



*1902 - Serving Our Community for over 120 Years - 2024*

**WEST BAY SANITARY DISTRICT**

**AGENDA OF BUSINESS**

**REGULAR MEETING OF THE DISTRICT BOARD**

**WEDNESDAY, JANUARY 10, 2024 AT 7:00 P.M.**

**RONALD W. SHEPHERD ADMINISTRATION BUILDING,  
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025**

**Board Members**

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

**General Manager**

Sergio Ramirez

**District General Counsel**

Anthony Condotti, Esq.

**AGENDA OF BUSINESS**

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

**<https://us06web.zoom.us/j/82550583711?pwd=FuWJrnmLKZZ4r24lQwy8rHZ97E6oMS.1>**

**Meeting ID: 825 5058 3711 Passcode: 723927**

1. Call to Order and Roll Call
2. Communications from the Public
3. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Eng and Kim (350 Grove Drive, Portola Valley) Pg. 5-1
4. Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Eng and Kim (350 Grove Drive Portola Valley) Pg. 6-1
5. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Trig (118 Mapache Drive, Portola Valley) Pg. 5-1
6. Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Trig (118 Mapache Drive Portola Valley) Pg. 6-1
7. Consent Calendar

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

  - A. Approval of Minutes for Regular meeting December 13, 2023 Pg. 7A-1
  - B. Approval of Minutes Special meeting January 3, 2024 Pg. 7B-1

- C. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters through December 31, 2023 Pg. 7C-1
  - D. WBSD Operations and Maintenance Report – December 2023 Pg. 7D-1
  - E. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2023 Pg. 7E-1
  - F. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – December 2023 Pg. 7F-1
  - G. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 350 Grove Drive, Portola Valley, Lands of Eng and Kim Pg. 7G-1
  - H. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 118 Mapache Drive, Portola Valley, Lands of Trig Pg. 7H-1
  - I. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 1165 Los Trancos Road, Portola Valley, Lands of Juelsgaard Pg. 7I-1
- 8. General Manager's Report Pg. 8-1
  - 9. Ratify Investment Transfer Pg. 9-1
  - 10. Consider Adopting Resolution Approving Master Fee Schedule (2024) Pg. 10-1
  - 11. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 11-1
  - 12. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 12-1
  - 13. Report and Discussion on South Bayside Waste Management Authority (SBWMA) including Solid Waste Franchise Re-Assignment Pg. 13-1
  - 14. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 14-1
  - 15. Closed Session
    - A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS  
Agency designated representatives: Board President/Legal Counsel  
Unrepresented employee: General Manager
  - 16. Consider Approving End-of-Year Goals and Objectives Performance Compensation for the General Manager Pg. 16-1
  - 17. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
  - 18. 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:** *Fariborz Heydari, P.E. Project Manager*

**Subject:** *Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Jonathan L. Eng and Joanna Y. Kim (350 Grove Drive, Portola Valley)*

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### Background

On November 8, 2023, the Board adopted a Resolution of intention to annex the parcel referenced above to the District's On-Site Wastewater Disposal Zone. The Public Hearing date was established as January 10, 2024.

### Analysis

The District's ***Master Resolution Governing Annexations of Territory to the West Bay Sanitary District On-Site Disposal Zone*** states: "Pursuant to Section 6959 of the Health and Safety Code, the date of the Public Hearing shall be commenced no less than 45 days nor more than 60 days from the date of adoption of the Resolution of Intention, and the Public Hearing shall be completed no more than 90 days after the first day of the hearing."

In accordance with Section 6960, and 6960.1 of the same code, reviews and reports of findings are required of both the County Health Officer and Regional Water Quality Control Board. Additionally, Section 6960.3 of this code requires the review and approval by a local agency formation commission, which has adopted rules and regulations affecting the functions and services of special districts.

The San Mateo County Health Officer has responded by a letter of approval dated December 18, 2023, a copy of which is attached; the San Francisco Bay Regional Water Quality Control Board responded by a letter of approval dated December 12, 2023, a copy of which is attached; and the San Mateo Local Agency Formation Commission has approved per their Resolution No. 1296 dated September 21, 2023, a copy of which is attached.

### Fiscal Impact

Property owners have paid all annexation fees, and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

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**Report to the District Board for the Regular Meeting of January 10, 2023**

Recommendation

The Board is asked to close the Public Hearing following public comment.

Attachments: San Mateo County Health Officer Letter

San Francisco Bay Regional Water Quality Control Board Letter

San Mateo Local Agency Formation Commission Resolution No. 1296

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## COUNTY OF SAN MATEO

Heather Forshey, MS, REHS  
Director

Environmental Health Services  
San Mateo County Health  
2000 Alameda de las Pulgas  
Suite 100  
San Mateo, CA 94403  
[smchealth.org](http://smchealth.org)

December 18, 2023

APN 079-021-020

Todd Reese  
West Bay Sanitary District  
500 Laurel Street  
Menlo Park, CA 94025

Dear Mr. Reese:

**SUBJECT: ANNEXATION, 350 GROVE DRIVE, PORTOLA VALLEY,  
APN 079-021-020**

Thank you for the December 12, 2023, letter of *Intention to Annex Certain Territory* to District's On-Site Wastewater Disposal Zone for the subject parcel. County Environmental Health has reviewed the letter of intent and has no objection to the annexation of this parcel into the District's on-site wastewater disposal zone. The existing onsite wastewater treatment systems (OWTS) must be destroyed under permit with Environmental Health upon connection to the West Bay system.

Should you have any questions, please call me at (650) 372-6279.

Sincerely,

Supervisor Water Protection and Land Use Programs

cc: Planning Director, Town of Portola Valley



SAN MATEO  
COUNTY HEALTH

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## San Francisco Bay Regional Water Quality Control Board

December 12, 2023

File: CW-255833

Bill Kitajima ([bkitajima@westbaysanitary.org](mailto:bkitajima@westbaysanitary.org))

Projects & IT Manager

West Bay Sanitary District

500 Laurel Street

Menlo Park, California 94025-3486

### **Approval to Annex Certain Territory (Lands of Eng and Kim) to the West Bay Sanitary District On-Site Wastewater Disposal Zone: APN: 079-021-020**

Dear Bill Kitajima:

The Regional Water Board hereby approves the annexation of the subject parcel to the On-Site Wastewater Disposal Zone of the West Bay Sanitary District (District). The property owners applied to the District for annexation “for the purpose of obtaining sewer service for a single-family residence.” To connect to existing District sewer facilities, the property owners require a Grinder Pump System that the District must maintain. Therefore, this parcel must be annexed into the District's disposal zone.

The Regional Water Board's approval is conditional upon the District (1) retaining responsibility for operation and maintenance of the grinder pump system, and (2) ensuring the proper operation and maintenance of the other sewerage facilities serving the parcel. Disposal of sewage onto soils within the disposal zone is not approved.

If you have any questions, please contact me at (510) 622-2407, or via e-mail at [gaurav.mittal@waterboards.ca.gov](mailto:gaurav.mittal@waterboards.ca.gov).

Sincerely,

Gaurav Mittal  
Water Resource Control Engineer

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JAYNE BATTEY, CHAIR | EILEEN WHITE, EXECUTIVE OFFICER

**2022-076637 CONF**

10:56 am 11/01/2022 CCL Fee: NO FEE

Count of Pages 8

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



(This space for Recorder's use only)

**RECORDING REQUESTED BY:**

SAN MATEO LAFCO  
LOCAL AGENCY FORMATION COMMISSION

**WHEN RECORDED, PLEASE SEND TO:**

San Mateo LAFCo

LAF 124

**SHORT-FORM DESIGNATION OF DOCUMENT:**

Annexation of 350 Grove Drive, Portola Valley to the West Bay Sanitary District

**RECORDER'S CODE: CCL**

(Exempt from filing fees per Government Code 6103)

SAN MATEO



## LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

### CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo, is Annexation of 350 Grove Drive, Portola Valley to the West Bay Sanitary District.
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

#### City or District

#### Type of Change of Organization

West Bay Sanitary District

Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County and Santa Clara County.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on September 21, 2022 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1296, adopted on September 21, 2022.

Dated: November 21, 2022

Rob Bartoli  
Executive Officer

**COMMISSIONERS:** MIKE O'NEILL, CHAIR, CITY • ANN DRAPER, VICE CHAIR, PUBLIC • HARVEY RARBACK, CITY • DON HORSLEY, COUNTY • WARREN SLOCUM, COUNTY • KATI MARTIN, SPECIAL DISTRICT • RIC LOHMAN, SPECIAL DISTRICT

**ALTERNATES:** VACANT, SPECIAL DISTRICT • DIANA REDDY, CITY • JAMES O'NEILL, PUBLIC • DAVE PINE, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER • SOFIA RECALDE, MANAGEMENT ANALYST • TIMOTHY FOX, LEGAL COUNSEL • ANGELA MONTES, CLERK



EXHIBIT "A"

Date: August 19, 2022  
Annexed to: West Bay Sanitary District  
Name of Annexation: West Bay Sanitary

EXHIBIT A PAGE 1 OF 3

**Geographic Description**  
Lands of Eng and Kim

All that certain real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being all of Lot 9 and a portion of the right of way of Grove Way (50 feet wide), as shown on that certain map entitled "Stonegate Meadows, Town of Portola Valley, San Mateo County, California", filed in the office of the County Recorder of San Mateo County on June 21, 1966 in Book 65 of Maps at Pages 4 and 5, more particularly described as follows:

**Beginning** at the East corner of West Bay Sanitary District Resolution No. 1894, said corner also being on the Westerly line said lot;

Course 1.) Along the Easterly line of said resolution coincident with said westerly line North 12°02'00" West, 33.11 feet, thence,  
Course 2.) Continuing along last said line, North 04°48'00" West, 52.79 feet, thence,  
Course 3.) Leaving last said line North 85°12'00" East, 25.00 feet to the centerline of said Grove Way, thence,  
Course 4.) Along said centerline, along a non-tangent curve to the left with a radius of 100.00 feet, from which a radial bears South 85°12'00" West, through a central angel of 56°37'38", an arc length of 98.83 feet, thence,  
Course 5.) Leaving last said centerline, South 28°46'00" West, 25.00 feet to the general Easterly line of said lot, thence,  
Course 6.) Along last said line, along a non-tangent curve to the left with a radius of 15.00 feet, from which a radial bears North 28°46'00" East, through a central angel of 130°48'00", an arc length of 34.24 feet, thence,  
Course 7.) Continuing along last said line, South 12°02'00" East, 50.03 feet, thence,  
Course 8.) Continuing along last said line, South 20°15'00" East, 112.51 feet, thence,  
Course 9.) Continuing along last said line, along a curve to the left with a radius of 10.00 feet, through a central angle of 35°03'13", an arc length of 6.12 feet, thence,  
Course 10.) Continuing along last said line, South 55°18'13" East, 96.84 feet, thence,  
Course 11.) Continuing along last said line, South 78°20'50" East, 32.77 feet, thence,  
Course 12.) Continuing along last said line, South 27°02'46" East, 20.00 feet, thence,  
Course 13.) Continuing along last said line, South 03°46'57" East, 21.68 feet, thence,  
Course 14.) Continuing along last said line, South 65°59'38" East, 92.31 feet, thence,  
Course 15.) Continuing along last said line, South 19°45'08" East, 46.38 feet, thence,  
Course 16.) Continuing along last said line, South 15°07'00" East, 58.30 feet, thence,  
Course 17.) Continuing along last said line, South 72°47'00" East, 113.16 feet, thence,  
Course 18.) Continuing along last said line, South 29°34'00" West, 113.04 feet, thence,  
Course 19.) Continuing along last said line, South 68°04'30" West, 106.30 feet, thence,  
Course 20.) Continuing along last said line, South 43°51'30" East, 71.81 feet, thence,  
Course 21.) Continuing along last said line, South 15°10'30" West, 59.29 feet to the Southerly line of said lot, thence,

Course 22.) Along said southerly line, South 72°13'30" West, 76.94 feet to the general Westerly line of said lot, thence,

Course 23.) Along said general westerly line, North 24°06'30" West, 105.71 feet, thence,

Course 24.) Continuing along last said line, North 06°12'00" East, 48.93 feet, thence,

Course 25.) Continuing along last said line, North 33°47'00" West, 204.35 feet, thence,

Course 26.) Continuing along last said line, North 12°02'00" West, 420.35 feet to the Point of Beginning containing 2.30 acres, more or less.

*For assessment purposes only. The description is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

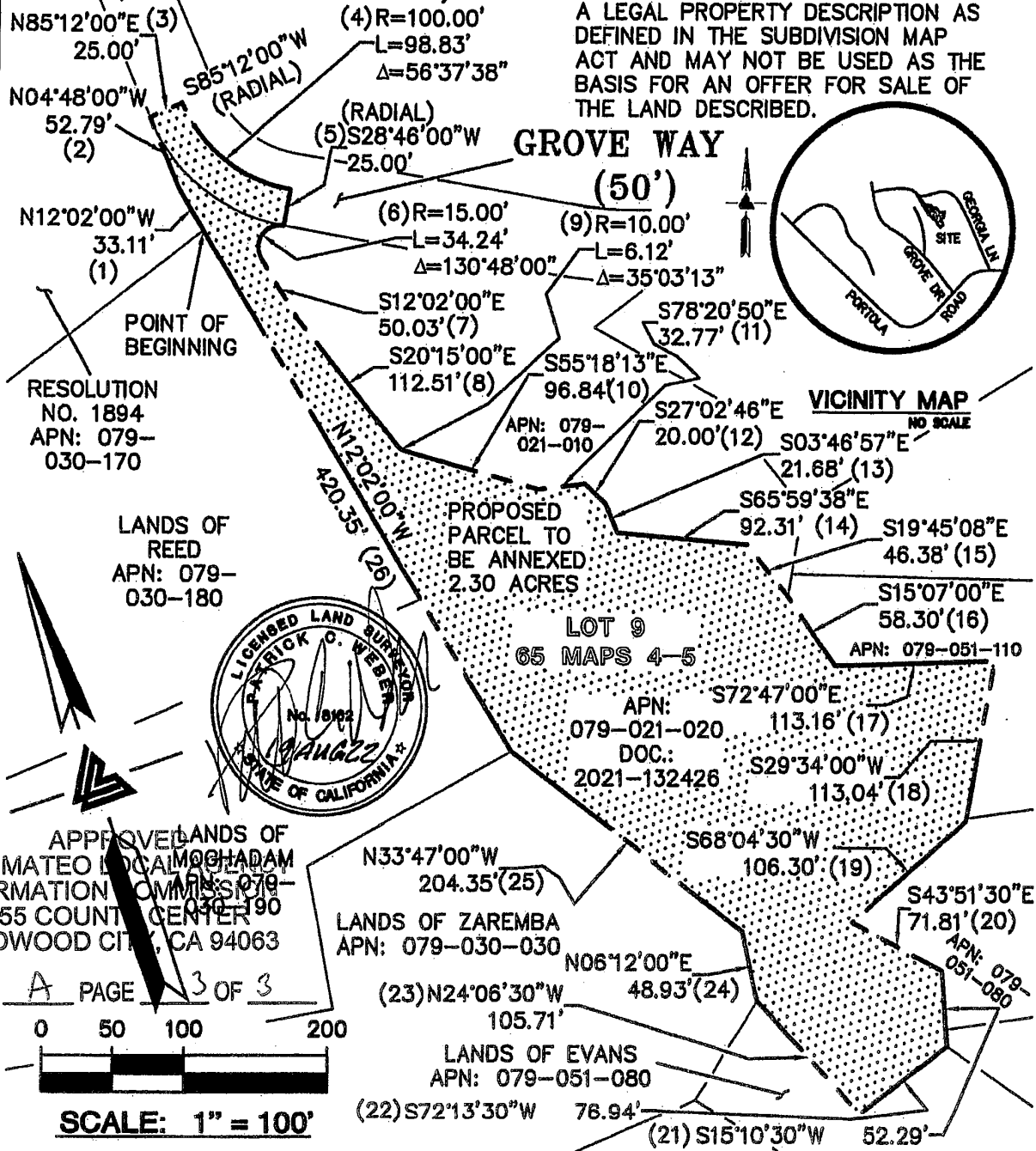
APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 2 OF 3



# WEST BAY SANITARY DISTRICT (350 GROVE DRIVE)

**DISCLAIMER:**  
FOR ASSESSMENT PURPOSES ONLY.  
THIS DESCRIPTION OF LAND IS NOT  
A LEGAL PROPERTY DESCRIPTION AS  
DEFINED IN THE SUBDIVISION MAP  
ACT AND MAY NOT BE USED AS THE  
BASIS FOR AN OFFER FOR SALE OF  
THE LAND DESCRIBED.



**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS • LAND SURVEYORS

BAY AREA REGION  
2495 INDUSTRIAL PKWY WEST  
HAYWARD, CALIFORNIA 94545  
(P) (510) 887-4088  
(F) (510) 887-3019

SACRAMENTO REGION  
3017 DOUGLAS BLVD, # 300  
ROSEVILLE, CA 95661  
(P) (916) 988-1338  
(F) (916) 797-7383

WWW.LEABRAZE.COM

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL DESCRIPTION**  
**PROPOSED SEWER ANNEXATION**  
**350 GROVE DRIVE**  
**PORTOLA VALLEY, CALIFORNIA**  
**SAN MATEO COUNTY**  
**RANCHO EL CORTE MADERA**

DRAWN BY: PCW

JOB NO 2221155 CI

PAGE 3 OF 3

AUGUST 2022

SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

EXHIBIT B PAGE 1 OF 3

LAFCo File No. 22-08

RESOLUTION NO. 1296

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS, APPROVING LAFCO FILE 22-08 -  
ANNEXATION OF 350 GROVE DRIVE, PORTOLA VALLEY, (APN 079-021-020)  
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND  
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

Page 2 EXHIBIT B PAGE 2 OF 3

Resolution No. 1296

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES  
HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 2.25 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 350 Grove Drive, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

Page 3

EXHIBIT B PAGE 3 OF 3

Resolution No. 1296

Regularly passed and adopted this 21st day of September 2022.

Ayes and in favor of said resolution:

Commissioners: Don Horsley  
Kati Martin  
Harvey Rarback  
Ann Draper, Vice Chair  
Mike O'Neill, Chair

Noes and against said resolution:

None


Commissioners Absent and/or Abstentions:

Commissioners: Warren Slocum  
Ric Lohman



Chair  
Local Agency Formation Commission  
County of San Mateo  
State of California

ATTEST:

  
Executive Officer  
Local Agency Formation Commission

Date: 9/22/2022

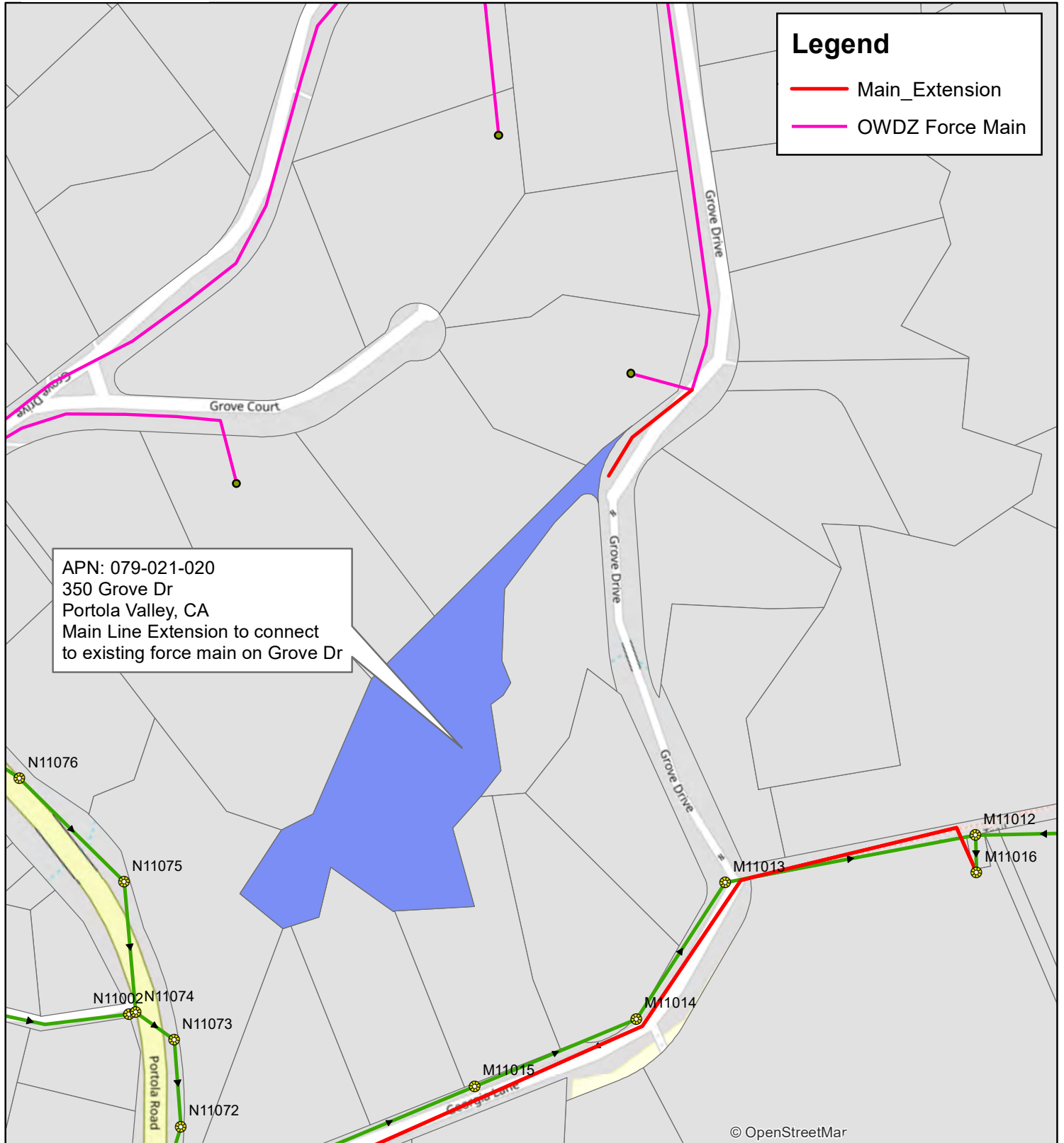
I certify that this is a true and correct copy of the resolution above set forth.

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

\_\_\_\_\_  
Clerk to the Commission  
Local Agency Formation Commission



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



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## WEST BAY SANITARY DISTRICT AGENDA ITEM 4

**To:** *Board of Directors*

**From:** *Fariborz Heydari, P.E., Project Manager*

**Subject:** *Consider Adopting Resolution Ordering Annexation of Certain Parcel in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board- Lands of Jonathan L. Eng and Joanna Y. Kim, as Co-Trustees of the Kim-Eng 2020 Revocable Trust dated October 20, 2020 (350 Grove Drive, Portola Valley)*

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### Background

The property will utilize a Grinder Pump system; consequently, this property must be annexed into the District's On-Site Wastewater Disposal Zone. The proponent shall be required to install a Grinder Pump system and connect to a WBSD force main (FM) located on Grove Drive.

### Analysis

Following the Public Hearing to annex certain territory to the District's On-Site Wastewater District Disposal Zone, the attached resolution would formally complete the annexation of the referenced Lands of Jonathan L. Eng and Joanna Y. Kim.

### Fiscal Impact

Property owners have paid all annexation fees, and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

### Recommendation

Subject to the final review by legal counsel and the findings of the resolution holding true through the public hearing (i.e., protests by less than 35 percent of the voters and landholders), it is recommended by the Project Manager that the Board adopt the resolution as drafted.

Attachments: Resolution \_\_\_\_\_ (2024), Legal/Geographic Description, Site Map

WEST BAY SANITARY DISTRICT

RESOLUTION NO. \_\_\_\_\_ (2024)

**RESOLUTION ORDERING ANNEXATION OF CERTAIN TERRITORY OF WEST BAY  
SANITARY DISTRICT TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER  
DISPOSAL ZONE INCLUDING CERTAIN DETERMINATIONS, FINDINGS AND  
DECLARATIONS OF THE DISTRICT BOARD (LANDS OF JONATHAN L. ENG AND  
JOANNA Y. KIM)**

The District Board of West Bay Sanitary District determines, finds and declares as follows:

(a) The proceedings, which are the subject of the Resolution, are undertaken pursuant to Chapter 3 of Part 2 of Division 5 (commencing with Section 6950) of the California Health & Safety ("H & S") Code having to do with the formation of, and annexations to, on-site wastewater disposal zones.

(b) On November 8, 2023 the District Board approved and adopted Resolution No. 2396 (2023), "RESOLUTION OF INTENTION TO ANNEX CERTAIN TERRITORY TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE." Among other things, Resolution No. 2396 (2023) described the area to be annexed to the zone, the name and address of the applicant and the number, type, volume and location of on-site wastewater disposal systems proposed.

(c) Pursuant to Resolution No. 2396 (2023), a public hearing was noticed in the manner required by H&S § 6958. The public hearing was commenced on January 10, 2024 and closed on January 10, 2024.

(d) Prior to the close of the hearing, the District Board received and considered reports from the following public officials and agencies as required by law:

- i. From the Public Health and Environmental Protection Division, Health Services Agency of the County of San Mateo, a letter dated December 18, 2023, constituting the report of the local health officer specifying the matters required by H & S § 6960.1.
- ii. From the California Regional Water Quality Control Board, San Francisco Bay Region, a letter dated December 12, 2023 constituting the report of the affected regional water quality control board with regard to the matters required by H & S § 6960.1 and approving the proposed plan for wastewater disposal by the affected regional water quality control board required by H & S § 6960.4.
- iii. From San Mateo Local Agency Formation Commission, a letter by which the commission approved annexation to the District and the District's On-Site Wastewater Disposal Zone.

(e) At all times during the public hearing, the District was prepared to hear and receive any oral or written protests, objections and evidence which might be offered. No oral or written protests, objections or evidence in opposition to the proposal were made, presented or filed at any time. Therefore, pursuant to H & S § 6963, it is determined that written protests filed and not withdrawn prior to the conclusion of the public hearing represented:

- i. Less than 35 percent of the number of voters who reside in the territory to be annexed to the zone; and
- ii. Less than 35 percent of the number of owners of real property in the territory to be annexed to the zone who also own not less than 35 percent of the assessed value of real property in the territory to be annexed to the zone.

(f) The number and types of on-site wastewater disposal systems proposed to be acquired, operated, maintained and monitored in the territory to be annexed to the zone are in conformity with and do not exceed the limitations set forth in the reports referred to (d) i. and ii. above.

(g) The territory proposed for annexation to the zone contains two (2) voters as defined in the Elections Code.

(h) Operation of the zone in the territory to be annexed will not result in land uses that are not consistent with general plans, zoning ordinances or other land use regulations of the Town of Portola Valley, the County of San Mateo or any other affected public agency.

In consideration of the foregoing determinations, findings and declarations,

**IT IS RESOLVED** by the District Board as follows:

1. The territory described in Exhibit "A" shall be annexed to the West Bay Sanitary District On-Site Wastewater Disposal Zone.
2. This annexation shall be accomplished without an election and confirmation of voters within the area to be annexed shall not be required on the question of such annexation.
3. The exterior boundaries of the annexation shall include the same territory described in Exhibit "A" to Resolution No. 2396 (2023), which Exhibit "A" is attached to this Resolution and incorporated herein by reference.
4. There shall be one on-site wastewater disposal system serving one residential user in the territory to be annexed to the zone, which system the District will either acquire, operate, maintain or monitor, as the case may be, all as set forth in Exhibit "B" to Resolution No. 2396 (2023), which Exhibit "B" is attached to this Resolution and incorporated herein by reference.
5. Operations of the portions of the zone annexed herein shall be financed by a system of fees and charges imposed upon persons who make use of the on-site wastewater disposal system in the territory annexed to the zone. The fees and charges will be structured to take into account the actual costs of operating and administering the zone and the maintenance, repair and replacement of wastewater facilities within the

territory annexed to the zone. The fees and charges will, to the extent applicable, include the cost of transporting zone-generated wastewater to appropriate wastewater treatment facilities.

\*\*\*\*\*

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 10<sup>th</sup> day of January, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

---

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

EXHIBIT "A"

Date: August 19, 2022  
Annexed to: West Bay Sanitary District  
Name of Annexation: West Bay Sanitary

EXHIBIT A PAGE 1 OF 3

**Geographic Description**  
Lands of Eng and Kim

All that certain real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being all of Lot 9 and a portion of the right of way of Grove Way (50 feet wide), as shown on that certain map entitled "Stonegate Meadows, Town of Portola Valley, San Mateo County, California", filed in the office of the County Recorder of San Mateo County on June 21, 1966 in Book 65 of Maps at Pages 4 and 5, more particularly described as follows:

Beginning at the East corner of West Bay Sanitary District Resolution No. 1894, said corner also being on the Westerly line said lot;

Course 1.) Along the Easterly line of said resolution coincident with said westerly line North 12°02'00" West, 33.11 feet, thence,  
Course 2.) Continuing along last said line, North 04°48'00" West, 52.79 feet, thence,  
Course 3.) Leaving last said line North 85°12'00" East, 25.00 feet to the centerline of said Grove Way, thence,  
Course 4.) Along said centerline, along a non-tangent curve to the left with a radius of 100.00 feet, from which a radial bears South 85°12'00" West, through a central angel of 56°37'38", an arc length of 98.83 feet, thence,  
Course 5.) Leaving last said centerline, South 28°46'00" West, 25.00 feet to the general Easterly line of said lot, thence,  
Course 6.) Along last said line, along a non-tangent curve to the left with a radius of 15.00 feet, from which a radial bears North 28°46'00" East, through a central angel of 130°48'00", an arc length of 34.24 feet, thence,  
Course 7.) Continuing along last said line, South 12°02'00" East, 50.03 feet, thence,  
Course 8.) Continuing along last said line, South 20°15'00" East, 112.51 feet, thence,  
Course 9.) Continuing along last said line, along a curve to the left with a radius of 10.00 feet, through a central angle of 35°03'13", an arc length of 6.12 feet, thence,  
Course 10.) Continuing along last said line, South 55°18'13" East, 96.84 feet, thence,  
Course 11.) Continuing along last said line, South 78°20'50" East, 32.77 feet, thence,  
Course 12.) Continuing along last said line, South 27°02'46" East, 20.00 feet, thence,  
Course 13.) Continuing along last said line, South 03°46'57" East, 21.68 feet, thence,  
Course 14.) Continuing along last said line, South 65°59'38" East, 92.31 feet, thence,  
Course 15.) Continuing along last said line, South 19°45'08" East, 46.38 feet, thence,  
Course 16.) Continuing along last said line, South 15°07'00" East, 58.30 feet, thence,  
Course 17.) Continuing along last said line, South 72°47'00" East, 113.16 feet, thence,  
Course 18.) Continuing along last said line, South 29°34'00" West, 113.04 feet, thence,  
Course 19.) Continuing along last said line, South 68°04'30" West, 106.30 feet, thence,  
Course 20.) Continuing along last said line, South 43°51'30" East, 71.81 feet, thence,  
Course 21.) Continuing along last said line, South 15°10'30" West, 59.29 feet to the Southerly line of said lot, thence,



Course 22.) Along said southerly line, South 72°13'30" West, 76.94 feet to the general Westerly line of said lot, thence,

Course 23.) Along said general westerly line, North 24°06'30" West, 105.71 feet, thence,

Course 24.) Continuing along last said line, North 06°12'00" East, 48.93 feet, thence,

Course 25.) Continuing along last said line, North 33°47'00" West, 204.35 feet, thence,

Course 26.) Continuing along last said line, North 12°02'00" West, 420.35 feet to the Point of Beginning containing 2.30 acres, more or less.

*For assessment purposes only. The description is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

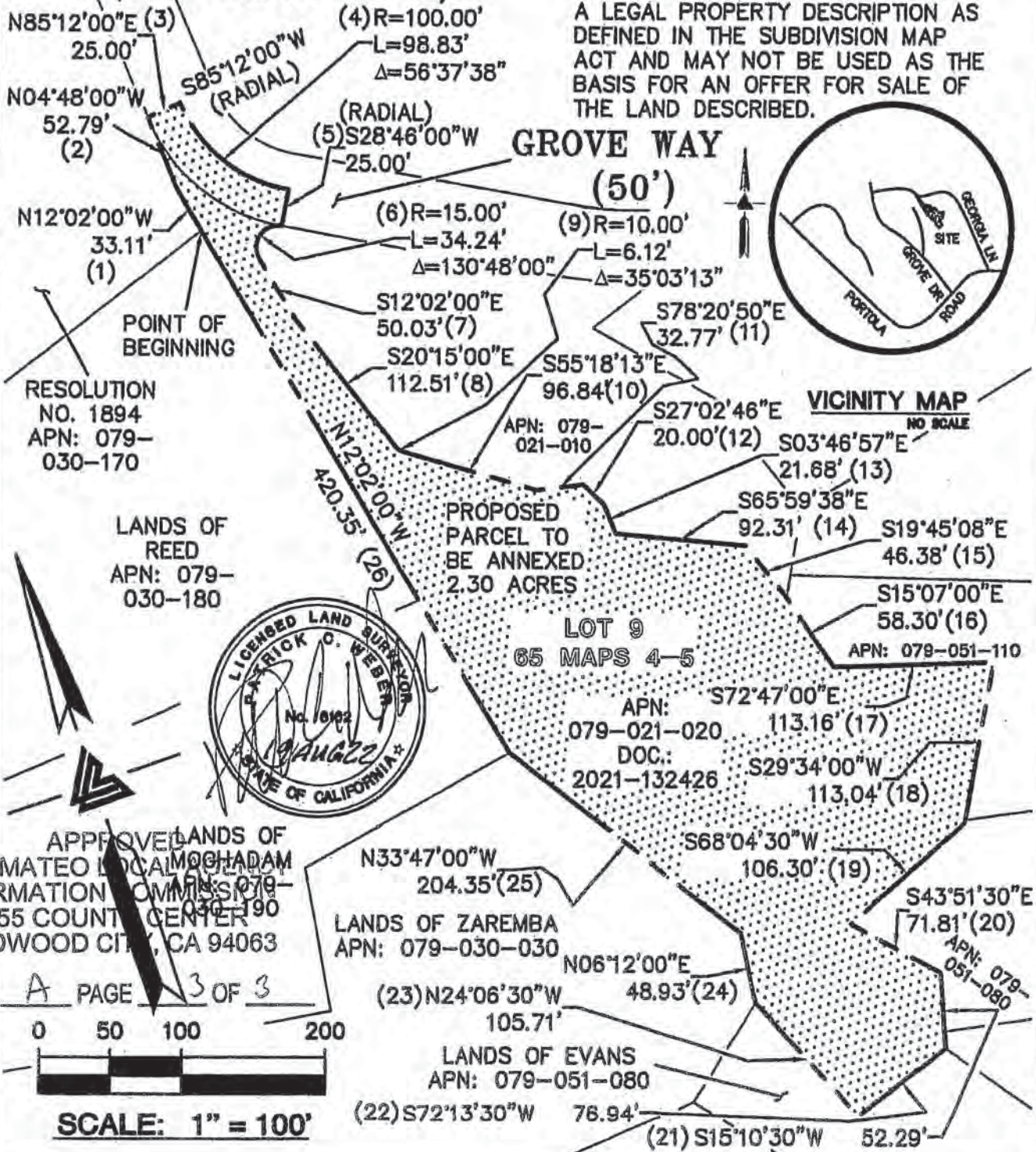
EXHIBIT A PAGE 2 OF 3





# WEST BAY SANITARY DISTRICT (350 GROVE DRIVE)

**DISCLAIMER:**  
FOR ASSESSMENT PURPOSES ONLY.  
THIS DESCRIPTION OF LAND IS NOT  
A LEGAL PROPERTY DESCRIPTION AS  
DEFINED IN THE SUBDIVISION MAP  
ACT AND MAY NOT BE USED AS THE  
BASIS FOR AN OFFER FOR SALE OF  
THE LAND DESCRIBED.



**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS • LAND SURVEYORS

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2485 INDUSTRIAL PKWY WEST  
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(F) (510) 887-3019

SACRAMENTO REGION  
3017 DOUGLAS BLVD, # 300  
ROSEVILLE, CA 95661  
(P) (916) 966-1338  
(F) (916) 797-7383

WWW.LEABRAZE.COM

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL DESCRIPTION**  
**PROPOSED SEWER ANNEXATION**  
**350 GROVE DRIVE**  
**PORTOLA VALLEY, CALIFORNIA**  
**SAN MATEO COUNTY**  
**RANCHO EL CORTE MADERA**

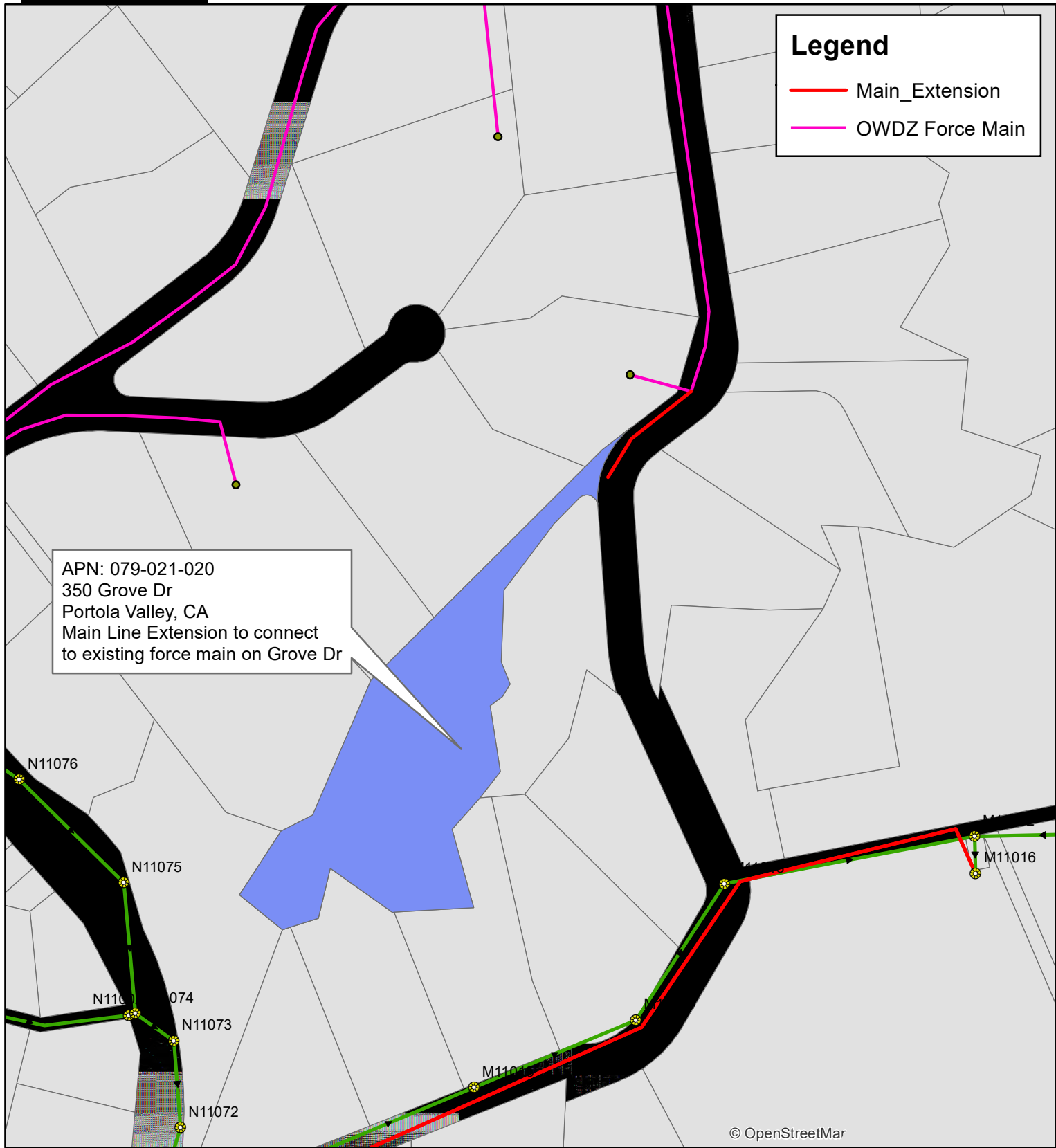
WEST BAY SANITARY DISTRICT  
EXHIBIT "B"  
SITE LOCATION  
350 GROVE DRIVE  
PORTOLA VALLEY, CA  
GRINDER PUMP SYSTEM



**Legend**

- Main\_Extension
- OWDZ Force Main

APN: 079-021-020  
350 Grove Dr  
Portola Valley, CA  
Main Line Extension to connect  
to existing force main on Grove Dr







## WEST BAY SANITARY DISTRICT AGENDA ITEM 5

**To:** *Board of Directors*

**From:** *Fariborz Heydari, P.E. Project Manager*

**Subject:** *Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Trigg (118 Mapache Drive, Portola Valley)*

---

### Background

On November 8, 2023, the Board adopted a Resolution of intention to annex the parcel referenced above to the District's On-Site Wastewater Disposal Zone. The Public Hearing date was established as January 10, 2024.

### Analysis

The District's ***Master Resolution Governing Annexations of Territory to the West Bay Sanitary District On-Site Disposal Zone*** states: "Pursuant to Section 6959 of the Health and Safety Code, the date of the Public Hearing shall be commenced no less than 45 days nor more than 60 days from the date of adoption of the Resolution of Intention, and the Public Hearing shall be completed no more than 90 days after the first day of the hearing."

In accordance with Section 6960, and 6960.1 of the same code, reviews and reports of findings are required of both the County Health Officer and Regional Water Quality Control Board. Additionally, Section 6960.3 of this code requires the review and approval by a local agency formation commission, which has adopted rules and regulations affecting the functions and services of special districts.

The San Mateo County Health Officer has responded by a letter of approval dated December 18, 2023 a copy of which is attached; the San Francisco Bay Regional Water Quality Control Board responded by a letter of approval dated December 12, 2023, a copy of which is attached; and the San Mateo Local Agency Formation Commission has approved per their Resolution No. 1308 dated July 19, 2023, a copy of which is attached.

### Fiscal Impact

Property owners have paid all annexation fees, and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

### Recommendation

The Board is asked to close the Public Hearing following public comment.

Attachments: San Mateo County Health Officer Letter

San Francisco Bay Regional Water Quality Control Board Letter

San Mateo Local Agency Formation Commission Resolution No. 1308

---

December 18, 2023

APN 077-021-200

Todd Reese  
West Bay Sanitary District  
500 Laurel Street  
Menlo Park, CA 94025

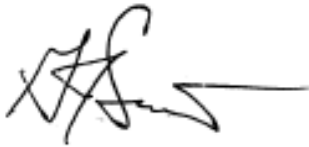
Dear Mr. Reese:

**SUBJECT: ANNEXATION, 118 MAPACHE DRIVE, PORTOLA VALLEY,  
APN 077-021-200**

Thank you for the December 12, 2023, letter of *Intention to Annex Certain Territory* to District's On-Site Wastewater Disposal Zone for the subject parcel. County Environmental Health has reviewed the letter of intent and has no objection to the annexation of this parcel into the District's on-site wastewater disposal zone. The existing onsite wastewater treatment systems (OWTS) must be destroyed under permit with Environmental Health upon connection to the West Bay system.

Should you have any questions, please call me at (650) 372-6279.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. F. ...', with a long horizontal stroke extending to the right.

Supervisor Water Protection and Land Use Programs

cc: Planning Director, Town of Portola Valley

December 12, 2023  
File: CW-255833

Bill Kitajima ([bkitajima@westbaysanitary.org](mailto:bkitajima@westbaysanitary.org))  
Projects & IT Manager  
West Bay Sanitary District  
500 Laurel Street  
Menlo Park, California 94025-3486

**Approval to Annex Certain Territory (Lands of Trig) to the West Bay Sanitary District On-Site Wastewater Disposal Zone: APN: 077-021-200**

Dear Bill Kitajima:

The Regional Water Board hereby approves the annexation of the subject parcel to the On-Site Wastewater Disposal Zone of the West Bay Sanitary District (District). The property owners applied to the District for annexation “for the purpose of obtaining sewer service for a single-family residence.” To connect to existing District sewer facilities, the property owners require a Grinder Pump System that the District must maintain. Therefore, this parcel must be annexed into the District's disposal zone.

The Regional Water Board's approval is conditional upon the District (1) retaining responsibility for operation and maintenance of the grinder pump system, and (2) ensuring the proper operation and maintenance of the other sewerage facilities serving the parcel. Disposal of sewage onto soils within the disposal zone is not approved.

If you have any questions, please contact me at (510) 622-2407, or via e-mail at [gaurav.mittal@waterboards.ca.gov](mailto:gaurav.mittal@waterboards.ca.gov).

Sincerely,

Gaurav Mittal  
Water Resource Control Engineer

**2023-044299 CONF**

12:14 pm 09/13/2023 CCL Fee: NO FEE

**RECORDING REQUESTED BY:**

SAN MATEO LAFCO  
LOCAL AGENCY FORMATION COMMISSION

**WHEN RECORDED, PLEASE SEND TO:**

San Mateo LAFCo

**LAF 124**

Count of Pages 8

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



(This space for Recorder's use only)

**SHORT-FORM DESIGNATION OF DOCUMENT:**

Annexation of 118 Mapache Drive, Portola Valley to the West Bay Sanitary  
District

**RECORDER'S CODE: CCL**

(Exempt from filing fees per Government Code 6103)



# LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

## CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo, is Annexation of 118 Mapache Drive, Portola Valley to the West Bay Sanitary District
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

### City or District

### Type of Change of Organization

West Bay Sanitary District

Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County and Santa Clara County.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on July 19, 2023 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1308, adopted on July 19, 2023.

Dated: September 13, 2023

  
Rob Bartoli  
Executive Officer

**COMMISSIONERS:** ANN DRAPER, CHAIR, CITY • KATI MARTIN, VICE CHAIR, SPECIAL DISTRICT • VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT • HARVEY RARBACK, CITY • TYGARJAS BIGSTYCK, CITY • WARREN SLOCUM, COUNTY • RAY MUELLER, COUNTY,

**ALTERNATES:** CHRIS MICKELSEN, SPECIAL DISTRICT • ANN SCHNEIDER, CITY • JAMES O'NEILL, PUBLIC • NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER • SOFIA RECALDE, MANAGEMENT ANALYST • TIMOTHY FOX, LEGAL COUNSEL • ANGELA MONTES, CLERK

RECEIVED

SEP 06 2023

EXHIBIT "A"

Date: August 9, 2023  
Annexed to: West Bay Sanitary District  
Name of Annexation: West Bay Sanitary

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

Geographic Description  
Lands of Trigg

EXHIBIT A PAGE 1 OF 3

All that certain real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being all of Lot 113 and a portion of the right of way of Westridge Drive (70 feet wide), as shown on that certain map entitled "Tract No. 687, Westridge Subdivision No. 5", Town of Portola Valley, San Mateo County, California" filed in the office of the County Recorder of San Mateo County on April 7, 1954 in Book 38 of Maps at Pages 30 through 37, more particularly described as follows:

**Beginning at the North corner of said lot;**

Course 1.) Along the Northeast line of said lot, South 53°00'00" East, 452.22 feet to the East corner of said lot, thence,

Course 2.) Leaving last said line, South 37°36'54" East, 35.00 feet to the centerline of said Westridge Drive, thence,

Course 3.) Along said centerline, along a non-tangent curve to the right with a radius of 400.00 feet, from which a radial bears South 37°36'54" East, through a central angle of 4°28'53", an arc length of 31.29 feet, thence,

Course 4.) Continuing along said centerline, South 56°52'00" West, 54.45 feet, thence,

Course 5.) Continuing along said centerline, along a curve to the left with a radius of 200.00 feet, through a central angle of 41°18'09", an arc length of 144.17 feet, thence,

Course 6.) Leaving last said centerline, North 75°38'00" West, 34.21 feet to the extension of the general Southwesterly line of said lot, thence,

Course 7.) Along last said extension line, along a curve to the right with a radius 270.00 feet, through a central angle of 6°47'41", an arc length of 32.02 feet to the most Southwesterly corner of said lot, thence,

Course 8.) Along said general southwesterly line coincident with the Northeasterly Right of Way line of Mapache Drive (60 feet wide), along the continuation of last said curve to the right with a radius of 270.00 feet, through a central angle of 18°52'19", an arc length of 88.93 feet, thence,

Course 9.) Continuing along last said general southwesterly line coincident with said northeasterly right of way line, North 49°58'00" West, 150.04 feet, thence,

Course 10.) Continuing along last said general southwesterly line coincident with said northeasterly right of way line, along a curve the left with a radius of 330.00 feet, through a central angle of 18°59'57", an arc length of 109.43 feet, thence,

Course 11.) Continuing along last said general southwesterly line coincident with said northeasterly right of way line, along a curve to the right with a radius of 30.00 feet, through a central angle of 89°40'59", an arc length of 46.96 feet to the general Northwesterly line of said lot, said point also being on the Southeasterly Right of Way line of Larguita Lane (50 feet wide), thence,

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SEP 06 2023

**LAFCO**

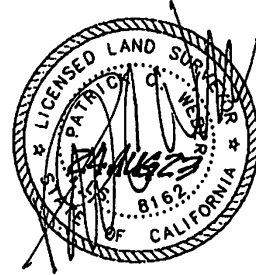
Course 12.) Along said general northwesterly line coincident with said southeasterly right of way line, along a curve to the right with a radius of 375.00 feet, through a central angle of 16°16'58", an arc length of 106.57 feet, thence,

Course 13. Continuing along last said general northwesterly line coincident with said southeasterly right of way line, North 37°00'00" East, 143.70 feet to the **Point of Beginning** containing 2.71 acres, more or less.

*For assessment purposes only. The description is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 2 OF 3





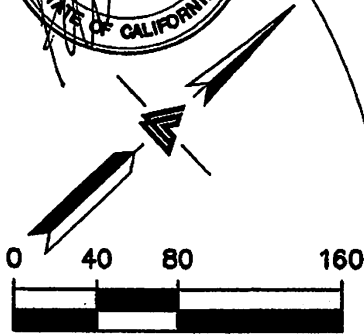
SEP 06 2023

EXHIBIT A PAGE 3 OF 3 (118 MAPACHE DRIVE)

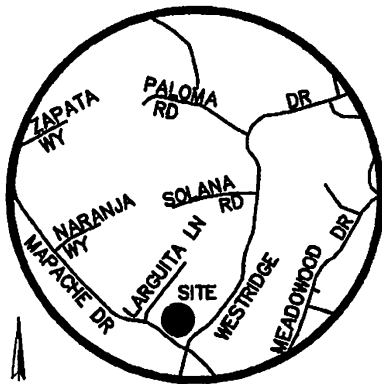
DISCLAIMER:

**LAFCO**

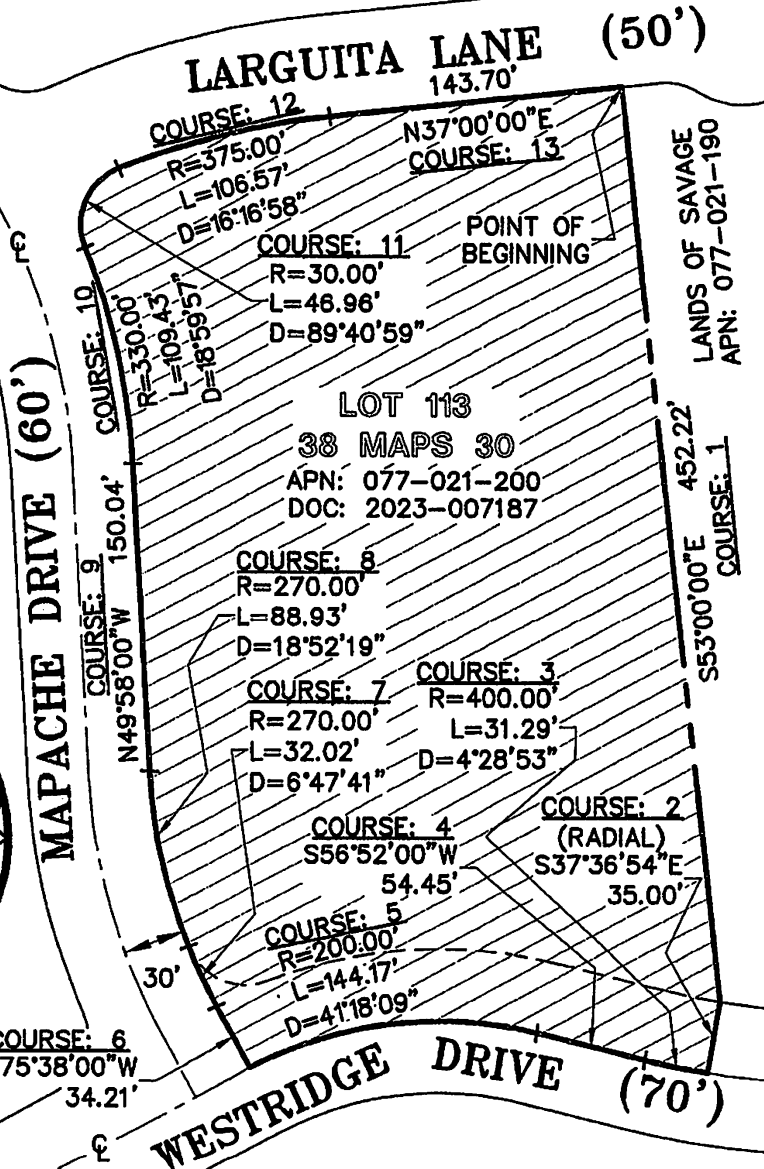
FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL  
PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED  
AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.



SCALE: 1" = 80'



VICINITY MAP  
NO SCALE



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(F) (510) 887-3019

SACRAMENTO REGION  
3017 DOUGLAS BLVD, # 300  
ROSEVILLE, CA 95661  
(P) (916) 968-1338  
(F) (916) 797-7383

WWW.LEABRAZE.COM

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL DESCRIPTION**  
**PROPOSED SEWER ANNEXATION**  
**118 MAPACHE DRIVE**  
**PORTOLA VALLEY, CALIFORNIA**  
**SAN MATEO COUNTY**  
**RANCHO EL CORTE MADERA**

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063  
EXHIBIT B PAGE 1 OF 3

LAFCo File No. 23-05

RESOLUTION NO. 1308

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS, APPROVING LAFCO FILE 23-05 -  
ANNEXATION OF 118 MAPACHE DRIVE, PORTOLA VALLEY, (APN 077-021-200)  
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND  
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

**RESOLVED**, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

**WHEREAS**, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

**WHEREAS**, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

**WHEREAS**, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

**WHEREAS**, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

**WHEREAS**, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

**NOW, THEREFORE**, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

Page 2

EXHIBIT B PAGE 2 OF 3

Resolution No. 1308

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 2.52 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 118 Mapache Drive, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

Regularly passed and adopted this 19<sup>th</sup> day of July 2023.

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

Ayes and in favor of said resolution:

Commissioners:

Tygarjas Bigstvyck

Virginia Chang-Kiraly

Noelia Corzo

Ray Mueller

Harvey Rarback

Kati Martin

Ann Draper

EXHIBIT B PAGE 3 OF 3

Noes and against said resolution:

Commissioner(s):

None

Absent and/or Abstentions:

Commissioner(s):

Warren Slocum

Ann E Draper

Chair

Local Agency Formation Commission

County of San Mateo

State of California

ATTEST:

Rob Bartoli

Rob Bartoli

Executive Officer

Local Agency Formation Commission

Date: 7/19/2023

I certify that this is a true and correct copy of the resolution above set forth.

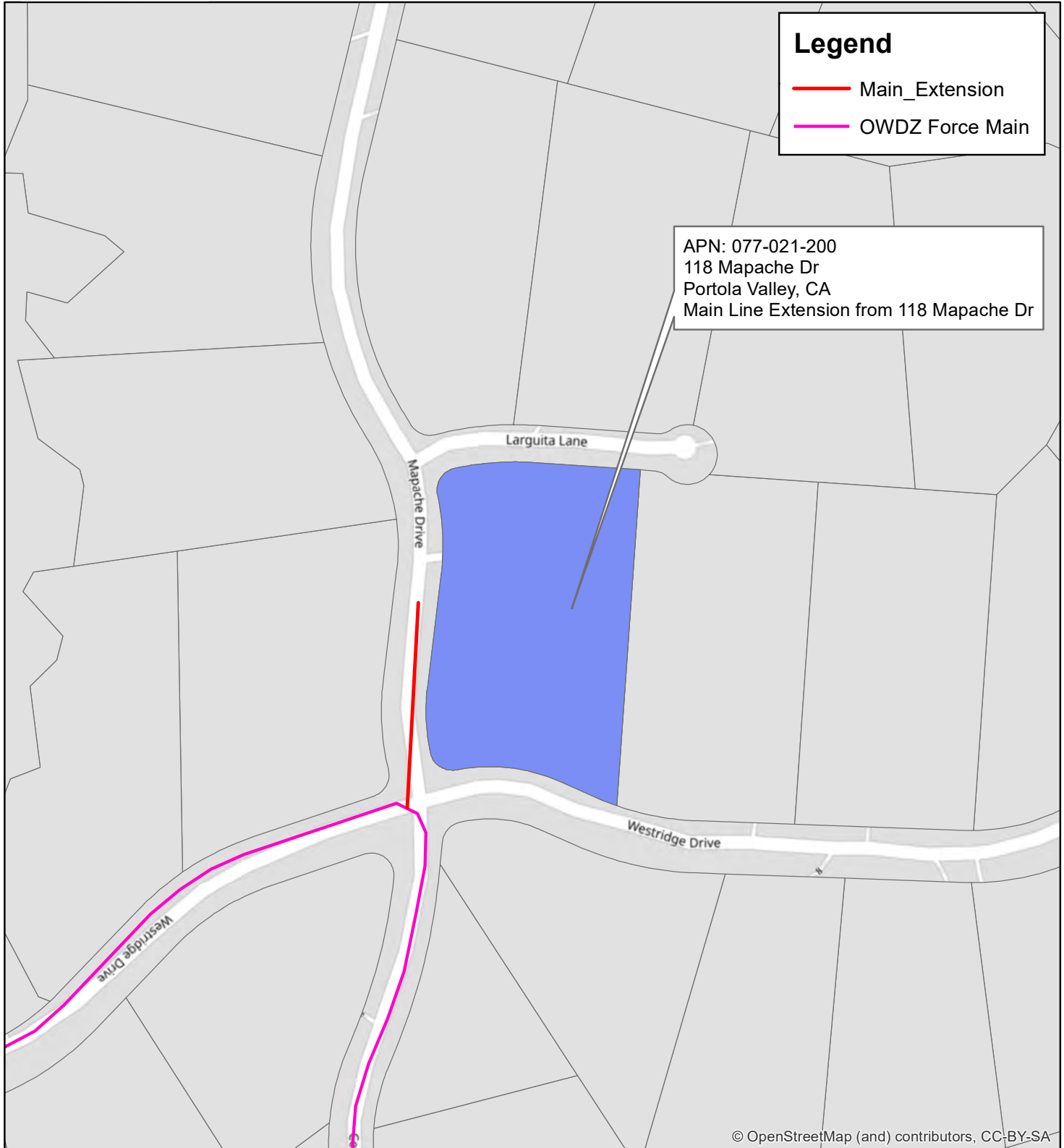
\_\_\_\_\_  
Clerk to the Commission

Local Agency Formation Commission

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



WEST BAY SANITARY DISTRICT  
EXHIBIT "B"  
SITE LOCATION  
118 MAPACHE DRIVE  
PORTOLA VALLEY, CA  
STEP SYSTEM



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## WEST BAY SANITARY DISTRICT AGENDA ITEM 6

**To:** *Board of Directors*

**From:** *Fariborz Heydari, P.E., Project Manager*

**Subject:** *Consider Adopting Resolution Ordering Annexation of Certain Parcel in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board- Lands of Michael C. Trigg and Leslie L. Trigg, Trustees of The Trigg 2002 Revocable Trust dated December 30, 2002 (118 Mapache Drive, Portola Valley)*

---

### Background

The property will utilize a Grinder Pump system; consequently, this property must be annexed into the District's On-Site Wastewater Disposal Zone. The proponent shall be required to install a Grinder Pump system and connect to a WBSD force main (FM) located on Mapache Drive.

### Analysis

Following the Public Hearing to annex certain territory to the District's On-Site Wastewater District Disposal Zone, the attached resolution would formally complete the annexation of the referenced Lands of Trigg.

### Fiscal Impact

Property owners have paid all annexation fees, and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

### Recommendation

Subject to the final review by legal counsel and the findings of the resolution holding true through the public hearing (i.e., protests by less than 35 percent of the voters and landholders), it is recommended by the Project Manager that the Board adopt the resolution as drafted.

Attachments: Resolution \_\_\_\_\_ (2024), Legal/Geographic Description, Site Map

WEST BAY SANITARY DISTRICT

RESOLUTION NO. \_\_\_\_\_ (2024)

**RESOLUTION ORDERING ANNEXATION OF CERTAIN TERRITORY OF WEST BAY  
SANITARY DISTRICT TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER  
DISPOSAL ZONE INCLUDING CERTAIN DETERMINATIONS, FINDINGS AND  
DECLARATIONS OF THE DISTRICT BOARD (LANDS OF TRIGG)**

The District Board of West Bay Sanitary District determines, finds and declares as follows:

(a) The proceedings, which are the subject of the Resolution, are undertaken pursuant to Chapter 3 of Part 2 of Division 5 (commencing with Section 6950) of the California Health & Safety ("H & S") Code having to do with the formation of, and annexations to, on-site wastewater disposal zones.

(b) On November 8, 2023 the District Board approved and adopted Resolution No. 2395 (2023), "RESOLUTION OF INTENTION TO ANNEX CERTAIN TERRITORY TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE." Among other things, Resolution No. 2395 (2023) described the area to be annexed to the zone, the name and address of the applicant and the number, type, volume and location of on-site wastewater disposal systems proposed.

(c) Pursuant to Resolution No. 2395 (2023), a public hearing was noticed in the manner required by H&S § 6958. The public hearing was commenced on January 10, 2024 and closed on January 10, 2024.

(d) Prior to the close of the hearing, the District Board received and considered reports from the following public officials and agencies as required by law:

- i. From the Public Health and Environmental Protection Division, Health Services Agency of the County of San Mateo, a letter dated December 18, 2023, constituting the report of the local health officer specifying the matters required by H & S § 6960.1.
- ii. From the California Regional Water Quality Control Board, San Francisco Bay Region, a letter dated December 12, 2023 constituting the report of the affected regional water quality control board with regard to the matters required by H & S § 6960.1 and approving the proposed plan for wastewater disposal by the affected regional water quality control board required by H & S § 6960.4.
- iii. From San Mateo Local Agency Formation Commission, a letter by which the commission approved annexation to the District and the District's On-Site Wastewater Disposal Zone.



(e) At all times during the public hearing, the District was prepared to hear and receive any oral or written protests, objections and evidence which might be offered. No oral or written protests, objections or evidence in opposition to the proposal were made, presented or filed at any time. Therefore, pursuant to H & S § 6963, it is determined that written protests filed and not withdrawn prior to the conclusion of the public hearing represented:

i. Less than 35 percent of the number of voters who reside in the territory to be annexed to the zone; and

ii. Less than 35 percent of the number of owners of real property in the territory to be annexed to the zone who also own not less than 35 percent of the assessed value of real property in the territory to be annexed to the zone.

(f) The number and types of on-site wastewater disposal systems proposed to be acquired, operated, maintained and monitored in the territory to be annexed to the zone are in conformity with and do not exceed the limitations set forth in the reports referred to (d) i. and ii. above.

(g) The territory proposed for annexation to the zone contains two (2) voters as defined in the Elections Code.

(h) Operation of the zone in the territory to be annexed will not result in land uses that are not consistent with general plans, zoning ordinances or other land use regulations of the Town of Portola Valley, the County of San Mateo or any other affected public agency.

In consideration of the foregoing determinations, findings and declarations,

**IT IS RESOLVED** by the District Board as follows:

1. The territory described in Exhibit "A" shall be annexed to the West Bay Sanitary District On-Site Wastewater Disposal Zone.
2. This annexation shall be accomplished without an election and confirmation of voters within the area to be annexed shall not be required on the question of such annexation.
3. The exterior boundaries of the annexation shall include the same territory described in Exhibit "A" to Resolution No. 2395 (2023), which Exhibit "A" is attached to this Resolution and incorporated herein by reference.
4. There shall be one on-site wastewater disposal system serving one residential user in the territory to be annexed to the zone, which system the District will either acquire, operate, maintain or monitor, as the case may be, all as set forth in Exhibit "B" to Resolution No. 2395 (2023), which Exhibit "B" is attached to this Resolution and incorporated herein by reference.
5. Operations of the portions of the zone annexed herein shall be financed by a system of fees and charges imposed upon persons who make use of the on-site wastewater disposal system in the territory annexed to the zone. The fees and charges will be structured to take into account the actual costs of operating and administering the zone and the maintenance, repair and replacement of wastewater facilities within the

territory annexed to the zone. The fees and charges will, to the extent applicable, include the cost of transporting zone-generated wastewater to appropriate wastewater treatment facilities.

\*\*\*\*\*

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 10<sup>th</sup> day of January, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

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

Attest:

---

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

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EXHIBIT "A"

Date: August 9, 2023  
Annexed to: West Bay Sanitary District  
Name of Annexation: West Bay Sanitary

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

Geographic Description  
Lands of Trigg

EXHIBIT A PAGE 1 OF 3

All that certain real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being all of Lot 113 and a portion of the right of way of Westridge Drive (70 feet wide), as shown on that certain map entitled "Tract No. 687, Westridge Subdivision No. 5", Town of Portola Valley, San Mateo County, California" filed in the office of the County Recorder of San Mateo County on April 7, 1954 in Book 38 of Maps at Pages 30 through 37, more particularly described as follows:

**Beginning at the North corner of said lot;**

Course 1.) Along the Northeast line of said lot, South 53°00'00" East, 452.22 feet to the East corner of said lot, thence,

Course 2.) Leaving last said line, South 37°36'54" East, 35.00 feet to the centerline of said Westridge Drive, thence,

Course 3.) Along said centerline, along a non-tangent curve to the right with a radius of 400.00 feet, from which a radial bears South 37°36'54" East, through a central angle of 4°28'53", an arc length of 31.29 feet, thence,

Course 4.) Continuing along said centerline, South 56°52'00" West, 54.45 feet, thence,

Course 5.) Continuing along said centerline, along a curve to the left with a radius of 200.00 feet, through a central angle of 41°18'09", an arc length of 144.17 feet, thence,

Course 6.) Leaving last said centerline, North 75°38'00" West, 34.21 feet to the extension of the general Southwesterly line of said lot, thence,

Course 7.) Along last said extension line, along a curve to the right with a radius 270.00 feet, through a central angle of 6°47'41", an arc length of 32.02 feet to the most Southwesterly corner of said lot, thence,

Course 8.) Along said general southwesterly line coincident with the Northeasterly Right of Way line of Mapache Drive (60 feet wide), along the continuation of last said curve to the right with a radius of 270.00 feet, through a central angle of 18°52'19", an arc length of 88.93 feet, thence,

Course 9.) Continuing along last said general southwesterly line coincident with said northeasterly right of way line, North 49°58'00" West, 150.04 feet, thence,

Course 10.) Continuing along last said general southwesterly line coincident with said northeasterly right of way line, along a curve the left with a radius of 330.00 feet, through a central angle of 18°59'57", an arc length of 109.43 feet, thence,

Course 11.) Continuing along last said general southwesterly line coincident with said northeasterly right of way line, along a curve to the right with a radius of 30.00 feet, through a central angle of 89°40'59", an arc length of 46.96 feet to the general Northwesterly line of said lot, said point also being on the Southeasterly Right of Way line of Larguita Lane (50 feet wide), thence,

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SEP 06 2023

**LAFCO**

Course 12.) Along said general northwesterly line coincident with said southeasterly right of way line, along a curve to the right with a radius of 375.00 feet, through a central angle of  $16^{\circ}16'58''$ , an arc length of 106.57 feet, thence,

Course 13. Continuing along last said general northwesterly line coincident with said southeasterly right of way line, North  $37^{\circ}00'00''$  East, 143.70 feet to the **Point of Beginning** containing 2.71 acres, more or less.

*For assessment purposes only. The description is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 2 OF 3





455 COUNTY CENTER WEST BAY SANITARY DISTRICT  
REDWOOD CITY, CA 94061

SEP 06 2023

EXHIBIT A PAGE 3 OF 3 (118 MAPACHE DRIVE)

DISCLAIMER:

**LAFCO**

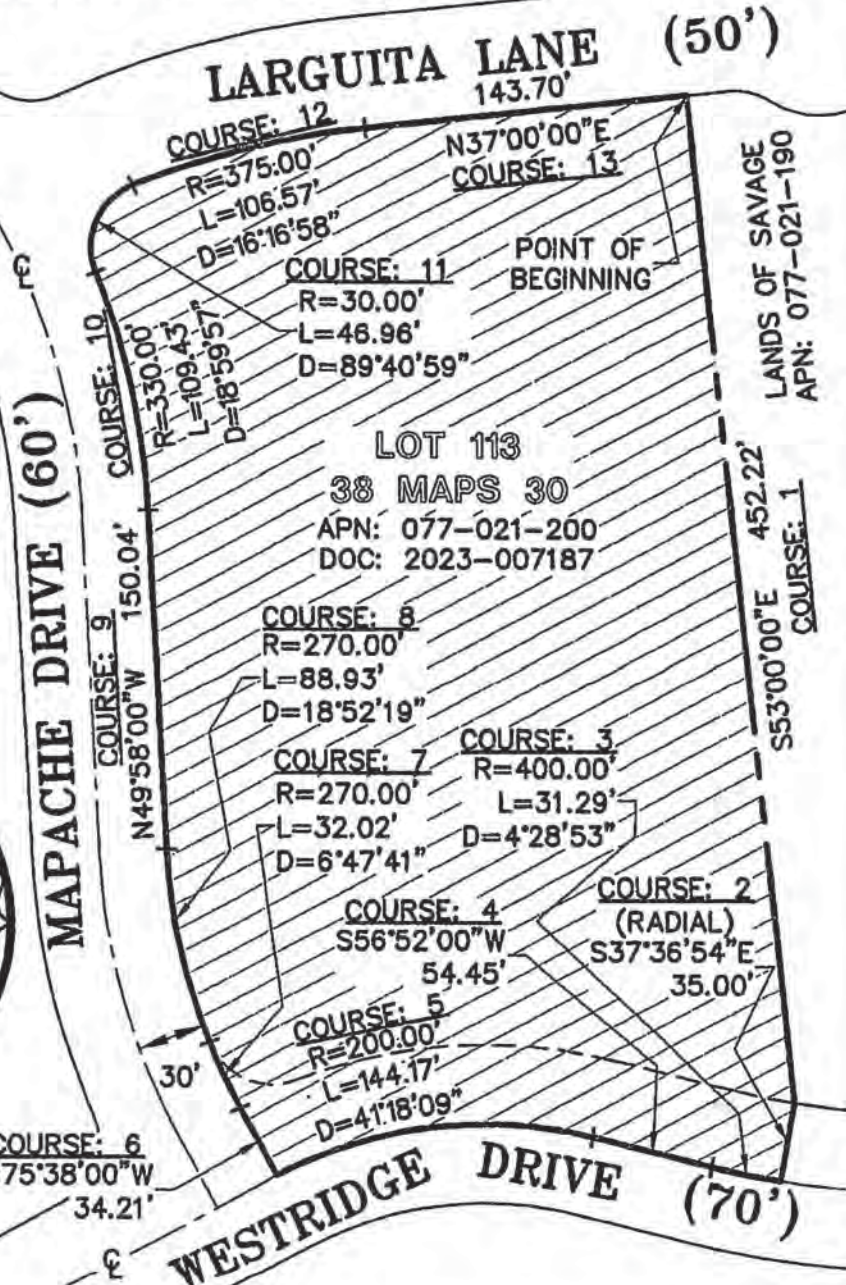
FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL  
PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED  
AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.



SCALE: 1" = 80'



VICINITY MAP  
NO SCALE



**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS • LAND SURVEYORS

BAY AREA REGION  
2495 INDUSTRIAL PKWY WEST  
HAYWARD, CALIFORNIA 94545  
(P) (510) 887-4088  
(F) (510) 887-3019

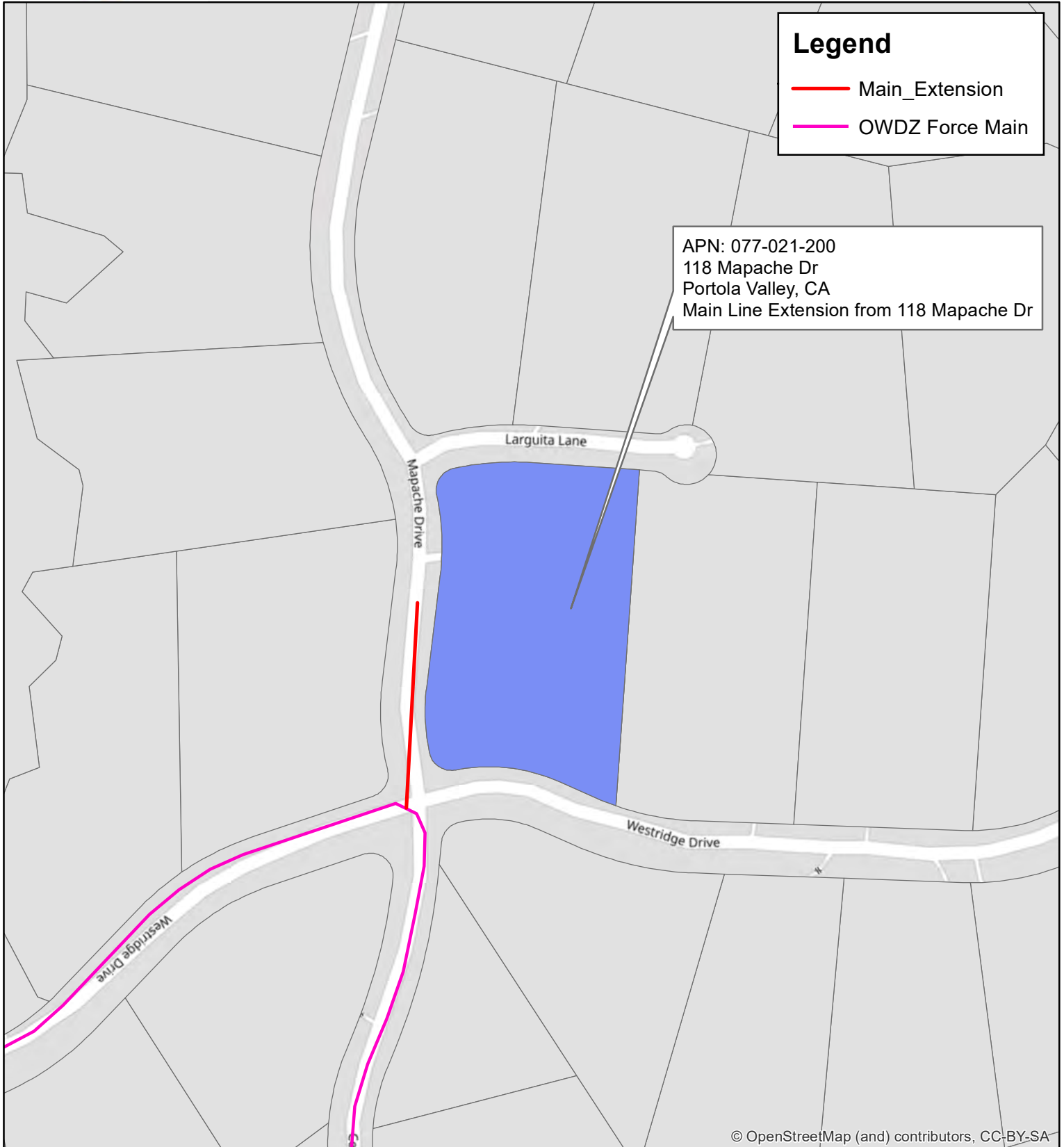
SACRAMENTO REGION  
3017 DOUGLAS BLVD, # 300  
ROSEVILLE, CA 95661  
(P) (916) 968-1338  
(F) (916) 797-7383

WWW.LEABRAZE.COM

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL DESCRIPTION**  
**PROPOSED SEWER ANNEXATION**  
**118 MAPACHE DRIVE**  
**PORTOLA VALLEY, CALIFORNIA**  
**SAN MATEO COUNTY**  
**RANCHO EL CORTE MADERA**



WEST BAY SANITARY DISTRICT  
EXHIBIT "B"  
SITE LOCATION  
118 MAPACHE DRIVE  
PORTOLA VALLEY, CA  
STEP SYSTEM







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

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, DECEMBER 13, 2023 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, Beyer, Hulsmann AND Condotti by Zoom  
Others Present: Dave Hilton – HF&H, Kelsey Bradley, Mia Rossi and Chuck Collin – Recology, Paul Pham – Chavan and Assoc.

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

**3. Public Hearing: Consideration of Proposed Solid Waste/Recycling Collection Rates for the Years 2024 and 2025**

Motion to Open by: Thiele-Sardiña 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez presented the proposed 2024 and 2025 solid waste rates.

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

**4. Consider Resolution to Approve Solid Waste/Recycling Collection Rates and “Rates for Other Services” Effective January 1, 2024 and Effective January 1, 2025**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: The Board approved the two-year rate increase.

**5. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District’s On-Site Wastewater Disposal Zone – Lands of Poute (315 Grove Drive, Portola Valley)**

Motion to Open by: Walker 2<sup>nd</sup> by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: None.

Motion to Close by: Walker 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

**6. Consider Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Poutre (315 Grove Drive Portola Valley)**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: None.

**7. Consent Calendar**

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

Discussion/Comments: None.

- A. Approval of Minutes for Regular meeting November 8, 2023
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru November 30, 2023
- C. WBSD Operations and Maintenance Report – November 2023
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – November 2023
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – November 2023 Pg. 7E-1
- F. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 18156 for the Construction of Force Main Extension, and Class 5 Sewer Permit No. 18157 for the Construction of Wastewater Facilities for 115 Sausal Drive, Portola Valley, California
- G. Monthly Investment Portfolio Statements – October 2023
- H. Monthly Investment Portfolio Statements - November 2023
- I. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 315 Grove Drive, Portola Valley (079-020-030), Land of Michael William Poutre and Janeen Michelle Poutre
- J. Consider Approving Closing of Tidmarsh Reimbursement Agreement
- K. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1624 for the Sewer Realignment required for 358 Walsh Road, Town of Atherton, California
- L. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 18156 for the Construction of Force Main Extension, and Class 5 Sewer Permit No. 18157 for the Construction of Wastewater Facilities for 115 Sausal Drive, Portola Valley, California

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

**8. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported the Central Square permit system is under implementation. He also reported the Bayfront Improvement Project tree removal was conducted and the pipeline improvements will begin in March of 2024. He continued to report \$54K was received from Public Surplus Auction for the sale of the 2012 Combo Hydro Jetter. He reported District crews replaced 32 feet of sewer main near Chester Ave. and Laurel Ave. He continued to report the District has submitted a Water



Reclamation grant application for \$10M to the United States Bureau of Reclamation. The next regular meetings were scheduled for December 27<sup>th</sup> and January 10<sup>th</sup>. The Board's consensus was to cancel the December 27<sup>th</sup> Board meeting. General Manager Ramirez presented an IT status and plan, update on software as a service (SaaS), and other platforms which will be moving to the cloud. The complete General Manager's written report is in the November 13<sup>th</sup>, 2023 agenda packet.

**9. Discussion and Direction by the Finance Advisory Committee**

Discussion/Comments: General Manager Ramirez reported the Finance Advisory Committee met on December 6<sup>th</sup> to review the annual audit and purchasing policy.

**10. Consider Adopting the District's Audited Financial Statements for the Year Ended June 30, 2023**

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

Discussion/Comments: Paul Pham, CPA of Chavan and Associates presented highlights of the annual audit.

**11. Consider Approving the Financial Statements FY 2022-23, Year Ending 6/30/2023**

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

Discussion/Comments: Finance Manager Fisher reported on the FY 2022-23, year ending 6/30/23 financial statements that included cash and investments increasing \$9.6M, assets increasing \$8.2M, liabilities increasing \$2.35M and a change in net position of \$11M.

**12. Consider Approving the Financial Statements FY 2023-24, 1<sup>st</sup> Quarter Ending 9/30/2023**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: Finance Manager Fisher reported on the FY 2023-24, 1<sup>st</sup> quarter ending 9/30/23 financial statements that included cash and investments decreasing \$8.6M, assets increasing \$184K, liabilities increasing \$188K and a change in net position of - \$19.5K.

**13. Consider Approval of the Revised Purchasing Policy and Resolution**

Motion to Approve by: Mortiz 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported revisions to the policy included updates of staff titles and adding fraud control procedures.

**14. Consider Accepting the 2023 Wastewater Collection System Master Plan by V. W. Housen & Associates**

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

Discussion/Comments: Vivian Housen of V.W. & Associates presented the draft of the 10-year Master Plan which included a Master Plan summary featuring capacity, the Linear Asset Management Program, a Recycled Water plan, and a Capital Improvement Program. She reported the project purpose was to combine the District's three interdependent

planning studies into a single plan.

**15. Consider Authorizing the General Manager to Issue the Call for Bids for the Willow Road Pump Station Project No. 1765.0**

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

Discussion/Comments: General Manager Ramirez reported the Willow Pump Station was built in 1981 and the cost to rehabilitate the station is anticipated to be \$860,000.

**16. Consider Authorizing the General Manager to Issue the Call for Bids for the Stowe Lane Pump Station Project No. 1764.0**

Motion to Approve by: Walker 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the pump station was built in the 1950's and rehabilitated in the 1990's. This project requires a complete rebuild with an anticipated construction cost of \$1.6M.

**17. Consider Authorizing the General Manager to Enter Into an Agreement for On-Call Geotechnical Observation and Testing Services and Special Inspections with BAGG Engineers for the Flow Equalization and Resource Recovery Facility (FERRF) Levee Improvement Project**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the Levee Project requires third party geotechnical observation, testing and special inspections which cost \$83,066. He also noted that the cost qualifies for the National Fish & Wildlife Foundation grant reimbursement.

**18. Consider Accepting Reclaimed Water Facilities Constructed Pursuant to Class 3 Permit No. 1611 at 100 Terminal Ave., Menlo Park (Menlo Park Community Campus), and Accept the Public Utility Easement and Approve the Reimbursement for such Facilities**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: None.

**19. Consider Approving an Amendment to Agreement with Woodard & Curran to Prepare a Recycled Water Feasibility Study and Facilities Plan for the Woodside Recycled Water Facility, in collaboration with Menlo Country Club**

Motion to Approve by: Mortiz 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the original agreement is for \$300,000 which will be funded by Menlo Country Club and State Water Board. The amendment is for an additional \$12,460 of consultant services that Menlo Country Club has agreed to pay.

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

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

Discussion/Comments: The Board re-elected: Fran Dehn, President; David Walker Secretary; Roy Thiele-Sardiña, Treasurer; George Otte, SVCW Commissioner; Ned Moritz, SVCW Alternate; Fran Dehn, SBWMA Board of Directors, George Otte, Alternate SBWMA Board; Ned Moritz and Roy Thiele-Sardiña, Finance Advisory Committee; Fran Dehn and Roy Thiele-Sardiña, Recycled Water Advisory Committee. Appointees for the Strategic Goals Committee will be selected at a later meeting.

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

Discussion/Comments: General Manager Ramirez reported November production was 7.7MG and 3.7MG were delivered. He also reported the Avy Altschul Pump Station TESCO panel has been installed and PG&E will connect power in January.

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

Discussion/Comments: General Manager Ramirez provided an update on the Levee Improvement Project.

**23. Report, Discussion and Direction on South Bayside Waste Management Authority (SBWMA) including Solid Waste Franchise Re-Assignment**

Discussion/Comments: General Manager Ramirez reported he met with San Mateo County Sustainability Director Carolyn Bloede regarding the solid waste franchise re-assignment. He informed her of the Board's intention for re-assigning the franchise. General Manager Ramirez will provide her with the District's rate study and financials.

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

Discussion/Comments: Director Otte reported on new limits when using design/build contracts. He also reported on the potable reuse study and on the food to energy program.

**25. Consider Authorizing the General Manager to Enter Into an Agreement for Construction Support Services for the Bayfront Park Sanitary Sewer Project in Menlo Park, San Mateo County**

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

Discussion/Comments: None.

**26. Closed Session**

Entered closed session at 11:20 p.m. Left closed session at 11:56 p.m.

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Subdivision (a) of Section 54956.9)

Name of Case: Tony Chan, et al. vs. West Bay Sanitary District – SMCC No. 19 CIV 07567

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

Agency designated representatives: Board President/Legal Counsel

Unrepresented employee: General Manager

Reportable action: None.

**27. Consider Approving End-of-Year Goals and Objectives Performance Compensation for the General Manager**

~~Motion to Approve by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_ Vote: AYE: NAY: Abstain:~~

Discussion/Comments: This item was tabled until the regular meeting of January 10, 2024 following a special meeting to be held on January 3, 2024 to discuss the General Manager performance evaluation.

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

Discussion/Comments: None.

**29. Adjournment Time:** The meeting was adjourned at 12:03 AM



*1902 - Serving Our Community for over 121 Years - 2024*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE SPECIAL MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JANUARY 3, 2024 AT 7:00 P.M.**

**1. Call to Order**

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

**Roll Call**

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

BOARD MEMBERS ABSENT: Secretary Walker

STAFF MEMBERS PRESENT: Ramirez, AND Condotti by Zoom

Others Present: None.

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

**3. Consider Approving Investment Policy and Resolution**

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

- Discussion/Comments: General Manager Ramirez reported the investment policy resolution added to allow General Manager to move funds to investment reserves with Finance Committee approval and then seek Board ratification. There are no changes to the budget and Board approval process. In addition, the Finance Committee gave an update regarding their investment recommendations.

**4. Closed Session**

Entered closed session at 7:10 p.m. Left closed session at 7:35 p.m.

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

Agency designated representatives: Board President/Legal Counsel

Unrepresented employee: General Manager

Reportable action: None.

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

Discussion/Comments: The Board discussed the General Manager's annual performance and will take action at the Regular Board Meeting scheduled for January 10, 2024.

**6. Adjournment Time:** The meeting was adjourned at 7:36 PM

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

**Date:** *January 10, 2024*

**To:** *Board of Directors*

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

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

---

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

**Receipt Summary:**

Commercial Deposits	62,674.28
Deposits in Transit/(Prior Period)	1,161.06
Returned Checks	(3,933.20)
Credit Cards	9,390.57
Franchise Fees	9,295.65
San Mateo County [Tax Roll]	16,166,066.54
Other Receipts	141,290.77
Transfers	2,000,000.00
<b>Total Receipts</b>	<b>18,385,945.67</b>

**Withdrawal Summary**

Total Checks	1,634,404.26
Total Corp Cards	9,091.59
Total Bank Wires/ACHs	1,082,706.65
<b>External Withdrawals</b>	<b>2,726,202.50</b>
Total Internal Bank Transfers	16,075,000.00
<b>Total Withdrawals</b>	<b>18,801,202.50</b>

**Fund**      **Expenditure Summary by Budget Category**

100	Operations	16,754,811.20
200	Capital	842,624.23
300	Solid Waste	11,358.75
500	Recycled Water	596,392.32
800	Silicon Valley Clean Water	596,016.00
<b>Expenditures by Fund</b>		<b>18,801,202.50</b>

The transactions listed for November comprise multiple District checking accounts. The District separated payroll expenditures into a separate account to insulate employees from possible risk. On October 30, 2023, the District opened a new Operating account.

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

President \_\_\_\_\_

Secretary \_\_\_\_\_

### **Investment Portfolios**

There are currently five separate investment reserves maintained to support the goals of the District, along with reserves held in LAIF, the Vehicle & Equipment Reserve held in a money market account, and the restricted Pension Trust and Recycled Water State Revolving Fund (SRF) Reserves. Annual contributions are made in accordance with the Board approved budget and periodically evaluated.

<b><u>Reserve Account</u></b>	<b><u>Originated</u></b>	<b><u>Target Balance</u></b>	<b><u>Balance 12/31/23</u></b>	<b><u>Target</u></b>
Operating Reserve	11/26/2014	\$14 million	\$14,024,468	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	\$10,983,420	Achieved
Treatment Plant Reserve	8/1/2021	\$12 million	\$12,388,388	Achieved
Capital Project Reserve	11/26/2014	\$8 million	\$8,665,571	Achieved
Emergency Capital Reserve	10/19/2010	\$6 million	\$6,522,623	Achieved
Recycled Water Cash Flow	11/18/2016	\$8 million	\$6,314,366	Unfulfilled *
Recycled Water SRF Reserve	3/1/2018	\$1.46 million	\$1,518,484	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	\$1,005,157	Achieved

\* Some funds held in LAIF for current use.

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.

<b><u>Investments by Type</u></b>	<b><u>Balance 12/31/23</u></b>
Local Agency Investment Fund (LAIF)	41,835,977
Unrestricted Reserves	
Investment Portfolios	\$58,898,836
Money Market Account	\$1,005,157
Restricted Reserves	
Recycled Water SRF Reserve	\$1,518,484
Public Agency Retirement Services (PARS)	737,254 **

\*\* Balance as of 11/30/23



**West Bay Sanitary District  
Receipts  
December 2023**

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
463309	12/1/2023	Xun Chen: 72 Magnolia Dr., ATH, Conn, ADU & Permit	9,528.40
463310	12/1/2023	WBSD: Transfer LAIF to BMO Acct	2,000,000.00
463311	12/4/2023	SHGCC: O&M 12/2023, SRF Loan Pmt# 9, Trojan Lamp	141,240.77
463312	12/4/2023	EJ Plumbing: 670 18th Ave, MP, Permit	490.00
463313-463315	11/1/2023	Prior Month	0.00
463316	12/5/2023	Tremin Corp dba Bay West Builders: 29 De Bell, ATH, Permit	6,085.20
463317	12/5/2023	Albert Bower: 830 Los Trancos Rd, PV,SSC FY 2023-24	1,306.00
463318	12/5/2023	Town of Los Altos Hills: MSA 10/2023	29,208.22
463319	12/5/2023	Benjamin Longmier: 1036 Los Trancos Rd, PV,SSC FY 2023-24	1,306.00
463320	12/5/2023	US Bank: CalCard Cash Back 2023 Q3	571.39
463321	12/6/2023	Behrens & Curry, Inc.: 1140 Bay Laurel Dr., MP, Disc Permit	602.87
463322	12/7/2023	Valetine Construction: 654 Hermosa Way, MP, Permit	490.00
463323	12/8/2023	Joseph George Mccrate: 2240 Avy Ave, MP, ADU Conn	6,085.20
463324	12/8/2023	Able Septic: 729 Middle Ave, MP, Permit	490.00
463325	12/11/2023	Works Plumbing: 70 Irving Ave, Ath, CCTV Review	110.00
463326	12/11/2023	Bayshore Plumbers: 33 Walnut Ave, ATH, Permit	490.00
463327	12/11/2023	Genmor Plumbing: 528 Berkeley Ave, MP, Permit, s/b \$490.00	4.90
463328	12/11/2023	Tarltton Properties: 1525 O'Brien Dr, MP, Permit	490.00
463329	12/12/2023	James Bensman: 1300 Garden Ln, MP, Discharge Permit	600.75
463330	12/12/2023	Daniel Wernikoff: 145 Bear Gulch Dr, PV,SSC FY 2023-24	1,306.00
463331	12/12/2023	Lance&Chelsea Thompson: 177 Los Trancos, PV,SSC FY 2023-24	1,306.00
463332	12/12/2023	Hai Wu: 40 Tagus Ct, PV,SSC FY 2023-24	2,226.00
463333	12/11/2023	Works Plumbing: 70 Irving Ave, ATH, OT Permit	380.00
463334	12/12/2023	Commando Plumbing: 11 Politzer Dr, MP, Permit	720.00
463335	12/15/2023	Ams Construction: 2016 Liberty Park Ave, MP, Permit	490.00
463336	12/15/2023	Charles Lepere: 320 Grayson Ct, MP, Permit	490.00
463337	12/18/2023	Scott Brady: 500 Fanita Way/1769 Oakdell Dr, MP; APN: 071-18	304.92
463338	12/18/2023	Shoreway Plumbing, Inc.: 1770 Poppy Ave, MP, Permit	720.00
463339	12/18/2023	Jennifer Tanner: 211 Oakhurst Pl, MP, CCTV Review	110.00
463340	12/18/2023	Millennium Builders: 309 Laurel Ave, MP, Permit	490.00
463341	12/19/2023	Wizard Plumbing And Drain: 83 De Bell Dr, Ath, Permit	720.00
463342	12/19/2023	Bayshore Plumbers: 36 Politzer Dr, MP, Permit	490.00
463343	12/19/2023	Same As GC: 1855 White Oak Dr, MP, Permit	220.00
463344	12/19/2023	Winchell Trust: 18 Arastradero Rd, PV,SSC FY 2023/24	1,113.00
463345	12/18/2023	Recology: SW Franchise Fee 11/2023	9,295.65
463346	12/15/2023	SMC: SSC 50% Apportionment FY 2023-24	16,166,066.54
463347	12/20/2023	Paya: Refund Credit Card Fee 11/2023	15.00
463348	12/6/2023	BMO: Refund BMO Stop Pmt Fee 11/29/23	35.00
463349	12/20/2023	EJ Plumbing: 140 Corte Madera Rd, PV, Permit	720.00
463350	12/21/2023	Ali Parvin: 248 San Mateo Dr, MP, Permit	220.00
463351	12/21/2023	Caccia Plumbing: 62 Walnut Ave, Ath, Permit	490.00
463352	12/21/2023	Bayshore Plumbers: 2 Santiago Ave, ATH, Permit	490.00
463353	12/27/2023	Bayline Plumbing: 2 Mesa Ct, ATH, Permit	490.00
463354	12/27/2023	Bayshore Plumbers: 233 Mckendry De, MP, Permit	490.00
463355	12/27/2023	Thomas James Homes: 1815 Altschul Ave, MP, Permit	220.00
463356	12/29/2023	SHR Hotel: 2825 Sand Hill Rd, MP, Discharge Permit	1,161.06
<b>Total Receipts</b>			<b>\$18,389,878.87</b>
Returned Checks			(3,933.20)
<b>Net Receipts</b>			<b>\$18,385,945.67</b>

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

Check	Date	Payee	Purpose	Amount
71230	12/6/2023	Pacific Gas & Electric	Void	(2,426.89)
71243	12/4/2023	Casey Construction	Avy Altschul Pump Station - 7/2023 & Point Repair Project Phase I- 8/2023	1,272,623.09
71244	12/7/2023	AAA Rentals	Equipment Rental 3 Yard Dump Trailer 11/2023	660.00
71245	12/7/2023	Matheson Tri-Gas	Tank Rentals 11/2023	108.48
71246	12/7/2023	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 11/2023	1,440.00
71247	12/7/2023	Atchison, Barisone & Condotti	Legal Services 10/2023	15,687.25
71248	12/7/2023	Bonny Doon Environmental	STEPS System Parts for Stock and Replacement 10/2023	792.42
71249	12/7/2023	CSRMA C/O Alliant Insurance	CSRMA Liability Deductible Claim #3034593	108.00
71250	12/7/2023	Chavan & Associates	Financial Audit FY 2022-23	7,250.00
71251	12/7/2023	Cintas	Uniform Service 11/29/23	1,200.30
71252	12/7/2023	Clean Earth Environmental	Hazardous Waste Disposal 11/2023	1,675.51
71253	12/7/2023	Cleanserv Universal Services	Janitorial Service 12/2023	1,075.00
71254	12/7/2023	Comcast	Internet 11/20/23-12/19/23	335.08
71255	12/7/2023	Detection Instruments Corp.	Oddo Logger Service 10/2023	248.05
71256	12/7/2023	Navia Benefit Solutions	Commuter & FSA Fees 11/2023	206.00
71257	12/7/2023	Freyer & Laureta	Staff Aug, Willow Rd PS, Stowe Lane PS, Point Repair & Levee Design 10/2023	118,471.14
71258	12/7/2023	Grainger	SHWRP Schedule 80 Parts 10/2023	1,200.24
71259	12/7/2023	Hadronex	Smartcover Warranty - Willow PS & Smartcover System 11/2023	5,963.72
71260	12/7/2023	HF&H Consultants	Solid Waste Rate Study 2024 Update 10/2023	2,723.75
71261	12/7/2023	Gabriel Hernandez	SHRWF Gardening Service 11/2023	300.00
71262	12/7/2023	Home Depot Credit Services	Supplies & Pump Station Parts & Material 11/2023	1,706.62
71263	12/7/2023	Ieda	Consulting Fees 12/2023	814.00
71264	12/7/2023	Kone Pasadena	Elevator Maintenance 12/2023	319.60
71265	12/7/2023	Mallory Co.	Fall Protection Equipment 9/2023	7,777.39
71266	12/7/2023	Mccrometer Inc.	Flo-Dar Maintenance Contract 11/2023	12,993.75
71267	12/7/2023	Medco Supply Company	First Aid Supplies 11/2023	340.54
71268	12/7/2023	City Of Menlo Park - Fuel	District Vehicles Fuel 11/2023	7,359.73
71269	12/7/2023	Abila	MIP Cloud Subscription 11/4/22-2/3/24	82.12
71270	12/7/2023	R.D. Kincaide, Inc.	Pipe Patch 11/2023	1,461.12
71271	12/7/2023	Void - Check Overflow	Void	0.00
71272	12/7/2023	Pacific Gas & Electric	Electric Service - Sept-Oct 2023	29,585.39
71273	12/7/2023	Principal Life Insurance	Dental, Vision, Life, AD&D, Disability Ins 12/2023	7,450.92
71274	12/7/2023	Redwood General Tire Co	Tire Purchase (8) 11/2023	2,476.69
71275	12/7/2023	Chamber San Mateo County	Annual Membership 11/2023	475.00
71276	12/7/2023	Seekzen Systems	IT Consulting Service 11/2023	475.00
71277	12/7/2023	Sharp Business Systems	Copiers Monthly Lease 12/2023	1,279.93
71278	12/7/2023	TPX Communications	District VoIP & Fiber Service 11/2023	3,271.94
71279	12/7/2023	Teletrac Navman US	District Vehicles GPS 12/2023	271.96
71280	12/7/2023	Towne Ford	Vehicle Repair 11/2023	282.01
71281	12/7/2023	Uline	Rain Gear PPE 10/2023	654.51
71282	12/7/2023	Underground Republic Water	Rehab: Couplers, Pipe and Other Materials 11/2023	1,081.87
71283	12/7/2023	United Rentals (North America)	Trench Plate and Trench Shoring Rentals 11/2023	1,671.00
71284	12/7/2023	Valley Heating & Cooling	HVAC Maintenance Agreement 8/2023 & 11/2023	588.00
71285	12/7/2023	Verizon Wireless	Cellular Service - Verizon - SHRWF Communications 11/2/23-12	65.57
71286	12/14/2023	Airgas Usa, LLC	Tank Rentals 11/2023	58.05
71287	12/14/2023	Veolia Water North America	Water Service - 1805 Purdue Ave 11/2/23-12/1/23	64.55
71288	12/14/2023	ReadyRefresh By Nestle	Water Delivery 11/1/23-11/30/23	153.90
71289	12/14/2023	Atchison, Barisone & Condotti	Legal Services 11/2023	14,676.72
71290	12/14/2023	Bay Alarm	Fire & Alarm System Monitoring 1/1/24-3/31/24	1,812.30
71291	12/14/2023	Bayside Equipment Company	Unit 216 Generator Service 10/2023	567.87
71292	12/14/2023	California Water Service	Water Service - Oct-Nov 2023	3,135.13
71293	12/14/2023	CalPERS Longterm Care Program	LTC Withholding 11/16/23-11/30/23 & 12/1/23-12/15/23	134.54
71294	12/14/2023	Cintas	Uniform Service 12/6/23	1,252.79
71295	12/14/2023	CPS HR Consulting	HR Consulting Services 7/30/23-10/28/23	187.50
71296	12/14/2023	Du-All Safety, LLC	Safety Maintenance Contract & Standard Operating Procedures Development 11/2023	2,700.00
71297	12/14/2023	Navia Benefit Solutions	FSA Contributions PR 12/15/23	1,192.69
71298	12/14/2023	Grainger	Misc Parts & Supplies 12/2023	679.21
71299	12/14/2023	Granite Rock Company	Class II Recycled Base Rock, Asphalt, Concrete Materials 11/	146.27
71300	12/14/2023	City Of Menlo Park - Water Svc	Water Service - Oct-Nov 2023	141.91
71301	12/14/2023	Municipal Maintenance Equip.	Pipehunter Repair 11/2023, Unit 221	7,056.52
71302	12/14/2023	Napa Auto Parts	Unit 207: Battery 12/2023	155.68
71303	12/14/2023	Pacific Gas & Electric	Electric Service - Georgia Ln 10/30/23-11/29/23	658.39
71304	12/14/2023	D&J Gardening	Landscaping 12/2023	1,550.00
71305	12/14/2023	Red Wing Shoe Store	Safety Boots - 11/2023	451.54
71306	12/14/2023	San Mateo County Health	SMC Environmental Health Permits	659.28

**West Bay Sanitary District**

**Financial Activity Report**

**Withdrawals**

**December 2023**

71307	12/14/2023	Teamsters Local No. 350	Union Dues 12/2023	1,088.00
71308	12/14/2023	Central Square Technologies	Online Permitting System 11/2023	90.00
71309	12/14/2023	Underground Republic Water	Rehab: Couplers, Pipe and Other Materials 12/2023	664.37
71310	12/14/2023	US Standard Products Corp	PPE Safety Glasses	2,984.76
71311	12/14/2023	Vision Communications Co.	Radio Air Time 12/2023	764.15
71312	12/14/2023	West Yost & Associates	Grant Funding Services - USBR Title XVI WIIN 10/7/23-11/3/23	7,273.75
71313	12/20/2023	Custom Tops, Inc.	Outfit Unit 233	6,220.75
71314	12/20/2023	Bay Alarm	Access Control System & Fire System Monitoring 1/1/24-3/31/24	1,158.69
71315	12/20/2023	California Water Service	Water Service - Nov-Dec 2023	127.30
71316	12/20/2023	Cintas	Uniform Service 12/13/23	1,200.30
71317	12/20/2023	Fedex	FedEx: PG&E 12/8/2023	47.71
71318	12/20/2023	Grainger	Marking Paint & Wire Kit 12/2023	1,262.14
71319	12/20/2023	Innovyze LLC	Renewal of Sewer Hydraulic Model Software 3/15/24-3/14/25	10,840.00
71320	12/20/2023	City Of Menlo Park - Water Svc	Water Service - Nov-Dec 2023	452.50
71321	12/20/2023	Pacific Gas & Electric	Electric Service - Nov-Dec 2023	257.08
71322	12/20/2023	Preferred Alliance	DOT Testing Admin Fees 11/2023	266.76
71323	12/20/2023	Recology Peninsula Services	Recology Waste 2 Yard Bin - SHGCC 11/2023	249.39
71324	12/20/2023	SWRCB	SWRCB Annual Permit Fees 7/1/23-6/30/24	23,831.00
71325	12/20/2023	Sonsray Machinery LLC	Case Backhoe Service	4,258.77
71326	12/20/2023	V & A Consulting Engineers	Master Plan: V&A Flow Monitoring Study 7/1/23-8/31/23	3,955.50
71327	12/20/2023	Leaf Capital Funding	Fujitsu Scanner Monthly Lease 12/2023	509.29
71328	12/27/2023	AT&T	Telemetry & Alarms 11/13/23-12/12/23	1,230.55
71329	12/27/2023	Readyrefresh By Nestle	Water Delivery 11/11/23-12/10/23	225.27
71330	12/27/2023	Cintas	Uniform Service 12/20/23	1,366.75
71331	12/27/2023	Navia Benefit Solutions	FSA Contributions PR 12/29/23	1,092.69
71332	12/27/2023	HF&H CONSULTANTS	Solid Waste Rate Study 11/2023	8,635.00
71333	12/27/2023	Pacific Gas & Electric	Electric Service - Nov-Dec 2023	1,713.85
71334	12/27/2023	Redwood General Tire Co	Tire Purchase (1) 12/2023	430.08
71335	12/27/2023	Verizon Wireless	District Cellphones 11/16/23-12/15/23	1,633.07
71336	12/27/2023	Vision Communications Co.	Radio Air Time 11/2023	764.15
71337	12/27/2023	Seth Avila	Boot Reimbursement S.Avila 8/2023	250.00
<b>Checks</b>				<b>1,634,404.26</b>

**Corporate Cards:**

GL	Date	Account Name	Description	Amount
54028	12/21/2023	Commuter Benefits	Fastrak: Commuter Expense 11/2023	2,140.00
54080	12/21/2023	Memberships	Peloton Membership 11/2023	44.00
54091	12/21/2023	Stationary and Office Supplies	Office Supplies 11/2023	791.00
54092	12/21/2023	Periodicals & Printer Supplies	Amazon: MICR Toner 10/27/23	284.38
54101	12/21/2023	Ops Supplies & Materials	Operating Supplies 11/2023	787.06
54106	12/21/2023	Small Tools	Home Depot: O&M Tools 11/20/23	196.54
54107	12/21/2023	Personal Protective Equip & Su	Global Industrial: Eye Wash Spray Covers 11/07/23	110.60
54121	12/21/2023	General Eng. Surveys, Studies	SMC Building: Easement Documents 10/25/23	38.00
54128	12/21/2023	Misc Professional Services	Dropbox: WBSD Data Storage 11/06/23	199.00
54131	12/21/2023	Advertisement & Legal Notices	The Daily Post: Ad Bayfront RWF RFQ 11/02/23	562.50
54132	12/21/2023	Printing Forms & Cards	Check Stock Paper, November Birthday Cards 10/2023	31.99
54151	12/21/2023	Fleet/Vehicle R&M	Interstate Battery System of S.F. Replacement Battery	136.98
54158	12/21/2023	Computer Software R & M	Duo.com: MFA, Zoom: Video Conference Monthly Subscription	79.00
54159	12/21/2023	Computer Hardware R & M	Phone & Screen Protector Case for GM 11/02/23	84.67
54173	12/21/2023	Dept Training & EE Development	CWEA: Pump Class D.Nanni 11/01/23	65.00
54174	12/21/2023	Mgmt Conf. & District Meetings	District Staff Meetings 11/2023	1,867.10
54175	12/21/2023	CWEA Conf/Section Mtgs	District Trainings 10/2023	178.97
54191	12/21/2023	Internet	Comcast: Internet SHRWF 11/07/23	186.76
54202	12/21/2023	Other Misc. Operating Expense	Sympathy Flowers 11/2023	108.04
54203	12/21/2023	Licenses & Permits	City of Menlo Park: Bayfront Tree Removal Permit 11/21/23	1,200.00
<b>US Bank - CalCards</b>				<b>9,091.59</b>

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

**Bank Transfers:**

<b>Date</b>	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>
12/1/2023	MissionSquare	Deferred Compensation	10,267.66
12/4/2023	Paytrace	Credit Card Processing Fees	732.23
12/4/2023	Paya	Bank Fee (to be refunded)	15.00
12/4/2023	BMO	Bank Fee (to be refunded)	12.00
12/5/2023	SVCW	SVCW Monthly Operating Contribution	596,016.00
12/8/2023	ADP - Fees	ADP Fees	296.85
12/8/2023	CalPERS - Retirement	Retirement Contributions PR 12/01/2023	29,085.75
12/11/2023	CalPERS - Health Premiums	Health Premiums	67,224.40
12/14/2023	ADP	Payroll Taxes - Board	603.72
12/14/2023	ADP	Director Fees Nov 2023	3,361.54
12/14/2023	ADP	Payroll Taxes - 12/15/2023	42,381.24
12/14/2023	ADP	Employee Payroll - Check Date: 12/15/2023	129,090.73
12/15/2023	MissionSquare	Deferred Compensation	9,698.96
12/22/2023	ADP - Fees	ADP Fees	332.85
12/27/2023	CalPERS - Retirement	Retirement Contributions PR 12/15/2023	28,485.47
12/28/2023	ADP	Payroll Taxes - 12/29/2023	36,682.17
12/28/2023	ADP	Employee Payroll - Check Date: 12/29/2023	118,721.12
12/29/2023	MissionSquare	Deferred Compensation	9,698.96
<b>Bank Wires</b>			<b><u>1,082,706.65</u></b>

<b>Date</b>	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>
12/18/2023	WBSD LAIF Account	Transfer from BofW Checking to LAIF	16,000,000.00
12/27/2023	Public Agency Retirement Services (PARS)	Contributions Pension \$50k & OPEB \$25k	75,000.00

<b>Internal Bank Transfers</b>	<b><u>16,075,000.00</u></b>
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**Summaries:**

**Withdrawal Summary**

Total Checks	1,634,404.26
Total Corp Card	9,091.59
Total Bank Wires / ACHs	1,082,706.65
Total Internal Bank Transfers	16,075,000.00
<b>Total Withdrawals</b>	<b><u>18,801,202.50</u></b>

**West Bay Sanitary District**  
**Expenditures By Vendor**  
**7/01/2023 to 12/31/2023**

<b>Withdrawals</b>	<b>Total by Vendor YTD FY 2023-24</b>	<b>Withdrawals December 2023</b>
AAA Fire Protection Services	1,450.00	-
AAA Rentals	9,190.64	660.00
A-A Lock & Alarm	2,263.95	-
Ace Fire Equipment & Service	-	-
Action Towing	337.00	-
Abila	734.79	82.12
ADP - Fees	4,002.90	629.70
ADP-Wage Garnishment	-	-
Aerzen USA Corp.	-	-
Airgas Usa, LLC	347.04	58.05
Allied Crane	-	-
The Almanac	420.00	-
Alpha Analytical Laboratories	23,111.25	1,440.00
Angel Ambriz	125.00	-
Anderson Pacific	-	-
Aqua Natural Solutions	2,422.08	-
AT&T	7,200.23	1,230.55
Atchison, Barisone & Condotti	69,860.17	30,363.97
Seth Avila	250.00	250.00
Aztec Consultants	-	-
BAGG Engineers	21,095.00	-
Backflow Prevention Specialist	-	-
Bank of the West	392.02	-
BMO	484.27	12.00
Battery Junction Wholesale	1,756.79	-
Bay Alarm	9,750.30	2,970.99
Bay Area Air Quality Mgmt Dist	18,491.00	-
Bay Area Barricade Service Inc	-	-
Bay Area Paving Co.	997.00	-
Bay Reprographic	-	-
Bayside Equipment Company	11,689.03	567.87
Annette Bergeron	340.74	-
Jed M. Beyer	91.54	-
Blackburn Manufacturing Co	-	-
Bonny Doon Environmental	792.42	792.42
Bosco Oil Inc DBA Valley Oil	-	-
Brilliant Homes, Inc.	9,547.00	-
CA Dept Of Tax & Fee Admin	-	-
CASA	-	-
CA State Disbursement Unit	-	-
CPS HR Consulting	1,582.50	187.50
Calgon Carbon Corporation	-	-
Calif. Labor Law Poster Service	-	-
CA Regional Water Quality	-	-
California State Lands Comm	-	-
California Water Service	14,446.09	3,262.43
CalPERS - Retirement	344,820.75	57,571.22
CalPERS - Health Premiums	393,820.59	67,224.40
CalPERS - Unfunded Accrued Liability	-	-
CalPERS - Actuary Fees	1,050.00	-
CalPERS - 1959 Survivor Billing	-	-
CalPERS Longterm Care Program	739.97	134.54
California Car Sounds	2,039.80	-
Casey Construction	1,272,623.09	1,272,623.09
CDW Government	84.44	-
Center For Hearing Health	680.00	-
Central Square Technologies	54,270.88	90.00
Chavan & Associates	7,250.00	7,250.00
ChemsearchFE	-	-
Cintas	27,698.35	5,020.14
City of Foster City	567.00	-
City of Menlo Park	-	-
City Of Menlo Park - Fuel	43,003.58	7,359.73
City Of Menlo Park - Water Svc	5,531.81	594.41
Clean Earth Environmental	1,675.51	1,675.51
Cleanserv Universal Services	6,647.97	1,075.00
Coast To Coast Trucking School	-	-
Comcast	3,453.57	335.08
The Concept Genie	1,351.25	-
Consolidated Parts	-	-
Core & Main	16,801.02	-
Corrosion Protection Solutions	-	-
Heath Cortez	-	-
Costco	60.00	-
CSDA	9,275.00	-
CSRMA c/o Alliant Insurance	185,051.86	108.00
CUES	4,709.69	-
Custom Tops, Inc.	6,220.75	6,220.75

**West Bay Sanitary District**  
**Expenditures By Vendor**  
**7/01/2023 to 12/31/2023**

<b>Withdrawals</b>	<b>Total by Vendor YTD FY 2023-24</b>	<b>Withdrawals December 2023</b>
CWEA	6,080.00	-
D&J Gardening	3,800.00	1,550.00
D & L Supply	3,899.02	-
Dale Scott & Co.	-	-
Daniel Mechanical	-	-
Das Manufacturing, Inc.	-	-
Detection Instruments Corp.	2,448.13	248.05
Dell Marketing	19,403.82	-
Dewey Pest Control	-	-
Dolphin Graphics	4,254.00	-
Downtown Ford Sales	129,285.38	-
Du-All Safety, LLC	28,363.05	2,700.00
Duke's Root Control, Inc	259,010.16	-
Employment Development Dept.	-	-
ESRI	-	-
East Bay Municipal Utility	-	-
Ergoworks	-	-
Fast Response On-Site Testing	-	-
FedEx	1,038.71	47.71
Fischer Compliance LLC	-	-
Ford Motor Company	-	-
Freyer & Laureta	892,259.63	118,471.14
Frisch Engineering, Inc.	1,875.00	-
Victor Garcia	246.04	-
Global Equipment, Inc	-	-
Golden Gate Truck Center	461.38	-
Golden State Reprographics LLC	-	-
GoldStreet Design Agency	4,000.00	-
Govconnection, Inc.	-	-
GovernmentJobs.Com	4,871.92	-
Grainger	18,231.04	3,141.59
Granite Rock Company	2,934.88	146.27
John Green	775.00	-
Quinten Green	-	-
Grundfos CBS Inc.	1,880.00	-
HF&H Consultants	27,175.00	11,358.75
H & R Plumbing & Drain	26,600.00	-
Hach Company	17,005.79	-
Hadronex	47,459.72	5,963.72
Harben California	6,688.51	-
Harrington Industrial Plastics	1,147.71	-
Helix Laboratories	2,764.03	-
Gabriel Hernandez	1,800.00	300.00
Hillyard/San Francisco	944.89	-
Home Depot Credit Services	10,096.50	1,706.62
Bob Hulsmann	389.45	-
ICMA	-	-
IEDA	814.00	814.00
Innovyze LLC	10,840.00	10,840.00
Institute For Local Government	-	-
Instrument Technology Corp.	60.16	-
Interstate Traffic Control	45.94	-
Ironhouse Sanitary District	-	-
Kaz & Associates	3,000.00	-
Parisa Khorsand	-	-
Kimball Midwest	4,495.86	-
Kone Pasadena	1,917.60	319.60
Las Lomitas Elementary Sd	49,000.00	-
Lasky Trade Printing	-	-
Leaf Capital Funding	2,824.24	509.29
Learn It	-	-
Aurora Ledesma	150.00	-
Livermore Auto Group	-	-
Sione Lolohea	-	-
Eric Madrigal	-	-
Mallory Co.	38,139.72	7,777.39
Lisandro Marquez	250.00	-
Matheson Tri-Gas	528.51	108.48
Maxx Metals	-	-
McCrometer Inc.	64,968.75	12,993.75
Medco Supply Company	1,518.91	340.54
Menlo Park Fire Protection	-	-
Menlo Park Hardware Co. #14016	-	-
Mid Peninsula Abstracts	-	-
Mid State Container Sales, Inc	-	-
MiscoWater	2,612.24	-
Mission Clay Products, LLC	5,566.66	-
MissionSquare	161,154.97	29,665.58
Mission Valley Ford	-	-

**West Bay Sanitary District**  
**Expenditures By Vendor**  
**7/01/2023 to 12/31/2023**

<b>Withdrawals</b>	<b>Total by Vendor YTD FY 2023-24</b>	<b>Withdrawals December 2023</b>
Morse Hydraulics	1,385.41	-
Motion Industries	-	-
Multiquip Inc	-	-
Municipal Maintenance Equip.	15,367.30	7,056.52
Dominic Nanni	-	-
Napa Auto Parts	1,107.29	155.68
Nassco Pacp	-	-
National Auto Fleet Club	-	-
Navia Benefit Solutions	21,703.07	2,491.38
NeoPost	900.00	-
Carrie Nevoli - Petty Cash	108.32	-
NorCal Materials, Inc.	2,456.18	-
North Bay Pensions	-	-
Occasions, Etc.	250.17	-
Occupational Health Centers	199.00	-
Ogasawara Landscape Maint.	-	-
Omega Industrial Supply	4,968.70	-
Orenco Systems, Inc.	19,844.91	-
Ovivo Usa, LLC	11,171.24	-
Owen Equipment Sales	3,178.73	-
P&F Distributors	1,010.85	-
Paxxo (USA) Inc	-	-
PBM	4,258.36	-
Pacific Gas & Electric	173,051.66	29,787.82
Paya	15.00	15.00
Paytrace	5,787.36	732.23
Peninsula Truck Repair	2,145.43	-
Pier 2 Marketing	1,000.00	-
Charles A. Planje	-	-
Ponton Industries	-	-
Precise Concrete Sawing, Inc.	2,208.40	-
Precise Printing And Mailing	2,339.64	-
Precision Engineering	933,530.04	-
Preferred Alliance	1,663.56	266.76
PrimePay Fees	-	-
Principal Life Insurance	43,468.09	7,450.92
Project Ergonomics	1,264.21	-
Quadient Leasing USA	536.74	-
Quincy Compressor	3,491.32	-
R.A. Nosek Investigations	310.00	-
R.D. Kincaide, Inc.	16,049.56	1,461.12
Sergio Ramirez	-	-
Ranger Pipelines	97,917.76	-
Readyrefresh By Nestle	2,443.64	379.17
Recology Peninsula Services	1,496.34	249.39
Red Wing Shoe Store	3,372.75	451.54
Redwood City Health & Wellness	256.00	-
Redwood General Tire Co	9,125.77	2,906.77
City Of Redwood City	-	-
Todd Reese	62.52	-
Registrar Of Voters	-	-
Rich Voss Trucking	1,245.00	-
Roadsafe Traffic Systems, Inc.	9,220.85	-
Samuel M. Rose	1,125.00	-
George Sanchez III	300.00	-
SVCW - Monthly Operating Contribution	3,576,096.00	596,016.00
SVCW - Debt Reserve Contribution	-	-
SVCW - 2018 Bonds	1,249,009.22	-
SVCW - 2021 A&B Bonds	2,308,386.67	-
SVCW - SRF Debt	506,765.20	-
Silicon Valley Clean Water	1,350.00	-
Chamber San Mateo County	475.00	475.00
County of San Mateo	-	-
San Mateo County Assessor	-	-
San Mateo County Tax Collector	1,013.24	-
San Mateo County Health	2,645.78	659.28
County of San Mateo - LAFCO	21,739.00	-
San Mateo Lawn Mower Shop	412.09	-
County of Santa Clara	-	-
SWRCB	23,831.00	23,831.00
Secretary Of State	40.00	-
Seekzen Systems	12,625.00	475.00
Sensera Systems	6,295.00	-
Shape, Inc.	-	-
Sharp Business Systems	7,663.65	1,279.93
Siemens Industry, Inc.	2,087.97	-
Signa Mechanical	-	-
Sonsray Machinery LLC	4,258.77	4,258.77
Spartan Tool	2,968.98	-
SPL Laboratories	-	-
Staples Credit Plan	1,354.53	-

**West Bay Sanitary District**  
**Expenditures By Vendor**  
**7/01/2023 to 12/31/2023**

<b>Withdrawals</b>	<b>Total by Vendor YTD FY 2023-24</b>	<b>Withdrawals December 2023</b>
State Board Of Equalization	7,900.00	-
Stevens Creek Quarry	2,037.89	-
Streamline	6,600.00	-
Sutter EAP	437.00	-
Syneco Systems, Inc.	796.50	-
TPC Training	-	-
TPX Communications	19,513.00	3,271.94
Teamsters Local No. 350	6,250.00	1,088.00
Teletrac Navman US	1,903.72	271.96
Telstar Instruments, Inc.	-	-
Thomas & Associates	-	-
Total Equipment Of Fremont	5,091.34	-
Town Of Atherton	-	-
Towne Ford	17,383.57	282.01
Trojan Technologies Group ULC	30,576.68	-
Uline	2,071.44	654.51
Underground, Inc.	-	-
Underground Republic Water	11,010.52	1,746.24
Underground Service Alert	14,084.29	-
United Rentals (North America)	1,671.00	1,671.00
Univar Solutions USA	5,799.89	-
US Bank - CalCards	65,759.09	9,091.59
U.S. Jetting, LLC.	-	-
US Standard Products Corp	2,984.76	2,984.76
V & A Consulting Engineers	28,234.00	3,955.50
V.W. Housen & Associates	226,257.03	-
Valley Heating & Cooling	882.00	588.00
Valley Power Systems North	566.92	-
Vallombrosa Center	-	-
Veolia Water North America	396.07	64.55
Verizon Wireless	10,810.33	1,698.64
Video Voice Data Communication	-	-
Vision Communications Co.	9,252.51	1,528.30
Weco Industries	22,659.14	-
The Weed Solution	-	-
West Yost & Associates	23,781.00	7,273.75
Western States Tool & Supply	-	-
Western Truck Fabrication, Inc	-	-
Woodard & Curran	395,638.53	-
Young's Auto Supply Center	288.71	-
Zenon Environmental	-	-
Zip's AW Direct	-	-
Zoll Medical Corporation	1,895.12	-
Cole Erskine	12,769.01	-
Andrew & Bonnie Sterngold	-	-
Rebecca Flynn & Alexander Moissis	9,046.24	-
William F. Kelly	9,046.24	-
Tedd Corman	-	-
Scott Mitic	17,988.30	-
Elizabeth Holmes	42,718.94	-
Craig M. Buschbaum	48,845.85	-
John Ciancutti	52,157.11	-
Martin & Emiko Kim	52,157.11	-
George Tidmarsh & Courtney Moulds	-	-
<b>Total Vendor Withdrawals</b>	<b>14,561,420.76</b>	<b>2,395,361.98</b>
<b><u>Wages &amp; Payroll Taxes</u></b>		
Salaries/Wages - Net Pay	1,840,049.07	247,811.85
Directors Fees - Net Pay	18,391.68	3,361.54
Payroll Taxes	572,995.11	79,667.13
<b>Total Payroll</b>	<b>2,431,435.86</b>	<b>330,840.52</b>
<b>Total External Withdrawals</b>	<b>16,992,856.62</b>	<b>2,726,202.50</b>
<b><u>WBSD Transfers:</u></b>		
WBSD LAIF Account	17,700,000.00	16,000,000.00
WBSD Investment Accounts	-	-
Public Agency Retirement Services (PARS)	75,000.00	75,000.00
Other Transfers	-	-
<b>Total Transfers</b>	<b>17,775,000.00</b>	<b>16,075,000.00</b>
<b>Total Withdrawals</b>	<b>34,767,856.62</b>	<b>18,801,202.50</b>





## WEST BAY SANITARY DISTRICT AGENDA ITEM 7D

**To:** *Board of Directors*

**From:** *Bob Hulsmann, Operations Superintendent*

**Subject:** *WBSD Operations and Maintenance Report – December 2023*

Month	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pipe Patch Repairs	Open Trench Repairs	Pump Sta. PM	Pump Sta. Unsc h. Repai rs	SSO	SSO	Service Calls- Unit 208			
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Qty.	Cat. 1	Cat. 2-4	Call Outs	Sch	Unsch.	USA's
												PM	PM	
January	7.2	4.5	1.1	3.1	6	7	78	0	0	0	103	0	0	393
February	7.2	5.3	1.4	3.7	2	10	60	0	0	1	75	12	0	324
March	15.7	0.2	0.6	4.7	7	7	67	0	0	0	71	16	0	320
April	12.1	4.4	0.4	2.7	5	9	64	0	0	1	74	4	0	305
May	10.0	7.9	0.6	3.7	5	8	75	0	0	0	64	13	0	293
June	16.1	0.1	0.3	0.7	0	12	69	0	0	0	56	9	0	350
July	9.8	5.4	0.4	5.5	12	12	64	0	0	0	44	15	0	315
August	13.4	5.4	1.2	4.7	5	6	75	0	0	0	55	4	0	351
Sept.	12.9	0.2	1.0	1.2	0	2	69	0	0	0	48	8	10	248
Oct.	11.6	4.2	0.5	1.9	3	8	68	0	0	0	81	4	0	246
Nov.	2.6	9.4	0.5	1.6	2	8	66	0	0	0	82	0	0	54
Dec	9.1	0.1	0.5	1.5	5	5	66	0	0	0	79	0	1	217
<b>Yr to date</b>	<b>127.7</b>	<b>47.1</b>	<b>8.5</b>	<b>35.0</b>	<b>52.0</b>	<b>94.0</b>	<b>821.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2.0</b>	<b>832</b>	<b>85</b>	<b>11</b>	<b>3416</b>
				<b>**45.4</b>										
<b>2023 Goals</b>	<b>120.0</b>	<b>50.0</b>	<b>n/a</b>	<b>45-50</b>	<b>50-65</b>	<b>90</b>	<b>n/a</b>	<b>&lt;10</b>	<b>&lt;</b>	<b>4</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
<b>2022 Results</b>	<b>120.9</b>	<b>53.6</b>	<b>7.5</b>	<b>**40.3</b>	<b>**92</b>	<b>100</b>	<b>774</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>858</b>	<b>97</b>	<b>2</b>	<b>3161</b>
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4	944	n/a	n/a	2294
2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0	1012	89	5	2362
2019 Results	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525
2017 Results	126.4	52	6	25	66	97	1265	8	2	3	700	178	61	3218

**\* = Including TOW**

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

**Report to the District Board for the Regular Meeting of January 10, 2024**

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 7E

**To:** *Board of Directors*

**From:** *Bob Hulsmann, Operations Superintendent*

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

	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pipe Patch Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO
Month								Cat. 1	Cat. 2&3s
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.		
January-23	0.8	1.3	0.1	0.9	0	5	0	1	0
February	1.8	0.3	0.3	0.8	0	4	0	0	0
March	0.8	0.9	0.0	1.1	0	4	3	1	0
April	0.0	1.6	0.1	1.0	0	4	0	0	0
May	0.0	1.8	0.2	1.4	0	5	0	1	0
June	0.7	0.5	0.0	1.0	0	4	0	0	0
July	0.0	1.3	0.0	0.1	12	4	0	0	0
*August 23	1.0	0.8	0.0	0.5	0	4	0	0	0
Sept.	0.7	1.0	0.5	0.8	0	4	0	0	0
Oct.	0.0	1.3	0.2	0.9	0	4	0	0	0
Nov.	0.4	1.4	0.0	1.0	0	4	0	0	0
Dec	0.1	1.6	0.0	0.9	0	4	0	0	0
<b>** Yr to date</b>	<b>7.2</b>	<b>13.8</b>	<b>1.4</b>	<b>10.4</b>	<b>12.0</b>	<b>50</b>	<b>3</b>	<b>3</b>	<b>0</b>
FY23/24Goals	10.6	14.4	n/a	8.1	n/a	52	n/a	n/a	n/a

\*Start of Contract

	Goal	Total	Remain
Pipe Cleaning	25	22.4	2.6
CCTV Inspection	8.1	10.4	-2.3

**Report to the District Board for the Regular Meeting of January 10, 2024**

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 7F

**To:** *Board of Directors*

**From:** *Bob Hulsmann, Operations Superintendent*

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

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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	1.1	8	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	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	8	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	8	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	4.52	0.0	0.0	0.0	8	1	0.0	0.0	0.0
Totals	4.52	0.8	0.0	1.1	96	1	0.0	0.0	0.0

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 7G

**To:** *Board of Directors*

**From:** *Fariborz Heydari, P.E., Project Manager*

**Subject:** *Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 350 Grove Drive, Portola Valley (079-021-020), Lands of Jonathan L. Eng and Joanna Y. Kim*

---

### Background

The owners of the property located at 350 Grove Drive, Portola Valley, Lands of Jonathan L. Eng and Joanna Y. Kim have requested the Local Agency Formation Commission (LAFCo) annex their property to the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The parcel will be using a Grinder Pump system that will need to connect to a WBSD force main (FM) located on Grove Drive.

### Analysis

Attached for the Board's review is the Geographic/Legal Description (Exhibit A) of the property to be annexed, and the LAFCo Resolution No. 1296 (Exhibit B) approving the annexation.

### Fiscal Impact

Property owners have paid all annexation fees, and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

### Recommendation

The Project Manager recommends that the District Board approve the Resolution as presented.

Attachments: Resolution \_\_\_\_\_ (2024)  
Exhibit A – Geographical/Legal Description  
Exhibit B – LAFCo Resolution No. 1296

**RESOLUTION NO. \_\_\_\_ (2024)**

**IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT**

**COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\*\*\*\*\*

**A Resolution Consenting to the Annexation of Lands of Jonathan L. Eng and  
Joanna Y. Kim, as Co-Trustees of the Kim-Eng 2020 Revocable Trust dated October  
20, 2020  
(APN 079-021-020) to the West Bay Sanitary District**

**WHEREAS:**

1. A petition for annexation of the property described herein to this District was initiated by the property owners.
2. The Local Agency Formation Commission (LAFCo) of San Mateo County assigned the following distinctive short form designation: Annexation of 350 Grove Drive, Portola Valley to the West Bay Sanitary District.
3. The property to be annexed is described as follows:  
See Exhibit "A" attached hereto and by this reference made a part hereof.
5. The conditions of annexation are:
  - a. In the event that, pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money either as a lump sum or installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by rules, regulations or ordinances of the District, as now or hereafter amended.
  - b. Upon and after the effective date of said annexation, the territory, and all persons entitled to vote by reason of residing or owning land within the territory, shall be subject to the jurisdiction of the District; shall have the same rights and duties as if the territory had been a part of the District upon its original formation; shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then-authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District; shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.



6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.
7. The LAFCo of San Mateo County has adopted Resolution 1296 (Exhibit "B") ordering annexation of the referenced territory to the West Bay Sanitary District.

**NOW, THEREFORE, BE IT RESOLVED** that:

- a. The above described property, pursuant to the order of the San Mateo County LAFCo, is hereby annexed to the West Bay Sanitary District, and the General Manager is directed to make such distribution of this Resolution as is required by law or is desirable.
- b. Pursuant to Government Code Section 56837, the District consents to waiver conducting authority proceedings.
- c. The regular San Mateo County Assessment Roll will be used to collect sewer service charges.
- d. The territory will not be taxed for bonded indebtedness.

\*\*\*\*\*

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10<sup>th</sup> day of January, 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

EXHIBIT "A"

Date: August 19, 2022  
Annexed to: West Bay Sanitary District  
Name of Annexation: West Bay Sanitary

EXHIBIT A PAGE 1 OF 3

**Geographic Description**  
Lands of Eng and Kim

All that certain real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being all of Lot 9 and a portion of the right of way of Grove Way (50 feet wide), as shown on that certain map entitled "Stonegate Meadows, Town of Portola Valley, San Mateo County, California", filed in the office of the County Recorder of San Mateo County on June 21, 1966 in Book 65 of Maps at Pages 4 and 5, more particularly described as follows:

**Beginning** at the East corner of West Bay Sanitary District Resolution No. 1894, said corner also being on the Westerly line said lot;

Course 1.) Along the Easterly line of said resolution coincident with said westerly line North 12°02'00" West, 33.11 feet, thence,  
Course 2.) Continuing along last said line, North 04°48'00" West, 52.79 feet, thence,  
Course 3.) Leaving last said line North 85°12'00" East, 25.00 feet to the centerline of said Grove Way, thence,  
Course 4.) Along said centerline, along a non-tangent curve to the left with a radius of 100.00 feet, from which a radial bears South 85°12'00" West, through a central angel of 56°37'38", an arc length of 98.83 feet, thence,  
Course 5.) Leaving last said centerline, South 28°46'00" West, 25.00 feet to the general Easterly line of said lot, thence,  
Course 6.) Along last said line, along a non-tangent curve to the left with a radius of 15.00 feet, from which a radial bears North 28°46'00" East, through a central angel of 130°48'00", an arc length of 34.24 feet, thence,  
Course 7.) Continuing along last said line, South 12°02'00" East, 50.03 feet, thence,  
Course 8.) Continuing along last said line, South 20°15'00" East, 112.51 feet, thence,  
Course 9.) Continuing along last said line, along a curve to the left with a radius of 10.00 feet, through a central angle of 35°03'13", an arc length of 6.12 feet, thence,  
Course 10.) Continuing along last said line, South 55°18'13" East, 96.84 feet, thence,  
Course 11.) Continuing along last said line, South 78°20'50" East, 32.77 feet, thence,  
Course 12.) Continuing along last said line, South 27°02'46" East, 20.00 feet, thence,  
Course 13.) Continuing along last said line, South 03°46'57" East, 21.68 feet, thence,  
Course 14.) Continuing along last said line, South 65°59'38" East, 92.31 feet, thence,  
Course 15.) Continuing along last said line, South 19°45'08" East, 46.38 feet, thence,  
Course 16.) Continuing along last said line, South 15°07'00" East, 58.30 feet, thence,  
Course 17.) Continuing along last said line, South 72°47'00" East, 113.16 feet, thence,  
Course 18.) Continuing along last said line, South 29°34'00" West, 113.04 feet, thence,  
Course 19.) Continuing along last said line, South 68°04'30" West, 106.30 feet, thence,  
Course 20.) Continuing along last said line, South 43°51'30" East, 71.81 feet, thence,  
Course 21.) Continuing along last said line, South 15°10'30" West, 59.29 feet to the Southerly line of said lot, thence,

Course 22.) Along said southerly line, South 72°13'30" West, 76.94 feet to the general Westerly line of said lot, thence,

Course 23.) Along said general westerly line, North 24°06'30" West, 105.71 feet, thence,

Course 24.) Continuing along last said line, North 06°12'00" East, 48.93 feet, thence,

Course 25.) Continuing along last said line, North 33°47'00" West, 204.35 feet, thence,

Course 26.) Continuing along last said line, North 12°02'00" West, 420.35 feet to the Point of Beginning containing 2.30 acres, more or less.

*For assessment purposes only. The description is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

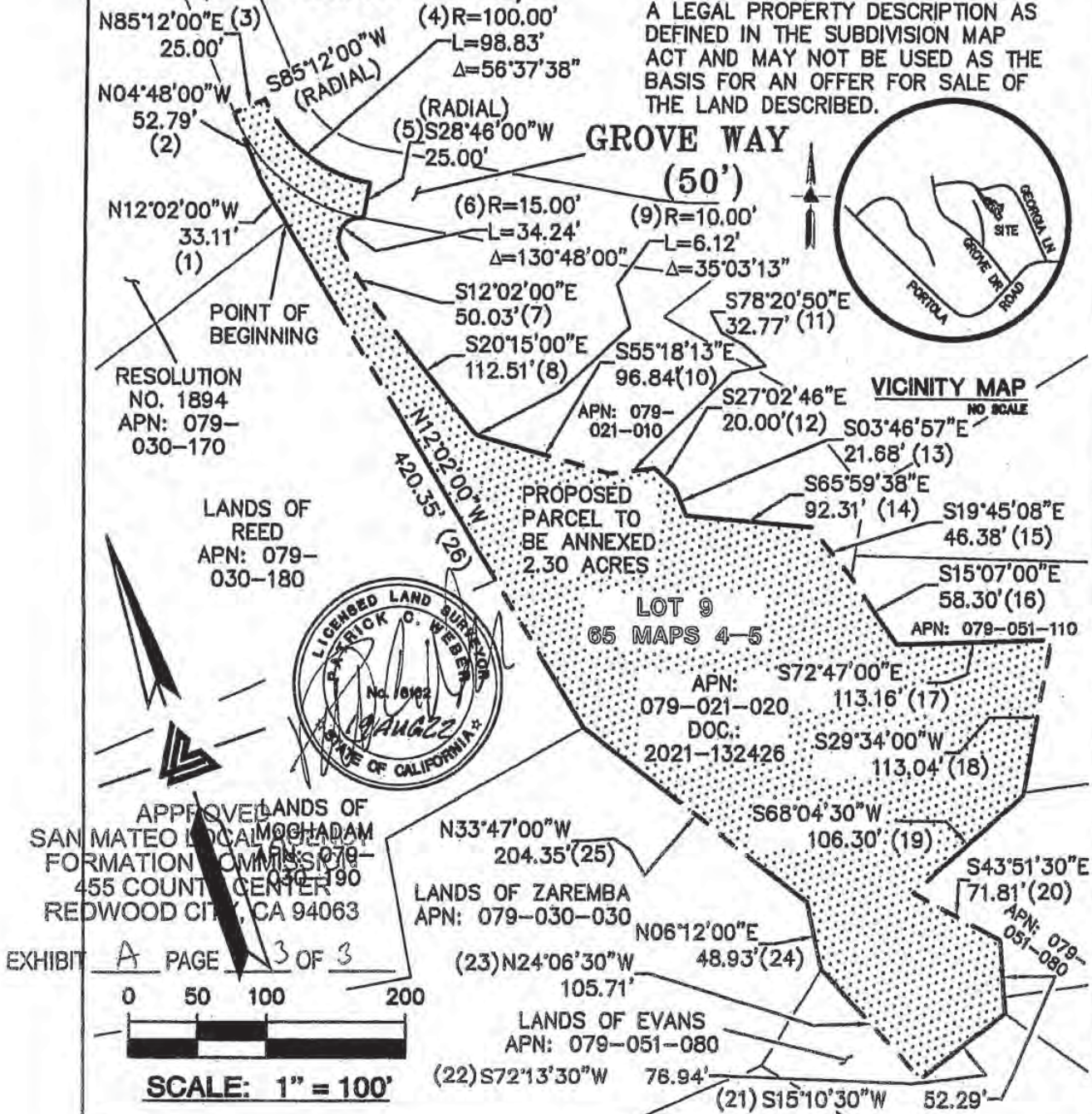
EXHIBIT A PAGE 2 OF 3





# WEST BAY SANITARY DISTRICT (350 GROVE DRIVE)

**DISCLAIMER:**  
FOR ASSESSMENT PURPOSES ONLY.  
THIS DESCRIPTION OF LAND IS NOT  
A LEGAL PROPERTY DESCRIPTION AS  
DEFINED IN THE SUBDIVISION MAP  
ACT AND MAY NOT BE USED AS THE  
BASIS FOR AN OFFER FOR SALE OF  
THE LAND DESCRIBED.



**LEA & BRAZE ENGINEERING, INC.**

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3017 DOUGLAS BLVD, # 300  
ROSEVILLE, CA 95661  
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DRAWN BY: PCW

JOB NO 2221155 CI

PAGE 3 OF 3

AUGUST 2022

**2022-076637 CONF**

10:56 am 11/01/2022 CCL Fee: NO FEE

Count of Pages 8

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



(This space for Recorder's use only)

**RECORDING REQUESTED BY:**

SAN MATEO LAFCO  
LOCAL AGENCY FORMATION COMMISSION

**WHEN RECORDED, PLEASE SEND TO:**

San Mateo LAFCo

LAF 124

**SHORT-FORM DESIGNATION OF DOCUMENT:**

Annexation of 350 Grove Drive, Portola Valley to the West Bay Sanitary District

**RECORDER'S CODE: CCL**

(Exempt from filing fees per Government Code 6103)

SAN MATEO



## LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

### CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo, is Annexation of 350 Grove Drive, Portola Valley to the West Bay Sanitary District.
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

#### City or District

#### Type of Change of Organization

West Bay Sanitary District

Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County and Santa Clara County.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on September 21, 2022 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1296, adopted on September 21, 2022.

Dated: November 21, 2022

Rob Bartoli  
Executive Officer

**COMMISSIONERS:** MIKE O'NEILL, CHAIR, CITY • ANN DRAPER, VICE CHAIR, PUBLIC • HARVEY RARBACK, CITY • DON HORSLEY, COUNTY • WARREN SLOCUM, COUNTY • KATI MARTIN, SPECIAL DISTRICT • RIC LOHMAN, SPECIAL DISTRICT

**ALTERNATES:** VACANT, SPECIAL DISTRICT • DIANA REDDY, CITY • JAMES O'NEILL, PUBLIC • DAVE PINE, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER • SOFIA RECALDE, MANAGEMENT ANALYST • TIMOTHY FOX, LEGAL COUNSEL • ANGELA MONTES, CLERK

EXHIBIT "A"

Date: August 19, 2022  
Annexed to: West Bay Sanitary District  
Name of Annexation: West Bay Sanitary

EXHIBIT A PAGE 1 OF 3

**Geographic Description**  
Lands of Eng and Kim

All that certain real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being all of Lot 9 and a portion of the right of way of Grove Way (50 feet wide), as shown on that certain map entitled "Stonegate Meadows, Town of Portola Valley, San Mateo County, California", filed in the office of the County Recorder of San Mateo County on June 21, 1966 in Book 65 of Maps at Pages 4 and 5, more particularly described as follows:

**Beginning** at the East corner of West Bay Sanitary District Resolution No. 1894, said corner also being on the Westerly line said lot;

Course 1.) Along the Easterly line of said resolution coincident with said westerly line North 12°02'00" West, 33.11 feet, thence,  
Course 2.) Continuing along last said line, North 04°48'00" West, 52.79 feet, thence,  
Course 3.) Leaving last said line North 85°12'00" East, 25.00 feet to the centerline of said Grove Way, thence,  
Course 4.) Along said centerline, along a non-tangent curve to the left with a radius of 100.00 feet, from which a radial bears South 85°12'00" West, through a central angel of 56°37'38", an arc length of 98.83 feet, thence,  
Course 5.) Leaving last said centerline, South 28°46'00" West, 25.00 feet to the general Easterly line of said lot, thence,  
Course 6.) Along last said line, along a non-tangent curve to the left with a radius of 15.00 feet, from which a radial bears North 28°46'00" East, through a central angel of 130°48'00", an arc length of 34.24 feet, thence,  
Course 7.) Continuing along last said line, South 12°02'00" East, 50.03 feet, thence,  
Course 8.) Continuing along last said line, South 20°15'00" East, 112.51 feet, thence,  
Course 9.) Continuing along last said line, along a curve to the left with a radius of 10.00 feet, through a central angle of 35°03'13", an arc length of 6.12 feet, thence,  
Course 10.) Continuing along last said line, South 55°18'13" East, 96.84 feet, thence,  
Course 11.) Continuing along last said line, South 78°20'50" East, 32.77 feet, thence,  
Course 12.) Continuing along last said line, South 27°02'46" East, 20.00 feet, thence,  
Course 13.) Continuing along last said line, South 03°46'57" East, 21.68 feet, thence,  
Course 14.) Continuing along last said line, South 65°59'38" East, 92.31 feet, thence,  
Course 15.) Continuing along last said line, South 19°45'08" East, 46.38 feet, thence,  
Course 16.) Continuing along last said line, South 15°07'00" East, 58.30 feet, thence,  
Course 17.) Continuing along last said line, South 72°47'00" East, 113.16 feet, thence,  
Course 18.) Continuing along last said line, South 29°34'00" West, 113.04 feet, thence,  
Course 19.) Continuing along last said line, South 68°04'30" West, 106.30 feet, thence,  
Course 20.) Continuing along last said line, South 43°51'30" East, 71.81 feet, thence,  
Course 21.) Continuing along last said line, South 15°10'30" West, 59.29 feet to the Southerly line of said lot, thence,

Course 22.) Along said southerly line, South 72°13'30" West, 76.94 feet to the general Westerly line of said lot, thence,

Course 23.) Along said general westerly line, North 24°06'30" West, 105.71 feet, thence,

Course 24.) Continuing along last said line, North 06°12'00" East, 48.93 feet, thence,

Course 25.) Continuing along last said line, North 33°47'00" West, 204.35 feet, thence,

Course 26.) Continuing along last said line, North 12°02'00" West, 420.35 feet to the Point of Beginning containing 2.30 acres, more or less.

*For assessment purposes only. The description is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

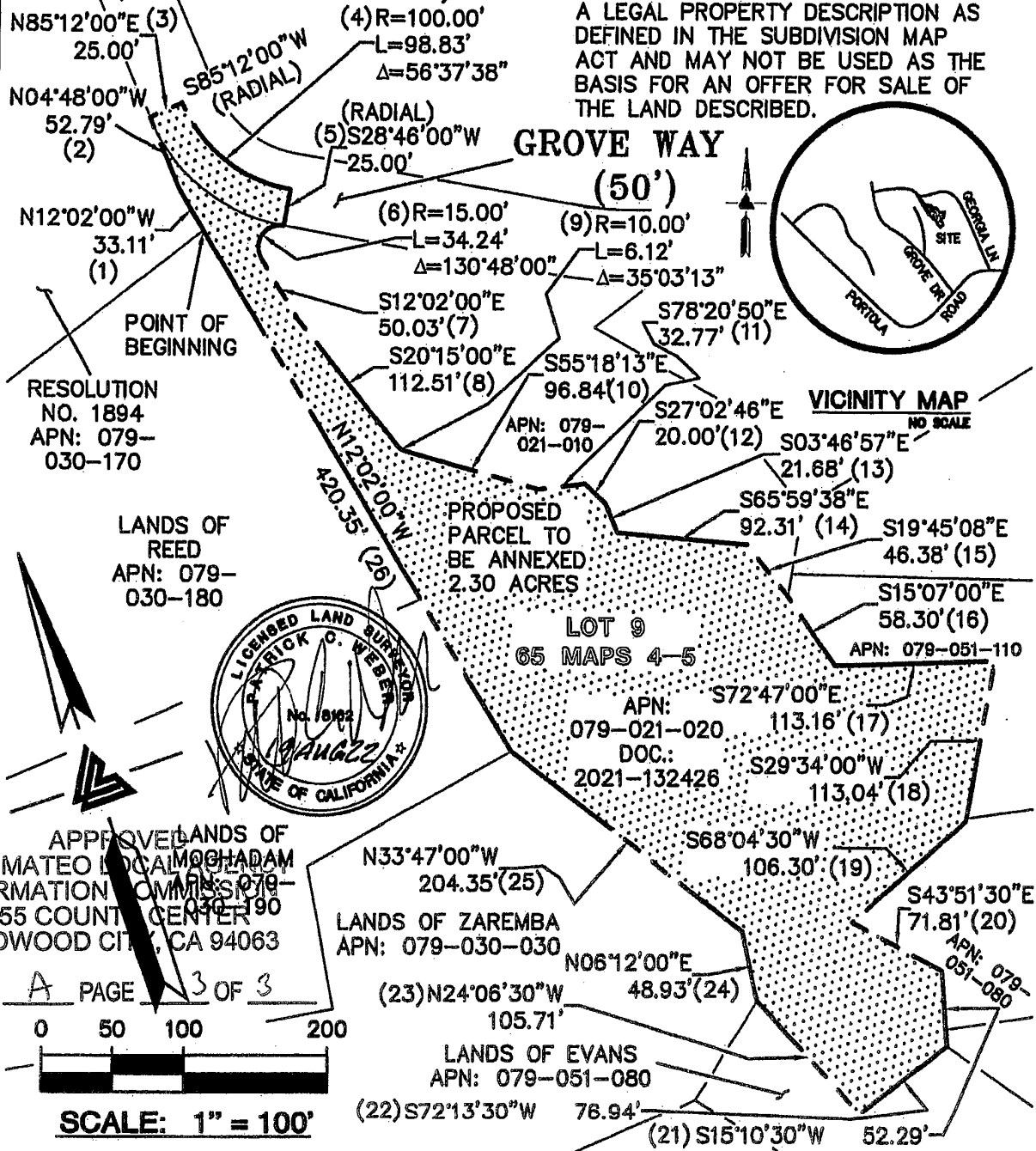
EXHIBIT A PAGE 2 OF 3





# WEST BAY SANITARY DISTRICT (350 GROVE DRIVE)

**DISCLAIMER:**  
FOR ASSESSMENT PURPOSES ONLY.  
THIS DESCRIPTION OF LAND IS NOT  
A LEGAL PROPERTY DESCRIPTION AS  
DEFINED IN THE SUBDIVISION MAP  
ACT AND MAY NOT BE USED AS THE  
BASIS FOR AN OFFER FOR SALE OF  
THE LAND DESCRIBED.



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(P) (916) 988-1338  
(F) (916) 797-7383

WWW.LEABRAZE.COM

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL DESCRIPTION**  
**PROPOSED SEWER ANNEXATION**  
**350 GROVE DRIVE**  
**PORTOLA VALLEY, CALIFORNIA**  
**SAN MATEO COUNTY**  
**RANCHO EL CORTE MADERA**

DRAWN BY: PCW

JOB NO 2221155 CI

PAGE 3 OF 3

AUGUST 2022

SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

EXHIBIT B PAGE 1 OF 3

LAFCo File No. 22-08

RESOLUTION NO. 1296

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS, APPROVING LAFCO FILE 22-08 -  
ANNEXATION OF 350 GROVE DRIVE, PORTOLA VALLEY, (APN 079-021-020)  
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND  
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

Page 2 EXHIBIT B PAGE 2 OF 3

Resolution No. 1296

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES  
HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 2.25 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 350 Grove Drive, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

Page 3

EXHIBIT B PAGE 3 OF 3

Resolution No. 1296

Regularly passed and adopted this 21st day of September 2022.

Ayes and in favor of said resolution:

Commissioners: Don Horsley  
Kati Martin  
Harvey Rarback  
Ann Draper, Vice Chair  
Mike O'Neill, Chair

Noes and against said resolution:

None


Commissioners Absent and/or Abstentions:

Commissioners: Warren Slocum  
Ric Lohman



Chair  
Local Agency Formation Commission  
County of San Mateo  
State of California

ATTEST:

  
Executive Officer  
Local Agency Formation Commission

Date: 9/22/2022

I certify that this is a true and correct copy of the resolution above set forth.

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

\_\_\_\_\_  
Clerk to the Commission  
Local Agency Formation Commission



## WEST BAY SANITARY DISTRICT AGENDA ITEM 7H

**To:** *Board of Directors*

**From:** *Fariborz Heydari, P.E., Project Manager*

**Subject:** *Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- 118 Mapache Drive, Portola Valley (077-021-200), Lands of Michael C. Trigg and Leslie L. Trigg, Trustees of The Trigg 2002 Revocable Trust dated December 30, 2002*

---

### Background

The owners of the property located at 118 Mapache Drive, Portola Valley, Lands of Michael C. Trigg, and Leslie L. Trigg have requested the Local Agency Formation Commission (LAFCo) annex their property to the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The parcel will be using a Grinder Pump system that will need to connect to a WBSD force main (FM) located on Mapache Drive.

### Analysis

Attached for the Board's review is the Geographic/Legal Description (Exhibit A) of the property to be annexed, and the LAFCo Resolution No. 1308 (Exhibit B) approving the annexation.

### Fiscal Impact

Property owners have paid all annexation fees, and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

### Recommendation

The Project Manager recommends that the District Board approve the Resolution as presented.

Attachments: Resolution \_\_\_\_\_ (2024)  
Exhibit A – Geographical/Legal Description  
Exhibit B – LAFCo Resolution No. 1308

**RESOLUTION NO. \_\_\_\_ (2024)**

**IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT**

**COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\*\*\*\*\*

**A Resolution Consenting to the Annexation of Lands of Michael C. Trigg and Leslie L. Trigg, Trustees of The Trigg 2002 Revocable Trust dated December 30, 2002 (APN 077-021-200) to the West Bay Sanitary District**

**WHEREAS:**

1. A petition for annexation of the property described herein to this District was initiated by the property owners.
2. The Local Agency Formation Commission (LAFCo) of San Mateo County assigned the following distinctive short form designation: Annexation of 118 Mapache Drive, Portola Valley to the West Bay Sanitary District.
3. The property to be annexed is described as follows:  
See Exhibit "A" attached hereto and by this reference made a part hereof.
5. The conditions of annexation are:
  - a. In the event that, pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money either as a lump sum or installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by rules, regulations or ordinances of the District, as now or hereafter amended.
  - b. Upon and after the effective date of said annexation, the territory, and all persons entitled to vote by reason of residing or owning land within the territory, shall be subject to the jurisdiction of the District; shall have the same rights and duties as if the territory had been a part of the District upon its original formation; shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then-authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District; shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.
6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.

7. The LAFCo of San Mateo County has adopted Resolution 1308 (Exhibit "B") ordering annexation of the referenced territory to the West Bay Sanitary District.

**NOW, THEREFORE, BE IT RESOLVED** that:

- a. The above described property, pursuant to the order of the San Mateo County LAFCo, is hereby annexed to the West Bay Sanitary District, and the General Manager is directed to make such distribution of this Resolution as is required by law or is desirable.
- b. Pursuant to Government Code Section 56837, the District consents to waiver conducting authority proceedings.
- c. The regular San Mateo County Assessment Roll will be used to collect sewer service charges.
- d. The territory will not be taxed for bonded indebtedness.

\*\*\*\*\*

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10<sup>th</sup> day of January, 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

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SEP 06 2023

EXHIBIT "A"

Date: August 9, 2023  
Annexed to: West Bay Sanitary District  
Name of Annexation: West Bay Sanitary

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

Geographic Description  
Lands of Trigg

EXHIBIT A PAGE 1 OF 3

All that certain real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being all of Lot 113 and a portion of the right of way of Westridge Drive (70 feet wide), as shown on that certain map entitled "Tract No. 687, Westridge Subdivision No. 5", Town of Portola Valley, San Mateo County, California" filed in the office of the County Recorder of San Mateo County on April 7, 1954 in Book 38 of Maps at Pages 30 through 37, more particularly described as follows:

**Beginning at the North corner of said lot;**

Course 1.) Along the Northeast line of said lot, South 53°00'00" East, 452.22 feet to the East corner of said lot, thence,

Course 2.) Leaving last said line, South 37°36'54" East, 35.00 feet to the centerline of said Westridge Drive, thence,

Course 3.) Along said centerline, along a non-tangent curve to the right with a radius of 400.00 feet, from which a radial bears South 37°36'54" East, through a central angle of 4°28'53", an arc length of 31.29 feet, thence,

Course 4.) Continuing along said centerline, South 56°52'00" West, 54.45 feet, thence,

Course 5.) Continuing along said centerline, along a curve to the left with a radius of 200.00 feet, through a central angle of 41°18'09", an arc length of 144.17 feet, thence,

Course 6.) Leaving last said centerline, North 75°38'00" West, 34.21 feet to the extension of the general Southwesterly line of said lot, thence,

Course 7.) Along last said extension line, along a curve to the right with a radius 270.00 feet, through a central angle of 6°47'41", an arc length of 32.02 feet to the most Southwesterly corner of said lot, thence,

Course 8.) Along said general southwesterly line coincident with the Northeasterly Right of Way line of Mapache Drive (60 feet wide), along the continuation of last said curve to the right with a radius of 270.00 feet, through a central angle of 18°52'19", an arc length of 88.93 feet, thence,

Course 9.) Continuing along last said general southwesterly line coincident with said northeasterly right of way line, North 49°58'00" West, 150.04 feet, thence,

Course 10.) Continuing along last said general southwesterly line coincident with said northeasterly right of way line, along a curve the left with a radius of 330.00 feet, through a central angle of 18°59'57", an arc length of 109.43 feet, thence,

Course 11.) Continuing along last said general southwesterly line coincident with said northeasterly right of way line, along a curve to the right with a radius of 30.00 feet, through a central angle of 89°40'59", an arc length of 46.96 feet to the general Northwesterly line of said lot, said point also being on the Southeasterly Right of Way line of Larguita Lane (50 feet wide), thence,



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SEP 06 2023

LAFCO

Course 12.) Along said general northwesterly line coincident with said southeasterly right of way line, along a curve to the right with a radius of 375.00 feet, through a central angle of  $16^{\circ}16'58''$ , an arc length of 106.57 feet, thence,

Course 13. Continuing along last said general northwesterly line coincident with said southeasterly right of way line, North  $37^{\circ}00'00''$  East, 143.70 feet to the **Point of Beginning** containing 2.71 acres, more or less.

*For assessment purposes only. The description is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 2 OF 3



SEP 06 2023

EXHIBIT A PAGE 3 OF 3 (118 MAPACHE DRIVE)

DISCLAIMER:

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.

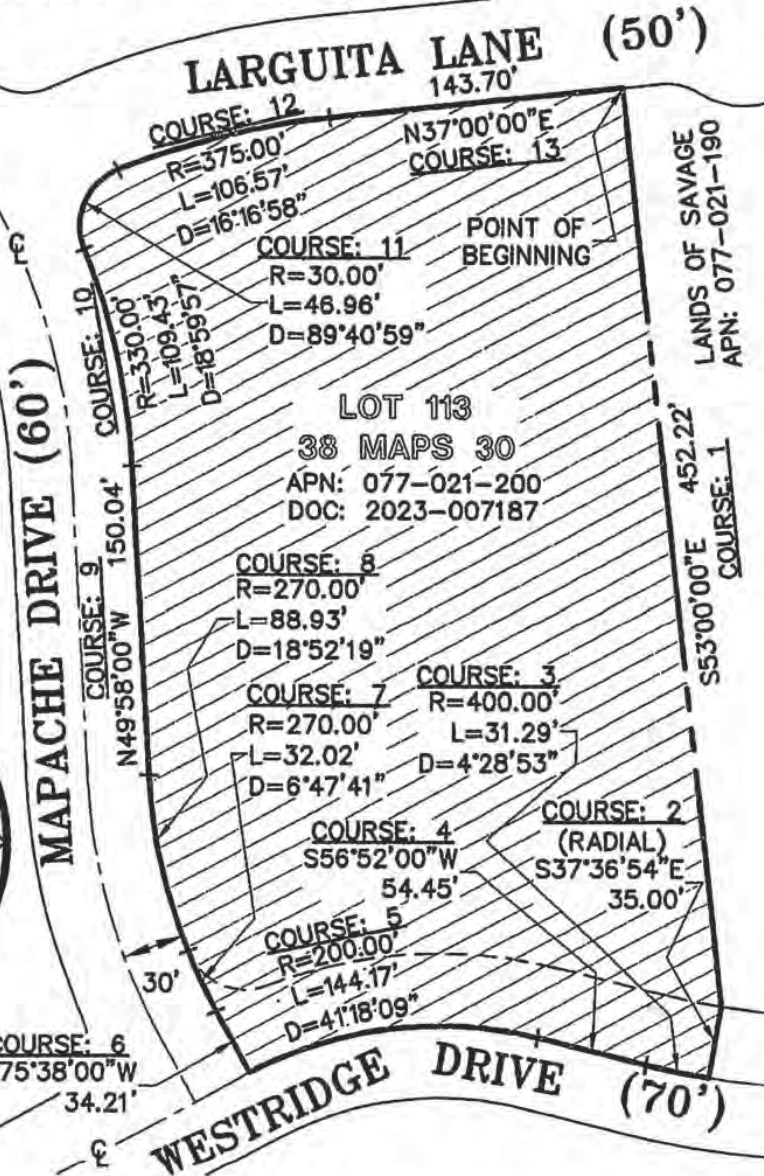
**LAFCO**



SCALE: 1" = 80'



VICINITY MAP  
NO SCALE



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ROSEVILLE, CA 95661  
(P) (916) 966-1338  
(F) (916) 797-7363

WWW.LEABRAZE.COM

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL DESCRIPTION**  
**PROPOSED SEWER ANNEXATION**  
**118 MAPACHE DRIVE**  
**PORTOLA VALLEY, CALIFORNIA**  
**SAN MATEO COUNTY**  
**RANCHO EL CORTE MADERA**

**2023-044299 CONF**

12:14 pm 09/13/2023 CCL Fee: NO FEE

**RECORDING REQUESTED BY:**

SAN MATEO LAFCO  
LOCAL AGENCY FORMATION COMMISSION

**WHEN RECORDED, PLEASE SEND TO:**

San Mateo LAFCo

**LAF 124**

Count of Pages 8

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



(This space for Recorder's use only)

**SHORT-FORM DESIGNATION OF DOCUMENT:**

Annexation of 118 Mapache Drive, Portola Valley to the West Bay Sanitary  
District

**RECORDER'S CODE: CCL**

(Exempt from filing fees per Government Code 6103)



## LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

### CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo, is Annexation of 118 Mapache Drive, Portola Valley to the West Bay Sanitary District
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

#### City or District

#### Type of Change of Organization

West Bay Sanitary District

Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County and Santa Clara County.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on July 19, 2023 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1308, adopted on July 19, 2023.

Dated: September 13, 2023

  
Rob Bartoli  
Executive Officer

**COMMISSIONERS:** ANN DRAPER, CHAIR, CITY • KATI MARTIN, VICE CHAIR, SPECIAL DISTRICT • VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT • HARVEY RARBACK, CITY • TYGARJAS BIGSTYCK, CITY • WARREN SLOCUM, COUNTY • RAY MUELLER, COUNTY,

**ALTERNATES:** CHRIS MICKELSEN, SPECIAL DISTRICT • ANN SCHNEIDER, CITY • JAMES O'NEILL, PUBLIC • NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER • SOFIA RECALDE, MANAGEMENT ANALYST • TIMOTHY FOX, LEGAL COUNSEL • ANGELA MONTES, CLERK



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SEP 06 2023

EXHIBIT "A"

Date: August 9, 2023  
Annexed to: West Bay Sanitary District  
Name of Annexation: West Bay Sanitary

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

Geographic Description  
Lands of Trigg

EXHIBIT A PAGE 1 OF 3

All that certain real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being all of Lot 113 and a portion of the right of way of Westridge Drive (70 feet wide), as shown on that certain map entitled "Tract No. 687, Westridge Subdivision No. 5", Town of Portola Valley, San Mateo County, California" filed in the office of the County Recorder of San Mateo County on April 7, 1954 in Book 38 of Maps at Pages 30 through 37, more particularly described as follows:

**Beginning at the North corner of said lot;**

Course 1.) Along the Northeast line of said lot, South 53°00'00" East, 452.22 feet to the East corner of said lot, thence,

Course 2.) Leaving last said line, South 37°36'54" East, 35.00 feet to the centerline of said Westridge Drive, thence,

Course 3.) Along said centerline, along a non-tangent curve to the right with a radius of 400.00 feet, from which a radial bears South 37°36'54" East, through a central angle of 4°28'53", an arc length of 31.29 feet, thence,

Course 4.) Continuing along said centerline, South 56°52'00" West, 54.45 feet, thence,

Course 5.) Continuing along said centerline, along a curve to the left with a radius of 200.00 feet, through a central angle of 41°18'09", an arc length of 144.17 feet, thence,

Course 6.) Leaving last said centerline, North 75°38'00" West, 34.21 feet to the extension of the general Southwesterly line of said lot, thence,

Course 7.) Along last said extension line, along a curve to the right with a radius 270.00 feet, through a central angle of 6°47'41", an arc length of 32.02 feet to the most Southwesterly corner of said lot, thence,

Course 8.) Along said general southwesterly line coincident with the Northeasterly Right of Way line of Mapache Drive (60 feet wide), along the continuation of last said curve to the right with a radius of 270.00 feet, through a central angle of 18°52'19", an arc length of 88.93 feet, thence,

Course 9.) Continuing along last said general southwesterly line coincident with said northeasterly right of way line, North 49°58'00" West, 150.04 feet, thence,

Course 10.) Continuing along last said general southwesterly line coincident with said northeasterly right of way line, along a curve the left with a radius of 330.00 feet, through a central angle of 18°59'57", an arc length of 109.43 feet, thence,

Course 11.) Continuing along last said general southwesterly line coincident with said northeasterly right of way line, along a curve to the right with a radius of 30.00 feet, through a central angle of 89°40'59", an arc length of 46.96 feet to the general Northwesterly line of said lot, said point also being on the Southeasterly Right of Way line of Larguita Lane (50 feet wide), thence,

RECEIVED

SEP 06 2023

**LAFCO**

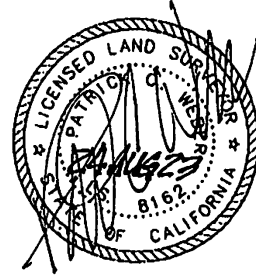
Course 12.) Along said general northwesterly line coincident with said southeasterly right of way line, along a curve to the right with a radius of 375.00 feet, through a central angle of 16°16'58", an arc length of 106.57 feet, thence,

Course 13. Continuing along last said general northwesterly line coincident with said southeasterly right of way line, North 37°00'00" East, 143.70 feet to the **Point of Beginning** containing 2.71 acres, more or less.

*For assessment purposes only. The description is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 2 OF 3



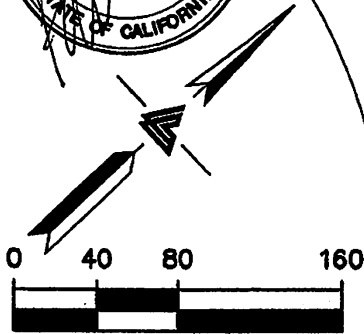
SEP 06 2023

EXHIBIT A PAGE 3 OF 3 (118 MAPACHE DRIVE)

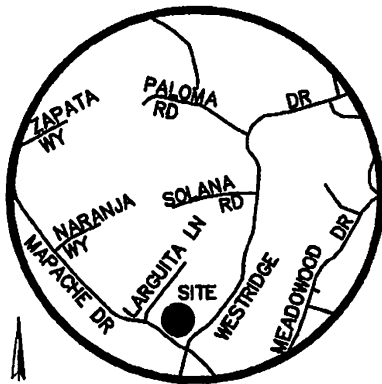
DISCLAIMER:

**LAFCO**

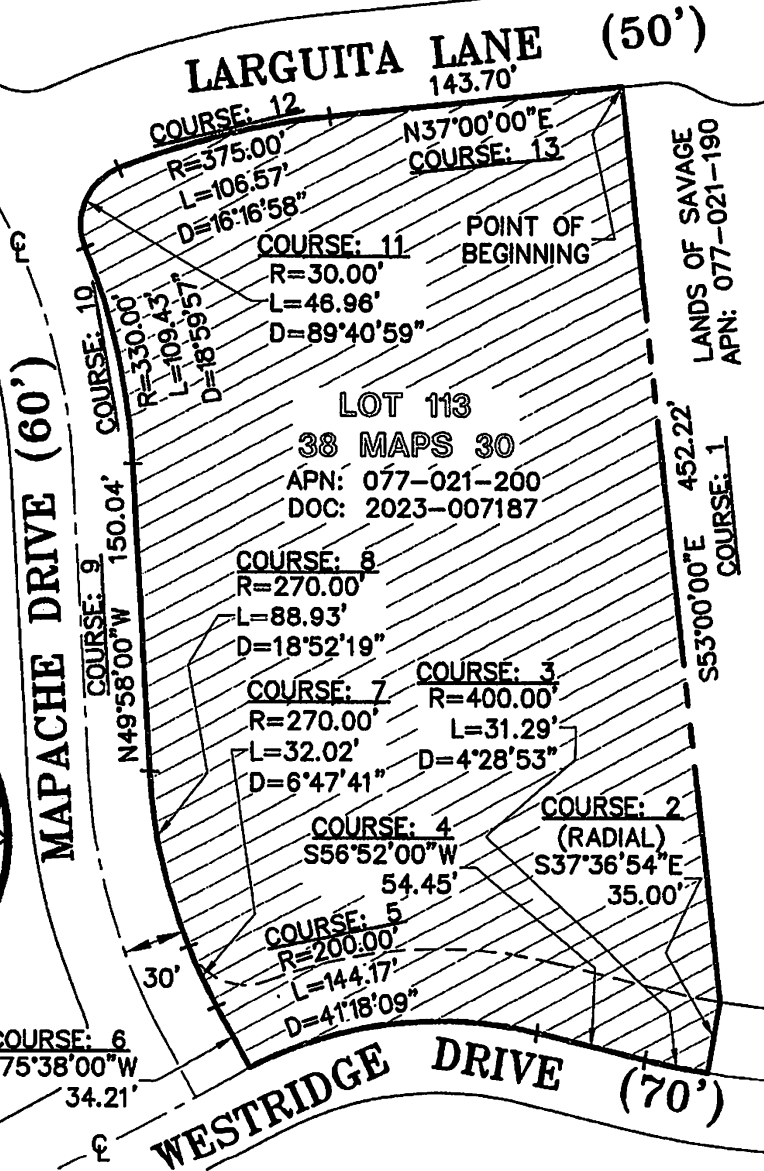
FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL  
PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED  
AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.



SCALE: 1" = 80'



VICINITY MAP  
NO SCALE



**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS • LAND SURVEYORS

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2495 INDUSTRIAL PKWY WEST  
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(F) (510) 887-3019

SACRAMENTO REGION  
3017 DOUGLAS BLVD, # 300  
ROSEVILLE, CA 95661  
(P) (916) 968-1338  
(F) (916) 797-7383

WWW.LEABRAZE.COM

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL DESCRIPTION**  
**PROPOSED SEWER ANNEXATION**  
**118 MAPACHE DRIVE**  
**PORTOLA VALLEY, CALIFORNIA**  
**SAN MATEO COUNTY**  
**RANCHO EL CORTE MADERA**

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063  
EXHIBIT B PAGE 1 OF 3

LAFCo File No. 23-05

RESOLUTION NO. 1308

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS, APPROVING LAFCO FILE 23-05 -  
ANNEXATION OF 118 MAPACHE DRIVE, PORTOLA VALLEY, (APN 077-021-200)  
TO THE WEST BAY SANITARY DISTRICT AND THE ON-SITE WASTEWATER DISPOSAL ZONE, AND  
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

**RESOLVED**, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

**WHEREAS**, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

**WHEREAS**, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

**WHEREAS**, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

**WHEREAS**, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

**WHEREAS**, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

**NOW, THEREFORE**, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:



APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

Page 2

EXHIBIT B PAGE 2 OF 3

Resolution No. 1308

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 2.52 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 118 Mapache Drive, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56662(a) and this annexation is hereby ordered.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

Regularly passed and adopted this 19<sup>th</sup> day of July 2023.

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

Ayes and in favor of said resolution:

Commissioners:

Tygarjas Bigstvyck

EXHIBIT B PAGE 3 OF 3

Virginia Chang-Kiraly

Noelia Corzo

Ray Mueller

Harvey Rarback

Kati Martin

Ann Draper

Noes and against said resolution:

Commissioner(s):

None

Absent and/or Abstentions:

Commissioner(s):

Warren Slocum

Ann E Draper

Chair

Local Agency Formation Commission

County of San Mateo

State of California

ATTEST:

Rob Bartoli

Rob Bartoli

Executive Officer

Local Agency Formation Commission

Date: 7/19/2023

I certify that this is a true and correct copy of the resolution above set forth.

\_\_\_\_\_  
Clerk to the Commission

Local Agency Formation Commission

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



## WEST BAY SANITARY DISTRICT AGENDA ITEM 7I

**To:** *Board of Directors*

**From:** *Fariborz Heydari, P.E., Project Manager*

**Subject:** *Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- APN 080-081-010 (1165 Los Trancos Road, Portola Valley)*

---

### Background

The owners of the property located at 1165 Los Trancos Road, Portola Valley, (APN: 080-081-010) have requested that the Local Agency Formation Commission (LAFCo) annex their property into the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The proponent will construct an addition to the existing single-family residence that will need to connect to the existing gravity main located on Los Trancos Road.

### Analysis

Attached for the Board's review is the description of the property to be annexed (Exhibit A) and the LAFCo Resolution No. 1271 (Exhibit B) approving the annexation.

### Fiscal Impact

Property owner has paid all required annexation fees, and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

### Recommendation

The Project Manager recommends that the District Board approve the Resolution as presented.

Attachments: Resolution \_\_\_\_\_ (2024)  
Exhibit A – Geographical/Legal Description  
Exhibit B – LAFCo Resolution No. 1271

**RESOLUTION NO. \_\_\_\_ (2024)**

**IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT**

**COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\*\*\*\*\*

**A Resolution Consenting to the Annexation of APN 080-081-010, Unincorporated  
San Mateo County to the West Bay Sanitary District**

**WHEREAS:**

1. A petition for annexation of the property described herein to this District was initiated by the property owners.
2. The Local Agency Formation Commission of San Mateo County assigned the following distinctive short-form designation: Annexation of APN 080-081-010 to West Bay Sanitary District
3. The property to be annexed is described as follows:  
See Exhibit "A" attached hereto and by this reference made a part hereof.
4. The said property has an existing dwelling.
5. The conditions of annexation are:
  - a. In the event that, pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money either as a lump sum or installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by rules, regulations or ordinances of the District, as now or hereafter amended.
  - b. Upon and after the effective date of said annexation, the territory, and all persons entitled to vote by reason of residing or owning land within the territory, shall be subject to the jurisdiction of the District; shall have the same rights and duties as if the territory had been a part of the District upon its original formation; shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then-authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District; shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.

6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.
7. The Local Agency Formation Commission of San Mateo County has adopted Resolution 1271 (Exhibit B) ordering annexation of the referenced territory to the West Bay Sanitary District.

**NOW, THEREFORE, BE IT RESOLVED** that:

- a. The above described property, pursuant to the order of the San Mateo County Local Agency Formation Commission, is hereby annexed to the West Bay Sanitary District, and the District Manager is directed to make such distribution of this Resolution as is required by law or is desirable.
- b. Pursuant to Government Code Section 56837, the District consents to waiver conducting authority proceedings.
- c. The regular San Mateo County Assessment Roll will be used to collect sewer service charges.
- d. The territory will not be taxed for bonded indebtedness.

\*\*\*\*\*

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10<sup>th</sup> day of January, 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

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

Attest:

---

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

EXHIBIT "A"

Date: June 16, 2021

Annexed to: West Bay Sanitary District

Name of Annexation: West Bay Sanitary District

EXHIBIT A PAGE 1 OF 2

**Geographic Description**

All that certain real property, situate in Town of Portola Valley, County of San Mateo, State of California, being all of Lot 71 and a portion of Los Trancos Road (40 feet wide), as shown on that certain map entitled "Los Trancos Woods, Tract No. 1, San Mateo County, California", filed in the Office of the County Recorder of San Mateo County on August 6, 1928 in Volume 17 of Maps at Pages 14 and 15, more particularly described as follows:

**Beginning** at the Southwest corner of West Bay Sanitary District Resolution No. 978, said point also being on the Southerly right of way of Los Trancos Road (40.00 feet wide), as shown on said map;

From said **Point of Beginning**:

Course 1.) Along said right of way, the Northerly line of said lot and the Southerly line of said resolution, North 89°29'30" East, 106.37 feet, thence,

Course 2.) Leaving last said line, North 13°51'30" East, 41.29 feet to the North line of said right of way, thence

Course 3.) Along said north right of way line and the Southerly line of Lots 66 and 67 of said map, South 61°46'30" East, 114.95 feet, thence,

Course 4.) Continuing along said north right of way line and the Southerly line of Lots 66 and 65 of said map, South 80°29'00" East, 66.91 feet, thence,

Course 5.) Leaving last said line, South 24°19'30" West, 41.29 feet to the East corner of said lot, said point also being on said Southerly right of way of said road, thence

Course 6.) Along the East line of said lot, South 48°07'00" West, 92.02 feet to South corner of said lot, said point also being on the Northerly right of way of said road, thence,

Course 7.) Along said right of way and the Southerly line of said lot, North 39°07'30" West, 81.01 feet, thence,

Course 8.) Continuing along last said line, North 74°18'30" West, 160.15 feet, thence

Course 9.) Continuing along last said line, North 39°09'00" West, 14.59 feet to said Southerly right of way of Los Trancos Road and said Northerly line of said lot, thence

Course 10.) Along last said southerly and northerly lines, North 43°05'00" East, 8.16 feet, thence

Course 11.) Continuing along last said line, North 89°29'30" East, 10.97 feet to the **Point of Beginning** containing 18,328 square feet or 0.42 acres, more or less.

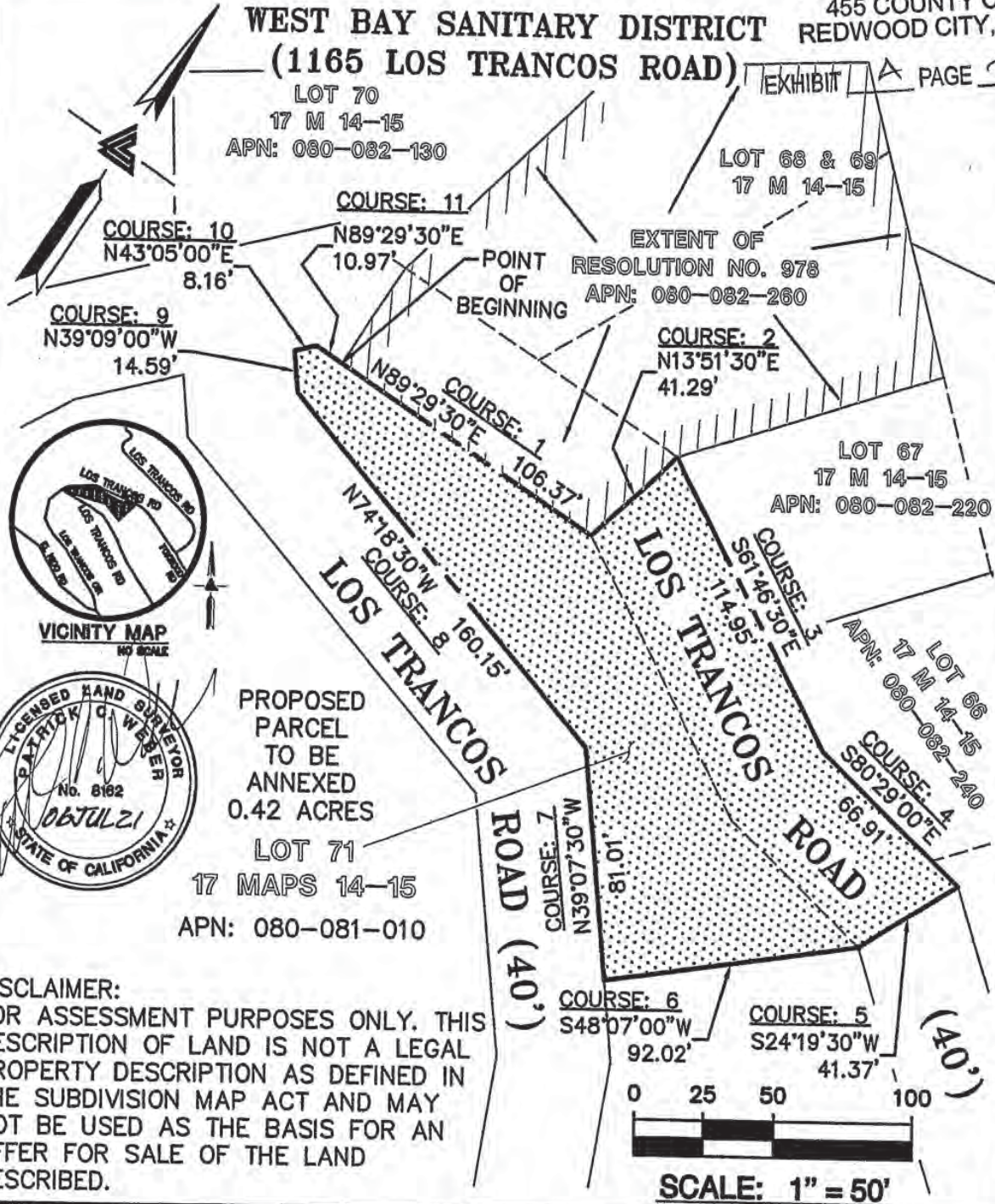
*For assessment purposes only. The description is no a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*





**WEST BAY SANITARY DISTRICT  
(1165 LOS TRANCOS ROAD)**

EXHIBIT A PAGE 2 OF 2



**LEA & BRAZE ENGINEERING, INC.**

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SACRAMENTO REGION  
3017 DOUGLAS BLVD., # 300  
ROSEVILLE, CA 95661  
(P) (916) 968-1338  
(F) (916) 797-7363  
WWW.LEABRAZE.COM

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL DESCRIPTION**  
**PROPOSED SEWER ANNEXATION**  
**1165 LOS TRANCOS ROAD**  
**PORTOLA VALLEY, CALIFORNIA**  
**SAN MATEO COUNTY**

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

**2021-146623 CONF**

11:00 am 10/18/21 CCL Fee: NO FEE

Count of pages 7

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



THIS SPACE FOR RECORDER'S USE ONLY

Annexation of 1165 Los Trancos Rd.  
unincorporated Los Trancos Woods to  
the West Bay Sanitary District

TITLE OF DOCUMENT

THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION  
(Additional Recording Fee Applies)  
(Govt. Code 27361.6)

cover sheet recorders.doc





## LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

### CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo, is Annexation of 1165 Los Trancos Rd., unincorporated Los Trancos Woods to the West Bay Sanitary District
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

#### City or District

#### Type of Change of Organization

West Bay Sanitary District

Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County only.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on September 15, 2021 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1271, adopted on September 15, 2021.

Dated: October 18, 2021

A handwritten signature in black ink, appearing to read "Martha Poyatos".

Martha Poyatos  
Executive Officer

**COMMISSIONERS:** WARREN SLOCUM, CHAIR, COUNTY ▪ MIKE O'NEILL, VICE CHAIR, CITY ▪ HARVEY RARBACK, CITY ▪ DON HORSLEY, COUNTY  
▪ JOSHUA COSGROVE, SPECIAL DISTRICT ▪ RIC LOHMAN, SPECIAL DISTRICT ▪ ANN DRAPER, PUBLIC

**ALTERNATES:** KATI MARTIN, SPECIAL DISTRICT ▪ DIANA REDDY, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY  
MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ ROB BARTOLI, MANAGEMENT

**STAFF:** ANALYST ▪ ANGELA MONTES, CLERK

EXHIBIT "A"

Date: June 16, 2021

Annexed to: West Bay Sanitary District

Name of Annexation: West Bay Sanitary District

EXHIBIT A PAGE 1 OF 2

**Geographic Description**

All that certain real property, situate in Town of Portola Valley, County of San Mateo, State of California, being all of Lot 71 and a portion of Los Trancos Road (40 feet wide), as shown on that certain map entitled "Los Trancos Woods, Tract No. 1, San Mateo County, California", filed in the Office of the County Recorder of San Mateo County on August 6, 1928 in Volume 17 of Maps at Pages 14 and 15, more particularly described as follows:

**Beginning** at the Southwest corner of West Bay Sanitary District Resolution No. 978, said point also being on the Southerly right of way of Los Trancos Road (40.00 feet wide), as shown on said map;

From said **Point of Beginning**:

Course 1.) Along said right of way, the Northerly line of said lot and the Southerly line of said resolution, North 89°29'30" East, 106.37 feet, thence,

Course 2.) Leaving last said line, North 13°51'30" East, 41.29 feet to the North line of said right of way, thence

Course 3.) Along said north right of way line and the Southerly line of Lots 66 and 67 of said map, South 61°46'30" East, 114.95 feet, thence,

Course 4.) Continuing along said north right of way line and the Southerly line of Lots 66 and 65 of said map, South 80°29'00" East, 66.91 feet, thence,

Course 5.) Leaving last said line, South 24°19'30" West, 41.29 feet to the East corner of said lot, said point also being on said Southerly right of way of said road, thence

Course 6.) Along the East line of said lot, South 48°07'00" West, 92.02 feet to South corner of said lot, said point also being on the Northerly right of way of said road, thence,

Course 7.) Along said right of way and the Southerly line of said lot, North 39°07'30" West, 81.01 feet, thence,

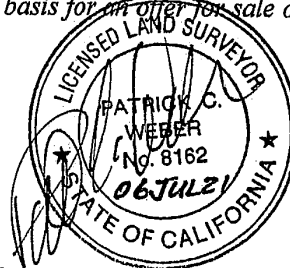
Course 8.) Continuing along last said line, North 74°18'30" West, 160.15 feet, thence

Course 9.) Continuing along last said line, North 39°09'00" West, 14.59 feet to said Southerly right of way of Los Trancos Road and said Northerly line of said lot, thence

Course 10.) Along last said southerly and northerly lines, North 43°05'00" East, 8.16 feet, thence

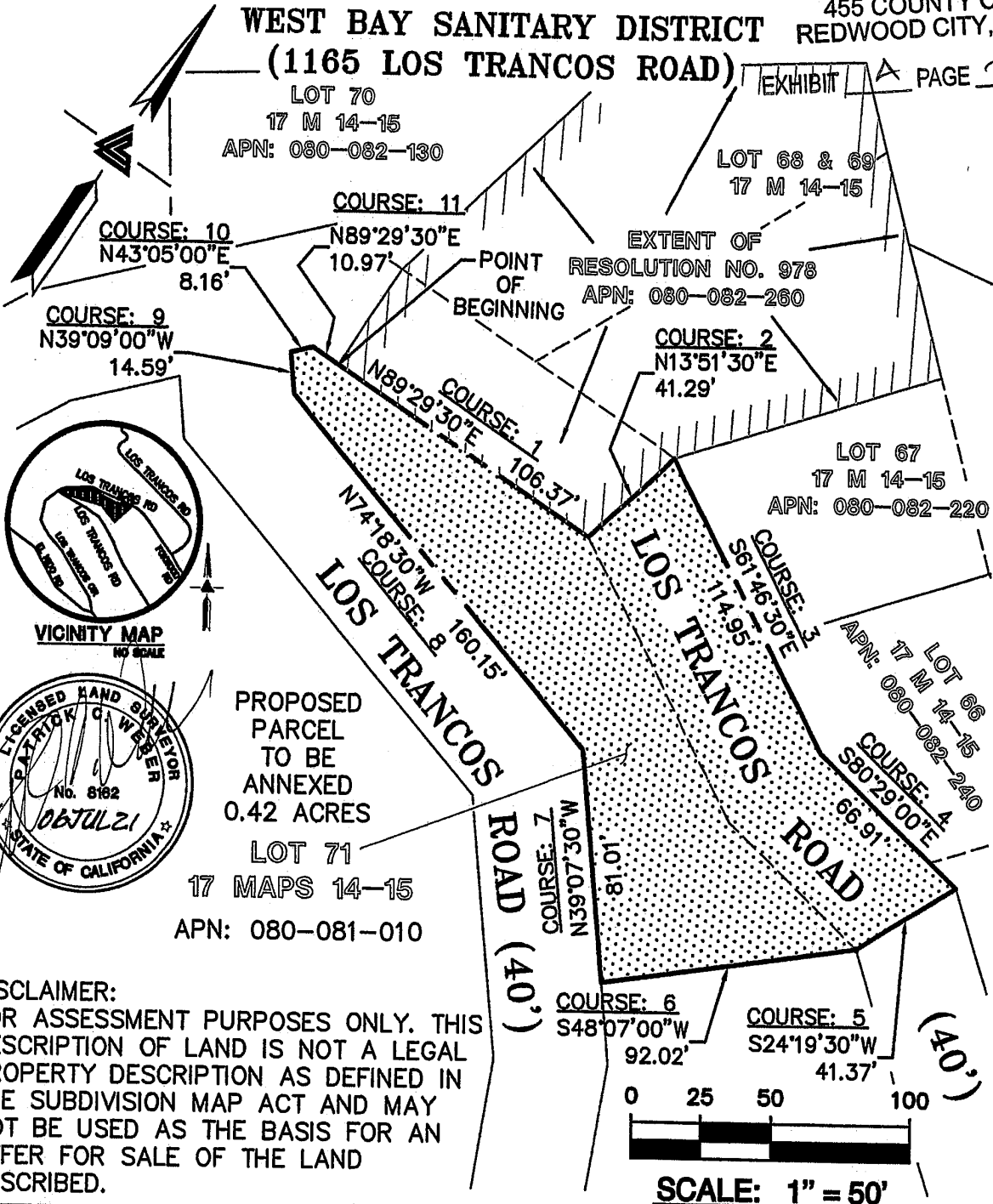
Course 11.) Continuing along last said line, North 89°29'30" East, 10.97 feet to the **Point of Beginning** containing 18,328 square feet or 0.42 acres, more or less.

*For assessment purposes only. The description is no a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*



**WEST BAY SANITARY DISTRICT  
(1165 LOS TRANCOS ROAD)**

EXHIBIT A PAGE 2 OF 2



**DISCLAIMER:**  
FOR ASSESSMENT PURPOSES ONLY. THIS  
DESCRIPTION OF LAND IS NOT A LEGAL  
PROPERTY DESCRIPTION AS DEFINED IN  
THE SUBDIVISION MAP ACT AND MAY  
NOT BE USED AS THE BASIS FOR AN  
OFFER FOR SALE OF THE LAND  
DESCRIBED.



**LEA & BRAZE ENGINEERING, INC.**  
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(F) (916) 797-7363

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL  
DESCRIPTION**  
**PROPOSED SEWER ANNEXATION**  
**1165 LOS TRANCOS ROAD**  
**PORTOLA VALLEY, CALIFORNIA**  
**SAN MATEO COUNTY**

RESOLUTION NO. 1271

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS, APPROVING LAFCO FILE 21-09 -  
ANNEXATION OF 1165 LOS TRANCOS ROAD, UNINCORPORATED LOS TRANCOS WOODS,  
TO THE WEST BAY SANITARY DISTRICT AND  
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the landowners and District have requested that the Commission waive conducting authority proceedings pursuant to government code Section 56837(c); and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b)

(Annexations of Existing Facilities and Lots for Exempt Facilities); and

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 0.42 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 1165 Los Trancos Rd., unincorporated Los Trancos Woods to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56663 and this annexation is hereby ordered.

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063  
EXHIBIT B PAGE 2 OF 3

Regularly passed and adopted this 15th day of September 2021.

Ayes and in favor of said resolution:

Commissioners:

Ann Draper

Don Horsley

Ric Lohman

Joshua Cosgrove

Harvey Rarback

Mike O'Neill

Warren Slocum

APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063

EXHIBIT B PAGE 3 OF 3

Noes and against said resolution:

none

Commissioners Absent and/or Abstentions:

Commissioners:

none



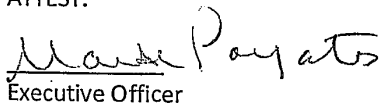
Chair

Local Agency Formation Commission

County of San Mateo

State of California

ATTEST:



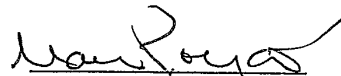
Executive Officer

Local Agency Formation Commission

Date: 10-15-21

I certify that this is a true and correct copy of the resolution above set forth.

Date: 10-15-21



Clerk to the Commission

Local Agency Formation Commission



## WEST BAY SANITARY DISTRICT AGENDA ITEM 8

**To:** *Board of Directors*

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

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

---

**1) Administrative:**

- a. General Counsel delivered the first batch of public records requested by East Palo Alto Sanitary District. The records were also sent to San Mateo County LAFCo and the City of East Palo Alto.
- b. Staff continues to work with Bidnet Direct to implement the online bidding platform. The new bidding platform will be linked to the new website.

**2) Finance:**

- a. The District has formally submitted for a Title XVI WIIN Act Water Reclamation and Reuse Project Grant from the United States Bureau of Reclamation. The grant application is for \$10 million, and the funds could be used to expand reclaimed water to the City of East Palo Alto, East Menlo Park, and the Fair Oaks Area, including Flood Park.
- b. State Revolving Fund (SRF) staff continues to work on the Bayfront Recycled Water Facility's SRF loan. The SRF loan has been preapproved for \$66.6 million. Approximately \$52 million in a loan and \$14 million as part of a state grant.
- c. The District received the initial annual Sewer Service Charge fees collected by the San Mateo County Tax Collector. The fees equal \$16,166,066.54. The next payment should be received between February and March.

**3) CIP Projects:**

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

- i. Ranger Pipelines submitted a revised construction schedule for the Bayfront Improvements Project. The underground pipeline work is scheduled to begin in March.

b. **Levee Improvement Project:**

- i. Anderson Pacific has been working diligently on grading and raising the levee to take advantage of favorable weather and the permitted construction season.

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

- a. Staff provided an update on migrating to the Cloud.

**5) Operations and Maintenance:**

a. **Collection System:**

- i. Only two sanitary sewer spills occurred in the District in 2023. One was due to a force main break on Sand Hill Road in Menlo Park and the other was in a manhole in the Town of Atherton.
- ii. The Source Control crew installed a Smart Cover on Ivy Drive in Menlo Park to monitor water levels within the manhole.

- b. **Pump Facilities:**
    - i. The pump station crew continues to replace ISAC boards with lights and buzzards to the Private STEP/Grider Systems.
  - c. **Training:**
    - i. Maintenance staff received audible testing to establish baselines and check for hearing loss.
- 6) **Water Quality:**
- a. **Sharon Heights Golf and Country Club (SHGCC):**
    - i. Trojan UV bulb replacement was conducted on January 2<sup>nd</sup>. This is part of a 5-year capital replacement program. The cost was approximately \$35 thousand which included the bulbs and service. The 3-ton crane will be serviced next as well as membrane filters.
  - b. **Bayfront Recycled Water Facility (BRWF):**
    - i. The Request for Proposals is nearly complete and will be sent to the qualified contractor.
  - c. **Woodside Recycled Water Facility (WRWF):**
    - i. The Woodside Recycled Water Facility feasibility study is nearly complete and will be brought to the Board.
- 7) **Fleet and Facilities:**
- a. **Vehicle Maintenance:**
    - i. The four Electric Vehicles and charging stations are working well.
- 8) **Personnel:**
- i. Two temporary workers will be hired in the next two months in order to keep up with necessary maintenance schedules.
- 9) **Upcoming Events:**
- a. **Next Regular Board Meetings:** Wednesdays January 10<sup>th</sup> and January 24<sup>th</sup>
- 10) **Misc. Items:**
- a. **West Bay:** The General Manager will update the Board on miscellaneous items related to District operations.
  - b. **Town of Los Altos Hills:** Experienced a total of three sanitary sewer spills in 2023.
  - c. **Town of Woodside:** A quarter of the system was video inspected, and the entire system was hydro jetted as scheduled in 2023.





## WEST BAY SANITARY DISTRICT AGENDA ITEM 9

**To:** *Board of Directors*

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

**Subject:** *Ratify Investment Transfer*

---

### **Background**

The resolution to the Investment Policy was updated January 3, 2024 to allow the Finance Committee to recommend transfers to BMO Bank Investment Management & Trust portfolios followed by ratification by the full Board at the next regular board meeting.

On December 13, 2023 at the regular full board meeting, cash and investments were presented with the First Quarter Financial Report Fiscal Year 2023-24. The board recommended the Finance Committee meet and discuss investments further. On December 20, 2024, the Finance Committee met with staff and BMO Investment advisors. By that date, the LAIF balance was \$41.8 million, after the initial 50% deposit from San Mateo County for the sewer service charges on the tax roll. Reserves in the BMO Federated Hermes Government Obligations Fund money market account was \$3.9 million. Based on operating and capital cash flow, it was established that approximately \$20 million could be safely invested short-term to increase yields while U.S. Treasury rates were high.

### **Fiscal Impact**

Following the Finance Committee recommendations, \$20 million was transferred from the Local Agency Investment Fund (LAIF) to BMO Bank Investment Management & Trust Capital Reserve Account. These funds will be invested in short-term treasuries.

The District will increase yields approximately 1.4% immediately by moving the funds from LAIF to the BMO Federated Hermes Government Obligations Fund money market account, which has a yield of 5.37%, as of January 4, 2024 compared to the LAIF 3.96%, as of December 29, 2023. Funds will then be invested as recommended by the Finance Committee, to lock in yields until funds are needed.



## WEST BAY SANITARY DISTRICT AGENDA ITEM 9

**To:** *Board of Directors*

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

**Subject:** *Ratify Investment Transfer*

---

### Finance Committee Recommendations:

- 25% - 9 month Treasury Bills
- 25% - 12 month Treasury Bills
- 25% - 18 month Treasury Notes
- 25% - 24 month Treasury Notes

Treasury yields over the past year compared with LAIF.



### **Recommendation**

The Finance Manager recommends the Board ratify the investment transfer recommended by the Finance Committee.



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 10**

**To:** *Board of Directors*

**From:** *Sergio Ramirez, General Manager*  
*Todd Reese, Office & Communication Manager*

**Subject:** *Consider Adopting Resolution Approving Master Fee Schedule (2024)*

---

**Background**

The District Board approved an amendment to the Code of General Regulations in August of 2014, removing the Master Fee Schedule from the Code of General Regulations. The change allows the Board to update fees by resolution to keep pace with the true costs of providing such services. The Master Fee Schedule was subsequently updated by resolution for various District permits in September 2014, September 2017, January 2020, and June 2023.

District Staff worked to update the Master Fee Schedule which now includes a credit card processing fee.

**Analysis**

The updated Master Fee Schedule includes a credit card service fee of 3% per transaction for customers who choose to use a credit card. The credit card service fee is a pass-through fee.

**Fiscal Impact**

There is no material fiscal impact with the added credit card service fee.

**Recommendation**

The General Manager recommends the District Board Adopt the Resolution approving the updated Master Fee Schedule for 2024.

Attachments: Resolution \_\_\_\_\_ (2024)  
Master Fee Schedule (2024)

**RESOLUTION NO. \_\_\_\_\_ (2024)**

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

\*\*\*\*\*

BE IT RESOLVED by the West Bay Sanitary District Master Fee Schedule, which is attached and incorporated herein as Exhibit A, is hereby adopted by the Board of Directors of the West Bay Sanitary District.

\*\*\*\*\*

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10<sup>th</sup> day of January 2024, 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

### **Class 1 A - E**

The permit and inspection fees for a Class 1 Sewer Permit (open-trench) for service to residential structures shall be \$490.00.

### **Class 2 A - E**

The permit and inspection fees for a Class 2 Sewer Permit (open-trench) for service to non-residential structures shall be \$690.00.

### **Class 1F and Class 2F**

The permit and inspection fees for a Class 1F Sewer Permit (trenchless) for service to residential or non-residential structures shall be \$720.00 plus the San Mateo County recording fee.

### **Class 3**

The permit fee for a Class 3 Sewer Permit for construction of sewer mains, pumping stations and other wastewater facilities, shall be \$ 2,660.00.

### **Class 4A and 4B**

The permit and inspection fees for a Class 4 Disconnect Sewer Permit for service to residential or non-residential structures shall be \$220.00.

### **Class 5 STEP and Grinder**

The permit and inspection fees for a Class 5 Sewer Permit for service to residential or non-residential structures shall be \$5,600.00 (mainline extension requires additional a Class 3 permit.)

### **Class 6 - Encroachments (Public Sewer Main and Facilities Access)**

The permit and inspection fees for a Class 6 Encroachment Permit for CCTV Sewer Main inspections shall be \$325.00 per project.

### **Private Job Account: Development and Re-Development Projects**

Developers shall submit an initial deposit of \$20,000.00 for plan submittals and review. Developers may be required to supply an additional deposit when the initial deposit falls below 25%. Once the project is approved a permit will be required as described above.

### **Additional or Re-Inspections**

\$110.00 per additional inspection or re-inspection.

### **CCTV Review Only**

CCTV Inspection reviews for Sewer Lateral shall be \$110.00 per sewer lateral.

### **Estimated & Metered Volume Permits**

Estimation of discharge for commercial customers shall be \$200.00 upon determination by the General Manager.

### Private Wastewater Disposal Permits

\$210.00 for maintaining and operating, or proposes to maintain and operate, a private wastewater disposal system.

### Enforcement Hearing.

\$1,500.00 per public hearing.

### Plan Review (Projects or Water Quality)

\$140.00 per hour for review by Project Manager or Water Quality Manager.

### Charges for Staff Time

Staff salaries multiplied by 1.75%.

### Charges for District Materials

Cost of materials multiplied by 10%.

### Annexation Fee\*.

\$655.00 annexation processing fee per parcel;

\$655.00 annexation into the On-Site Wastewater Disposal Zone per parcel;

\$2400.00 publication fee per parcel (for annexation into the On-Site Wastewater Disposal Zone)

\* Additional fees may be due by other agencies.

### Review of Proposals for Accidental Discharges & HMBP's

\$455.00 for any accidental spills or discharges that do not conform to the conditions of a facilities permit or the code. Such spills or discharges must be reported immediately to the Publicly Owned Treatment Works (POTW) and the District. Hazardous Material Business Plan (HMBP): A Business Plan is required when businesses handle and/or stores a hazardous material equal to or greater than the minimum reportable quantities. These quantities are 55 gallons for liquids, 500 pounds for solids and 200 cubic feet (at standard temperature and pressure) for compressed gases. Radioactive materials and extremely hazardous substances are reportable in any amount. The District reviews these plans and inspects facilities to ensure compliance with the District's Code.

### Non-Routine Discharge Permit

\$515.00 plus treatment fees based on flow and loadings plus SVCW fee of \$50.00.

Non-routine discharges (slugs) are defined as any quantity of industrial (non-domestic) wastewater that is discharged to the sanitary sewer on less than a daily frequency and has the potential to cause interference with or pass-through the wastewater treatment plant or collection system.

### Ground Water Discharge.

\$515.00 plus treatment fees based on current ccf rate plus SVCW fee of \$436.00 (as of 4/7/14).

Groundwater discharge is defined as the movement of water out of an area of saturated soil, to the sanitary sewer.

#### **Mandatory Wastewater Discharge Compliance Permit (& 5-year Permit Renewal)**

\$785.00 plus SVCW fee of \$1,112.00 (as of 4/7/14). Required for chemically treated wastewater to make acceptable for discharge into the sanitary sewer.

#### **Self-Monitoring Report (Review)**

\$270.00 for sampling performed and the results of the sampling indicate a violation. The user shall notify the POTW and the District within 24 hours of becoming aware of the violation.

#### **Discharge Report Review**

\$270.00 Discharge report review is defined as a report prepared by industries and other facilities discharging to sanitary sewer. The facilities collect wastewater samples, conduct chemical and/or biological tests of the samples, and submit the reports for review.

#### **Swimming Pool Discharge "Residential".**

\$295.00 plus treatment fees based on current ccf rate for discharge of pool in sanitary sewer.

#### **Swimming Pool Discharge "Commercial".**

\$295.00 plus treatment fees based on current ccf rate for discharge of pool in sanitary sewer.

#### **FOG Non-Compliance Inspection.**

\$220.00 Re-inspection fee for facilities in violation of the Districts Code of General Regulations, Sections 602 & 603

#### **Commercial/Industrial Non-Compliance Inspection.**

\$220.00 Re-inspection fee for facilities in violation of the Districts Code of General Regulations, Sections 600, 601, 602, & 603

#### **Flow Meter Operations and Maintenance Fee.**

\$595.00 monthly.

#### **Credit Card Service Fee**

3% of purchase price plus any additional pass-through fees by cardholder's bank.



### **Class 1 A - E**

The permit and inspection fees for a Class 1 Sewer Permit (open-trench) for service to residential structures shall be \$490.00.

### **Class 2 A - E**

The permit and inspection fees for a Class 2 Sewer Permit (open-trench) for service to non-residential structures shall be \$690.00.

### **Class 1F and Class 2F**

The permit and inspection fees for a Class 1F Sewer Permit (trenchless) for service to residential or non-residential structures shall be \$720.00 plus the San Mateo County recording fee.

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#### **Commercial/Industrial Non-Compliance Inspection.**

\$220.00 Re-inspection fee for facilities in violation of the Districts Code of General Regulations, Sections 600, 601, 602, & 603

#### **Flow Meter Operations and Maintenance Fee.**

\$595.00 monthly.

#### **Credit Card Service Fee**

3% of purchase price plus any additional pass-through fees by cardholder's bank.



## WEST BAY SANITARY DISTRICT AGENDA ITEM 11

**To:** *Board of Directors*

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

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

---

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

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

<b>2023</b>	<b>Treated</b>	<b>Delivered</b>
January	5MG	0 gallons
February	3.3MG	0 gallons
March	3.5MG	0 gallons
April	4.9MG	32k gals. Dust Control
May	5.1MG	432k gals. Dust Control
June	4.8MG	456k gals. Dust Control
July	6.2MG	1.05MG Dust Control
August	8.1MG	2.7MG (+ 1.5 MG Dust Control)
September	8.4MG	4MG (+ 1.04 MG Dust Control)
October	9.6MG	7.4MG
November	7.7MG	3.7MG
December	7.4MG	970K

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

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

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



## **WEST BAY SANITARY DISTRICT AGENDA ITEM 12**

**To:** *Board of Directors*

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

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

---

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

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

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 13

**To:** *Board of Directors*

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

**Subject:** *Report, Discussion, and Direction on South Bayside Waste Management Authority (SBWMA) including the Solid Waste Franchise Re-Assignment*

---

The District's representative to South Bayside Waste Management Authority (SBWMA), President Fran Dehn, will report on any pertinent items regarding SBWMA business. General Manager Ramirez will report and seek direction on the solid waste franchise re-assignment.

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## **WEST BAY SANITARY DISTRICT AGENDA ITEM 14**

**To:            *Board of Directors***

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

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

---

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

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## ATCHISON, BARISONE & CONDOTTI, APC

LAW OFFICES  
PO BOX 481  
SANTA CRUZ, CALIFORNIA 95061-0481  
P:831-423-8383; F:831-576-2269

**Item 16**  
ANTHONY P. CONDOTTI  
BARBARA H. CHOI  
CATHERINE M. BRONSON  
\*\*\*  
STEPHANIE M. DUCK  
ALEX C. GEISE  
MATTHEW B. GRACE  
STEPHANIE Y. HALL  
JENNEEN E. HILL  
SAMUEL L. HUMY  
VICTORIA K. THOMPSON  
ASHLEY B. WHEELock

## M E M O R A N D U M

January 4, 2024

**TO:** Board of Directors, West Bay Sanitary District  
**FROM:** Tony Condotti, District Counsel  
**RE:** Annual Performance Payment – General Manager

---

### RECCOMENDATION:

Approval of an annual performance payment for the General Manager in the amount of \$32,635.44.

### BACKGROUND:

Sergio Ramirez was appointed General Manager by the Board of Directors pursuant to an employment agreement that was entered into on May 13, 2020, and has been amended and restated from time to time, most recently by an amended and restated employment agreement (the “Agreement”) dated July 13, 2022. Under the terms of the Agreement, the General Manager is eligible for an end-of-year performance payment on or after each January 1<sup>st</sup> during the term of the Agreement, in the amount of up to fifteen percent of base salary based on the Board of Directors’ assessment of performance in meeting the General Manager’s goals and objectives for the prior calendar year.

### DISCUSSION:

The Board of Directors conducted an annual performance evaluation/compensation review of the General Manager at its regular meeting of December 13<sup>th</sup>, 2023 and a follow-up performance review on January 3, 2024. Based thereon, the Board directed that an item be agendized for its regular meeting of January 10<sup>th</sup> to consider, in open session, an annual performance payment in the amount of 13.5 percent of the General Manager’s current base salary of \$241,744, which results in a payment of \$32,635.44. California State Law requires that all executive employee compensation decisions must be approved in open session at a regularly scheduled meeting.

### FISCAL IMPACT:

Funding for the annual performance payment is included in the FY 2023-24 budget and there are no additional fiscal impacts generated by final approval.

Submitted by:

/s/

Tony Condotti, District Counsel

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

\*\*\*\*\*

**A Resolution Establishing End Of Year (2023) Compensation for General Manager**

**WHEREAS:**

1. The Employment Agreement between West Bay Sanitary District and the General Manager allows for an end-of-year performance compensation in an amount up to 15% of Employee's base salary based on the Board of Director's assessment of General Manager's performance in meeting goals and objectives during the year; and
2. During the regular meeting of December 13, 2023 and January 3, 2024 the Board assessed the overall performance of the General Manager and evaluated his set Goals and Objectives.

**NOW, THEREFORE, BE IT RESOLVED that:**

The District Board of the West Bay Sanitary District has determined:  
The General Manager will be compensated 13.5% of current base salary, or \$32,635.44 as the End-of-Year Performance compensation for Calendar Year 2023.

\*\*\*\*\*

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10<sup>th</sup> day of January, 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

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

Attest:

---

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