0%	2.0%	2.0%	2.0%	2.0%	Notes To Tables 3, 4 made total \$1,875 To Table 3
9	2	<i>Cumulative Increase</i>		2.0%	4.0%	6.1%	8.2%	10.4%	
10	3	\$ Increase		\$25	\$26	\$26	\$27	\$27	
11	4	Residential Bill (annual)	\$1,255	\$1,280	\$1,306	\$1,332	\$1,358	\$1,386	
12	5	<i>% incr</i>		2.0%	2.0%	2.0%	2.0%	2.0%	
13	6	Annual STEP/Grinder Charge	\$470	\$620	\$770	\$920	\$1,070	\$1,091	
14	7	<i>Proposed Annual Increases (\$)</i>	\$150	\$150	\$150	\$150	\$21	\$22	
15	8	Total Annual STEP/Grinder Charge	\$620	\$770	\$920	\$1,070	\$1,091	\$1,113	
16	9								
17	10	<i>Base Service Charge (from above)</i>	\$1,255	\$1,280	\$1,306	\$1,332	\$1,358	\$1,386	
18	11	Total Annual Bill (Base + STEP/Grinder)	\$1,875	\$2,050	\$2,226	\$2,402	\$2,450	\$2,499	
19	12			9.3%	8.6%	7.9%	2.0%	2.0%	
20									
21		COMMERCIAL & INDUSTRIAL							
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									

	A	B	C	D	E	F	G	H	I
1	West Bay Sanitary District								
2	Sewer Rate Study								
3	Table 1B. General								
4									
5	List of Model Worksheets								
6	Table 1A. Summary								Table 4. Reserves
7	Table 1B. General								Table 5. Capital Projects
8	Table 2. Revenue Requirement								Table 6. WBSD Service
9	Table 3. Revenue Increases								
10									
11	Assumptions	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Notes	
13	(1) General Inflation	Per Budget	5.4%	3.0%	3.0%	3.0%	3.0%	To Table 2	
14	(2) Utilities	Per Budget	7.0%	7.0%	7.0%	7.0%	7.0%	To Table 2	
15	(3) Salaries	Per Budget	4.0%	4.0%	4.0%	4.0%	4.0%	To Table 2	
16	(4) Benefits	Per Budget	4.0%	4.0%	4.0%	4.0%	4.0%	To Table 2	
17	(5) PERS	Per Budget	NA	-60.2%	0.0%	0.0%	0.0%	From Table 2	
18	(6) SVCW O&M Expenses Increase %	Per Budget	2.6%	3.0%	3.0%	3.0%	3.0%	From Table 2	
19	(7) Interest on Earnings		0.25%	0.60%	0.60%	0.60%	0.60%	To Table 4	
20	(8) Miscellaneous	Per Budget	1.0%	1.0%	1.0%	1.0%	1.0%	To Table 2	
21	(9) Los Altos Hills, Woodside Revenue Change	Per Budget	3.0%	3.0%	3.0%	3.0%	3.0%	To Table 2	
22	(10) Construction Cost Inflation	Per Budget	6.3%	4.4%	4.4%	4.4%	4.4%	To Table 5; FY 2022-23 is 2-year average, future years are 5-year average	
23	(11) Increase in Annual Residential Customers	Per Budget	73	73	73	73	73	To Table 3	
24	(12) Number of Total Residential Customer Accounts		19,515	19,588	19,661	19,734	19,807	19,880	
25	(13) Number of STEP/STEG Customer Accounts		85	89	89	89	89	89	
26	(14) Annual Percentage in Residential Account Growth	Per Budget	0.4%	0.4%	0.4%	0.4%	0.4%	To Table 2	
27	(15) Annual Increase in Salaries for OT due to Growth	Per Budget	0.0%	0.0%	0.5%	0.5%	0.5%	to Table 2	
28									
29	Target Fund Balances								
30	<u>Operating Fund</u>								
31	Purpose	For O&M cash flow during the year							
32	Minimum balance	Cannot go negative							
33	Target balance	Six months of operating expenses							
34		(to accommodate biannual receipt of fees from County tax roll)							
35	<u>Capital Asset Fund</u>								
36	Purpose	To be used for replacement of Facilities							
37	Minimum balance	Cannot go negative							
38	Target balance	\$6,000,000							
39									
40	<u>Emergency Capital Fund</u>								
41	Purpose	To be used for sewer emergencies							
42	Minimum balance	Cannot go negative							
43	Target balance	\$5,000,000							
44									
45	<u>Rate Stabilization Fund</u>								
46	Purpose	Allow a margin of safety for the uncertainty of SVCW capital costs							
47	Minimum balance	Cannot go negative							
48	Target balance	\$10,000,000							
49									
50	<u>Vehicle & Equipment Replacement Fund</u>								
51	Purpose	To be used for replacement of Equipment							
52	Minimum balance	Cannot go negative							
53	Target balance	\$1,000,000							
54									
55	<u>Treatment Plant Reserve</u>								
56	Purpose	To be used for SVCW Capital expenses							
57	Minimum balance	Cannot go negative							
58	Target balance	\$12,000,000							
59									

	A	B	C	D	E	F	G	H	I
1	West Bay Sanitary District								
2	Sewer Rate Study								
3	Table 2. Revenue Requirement								
4									
5			Budgeted	Projected					
6		Tbl. 1B	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Notes
7	SVCW Projected Expenses								
8	<u>Operating and Capital PAYGo Expenses</u>								
9			\$6,247,706	\$6,410,576	\$6,602,893	\$6,800,980	\$7,005,009	\$7,215,160	SVCW Expenses per 2022 DRAFT LRFP
10				23,891	48,407	73,565	99,382	125,877	est. impact on expenses due to growth
11		(14)	536,800	676,635	811,004	945,378	1,079,758	1,214,142	SVCW Expenses per 2022 DRAFT LRFP
12			401,929	402,600	402,600	402,600	402,600	402,600	
13			0	0	0	492,902	2,075,326	1,636,861	SVCW Expenses per 2022 DRAFT LRFP
14			\$7,186,435	\$7,513,702	\$7,864,904	\$8,715,425	\$10,662,075	\$10,594,640	
15	<u>Debt Service</u>								
16			1,839,213	1,834,338	1,837,963	1,834,963	1,835,338	1,838,838	Per District, 11/1/2021
17			2,521,854	2,515,891	2,511,506	2,524,679	2,517,522	2,510,668	Per District, 11/1/2021
18			221,419	221,675	219,800	217,675	220,175	217,300	Per District, 11/1/2021
19			506,765	506,765	506,765	506,765	506,765	506,765	Per District, 11/1/2021
20			0	0	0	143,482	143,482	143,482	Per District, 11/1/2021
21			0	0	0	1,682,633	1,682,633	1,682,633	Per District, 11/1/2021
22			0	0	0	0	0	0	Per District, 11/1/2021
23			\$5,089,251	\$5,078,669	\$5,076,034	\$6,910,197	\$6,905,915	\$6,899,685	
24			\$12,275,686	\$12,592,371	\$12,940,938	\$15,625,622	\$17,567,990	\$17,494,325	
25		<i>Annual Change</i>		2.6%	2.8%	20.7%	12.4%	-0.4%	
26									
27	Operating Expenses								
28		(3),(15)	\$4,363,442	\$4,537,980	\$4,719,499	\$4,931,876	\$5,153,811	\$5,385,732	
29		(4)	\$1,834,191	\$1,907,559	\$1,983,861	\$2,063,215	\$2,145,744	\$2,231,574	
30		(5)	\$0	\$02,455	\$200,000	\$200,000	\$200,000	\$200,000	Per District, 11/23/21
31		(1)	\$42,320	\$44,605	\$45,943	\$47,322	\$48,741	\$50,204	
32			\$0	\$70,000	\$0	\$70,000	\$0	\$70,000	
33		(1),(14)	\$70,000	\$74,041	\$76,537	\$79,116	\$81,781	\$84,535	
34		(1),(14)	\$204,550	\$216,358	\$223,652	\$231,189	\$238,977	\$247,024	
35		(1),(14)	\$31,410	\$33,223	\$34,343	\$35,501	\$36,696	\$37,932	
36		(1),(14)	\$58,660	\$62,046	\$64,138	\$66,299	\$68,533	\$70,840	
37		(1),(14)	\$39,600	\$41,886	\$43,298	\$44,757	\$46,265	\$47,823	
38		(1),(14)	\$393,425	\$416,136	\$430,165	\$444,662	\$459,640	\$475,117	
39		(1),(14)	\$665,475	\$703,891	\$727,621	\$752,141	\$777,477	\$803,657	
40		(1),(14)	\$510,220	\$539,673	\$557,867	\$576,667	\$596,092	\$616,164	
41		(1),(14)	\$67,500	\$71,397	\$73,804	\$76,291	\$78,861	\$81,516	
42		(1),(14)	\$51,700	\$54,684	\$56,528	\$58,433	\$60,401	\$62,435	
43		(1),(14)	\$338,425	\$357,961	\$370,029	\$382,499	\$395,383	\$408,697	
44		(1),(14)	\$20,000	\$21,155	\$21,868	\$22,605	\$23,366	\$24,153	
45		(1)	\$56,200	\$59,235	\$61,012	\$62,842	\$64,727	\$66,669	
46		(2),(14)	\$232,500	\$249,641	\$268,043	\$287,798	\$309,004	\$331,769	
47		(1)	\$219,340	\$231,184	\$238,120	\$245,263	\$252,621	\$260,200	
48		(1)	(\$15,557)	(\$16,704)	(\$17,935)	(\$19,257)	(\$20,676)	(\$22,199)	
49		(1)	(\$105,090)	(\$112,838)	(\$121,156)	(\$130,085)	(\$139,670)	(\$149,960)	
50			\$9,078,311	\$10,065,569	\$10,057,238	\$10,529,135	\$10,877,777	\$11,383,882	
51		<i>Annual Change</i>		10.9%	-0.1%	4.7%	3.3%	4.7%	
52	Non-Operating Expenditures								
53		(1)	\$6,000	\$6,324	\$6,514	\$6,709	\$6,910	\$7,118	Per District budget
54		(1)	\$29,400	\$30,988	\$31,917	\$32,875	\$33,861	\$34,877	
55			\$35,400	\$37,312	\$38,431	\$39,584	\$40,771	\$41,995	
56		<i>Annual Change</i>		5.4%	3.0%	3.0%	3.0%	3.0%	
57									
58			\$21,389,397	\$22,695,251	\$23,036,607	\$26,194,340	\$28,486,538	\$28,920,202	
59		<i>Annual Change</i>		6.1%	1.5%	13.7%	8.8%	1.5%	

	A	B	C	D	E	F	G	H	I
1	West Bay Sanitary District								
2	Sewer Rate Study								
3	Table 2. Revenue Requirement								
4									
5			Budgeted	Projected					
6		Tbl. 1B	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Notes
60									
61	Non-Operating Revenues								
62	Flow Equalization Cost Sharing	(1)	(\$368,490)	(\$388,388)	(\$400,040)	\$0	\$0	\$0	Flow equalization cost sharing ends FY 2023-24 per District
63	Permit & Inspection Fees	(8)	(\$100,000)	(\$101,000)	(\$102,010)	(\$103,030)	(\$104,060)	(\$105,101)	
64	Other Operating Revenue (Los Altos Hills, Woodside)	(9)	(\$663,781)	(\$683,694)	(\$704,205)	(\$725,331)	(\$747,091)	(\$769,504)	
65	Other Non-Operating Income (excl. interest)	(8)	(\$1,000)	(\$1,010)	(\$1,020)	(\$1,030)	(\$1,041)	(\$1,051)	
66	Subtotal, Non-Operating Income		(\$1,133,271)	(\$1,174,093)	(\$1,207,275)	(\$829,392)	(\$852,192)	(\$875,656)	
67				3.6%	2.8%	-31.3%	2.7%	2.8%	
68	Other Transfers to/(from)								
69	Operating (General) Fund		\$0	\$0	\$0	\$0	\$0	\$0	From Table 4
70	Operating Reserve		\$0	\$0	\$0	\$0	\$0	\$0	From Table 4
71	Capital Projects Fund (for PAYGo projects)		\$9,244,563	\$9,244,563	\$9,244,563	\$9,244,563	\$9,244,563	\$9,244,563	From Table 4
72	Emergency Capital Reserves		\$0	\$0	\$0	\$0	\$0	\$0	From Table 4
73	Vehicle & Equipment Replacement Fund		\$0	\$0	\$0	\$0	\$0	\$0	From Table 4
74	Treatment Plant Reserve		\$0	\$0	\$0	(\$492,902)	(\$2,075,326)	(\$1,636,861)	
75	Total Transfers		\$9,244,563	\$9,244,563	\$9,244,563	\$8,751,661	\$7,169,237	\$7,607,702	
76				0.0%	0.0%	-5.3%	-18.1%	6.1%	
77	Net Revenue Requirement		\$29,500,689	\$30,765,721	\$31,073,894	\$34,116,609	\$34,803,583	\$35,652,248	To Table 3
78	Annual Change			4.3%	1.0%	9.8%	2.0%	2.4%	
79	Cumulative Change			4.3%	5.3%	15.6%	18.0%	20.9%	
80									
81	Source: West Bay Sanitary District FY 2021/22 Budget								

	A	B	C	D	E	F	G	H
1	West Bay Sanitary District							
2	Sewer Rate Study							
3	Table 3. Revenue Increases							
4								
5								
6		Estimated	Projected					
7		FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Notes
8	Rate Revenue @ Current Rates							
9	Residential	\$24,549,614						includes manually billed parcels too.
10	Non-Residential	\$5,260,136						
11	Total Rate Revenue @ Current Rates	\$29,809,751	\$29,809,751	\$29,809,751	\$29,809,751	\$29,809,751	\$29,809,751	FY 2020/21 Tax Roll spreadsheet provided by District
12	Plus: Additional Revenue from Residential Growth		91,615	183,230	274,845	366,460	458,075	
13	Adjusted Revenue at Current Rates		\$29,901,366	\$29,992,981	\$30,084,596	\$30,176,211	\$30,267,826	To Below
14								
15	Revenue Requirement	(\$29,500,689)	(\$30,765,721)	(\$31,073,894)	(\$34,116,609)	(\$34,803,583)	(\$35,652,248)	From Table 2
16	To/(From) operations before Rate Incr.	\$309,062	(\$864,355)	(\$1,080,914)	(\$4,032,014)	(\$4,627,372)	(\$5,384,422)	To Table 4
17								
18								
19	Increase in Rate Revenue		2.0%	2.0%	2.0%	2.0%	2.0%	From Table 1B
20	Cumulative Increase in Rate Revenue		2.0%	4.0%	6.1%	8.2%	10.4%	To Table 1A
21	Revenue from Rate Increases							
22	FY 2021-22 (eff. July 1, 2021)		\$598,027	\$599,860	\$601,692	\$603,524	\$605,357	
23	FY 2022-23 (eff. July 1, 2022)			\$611,857	\$613,726	\$615,595	\$617,464	
24	FY 2023-24 (eff. July 1, 2023)				\$626,000	\$627,907	\$629,813	
25	FY 2024-25 (eff. July 1, 2024)					\$640,465	\$642,409	
26	FY 2025-26 (eff. July 1, 2025)						\$655,257	
27	Total Revenue from Rate Increases	\$0	\$598,027	\$1,211,716	\$1,841,418	\$2,487,490	\$3,150,300	
28	Total Current Revenue	\$29,809,751	\$29,901,366	\$29,992,981	\$30,084,596	\$30,176,211	\$30,267,826	From Above
29	Subtotal Revenue	\$29,809,751	\$30,499,393	\$31,204,697	\$31,926,014	\$32,663,701	\$33,418,125	To Line 44
30								
31	STEP System Additional Charge		\$150	\$150	\$150	\$21	\$22	From Table 1B
32	Current STEP System Customers		85	85	85	85	85	
33	Cumulative Additional STEP System Customers		4	4	4	4	4	
34	Subtotal		89	89	89	89	89	
35								
36	Revenue from Additional STEP System Charge Increases							
37	FY 2021-22 (eff. July 1, 2021)		\$13,350	\$13,350	\$13,350	\$13,350	\$13,350	
38	FY 2022-23 (eff. July 1, 2022)			\$13,350	\$13,350	\$13,350	\$13,350	
39	FY 2023-24 (eff. July 1, 2023)				\$13,350	\$13,350	\$13,350	
40	FY 2024-25 (eff. July 1, 2024)					\$1,905	\$1,905	
41	FY 2025-26 (eff. July 1, 2025)						\$1,943	
42	Total Revenue from STEP System Rate Increases		\$13,350	\$26,700	\$40,050	\$41,955	\$43,897	
43	Subtotal Revenue	\$29,809,751	\$30,499,393	\$31,204,697	\$31,926,014	\$32,663,701	\$33,418,125	From Line 30
44		\$29,809,751	\$30,512,743	\$31,231,397	\$31,966,064	\$32,705,656	\$33,462,023	
45	Revenue Requirement	(\$29,500,689)	(\$30,765,721)	(\$31,073,894)	(\$34,116,609)	(\$34,803,583)	(\$35,652,248)	From Above
46	To/(From) operations after Rate Incr.	\$309,062	(\$252,978)	\$157,503	(\$2,150,546)	(\$2,097,928)	(\$2,190,225)	To Table 4

	A	B	C	D	E	F	G	H	I	J	K
1	West Bay Sanitary District										
2	Sewer Rate Study										
3	Table 4. Reserves										
4											
5			Tbl.	Actual	Budgeted						
6			1B	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Notes
7											
8	OPERATING (GENERAL) FUND										
9	Revenue Increases										
10	Beginning Balance					2.0%	2.0%	2.0%	2.0%	2.0%	From Table 1A
11	Surplus/Deficit from Rate Revenue										From Table 3
12	Transfers (To)/From										
13	Revenue Requirement										To Table 2
14	Operating Reserve										(To)/From Below
15	Capital Asset Fund										(To)/From Below
16	Emergency Capital Reserve										(To)/From Below
17	Rate Stabilization Fund										(To)/From Below
18	Vehicle & Equipment Replacement Fund										(To)/From Below
19	Recycled Water Project										
20	OPEB/PERS Unfunded Liabilities										(To)/From Below
21	Treatment Plant Reserve										
22	Subtotal Transfers										
23	Fund Subtotal										all remaining cash after reserves
24	Estimated Interest Earnings (7)										
25	Ending Balance										
26											
27	OPERATING RESERVE										
28	Beginning Balance										
29	Transfers (To)/From										
30	Revenue Requirement										
31	Operating General Fund										
32	Subtotal Transfers										
33	Fund Subtotal										
34	Estimated Interest Earnings (7)										
35	Ending Balance										
36	<i>Minimum Balance (6 mo. operations)</i>										

	A	B	C	D	E	F	G	H	I	J	K
1	West Bay Sanitary District										
2	Sewer Rate Study										
3	Table 4. Reserves										
4											
5			Tbl.	Actual	Budgeted						
6			1B	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Notes
37											
38	CAPITAL ASSET FUND										
39	Beginning Balance			\$3,474,069	\$1,470,549	\$2,935,960	\$4,711,963	\$5,266,272	\$5,650,372		
40	Revenues										
41	Connection Charges			\$500,000	\$505,087	\$505,087	\$505,087	\$505,087	\$505,087	\$505,087	From Table 5
42	Capital Projects										
43	Administration			(\$385,000)	(\$335,000)	(\$1,535,000)	(\$1,535,000)	(\$1,035,000)	(\$35,000)		From Table 5
44	Collection Facilities			(\$7,600,000)	(\$6,500,000)	(\$6,500,000)	(\$2,500,000)	(\$500,000)	(\$500,000)		From Table 5
45	Subsurface Lines & Pumps			(\$95,000)	(\$95,000)	(\$95,000)	(\$95,000)	(\$95,000)	(\$95,000)		From Table 5
46	Pipe Repl & Rehab			(\$3,760,000)	(\$2,960,000)	(\$1,460,000)	(\$5,685,000)	(\$7,357,500)	(\$7,777,000)		From Table 5
47	Capacity			(\$1,500,000)	\$0	\$0	\$0	\$0	\$0		From Table 6
48	Environmental Review			(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)		From Table 5
49	Manhole Raising			(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)		From Table 5
50	Allow for Unanticipated Cap Exp			(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)		From Table 5
51	Vehicles & Equipment			(\$201,750)	(\$201,750)	(\$201,750)	(\$201,750)	(\$201,750)	(\$201,750)		From Table 5
52	Subtotal Expenses			(\$13,751,750)	(\$10,301,750)	(\$10,001,750)	(\$10,226,750)	(\$9,399,250)	(\$8,818,750)		
53											
54	Payment to SVCW (to reduce debt obligation)			\$0	\$0	\$0	\$0	\$0	\$0	\$0	
55											
56	Net Capital Expenditures to be paid by Rates			(\$13,251,750)	(\$9,796,663)	(\$9,496,663)	(\$9,721,663)	(\$8,894,163)	(\$8,313,663)		
57											
58	Transfers (To)/From										
59	Revenue Requirement- PayGo Capital			\$9,244,563	\$9,244,563	\$9,244,563	\$9,244,563	\$9,244,563	\$9,244,563	\$9,244,563	To Table 2
60	Operating General Fund			\$2,000,000	\$2,000,000	\$2,000,000	\$1,000,000	\$0	\$0	\$0	From Above
61	Rate Stabilization Fund			\$0	\$0	\$0	\$0	\$0	\$0	\$0	From Below
62	Subtotal Transfers			\$11,244,563	\$11,244,563	\$11,244,563	\$10,244,563	\$9,244,563	\$9,244,563	\$9,244,563	
63	Fund Subtotal			\$1,466,882	\$2,918,449	\$4,683,860	\$5,234,863	\$5,616,672	\$6,581,272		
64	Estimated Interest Earnings (7)			\$3,667	\$17,511	\$28,103	\$31,409	\$33,700	\$39,488		
65	Ending Balance			\$3,474,069	\$1,470,549	\$2,935,960	\$4,711,963	\$5,266,272	\$5,650,372	\$6,620,760	
66	Target Balance			\$6,000,000	\$6,000,000	\$6,000,000	\$6,000,000	\$6,000,000	\$6,000,000	\$6,000,000	From Table 1B
67											
68	EMERGENCY CAPITAL RESERVES										
69	Beginning Balance			\$4,119,550	\$4,129,849	\$4,909,128	\$4,938,583	\$4,968,214	\$4,998,023		
70	Transfers (To)/From										
71	Revenue Requirements			\$0	\$0	\$0	\$0	\$0	\$0	\$0	To Table 2
72	Operating General Fund			\$0	\$750,000	\$0	\$0	\$0	\$0	\$0	To Above
73	Subtotal Transfers			\$0	\$750,000	\$0	\$0	\$0	\$0	\$0	
74	Fund Subtotal			\$4,119,550	\$4,879,849	\$4,909,128	\$4,938,583	\$4,968,214	\$4,998,023		
75	Estimated Interest Earnings (7)			\$10,299	\$29,279	\$29,455	\$29,631	\$29,809	\$29,988		
76	Ending Balance			\$4,119,550	\$4,129,849	\$4,909,128	\$4,938,583	\$4,968,214	\$4,998,023	\$5,028,011	
77	Minimum Balance			\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	
78	Target Balance			\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	

	A	B	C	D	E	F	G	H	I	J	K
1	West Bay Sanitary District										
2	Sewer Rate Study										
3	Table 4. Reserves										
4											
5			Tbl.	Actual	Budgeted						
6			1B	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Notes
79											
80	RATE STABILIZATION FUND										
81	Beginning Balance			\$4,257,666	\$4,268,310	\$6,305,920	\$8,355,756	\$10,417,890	\$10,480,397		
82	Payment to SVCW			\$0	\$0	\$0	\$0	\$0	\$0	\$0	
83	Transfers (To)/From										
84	Operating General Fund			\$0	\$2,000,000	\$2,000,000	\$2,000,000	\$0	\$0	\$0	To Table 2
85	Recycled Water Project Fund			\$0	\$0	\$0	\$0	\$0	\$0	\$0	
86	Capital Fund			\$0	\$0	\$0	\$0	\$0	\$0	\$0	To Above
87	Subtotal Transfers			\$0	\$2,000,000	\$2,000,000	\$2,000,000	\$0	\$0	\$0	
88	Fund Subtotal			\$4,257,666	\$6,268,310	\$8,305,920	\$10,355,756	\$10,417,890	\$10,480,397		
89	Estimated Interest Earnings (7)			\$10,644	\$37,610	\$49,836	\$62,135	\$62,507	\$62,882		
90	Ending Balance			\$4,257,666	\$4,268,310	\$6,305,920	\$8,355,756	\$10,417,890	\$10,480,397	\$10,543,280	
91	<i>Target Balance</i>			<i>\$10,000,000</i>	<i>\$10,000,000</i>	<i>\$10,000,000</i>	<i>\$10,000,000</i>	<i>\$10,000,000</i>	<i>\$10,000,000</i>	<i>\$10,000,000</i>	revised per 2021 Board policy
92											
93											
94	VEHICLE & EQUIPMENT REPLACEMENT FUND										
95	Beginning Balance			\$ 816,217	\$ 818,258	\$ 994,188	\$ 1,000,153	\$ 1,006,154	\$ 1,012,191		
96	Transfers (To)/From										
97	Revenue Requirement			\$0	\$0	\$0	\$0	\$0	\$0	\$0	To Table 2
98	Operating General Fund			\$0	\$170,000	\$0	\$0	\$0	\$0	\$0	
99	Subtotal Transfers			\$0	\$170,000	\$0	\$0	\$0	\$0	\$0	
100	Fund Subtotal			\$ 816,217	\$ 988,258	\$ 994,188	\$ 1,000,153	\$ 1,006,154	\$ 1,012,191		
101	Estimated Interest Earnings (7)			\$2,041	\$5,930	\$5,965	\$6,001	\$6,037	\$6,073		
102	Ending Balance			\$816,217	\$818,258	\$994,188	\$1,000,153	\$1,006,154	\$1,012,191	\$1,018,264	
103	<i>Target Balance</i>			<i>\$1,000,000</i>	<i>\$1,000,000</i>	<i>\$1,000,000</i>	<i>\$1,000,000</i>	<i>\$1,000,000</i>	<i>\$1,000,000</i>	<i>\$1,000,000</i>	
104											
105	TREATMENT PLANT RESERVE FUND										
106	Beginning Balance			\$ -	\$ 2,506,250	\$ 5,036,288	\$ 7,581,505	\$ 9,646,135	\$ 10,131,234		
107	Transfers (To)/From										
108	Revenue Requirement			\$0	\$0	\$0	(\$492,902)	(\$2,075,326)	(\$1,636,861)		To Table 2
109	Operating General Fund			\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	
110	Subtotal Transfers			\$2,500,000	\$2,500,000	\$2,500,000	\$2,007,098	\$424,674	\$863,139		
111	Fund Subtotal			\$ 2,500,000	\$ 5,006,250	\$ 7,536,288	\$ 9,588,603	\$ 10,070,809	\$ 10,994,373		
112	Estimated Interest Earnings (7)			\$6,250	\$30,038	\$45,218	\$57,532	\$60,425	\$65,966		
113	Ending Balance			\$0	\$2,506,250	\$5,036,288	\$7,581,505	\$9,646,135	\$10,131,234	\$11,060,339	
114	<i>Target Balance</i>			<i>\$2,500,000</i>	<i>\$4,500,000</i>	<i>\$6,500,000</i>	<i>\$8,500,000</i>	<i>\$10,500,000</i>	<i>\$12,000,000</i>		
115											

	A	B	C	D	E	F	G	H	I	J	K
1	West Bay Sanitary District										
2	Sewer Rate Study										
3	Table 4. Reserves										
4											
5			Tbl.	Actual	Budgeted						
6			1B	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Notes
116	UNRESTRICTED RECYCLED WATER PROJECT FUND										
117	Beginning Balance				\$229,869	\$7,593,665	\$7,639,227	\$7,685,063	\$7,731,173	\$7,777,560	
118											
119	SRF Reimbursement										
120	Expenditures										
121											
122	Transfers (To)/From										
123	Revenue Requirements				\$0	\$0	\$0	\$0	\$0	\$0	
124	Operating Fund				\$7,344,859	\$0	\$0	\$0	\$0	\$0	
125	Rate Stabilization Reserve				\$0	\$0	\$0	\$0	\$0	\$0	
126	Capital Asset Fund				\$0	\$0	\$0	\$0	\$0	\$0	From Above
127	Subtotal Transfers				\$7,344,859	\$0	\$0	\$0	\$0	\$0	
128	Fund Subtotal				\$7,574,728	\$7,593,665	\$7,639,227	\$7,685,063	\$7,731,173	\$7,777,560	
129	Estimated Interest Earnings (7)				\$18,937	\$45,562	\$45,835	\$46,110	\$46,387	\$46,665	
130	Ending Balance				\$229,869	\$7,593,665	\$7,639,227	\$7,685,063	\$7,731,173	\$7,777,560	\$7,824,225
131	Target Balance				\$8,000,000	\$8,000,000	\$8,000,000	\$8,000,000	\$8,000,000	\$8,000,000	
132											
133	OPEB/PERS Unfunded Liabilities										
134	Beginning Balance				\$237,452	\$242,201	\$247,045	\$251,985	\$257,025	\$262,166	
135	Transfers (To)/From										
136	Revenue Requirements				\$0	\$0	\$0	\$0	\$0	\$0	From Table 2
137	Additional Liability Payment				\$0	\$0	\$0	\$0	\$0	\$0	
138	Operating Fund				\$0	\$0	\$0	\$0	\$0	\$0	From Above
139	Subtotal Transfers				\$0	\$0	\$0	\$0	\$0	\$0	
140	Fund Subtotal				\$237,452	\$242,201	\$247,045	\$251,985	\$257,025	\$262,166	
141	Estimated Interest Earnings				\$4,749	\$4,844	\$4,941	\$5,040	\$5,141	\$5,243	2% earnings per year (District)
142	Ending Balance				\$237,452	\$242,201	\$247,045	\$251,985	\$257,025	\$262,166	\$267,409
143	Unfunded Liability + OPEB Target				502,455	502,455	200,000	200,000	200,000	200,000	Per District

	A	B	C	D	E	F	G	H	I	J
1	West Bay Sanitary District									
2	Sewer Rate Study									
3	Table 5. Capital Projects									
4										
5				Budgeted	Projected				Five-Year	
6				FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Subtotal
7		Administration								
8		District Office Interior		10,000	10,000	10,000	10,000	10,000	10,000	-
9		District Office Exterior		10,000	10,000	10,000	10,000	10,000	10,000	-
10		Server Replacement Program		15,000	15,000	15,000	15,000	15,000	15,000	-
11		Corporate Yard Renovation Feasibility Study		350,000	300,000	1,500,000	1,500,000	1,000,000	-	4,300,000
12		Administration Subtotal		385,000	335,000	1,535,000	1,535,000	1,035,000	35,000	4,300,000
13		Collection Facilities								
14		Metal Storage Building 1		852,550	-	-	-	-	-	-
15		Metal Storage Building 2		247,450	-	-	-	-	-	-
16		FERRF (Levee)		6,500,000	6,000,000	6,000,000	2,000,000	0	-	14,000,000
17		FEF		-	500,000	500,000	500,000	500,000	500,000	2,500,000
18		Collection Facilities Subtotal		\$7,600,000	\$6,500,000	\$6,500,000	\$2,500,000	\$500,000	\$500,000	16,500,000
19		Equipment Replacement								
20		Flo Dar Equipment (Flow Meters)		36,750	36,750	36,750	36,750	36,750	36,750	-
21		Vehicle Replacement		165,000	165,000	165,000	165,000	165,000	165,000	-
22		Large Diameter Trunkline Cleaning & CCTV		-	-	-	-	-	-	-
23		Equipment Replacement Subtotal		201,750	201,750	201,750	201,750	201,750	201,750	-
24		Subsurface Lines & Other Capital								
25		Pump & Valve Replacement Program		\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	-
26		Private Pump & Panel Replacements		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	-
27		Pump Station Repair & Replacements		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	-
28		Flow Monitoring Study		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	-
29		Subsurface Lines & Other Subtotal		\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$0
30										
31		Pipe Replacement and Rehabilitation								
32		Levee Survey & GPS Update		\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	300,000
33		Pump Station Miscellaneous		-	200,000	-	200,000	-	200,000	600,000
34		Bay Road North		-	-	-	-	-	-	-
35		Gilbert		-	-	-	1,500,000	-	-	-
36		Isabella, Gilbert & Bay North Phase 2		2,500,000	-	-	-	-	-	-
37		Atherton Civic Center		-	-	-	-	-	-	-
38		Isabella		-	-	-	-	-	-	-
39		Willow Road PS - Piping		-	200,000	-	-	-	-	200,000
40		Santa Margarita		-	-	-	700,000	-	-	700,000
41		Camino al Lago		-	-	-	1,155,000	-	-	1,155,000
42		Santa Cruz		-	-	-	-	700,000	1,004,000	1,704,000
43		Avy		-	-	-	175,000	-	-	175,000
44		Vine		-	-	-	770,000	-	-	770,000
45		Marsh Road CIPP (Remaining)		-	-	-	1,125,000	-	-	1,125,000
46		Westminster		-	-	-	-	5,000,000	-	5,000,000
47		Stowe Lane Pump Station		200,000	-	-	-	1,300,000	-	1,300,000
48		Stowe Lane PS xcrossing SFPUC sag		-	-	-	-	297,500	-	297,500
49		ECR @ Glenwood		-	-	-	-	-	500,000	500,000
50		University		-	-	-	-	-	1,800,000	1,800,000
51		Alameda Campo Bello to Harrison (Bad Soil)		-	-	-	-	-	900,000	900,000
52		Hermosa		-	-	-	-	-	1,400,000	1,400,000
53		College Park		-	-	-	-	-	-	-

	A	B	C	D	E	F	G	H	I	J
1		West Bay Sanitary District								
2		Sewer Rate Study								
3		Table 5. Capital Projects								
4										
5				Budgeted	Projected				Five-Year	
6			FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Subtotal	
54		Downtown	-	-	-	-	-	-	-	-
55		Flood Park	-	-	-	-	-	700,000	700,000	700,000
56		East Palo Alto	-	-	-	-	-	-	-	-
57		Menalto Easements	-	-	-	-	-	-	-	-
58		Lorelei	-	-	-	-	-	-	-	-
59		Sharon Heights (Basin 60)	-	-	-	-	-	-	-	-
60		Walsh (Basin 50)	-	-	-	-	-	-	-	-
61		Weekend Acres/SLAC (Basin 40)	-	-	-	-	-	-	-	-
62		Encinal A	-	-	-	-	-	-	-	-
63		Ladera (Basin 30)	-	-	-	-	-	-	-	-
64		Portola Valley (Basin 10)	-	-	-	-	-	-	-	-
65		Los Trancos (Basin 20)	-	-	-	-	-	-	-	-
66		101 Crossing (SD xcrossing)	-	-	-	-	-	-	-	-
67		Stevenson	-	-	-	-	-	-	-	-
68		MacBain	-	-	400,000	-	-	-	-	400,000
69		Elena	-	-	-	-	-	-	-	-
70		Fair Oaks	-	-	-	-	-	-	-	-
71		Encinal B	-	-	-	-	-	-	-	-
72		Berkeley	-	-	-	-	-	1,213,000	1,213,000	1,213,000
73		Bayfront Entry Improvements	1,000,000	2,500,000	1,000,000	-	-	-	-	3,500,000
74		Pipe Replacement and Rehabilitation Subtotal	3,760,000	2,960,000	1,460,000	5,685,000	7,357,500	7,777,000	23,739,500	23,739,500
75		Capacity								
76		Lower Ringwood	1,500,000	-	-	-	-	-	-	-
77		Valparaiso	-	-	-	-	-	-	-	-
78		Willow Gravity Main	-	-	-	-	-	-	-	-
79		Upper Ringwood	-	-	-	-	-	-	-	-
80		Santa Cruz Avy	-	-	-	-	-	-	-	-
81		Cambridge Laurel	-	-	-	-	-	-	-	-
82		Middlefield at Fair Oaks	-	-	-	-	-	-	-	-
83		Capacity Subtotal	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
84		Other								
85		Construction Projects Environmental Review	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
86		Manhole Raising	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
87		Allow for Unanticipated Cap Exp	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
88		Other Subtotal	\$210,000	\$210,000	\$210,000	\$210,000	\$210,000	\$210,000	\$210,000	\$1,050,000
89										
90		Total Capital Expenses	\$13,751,750	\$10,301,750	\$10,001,750	\$10,226,750	\$9,399,250	\$8,818,750	\$45,589,500	\$45,589,500
91		Less: Connection Fee Revenue	(\$500,000)	(\$505,087)	(\$505,087)	(\$505,087)	(\$505,087)	(\$505,087)	(\$2,525,435)	(\$2,525,435)
92		Net PAYGo Capital Expenses	\$13,251,750	\$9,796,663	\$9,496,663	\$9,721,663	\$8,894,163	\$8,313,663	\$43,064,065	\$43,064,065
93		to be paid by Rates						5-year CIP Average:	\$9,244,563	
94										

	A	B	C	D	E	F	G	H
1	West Bay Sanitary District							
2	Sewer Rate Study							
3	Table 6. WBSD Service							
4								
5		Budgeted			Projected			
6		FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Notes
7	Debt Coverage Ratio							
8	Revenue Sources							
9	Sewer Service Charges	\$29,809,751	\$30,512,743	\$31,231,397	\$31,966,064	\$32,705,656	\$33,462,023	From Table 3
10	Flow Equalization Cost Sharing	\$368,490	\$388,388	\$400,040	\$0	\$0	\$0	From Table 2
11	Permit & Inspection Fees	\$100,000	\$101,000	\$102,010	\$103,030	\$104,060	\$105,101	From Table 2
12	Other Operating Revenue (Los Altos Hills, Woodside)	\$663,781	\$683,694	\$704,205	\$725,331	\$747,091	\$769,504	From Table 2
13	Other Non-Operating Income (excl. interest)	\$1,000	\$1,010	\$1,020	\$1,030	\$1,041	\$1,051	From Table 2
14	Sharon Heights SRF	\$662,911	\$662,911	\$662,911	\$662,911	\$662,911	\$662,911	From FY 2021-22 Budget
15	Connection fees	\$500,000	\$505,087	\$505,087	\$505,087	\$505,087	\$505,087	From Table 5
16	Investment Interest	\$121,614	\$287,772	\$288,932	\$274,899	\$251,063	\$230,014	
17	Subtotal	\$32,227,547	\$33,142,606	\$33,895,602	\$34,238,353	\$34,976,909	\$35,735,691	
18								
19	Operating Expenses							
20	SVCW Operating Expenses	(\$6,247,706)	(\$6,410,576)	(\$6,602,893)	(\$6,800,980)	(\$7,005,009)	(\$7,215,160)	From Table 2
21	SVCW Operating Expenses due to growth	\$0	(\$23,891)	(\$48,407)	(\$73,565)	(\$99,382)	(\$125,877)	
22	WBSD Operating Expenses	(\$9,078,311)	(\$10,065,569)	(\$10,057,238)	(\$10,529,135)	(\$10,877,777)	(\$11,383,882)	
23	Subtotal	(\$15,326,017)	(\$16,500,035)	(\$16,708,538)	(\$17,403,680)	(\$17,982,169)	(\$18,724,919)	
24								
25	Net Revenue	\$16,901,530	\$16,642,571	\$17,187,064	\$16,834,673	\$16,994,741	\$17,010,772	
26								
27	Debt Service							
28	SVCW Debt Service							
29	2018 Bond (\$55 million)	\$1,839,213	\$1,834,338	\$1,837,963	\$1,834,963	\$1,835,338	\$1,838,838	From Table 2
30	2021A Refunding Bonds (\$55.7 million)	\$2,521,854	\$2,515,891	\$2,511,506	\$2,524,679	\$2,517,522	\$2,510,668	From Table 2
31	2021B Refunding Bonds (\$55.7 million)	\$221,419	\$221,675	\$219,800	\$217,675	\$220,175	\$217,300	From Table 2
32	SVCW SRF for WWTP Phase I (C-06-5216-120)	\$506,765	\$506,765	\$506,765	\$506,765	\$506,765	\$506,765	From Table 2
33	SVCW SRF Conveyance Planning Loan (\$4.1 million)	\$0	\$0	\$0	\$143,482	\$143,482	\$143,482	From Table 2
34	SWRCB SRF Loan (RESCU)	\$0	\$0	\$0	\$1,682,633	\$1,682,633	\$1,682,633	From Table 2
35	New WIFIA Loan(s)	\$0	\$0	\$0	\$0	\$0	\$0	From Table 2
36	Subtotal	\$5,089,251	\$5,078,669	\$5,076,034	\$6,910,197	\$6,905,915	\$6,899,685	
37	Sharon Heights SRF	\$662,911	\$662,911	\$662,911	\$662,911	\$662,911	\$662,911	Per District budget FY 2021-22
38	Total Debt Service	\$5,752,162	\$5,741,580	\$5,738,945	\$7,573,108	\$7,568,826	\$7,562,596	
39								
40								
41	Debt coverage ratio	2.94	2.90	2.99	2.22	2.25	2.25	
42								



WEST BAY SANITARY DISTRICT

PUBLIC HEARING ON PROPOSED INCREASE IN SEWER SERVICE CHARGES April 27, 2022

(Please Share This Information with Tenants)



The West Bay Sanitary District provides sewer service to approximately 55,000 customers in areas of Menlo Park, Atherton, Portola Valley, East Palo Alto, Woodside, and Unincorporated San Mateo and Santa Clara Counties. The District, established in 1902, owns and operates more than 200 miles of public sewer pipelines and 13 pumping stations throughout the service area. The District's sewer system is aging. To meet our goal of providing safe, reliable service to our customers, the District proposes a sewer service rate change effective July 1, 2022, through the property tax bill for FY 2022/23.

To ensure proper maintenance of the collection system and proper connections to the system, the District employs 31 people. The District's fiscal year begins on July 1 and ends on June 30 of the following year. Customers are billed annually on the San Mateo County tax rolls.

Collection System Infrastructure Replacements

Since 2010, the District has been committed to a system-wide rehabilitation and replacement infrastructure program. The District's goal is to proactively replace the entire 210-mile sewer system before it reaches the end of its useful life. More than half of the District's sewer lines are in excess of 50 years old. These older lines often experience heavy root intrusion, corrosion, and local failures. Gaps in the pipeline system admit groundwater during wet weather; this additional water floods the system and, if severe, could result in overflows from the existing system manholes. During heavy storm events the regional plant relies on the Flow Equalization Facility (FEF) behind Bedwell Park in Menlo Park, to store raw wastewater until it can be treated at the regional plant. The levee around the FEF must be raised to protect the site and the San Francisco Bay from contamination. The additional rain and groundwater increases the flows that need treatment at the regional treatment plant (see below). The estimated cost of this infrastructure program, for the District's service area, is approximately \$9.7 million annually, which has increased significantly in recent years as construction costs continue to rise at a rate greater than inflation.



Cracked Clay Sewer Pipe

In addition, the District has implemented an aggressive preventive maintenance program in accordance with guidelines established by the State Water Resources Control Board. In order to continue to fund these sewer system operations and infrastructure improvements on a pay-as-you-go basis, which ultimately keeps costs down for the ratepayers, the sewer service charge must be increased slightly in fiscal year 2022/23.

SVCW Treatment Plant Improvements

The District sends wastewater north to the Silicon Valley Clean Water (SVCW) Wastewater Treatment Plant, located in Redwood Shores. The SVCW facility also treats wastewater from Redwood City, San Carlos, and Belmont. The District's share of operating costs for SVCW are approximately \$7M per year. In addition, in 2008, SVCW began a significant program to plan, design, and construct over \$931 million in capital improvement projects through 2030. These projects replace aging facilities and enable the treatment plant to meet more stringent wastewater permit requirements. The cost of funding the District's portion of these critical projects must be incorporated in the sewer rates, and are defined as a separate wastewater component of the rates. This cost represents a large majority of the required sewer service charge increase.

Proposed Rates

A sewer service charge rate study, completed by the District's rate consultant, HF&H Consultants (HF&H), found District rates need to increase to cover operating and capital expenses for fiscal year 2022/23. A cost-of-service analysis was completed in February 2022 to ensure each customer class's proportionate share of the District's costs was accurate. Residential and Commercial/industrial rates are proposed to increase by 2.0%.

Approximately 89 homes in the Portola Valley area (located within the On-Site Wastewater Disposal Zone) pay higher charges for the maintenance of the STEP or Grinder Sewer Collection Systems that they require. The District currently charges an additional \$620 annually to maintain these collection systems. To realign charges with the cost of service, charges for the maintenance of the STEP/Grinder Sewer Collection Systems are proposed to increase annually over five fiscal years. For fiscal year 2022/23, the third of five years, the proposed STEP/Grinder Sewer Collection System charge is \$770, an increase of \$150.

Non-residential customers pay charges based on their metered water use from the prior twelve months (measured in CCF or hundred cubic feet). Each non-residential charge is the product of the customer's flow multiplied by the rate corresponding to the customer's class. Industrial customers are billed based on each customer's prior annual flow and the strength of the customer's wastewater based on sampling data.

Summary of Current and Proposed Rates

	Current FY 2021/22	Proposed FY 2022/23
Residential (per Dwelling Unit)		
Single Family, Multi-Family	\$1,255	\$1,280
On-site Wastewater Disposal Zone	\$1,875	\$2,050
Commercial (per CCF)		
Retail/Commercial	\$10.11	\$10.31
Institution/Public	\$9.47	\$9.66
Restaurants	\$21.30	\$21.73
Supermarkets with Grinders	\$21.54	\$21.97
Hospitals	\$10.46	\$10.67
Hotels with Dining Facilities	\$17.20	\$17.54
Industrial		
Flow rate (per CCF)	\$7.46	\$7.61
BOD (per pound)	\$1.31	\$1.34
TSS (per pound)	\$1.50	\$1.53

Single-Family Rate Breakdown

Component	Current	Proposed (per dwelling unit) FY2022/23
Collection	\$691 (55%)	\$756 (59%)
Treatment	\$564 (45%)	\$524 (41%)
Total	\$1,255	\$1,280

Fairness Principle

Customers pay only for the proportional cost of their service. The proposed rate increase will provide funds to pay for the District’s planned operational costs, capital improvements through June of 2023 (including engineering, administrative, and implementation costs.) The proposed rate increase will also cover the ongoing SVCW Operations & Maintenance costs, as well as, repay the District’s share of principal and interest on SVCW loans and bonds, for their capital construction during this period.



SVCW Regional Treatment Plant

Emergency Service

The District provides 24-hour emergency service. We recommend that you always contact the District in the event that you are having a problem with your sewer pipelines. District Emergency Response crews will check the main line sewer to ensure that it is flowing correctly, and will advise you if the problem is located in the portion of the sewer from the main line to your home (this portion is your private sewer lateral).

If your property has a conforming cleanout (which looks like a 4-inch capped pipe near the street or near your home), District crews will perform a courtesy cleaning of your sewer pipe. If you do not have a conforming clean out, it is recommended that you install one. A permit must be obtained from the District office. The District will then provide a courtesy cleaning. All new installations require conforming cleanouts. Please visit our website for more information.

www.westbaysanitary.org



West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025-3427

Important Information – Notice of Public Hearing
Wednesday, April 27, 2022 at 7:00 p.m.

Presorted
First Class
U.S. Postage
Paid
San Bruno, CA
Permit No. 655



WEST BAY SANITARY DISTRICT
NOTICE OF PUBLIC HEARING

Notice is given that the Board of Directors of West Bay Sanitary District will conduct a Regular Meeting and Public Hearing on **Wednesday evening, April 27, 2022 at 7:00 p.m.**

The location of the meeting: West Bay Sanitary District
Ronald W. Shepherd Administration Building
500 Laurel Street
Menlo Park, California 94025 or by Zoom or Telephone
<https://us06web.zoom.us/j/87293196887?pwd=eVhJclByK254czFyUUFPcnJYMWUzdz09>
Meeting ID: 872 9319 6887 Passcode: 980806 or telephone 669-900-6833 Meeting ID: 872 9319 6887
Passcode: 980806

The purpose of the Public Hearing will be to consider a proposed increase in Sewer Service Charge fees for all District customers, for fiscal year 2022/23. At the Public Hearing, any interested persons may address the District Board. The proposed rates are \$1,280 per Single Family Residence for fiscal year 2022/23, which is a \$25 increase from fiscal year 2021/22. For customers in the On-Site Wastewater Disposal Zone, the proposed rates are \$2,050 for fiscal year 2022/23, which is a \$175 increase from fiscal year 2021/22. Proposed rates for Commercial or Industrial Customers are set forth on Page One of this Notice.

If you wish to file a written protest, please send a letter in a sealed envelope to the address above. Your letter must identify the real property you own or rent by street address and assessor’s parcel number (APN). Your letter must be legibly signed by any one of the current property owners or ratepayers of record. The District must receive your letter in a sealed envelope by 4:00 p.m. on April 27, 2022, or it must be presented at the District Board meeting on April 27, 2022 prior to the close of the public hearing. Any person interested, including all sanitary sewer customers of the West Bay Sanitary District, may appear at the public hearing and be heard on any matter related to the proposed increase in rates. At the public hearing, the agency shall consider all written protests against the proposed fees. If written protests against the proposed fees are presented by a majority of District customers, the District shall not adjust the fees. **6-50**



WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) Administrative:

- a. An accessory dwelling unit on Saratoga in East Palo Alto was installed in a public utility easement. Staff is working with the property owner to remove the structure or pay to relocate the public sewer main.
- b. HF&H presented during the Sewer Service Charge and Connection Fee Rate Study workshop. The Board chose to consider a 2% rate increase.
- c. Admin Staff is working from home two days per week during the latest COVID-19 surge.
- d. District Staff is preparing to present to the City Council on the recycled water facility at Bayfront in order to update the current Council on the District's reclaimed water efforts. The reclaimed water purveyorship MOU will also be discussed during the presentation.

2) Finance:

- a. The District Manager received a proposal from West Yost & Associates to pursue grant opportunities for recycled water and our aging infrastructure. The proposal is approximately \$13 thousand. Staff is drafting an agreement and will be reviewed by District Counsel.
- b. The Finance Manager and Project's & IT Manger have been working closely with HF&H on the connection fee study. The connection fee study will consider Silicon Valley Clean Water's (SVCW) infrastructure improvement needs.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. The National Fish and Wildlife Foundation (NFWF) who awarded the District a \$3.9M grant for the levee project hosted a meeting on January 31, 2022 for all grantees.
- ii. F&L is working on the permitting of the levee project in anticipation of construction later in 2022. Coordination with SVCW is taking place regularly.

b. Construction Capital Improvement Program (CIP)

- i. The Metal Storage Building at the Flow Equalization Resource Recovery Facility is nearing completion. The siding and roof are now installed as well as most of the electrical. The roll-up doors should be in by March according to the contractor.

Report to the District Board for the Regular Meeting of February 9, 2022

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

- 4) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. Crews are catching up on pipeline maintenance after the latest COVID-19 surge caused many absences.
 - b. **Training:**
 - i. Accident Investigation training took place on January 31, 2022.
- 5) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. Staff investigated an odor complaint downstream of the facility adjacent to the golf course and found that the resident has not replaced a known plumbing problem.
 - ii. 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. District Counsel has drafted an agreement for certain developers in the Bayfront area for the Bayfront Recycled Water Facility.
 - c. **Menlo Country Club:**
 - i. Menlo Country Club (Club) is moving forward with a flow study to review the actual flows in the nearby collection system. According to the Club, the County is aware of the flow study and their efforts.
 - d. **West Bay:**
 - i. Staff and Legal Counsel have executed 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.
- 6) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. Staff has placed an order for its first fully electric vehicle. The vehicle is an SUV by Ford Motors. The lease has been approved in the District FY21/22 budget.
- 7) **Personnel:**
 - i. Several field staff were in quarantine because of exposure to COVID-19 within their families.
 - ii. The office remains opened with alternating staff overseeing the front counter.
- 8) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesday, February 9, 2022 and February 23, 2022.
- 9) **Misc. Items:**
 - a. **LAFCo:** District Staff is reviewing the draft Municipal Services Review report.
 - b. **West Bay:** The District experienced 0 SSO's in January 2022.
 - c. **Town of Los Altos Hills:** The Town experienced 0 SSO's in January 2022.
 - d. **Town of Woodside:** The Town did not experience any SSO's in all of 2021.

Report to the District Board for the Regular Meeting of February 9, 2022

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *February 9th, 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 February 9, 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.

January 26, 2022 update: State indoor mask mandate in effect until February 15. Front office staff is working from home two days per week to limit exposure.

February 9, 2022 update: Staff is working with DuALL Safety to update the response plan and will incorporate the latest CDC guidelines and requirements.

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 9**

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
2022	Treated	Delivered
January	4.4MG	97KG

* 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.

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

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.

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

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.

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 12**

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.

THIS PAGE LEFT INTENTIONALLY BLANK