



1902 - Serving Our Community for over 120 Years - 2024

**WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS**

REGULAR MEETING OF THE DISTRICT BOARD

WEDNESDAY, APRIL 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/88071166795?pwd=bWa66sXeg7WhoyDxmifdbF6LI2RaCm.1>

Meeting ID: 880 7116 6795 Passcode: 169658

1. Call to Order and Roll Call
2. Communications from the Public
3. Consent Calendar

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

 - A. Approval of Minutes for Regular Meeting March 27, 2024 Pg. 3A-1
 - B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters through March 31, 2024 Pg. 3B-1
 - C. WBSD Operations and Maintenance Report – March 2024 Pg. 3C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – March 2024 Pg. 3D-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – March 2024 Pg. 3E-1
 - F. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1608 for the Construction of Wastewater Facilities for 20 Sioux Way, Portola Valley, California Pg. 3F-1
 - G. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1608 for the Construction of Wastewater Facilities for 20 Sioux Way, Portola Valley, California Pg. 3G-1
4. General Manager's Report Pg. 4-1

5. Discussion and Consideration of Authorizing the Board President to Submit Written Nominations to Elect San Mateo LAFCo Regular Special District Member Pg. 5-1
6. Closed Session
 - A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: General Manager, General Counsel, IEDA
Employee Organization: Exempt Employees, Unrepresented Employees, & Teamsters Local 350
 - B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(2)
(one potential case)
7. Discussion and Direction on the West Bay and Sharon Heights Recycled Water Facility Pg. 7-1
8. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 8-1
9. Report, Discussion, and Direction on South Bayside Waste Management Authority (SBWMA) including the Solid Waste Franchise Re-Assignment Pg. 9-1
10. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 10-1
11. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
12. Adjournment

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



1902 - Serving Our Community for over 120 Years - 2024

WEST BAY SANITARY DISTRICT
CHECKLIST OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 27, 2024 AT 7:00 P.M.

1. Call to Order

President Dehn called the meeting to order at 7:03 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, AND Beyer, Heydari, Hulsmann and Condotti by Zoom

Others Present: Austris Rungis–IEDA, Tony Valdivia– Woodard & Curran

2. Communications from the Public: None.

3. Consent Calendar

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

A. Approval of Minutes for Regular meeting March 13, 2024 Pg. 3A-1

Comments: None.

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

4. Consider Authorizing General Manager to issue a Request for Proposals for a Design-Build contract for the “Bayfront Recycled Water Facility Project”

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

Discussion/Comments: General Manager Ramirez reported this item is for Design-Build entity to complete a preliminary design of the facilities which is expected to take 3 months to complete.

7. Consider Authorizing General Manager to Amend the Contract Amount With V.W. Housen & Associates for the 2023 Master Plan Study

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

Discussion/Comments: General Manager Ramirez reported Woodard & Curran has requested a budget augmentation of \$17,000. After adding V.W. Housen & Associates markup, the total request is \$18,700.

5. Closed Session

Entered closed session at 7:17 p.m. Left closed session at 8:23 p.m.

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives:
General Manager, General Counsel, IEDA
Employee Organization: Exempt Employees, Unrepresented Employees, &
Teamsters Local 350
- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(2)
(two potential cases)

Reportable action: None.

6. General Manager's Report

Discussion/Comments: General Manager Ramirez reported Form 700s are due by April 2nd. He also reported per Board request that the rooms at Vallombrosa for on-call staff are \$80 per night and as of July 1, 2023 \$1,830 has been spent. He reported as discussed by the Board at the last Board meeting the part-time Clerical Assistant will be on-board with the District for 1 more year to complete the project. He also reported the mini excavator has been received and he showed some pictures of it in use. The next regular meetings are scheduled for April 10th and April 24th. The complete General Manager's written report is in the March 27th, 2024 agenda packet.

8. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported PG&E has moved up the date for the Avy Altschul Pump Station to May 2nd.

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

Discussion/Comments: General Manager Ramirez reported the RFP has been approved and recycled water is scheduled for Q1 2027 with Meta receiving recycled water Q3 2027.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported the ribbon cutting ceremony will be on May 13th and the next Commission meeting on April 8th.

12. Comments or Reports from Members of the District Board and Consider Items to be

Placed on Future Agenda

Discussion/Comments: President Dehn reported on a letter she received from San Mateo County Supervisor David J. Canepa requesting the Board consider adopting a resolution declaring loneliness a public health crisis in San Mateo County. Board consensus was to not agendaize this item.

13. **Adjournment Time:** The meeting was adjourned at 8:36 PM

Secretary

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WEST BAY SANITARY DISTRICT
Financial Activity Report
March 2024

Date: *April 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 March 2024.

Receipt Summary:

Commercial Deposits	130,718.72
Deposits in Transit/(Prior Period)	5,224.40
Returned Checks	0.00
Credit Cards	7,293.28
Franchise Fees	10,062.32
San Mateo County [Tax Roll]	1,616,606.65
Other Receipts	248,387.72
Transfers	3,500,000.00
Total Receipts	<u>5,518,293.09</u>

Withdrawal Summary

Total Checks	1,734,515.92
Total Corp Cards	16,013.10
Total Bank Wires/ACHs	1,802,620.12
External Withdrawals	3,553,149.14
Total Internal Bank Transfers	500,000.00
Total Withdrawals	<u>4,053,149.14</u>

Fund

Expenditure Summary by Budget Category

100	Operations	1,262,356.85
200	Capital	1,471,171.68
300	Solid Waste	9,783.75
500	Recycled Water	713,820.86
800	Silicon Valley Clean Water	596,016.00
Expenditures by Fund		<u>4,053,149.14</u>

The transactions listed 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.

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Balance 3/31/24</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$14 million	\$14,024,468	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	\$11,060,283	Achieved
Treatment Plant Reserve	8/1/2021	\$12 million	\$12,438,309	Achieved
Capital Project Reserve	11/26/2014	\$8 million	\$28,843,738	Achieved *
Emergency Capital Reserve	10/19/2010	\$6 million	\$6,560,704	Achieved
Recycled Water Cash Flow	11/18/2016	\$8 million	\$6,352,921	Unfulfilled
Recycled Water SRF Reserve	3/1/2018	\$1.46 million	\$1,518,900	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	\$1,005,607	Achieved

* Capital Budget funds of \$20 million invested in short-term treasuries to increase yields until funds needed for projects.

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.

<u>Investments by Type</u>	<u>Balance 3/31/24</u>
Operating Accounts	\$3,798,998
Local Agency Investment Fund (LAIF)	\$12,695,016
Unrestricted Reserves	
Investment Portfolios	\$79,280,422
Money Market Account	\$1,005,607
Restricted Reserves	
Recycled Water SRF Reserve	\$1,518,900
Public Agency Retirement Services (PARS)	\$858,178 **

** Balance as of 2/29/24 (current statements unavailable)

The Operating account had a higher than usual balance due to \$1.1 million in outstanding checks at monthend, including \$900 thousand to Casey Construction for the Point Repair Project. The District also received \$1.6 million on March 29, 2024, the last business day of the month, from San Mateo County for sewer service charges on the tax roll.

**West Bay Sanitary District
Receipts
March 2024**

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
463444	3/1/2024	Shengyang Wang: 330 Laurel Ave, MP, Permit	490.00
463445	3/1/2024	Void	0.00
463446	3/4/2024	Adam Tomasi: 50 Lilac Dr., MP, ADU & Permit	5,654.80
463447	3/5/2024	Menlo Country Club: Reim Facilities Plan Woodside RWF	55,527.50
463448	3/6/2024	Town of Los Altos Hills: Sewer Maintenance Services 1/2024	43,833.63
463449	3/6/2024	Binghong Li: 198 James Ave., ATH, ADU & Permit	3,933.20
463450	3/6/2024	American Construction & Excavation: 33 Barry Ln, ATH, Permit	220.00
463451	3/6/2024	WBSD: Transfer LAIF to Ops Acct	3,000,000.00
463452	3/6/2024	WBSD: Transfer LAIF to PR Acct	500,000.00
463453	3/7/2024	Rafael Pires: 140 Sand Hill Circle, MP, Permit	765.36
463454	3/8/2024	Design Draw Build: 715 Laurel Ave, MP, Permit	220.00
463455	3/11/2024	Discount Plumbing Inc.: 321 Claire Pl, MP, Permit	490.00
463456	3/11/2024	Frances & John Maletis: 680 Lemon St, MP, ADU & Permit	6,085.20
463457	3/11/2024	Jonathan Malik: 70 Linda Vista Ave, Ath, Permit	897.92
463458	3/12/2024	Vinay Goswamy: 980 Lucky Avre, MP, Permit	220.00
463459	3/12/2024	Shg Plumbing Contractor: 48 Callie Lane, MP, Permit	490.00
463460	3/12/2024	Van Shadow Stables: 3899 Alpine Road, PV,SSC FY 2023-24	2,481.99
463461	3/12/2024	Coast To Coast Devepoment Inc.: 725 Hobart St, MP, Permit	220.00
463462	3/13/2024	Bayshore Plumbers: 621 La Mesa Drive, PV, Permit	490.00
463463	3/14/2024	Peninsula Innovation: Bayfront RWF 7/15/23-10/27/23	56,863.62
463464	3/15/2024	Bell Plumbing: 401 Menlo Oaks Dr, MP, Permit	720.00
463465	3/18/2024	SHGCC: O&M Recon 2023	69,082.48
463466	3/18/2024	Bayshore Plumbers: 316 Durham St, MP, Permit	490.00
463467	3/19/2024	Wizard Plumbing And Drain: 560 University Ave, MP, Permit	490.00
463468	3/20/2024	Recology: SW Franchise Fees 2/2024	10,062.32
463469	3/20/2024	Donald Rogal: 633 18th Ave, MP, Permit	110.00
463470	3/20/2024	Felkis & Tatiana Kerzhner: 1143 Saratoga, EPA, ADU & Permit	3,933.20
463471	3/20/2024	Paul Montoy-Wilson: 220 Durazno Way, PV, Permit	490.00
463472	3/21/2024	Right On Concrete Construction: 921 Lucky Ave, MP, Permit	490.00
463473	3/20/2024	Discount Plumbing: 1014 Windermere Ave, MP, Permit	490.00
463474	3/25/2024	Bell Plumbing: 672 Partridge Ave, MP, Permit	720.00
463475	3/22/2024	Paya: Refund Master Card Fees 2/2024-3/2024	26.53
463476	3/25/2024	SHGCC: O&M 4/2024, SRF Pmt & Reims	122,415.09
463477	3/25/2024	P.Kersten & E.Williams: 124 Carmel Way, PV,SSC FY 2023-24	2,226.00
463478	3/25/2024	Cal-West Sewer And Drain: 368 Mckendry Dr, MP, Permit	720.00
463479	3/27/2024	Nor-Cal Trenchless Sewer & Drain Inc.: 1111 Bay Laurel Dr, M	490.00
463480	3/27/2024	Gi Cha Markets, Inc.: 1305 Willow Road, MP, Permit	200.00
463481	3/27/2024	Caccia Plumbing Inc.: 1817 Oakdell Dr, MP, Permit	490.00
463482	3/28/2024	Omar Osorio-Magdaleno: 2507 Baylor St, EPA, ADU & Permit	3,933.20
463483	3/28/2024	Ka-Bi Construction: 1016 Cotton St, MP, ADU & Permit	5,224.40
463484	3/29/2024	SMC: SSC Tax Roll Pmt FY 2023-24	1,616,606.65
Total Receipts			\$5,518,293.09
Returned Checks			0.00
Net Receipts			\$5,518,293.09

**West Bay Sanitary District
Financial Activity Report
Withdrawals
March 2024**

Check	Date	Payee	Purpose	Amount
71559	3/7/2024	CASA	CASA Membership Renewal 2024	14,730.00
71560	3/7/2024	California Water Service	Water Service - Jan-Feb 2024	61.34
71561	3/7/2024	Cintas	Uniform Service 2/28/24	1,252.79
71562	3/7/2024	Cues	Cues Tech School J. Kinder 11/2023	656.25
71563	3/7/2024	Dolphin Graphics	West Bay Gear 3/2024	2,064.06
71564	3/7/2024	Navia Benefit Solutions	FSA Contributions PR 3/8/24	1,102.30
71565	3/7/2024	Freyer & Laureta	GIS Merger Project, Point Repair Phase 2, PS Telemetry System	76,488.25
71566	3/7/2024	Freyer & Laureta	Willow Rd PS & Stowe Lane PS Support, Point Repair Phase 1, Levee Design	139,789.24
71567	3/7/2024	Grainger	Misc Parts & Supplies 2/2024	1,078.88
71568	3/7/2024	Kimball Midwest	Tools 2/2024	4,933.02
71569	3/7/2024	HF&H Consultants	Solid Waste Rate Study 1/2024	9,783.75
71570	3/7/2024	Kaz & Associates	FERRF Levee Improvements 1/2024	1,750.00
71571	3/7/2024	Mallory Co.	PPE Supplies 2/2024	1,596.73
71572	3/7/2024	McCrometer Inc.	Flo-Dar Maintenance Contract 2/2024	12,993.75
71573	3/7/2024	City Of Menlo Park - Fuel	District Vehicles Fuel 2/2024	7,071.44
71574	3/7/2024	Abila	MIP Cloud Subscription 4/4/24-5/3/24	698.36
71575	3/7/2024	Pacific Gas & Electric	Electric Service - Jan-Feb 2024	21,803.33
71576	3/7/2024	PBM	Shovels (6), Shovels (13), Pails, Brush, Hammer 2/2024	755.12
71577	3/7/2024	Ponton Industries	Batteries (8) 2/2024	2,493.75
71578	3/7/2024	Redwood General Tire Co	Trailer Tire Repair & Service 2/2024	304.56
71579	3/7/2024	Seekzen Systems	Cisco Meraki MS125-48LP w/3-yr license & IT Consulting Service 2/2024	4,994.45
71580	3/7/2024	Sharp Business Systems	Copiers Monthly Lease 3/2024	1,279.93
71581	3/7/2024	Sonsray Machinery LLC	Air Locked Old Case Backhoe 1/2024	692.69
71582	3/7/2024	TPX Communications	District VoIP & Fiber Service 2/2024	2,932.15
71583	3/7/2024	Total Equipment Of Fremont	Bobcat Repairs In-Yard 11/2023	1,756.19
71584	3/7/2024	Trojan Technologies Group ULC	Trojan UV Bench Sensor Calibration - SHRWF 1/2024	844.60
71585	3/7/2024	Vallombrosa Center	Lodging - Victor G. 3/2/24-3/4/24	150.00
71586	3/14/2024	AAA Rentals	Equipment Rental 2/2024	14.45
71587	3/14/2024	Aerzen Usa Corp.	Blower Parts - SHRWF 3/2024	197.28
71588	3/14/2024	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 2/2024	630.00
71589	3/14/2024	Veolia Water North America	Water Service - 1805 Purdue Ave 2/2/24-3/1/24	64.55
71590	3/14/2024	Anderson Pacific	FERRF Levee Improvement Project 1/2024	310,449.08
71591	3/14/2024	ReadyRefresh By Nestle	Bottled Water Services 2/2024	92.74
71592	3/14/2024	Bay Alarm	Bay Alarm Services 2/2024	1,250.00
71593	3/14/2024	CWEA	Membership H. Santos 3/2024	221.00
71594	3/14/2024	CalPERS Longterm Care Program	LTC Withholding 3/1/24-3/15/24	67.27
71595	3/14/2024	Cintas	Uniform Service 3/6/24	1,200.30
71596	3/14/2024	Clark Equipment Company	E20 Mini Excavator 3/2024	30,703.92
71597	3/14/2024	Cleanserv Universal Services	Janitorial Service 3/2024	1,075.00
71598	3/14/2024	Du-All Safety, LLC	Safety Maintenance Contract & SOP Development 2/2024	2,070.00
71599	3/14/2024	Navia Benefit Solutions	Commuter & FSA Fees 2/2024	400.00
71600	3/14/2024	Grainger	Misc Parts & Supplies 3/2024	775.86
71601	3/14/2024	Kimball Midwest	Tools 2/2024	389.21
71602	3/14/2024	Home Depot Credit Services	Supplies 2/2024	1,978.69
71603	3/14/2024	IEDA	Consulting Fees Feb & March 2024	1,628.00
71604	3/14/2024	Interstate Traffic Control	Paper 24 x 24 Traffic Control Signs (10) 3/2024	82.03
71605	3/14/2024	Kone Pasadena	Elevator Maintenance 3/3024	319.60
71606	3/14/2024	Mallory Co.	Safety Supplies 2/2024	5,056.07
71607	3/14/2024	City Of Menlo Park - Water Svc	Water Service - Jan-Feb 2024	98.92
71608	3/14/2024	Morse Hydraulics	Hose & Hydraulic Fittings Replacement 1/2024	240.95
71609	3/14/2024	Municipal Maintenance Equip.	Vehicle Equipment & Supplies 3/2024	5,425.40
71610	3/14/2024	Pacific Gas & Electric	Electric Service - Georgia Ln 1/29/24-2/28/24	1,163.70
71611	3/14/2024	Quincy Compressor	Quincy Air Dryer Replacement - SHRWF 3/2024	2,811.57
71612	3/14/2024	Recology Peninsula Services	Recology Waste 2 Yard Bin - SHGCC 2/2024	249.39
71613	3/14/2024	Red Wing Shoe Store	Safety Boots - 2/2024	483.47
71614	3/14/2024	Repcor	Pipe Patch 2/2024	20,822.51
71615	3/14/2024	San Mateo County Health	SMC Environmental Health Permit - 3/2024	619.92
71616	3/14/2024	Taradigm, Inc.	Bluebeam Private Group Training 3/2024	1,850.00
71617	3/14/2024	Teamsters Local No. 350	Union Dues 3/2024	1,088.00
71618	3/14/2024	Underground Republic Water	Couplers, Pipe and Other Materials 2/2024	255.33
71619	3/14/2024	U.S. Jetting, LLC.	Pump Parts 1/2024	1,902.42
71620	3/14/2024	Verizon Wireless	Cellular Service - SHRWF Communications 2/2024	65.57
71621	3/14/2024	Vision Communications Co.	Radio Air Time 3/2024	764.15
71622	3/14/2024	Victor Garcia	Safety Boots - V. Garcia 3/2024	250.00
71623	3/21/2024	Ace Fire Equipment & Service	Fire Extinguisher Annual Service 1/2024	1,295.84
71624	3/21/2024	AT&T	AT&T Telephone Service 2/13/24-3/12/24	1,230.73
71625	3/21/2024	Atchison, Barisone & Condotti	Legal Services 2/2024	21,654.36
71626	3/21/2024	BAGG Engineers	Point Repair PI & FERRF Levee Testing Services - 2/2024	21,495.00

**West Bay Sanitary District
Financial Activity Report
Withdrawals
March 2024**

71627	3/21/2024	Bay Alarm	Bay Alarm Services 4/1/24-6/30/24	4,463.45
71628	3/21/2024	Bob Hulsmann	Petty Cash Reimbursement	318.51
71629	3/21/2024	California Water Service	Water Service - Feb-March 2024	2,534.29
71630	3/21/2024	Cintas	Uniform Service 3/13/24	1,366.75
71631	3/21/2024	Void		0.00
71632	3/21/2024	City Of Menlo Park - Water Svc	Water Service - Feb-March 2024	359.22
71633	3/21/2024	CWEA	CWEA Certification Fees 3/2024	216.00
71634	3/21/2024	East Bay Municipal Utility	BACWA Annual Membership FY 2024	2,528.00
71635	3/21/2024	Grainger	Misc Parts & Supplies 3/2024	948.87
71636	3/21/2024	HF&H Consultants	SSC Rate Study 2/2024	8,960.00
71637	3/21/2024	Interstate Traffic Control	Pump Station Signage Replacement 3/2024	176.09
71638	3/21/2024	Morse Hydraulics	Hose & Hydraulic Fittings Replacement 3/2024	126.32
71639	3/21/2024	Napa Auto Parts	Bobcat Vehicle Parts 3/2024	412.77
71640	3/21/2024	Navia Benefit Solutions	FSA Contributions PR 3/22/24	1,102.30
71641	3/21/2024	Omega Industrial Supply	Sewer Aide Chemicals 3/2024	1,265.20
71642	3/21/2024	Ovivo USA, LLC	Drum Screen Brushes - SHRWF 3/2024	373.90
71643	3/21/2024	Pacific Gas & Electric	Electric Service - Los Trancos Rd 2/14/24-3/14/24	310.47
71644	3/21/2024	R.A. Nosek Investigations	New Hire Background Check C. Tofavaha 3/2024	315.00
71645	3/21/2024	Verizon Wireless	District Cellphones 2/16/24-3/15/24	1,636.37
71646	3/21/2024	City Of Menlo Park	Encroachment Permit 1220 University, MP	690.10
71647	3/21/2024	City Of Menlo Park	Encroachment Permit 887 Oak Grove, MP	690.10
71648	3/21/2024	City Of Menlo Park	Encroachment Permit 1220 University, MP	690.10
71649	3/21/2024	City Of Menlo Park	New Address Application Fee 3/2024	125.00
71650	3/28/2024	Airgas Usa, LLC	Tank Rental 2/2024	94.01
71651	3/28/2024	Bay Area Paving Co.	Paving - Point Repairs 3/2024	5,112.00
71652	3/28/2024	California Water Service	Water Service - Feb-March 2024	65.76
71653	3/28/2024	CalPERS Longterm Care Program	LTC Withholding 3/16/24-3/31/24	67.27
71654	3/28/2024	Casey Construction	Point Repair Project Phase I #1761.9 12/9/23-1/23/24	900,753.19
71655	3/28/2024	Cintas	Uniform Service 3/20/24	1,200.30
71656	3/28/2024	CWEA	A.Patino Grade 1 Renewal 3/2024	98.00
71657	3/28/2024	Deborah Peres	Landscaping 3/2024	400.00
71658	3/28/2024	ESRI	Annual Renewal of Mapping Software 6/6/24-6/5/25	11,300.00
71659	3/28/2024	FedEx	FedEx: Zhang Baixin 3/12/2024	37.50
71660	3/28/2024	Grainger	Misc Parts & Supplies 3/2024	466.95
71661	3/28/2024	Kaz & Associates	FERRF Levee Improvements 2/2024	350.00
71662	3/28/2024	Pacific Gas & Electric	Electric Service - Feb-March 2024	3,317.93
71663	3/28/2024	Preferred Alliance	DOT Testing Admin Fees 2/2024	276.07
71664	3/28/2024	Principal Life Insurance	Insurance 4/2024	7,506.82
71665	3/28/2024	Roadsafe Traffic Systems, Inc.	Traffic Control Road Signs and Signs 3/2024	2,309.22
71666	3/28/2024	Underground Republic Water	Couplers, Pipe and Other Materials 3/2024	3,136.56
71667	3/28/2024	Allied Crane	Gantry Crane Certification - SHRWF 1/2024	11,926.32
Checks				1,734,515.92

Corporate Cards:

GL	Date	Account Name	Description	Amount
54028	3/7/2024	Commuter Benefits	Fastrak: Commuter Exp 2/15/24	1,240.00
54061	3/7/2024	Gas & Diesel Vehicles	Pat Bricks Valero: Unit 202 Gas 2/22/24	40.00
54063	3/7/2024	Diesel Pump Stations Fuel	Chargepoint: F150 Lightning Charge 2/02/24	20.00
54080	3/7/2024	Memberships	Peloton Membership: Bike Membership 2/11/24	173.00
54091	3/7/2024	Stationary and Office Supplies	Costco, Staples: Office Supplies; Aatrix: Filing 2023 1099's 2/2024	1,582.53
54101	3/7/2024	Ops Supplies & Materials	Operational Expenses 2/2024	1,565.12
54103	3/7/2024	Vehicle & Equipment Supplies	Dash Cam, Vehicle Wash, CCTV Truck Chair Replacement 2/2024	804.46
54131	3/7/2024	Advertisement & Legal Notices	Notary Services & Point Repair Bid Advertisement 2/2024	2,280.00
54132	3/7/2024	Printing Forms & Cards	Amazon: Blank Checks 2/22/24	32.80
54134	3/7/2024	Printing Maps	Arc Document Solutions: Truck Maps 2/21/24	634.38
54135	3/7/2024	Printing Maps	San Mateo County Recorder: Easement Documents 2/2024	125.00
54151	3/7/2024	Fleet/Vehicle R&M	Unit 228: Engine Repairs; Unit 216: Smog 2/2024	2,042.19
54158	3/7/2024	Computer Software R & M	Monthly and Annual Software Subscriptions 2/2024	2,394.97
54159	3/7/2024	Computer Hardware R & M	HDMI Cables & Phone Case 2/2024	163.65
54173	3/7/2024	Dept Training & EE Development	Employee Development Training 2/2024	370.61
54174	3/7/2024	Mgmt Conf. & District Meetings	Safety Recognitions & Meetings 2/2024	1,581.57
54175	3/7/2024	CWEA Conf/Section Mtgs	CWEA Awards Dinner 2/2024	70.00
54176	3/7/2024	Business Meetings	General Manager Meetings 2/2024	218.77
54191	3/7/2024	Internet	Comcast California: Internet - SHRWF 2/2024	190.05
54203	3/7/2024	Licenses & Permits	City of Menlo Park: Storm Inspection Fees - 500 Laurel 2/2024	484.00
US Bank - CalCards				16,013.10

**West Bay Sanitary District
Financial Activity Report
Withdrawals
March 2024**

Bank Wires/ACH

Date	Payee	Purpose	Amount
3/1/2024	CalPERS	Retirement Contributions PR 2/23/24	29,730.34
3/4/2024	SVCW	SVCW Monthly Operating Contribution	596,016.00
3/7/2024	ADP	Payroll Taxes - Board	622.44
3/7/2024	ADP	Director Fees Feb 2024	3,361.54
3/7/2024	ADP	Payroll Taxes -3/8/24	38,638.43
3/7/2024	ADP	Employee Payroll - Check Date: 3/8/24	138,444.97
3/8/2024	MissionSquare	Deferred Compensation	16,078.38
3/11/2024	CalPERS	Health Premiums	74,284.52
3/15/2024	ADP	ADP Fees	357.65
3/18/2024	CalPERS	Retirement Contributions PR 3/8/24	29,711.95
3/21/2024	ADP	Payroll Taxes -3/22/24	40,414.54
3/21/2024	ADP	Employee Payroll - Check Date: 3/22/24	125,313.54
3/22/2024	MissionSquare	Deferred Compensation	15,642.15
3/27/2024	CalPERS	Retirement Contributions PR 3/22/24	29,478.60
3/25/2024	Navia Benefit Solutions	April Commuter Benefits	1,285.80
3/29/2024	ADP	ADP Fees	311.65
3/29/2024	SWRCB	SRF Payment No. 4	662,910.88
3/31/2024	Nuvei / Paya	Credit Card Processing Fees	16.74
Bank Wires/ACH			1,802,620.12

Bank Transfers:

Date	Payee	Purpose	Amount
3/26/2024	WBSD	Transfer: Ops Acct to Payroll Acct	500,000.00
Internal Bank Transfers			500,000.00

Summaries:

Withdrawal Summary

Total Checks	1,734,515.92
Total Corp Card	16,013.10
Total Bank Wires / ACHs	1,802,620.12
Total Internal Bank Transfers	500,000.00
Total Withdrawals	4,053,149.14

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 03/31/2024

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals March 2024
AAA Fire Protection Services	1,450.00	-
AAA Rentals	9,205.09	14.45
A-A Lock & Alarm	2,287.90	-
Ace Fire Equipment & Service	1,295.84	1,295.84
Action Towing	658.75	-
Abila	2,829.86	698.36
ADP - Fees	6,634.60	669.30
Advanced Laser	1,169.19	-
Aerzen USA Corp.	197.28	197.28
Airgas Usa, LLC	830.86	94.01
Allied Crane	11,926.32	11,926.32
The Almanac	420.00	-
Alpha Analytical Laboratories	25,541.25	630.00
Angel Ambriz	125.00	-
Anderson Pacific	4,644,267.38	310,449.08
Aqua Natural Solutions	2,422.08	-
AT&T	10,876.33	1,230.73
Atchison, Barisone & Condotti	116,304.73	21,654.36
Seth Avila	250.00	-
BAGG Engineers	82,530.00	21,495.00
Bank of the West	392.02	-
BMO	484.27	-
Battery Junction Wholesale	2,736.57	-
Bay Alarm	17,225.08	5,713.45
Bay Area Air Quality Mgmt Dist	19,522.00	-
Bay Area Paving Co.	23,196.00	5,112.00
Bay Reprographic	8,267.78	-
Bayside Equipment Company	11,948.94	-
Annette Bergeron	340.74	-
Jed M. Beyer	91.54	-
BidNet	9,125.00	-
Bluebeam, Inc.	800.00	-
Bonny Doon Environmental	1,344.51	-
Brilliant Homes, Inc.	9,547.00	-
CASA	14,730.00	14,730.00
CPS HR Consulting	1,680.00	-
California Water Service	21,711.51	2,661.39
CalPERS - Retirement	580,351.04	88,920.89
CalPERS - Health Premiums	616,996.75	74,284.52
CalPERS - Actuary Fees	1,050.00	-
CalPERS Longterm Care Program	1,210.86	134.54
California Car Sounds	2,039.80	-
Casey Construction	2,793,681.87	900,753.19
CDW Government	6,349.58	-
Center For Hearing Health	680.00	-
CentralSquare Technologies	54,765.88	-
Chavan & Associates	14,500.00	-
ChemsearchFE	876.64	-
Cintas	45,001.53	5,020.14
City of Foster City	567.00	-
City of Menlo Park	4,555.20	2,195.30
City Of Menlo Park - Fuel	65,722.57	7,071.44
City Of Menlo Park - Water Svc	7,307.10	458.14
Clark Equipment Company	30,703.92	30,703.92
Clean Earth Environmental	1,675.51	-
Cleanserv Universal Services	8,863.96	1,075.00
Coast To Coast Trucking School	5,000.00	-
Comcast	5,363.53	-
The Concept Genie	1,351.25	-
Core & Main	17,640.13	-
Corrosion Protection Solutions	4,150.00	-
Costco	60.00	-
CSDA	9,275.00	-
CSRMA c/o Alliant Insurance	350,809.86	-

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 03/31/2024

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals March 2024
CUES	5,365.94	656.25
Custom Tops, Inc.	7,357.30	-
CWEA	6,934.00	535.00
Deborah Peres	5,000.00	400.00
D & L Supply	5,983.96	-
Detection Instruments Corp.	2,448.13	-
Dell Marketing	19,403.82	-
Dolphin Graphics	8,527.27	2,064.06
Downtown Ford Sales	129,285.38	-
Du-All Safety, LLC	39,658.05	2,070.00
Duke's Root Control, Inc	259,010.16	-
Embarcadero Media Foundation	5,740.00	-
Envirozyme	2,712.66	-
ESRI	11,300.00	11,300.00
East Bay Municipal Utility	2,528.00	2,528.00
Fast Response On-Site Testing	2,703.36	-
FedEx	1,290.92	37.50
Ford Motor Company	4,074.00	-
Freyer & Laureta	1,295,986.95	216,277.49
Frisch Engineering, Inc.	1,875.00	-
Victor Garcia	496.04	250.00
Golden Gate Truck Center	461.38	-
GoldStreet Design Agency	4,000.00	-
Governmentjobs.Com	4,871.92	-
Grainger	32,941.31	3,270.56
Granite Rock Company	2,934.88	-
John Green	1,175.00	-
Grundfos CBS Inc.	1,880.00	-
HF&H Consultants	45,918.75	18,743.75
H & R Plumbing & Drain	26,600.00	-
Hach Company	26,384.30	-
Hadronex	58,497.66	-
Harben California	6,688.51	-
Harrington Industrial Plastics	1,147.71	-
Helix Laboratories	2,764.03	-
Gabriel Hernandez	2,400.00	-
Hillyard/San Francisco	944.89	-
Home Depot Credit Services	14,131.75	1,978.69
Bob Hulsmann	707.96	318.51
IEDA	7,326.00	1,628.00
Innovyze LLC	10,840.00	-
Instrument Technology Corp.	1,211.13	-
Interstate Traffic Control	304.06	258.12
Kaz & Associates	9,650.00	2,100.00
Kimball Midwest	12,223.93	5,322.23
Justin Kinder	75.00	-
Kone Pasadena	2,556.80	319.60
Las Lomitas Elementary Sd	49,000.00	-
Lasky Trade Printing	164.06	-
Leaf Capital Funding	2,824.24	-
Aurora Ledesma	150.00	-
Yutian Lei	918.44	-
Mallory Co.	46,529.54	6,652.80
Lisandro Marquez	250.00	-
Matheson Tri-Gas	752.41	-
McCrometer Inc.	103,950.00	12,993.75
Medco Supply Company	1,518.91	-
Meta Platforms (Facebook)	303,966.63	-
MiscoWater	2,612.24	-
Mission Clay Products, LLC	5,566.66	-
MissionSquare	269,078.60	31,720.53
Morse Hydraulics	1,752.68	367.27
Municipal Maintenance Equip.	20,792.70	5,425.40
Napa Auto Parts	1,912.23	412.77
Navia Benefit Solutions	34,291.47	3,890.40
NeoPost	1,550.00	-

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 03/31/2024

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals March 2024
Carrie Nevoli	225.00	-
Carrie Nevoli - Petty Cash	108.32	-
NorCal Materials, Inc.	2,456.18	-
Nuvei / Paya	500.85	16.74
Occasions, Etc.	250.17	-
Occupational Health Centers	493.00	-
Omega Industrial Supply	8,474.50	1,265.20
Orengo Systems, Inc.	26,761.21	-
Ovivo Usa, LLC	11,545.14	373.90
Owen Equipment Sales	3,178.73	-
P&F Distributers	1,010.85	-
PBM	6,939.59	755.12
Pacific Gas & Electric	254,712.19	26,595.43
Paytrace	5,375.55	-
Peninsula Battery Inc.	195.91	-
Peninsula Truck Repair	2,145.43	-
Pier 2 Marketing	1,000.00	-
Ponton Industries	7,619.50	2,493.75
Precise Concrete Sawing, Inc.	2,208.40	-
Precise Printing And Mailing	20,843.11	-
Precision Engineering	933,530.04	-
Preferred Alliance	2,545.46	276.07
Principal Life Insurance	73,492.14	7,506.82
Project Ergonomics	1,264.21	-
Quadient Leasing USA	805.11	-
Quincy Compressor	6,302.89	2,811.57
R.A. Nosek Investigations	940.00	315.00
R.D. Kincaide, Inc.	16,049.56	-
Raco Mfg & Eng, Co	2,679.69	-
Sergio Ramirez	26,128.20	-
Ranger Pipelines	174,911.61	-
Readyrefresh By Nestle	3,418.90	92.74
Recology Peninsula Services	2,244.51	249.39
Red Wing Shoe Store	5,038.45	483.47
Redwood City Health & Wellness	427.00	-
Redwood General Tire Co	11,705.14	304.56
City Of Redwood City	1,391.04	-
Todd Reese	62.52	-
Repcor	20,822.51	20,822.51
Rich Voss Trucking	2,013.00	-
Roadsafe Traffic Systems, Inc.	11,530.07	2,309.22
Samuel M. Rose	1,409.40	-
George Sanchez	300.00	-
SVCW - Monthly Operating Contribution	5,364,144.00	596,016.00
SVCW - 2018 Bonds	1,836,301.05	-
SVCW - 2021 A&B Bonds	2,728,945.85	-
SVCW - SRF Debt	506,765.20	-
Silicon Valley Clean Water	1,650.00	-
Chamber San Mateo County	475.00	-
County of San Mateo	(67.00)	-
San Mateo County Assessor	305.00	-
San Mateo County Tax Collector	1,013.24	-
San Mateo County Health	3,265.70	619.92
County of San Mateo - LAFCO	21,739.00	-
San Mateo Lawn Mower Shop	412.09	-
SWRCB	688,101.88	662,910.88
Secretary Of State	40.00	-
Seekzen Systems	29,244.45	4,994.45
Sensera Systems	6,295.00	-
Shape, Inc.	8,206.25	-
Sharp Business Systems	11,503.44	1,279.93
Siemens Industry, Inc.	2,087.97	-
Signa Mechanical	2,248.45	-
Sonsray Machinery LLC	4,951.46	692.69
Spartan Tool	3,094.10	-
Staples Credit Plan	1,354.53	-
State Board Of Equalization	7,900.00	-

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 03/31/2024

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals March 2024
Stevens Creek Quarry	3,698.42	-
Streamline	6,600.00	-
Sturdy Fence Company	690.00	-
Sunstate Equipment	2,942.40	-
Sutter EAP	437.00	-
Syneco Systems, Inc.	796.50	-
TPX Communications	28,595.64	2,932.15
Taradigm, Inc.	5,250.00	1,850.00
Teamsters Local No. 350	9,514.00	1,088.00
Teletrac Navman US	2,447.64	-
Telstar Instruments, Inc.	2,244.00	-
Total Equipment Of Fremont	6,847.53	1,756.19
Town Of Atherton	3,000.00	-
Towne Ford	30,502.80	-
Trojan Technologies Group ULC	33,864.78	844.60
Uline	2,452.56	-
Underground Republic Water	17,558.87	3,391.89
Underground Service Alert	14,084.29	-
United Rentals (North America)	1,671.00	-
Univar Solutions USA	5,799.89	-
US Bank - CalCards	95,872.18	16,013.10
U.S. Jetting, LLC.	1,956.19	1,902.42
US Standard Products Corp	2,984.76	-
V & A Consulting Engineers	28,234.00	-
V.W. Housen & Associates	309,627.45	-
Valley Heating & Cooling	1,176.00	-
Valley Power Systems North	566.92	-
Vallombrosa Center	150.00	150.00
Veolia Water North America	598.49	64.55
Verizon Wireless	16,539.42	1,701.94
Vision Communications Co.	13,723.17	764.15
Weco Industries	40,564.96	-
West Yost & Associates	27,208.25	-
Woodard & Curran	666,509.41	-
Young's Auto Supply Center	288.71	-
Zoll Medical Corporation	1,895.12	-
Cole Erskine	12,769.01	-
Rebecca Flynn & Alexander Moissis	9,046.24	-
William F. Kelly	9,046.24	-
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	48,845.85	-
Total Vendor Withdrawals	27,204,311.86	3,206,353.68
Wages & Payroll Taxes		
Salaries/Wages - Net Pay	2,629,647.13	263,758.51
Directors Fees - Net Pay	29,644.44	3,361.54
Payroll Taxes	828,026.39	79,675.41
Performance Merit Program - Net Pay	44,071,362.60	-
Total Payroll	47,558,680.56	346,795.46
Total External Withdrawals	74,762,992.42	3,553,149.14
WBSD Transfers:		
WBSD LAIF Account	17,700,000.00	-
WBSD Investment Accounts	-	-
Public Agency Retirement Services (PARS)	75,000.00	-
Other Transfers	20,500,000.00	500,000.00
Total Transfers	38,275,000.00	500,000.00
Total Withdrawals	113,037,992.42	4,053,149.14



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

To: Board of Directors
From: Bob Hulsmann, Operations Superintendent
Subject: WBSD Operations and Maintenance Report – March 2024

WEST BAY SANITARY DISTRICT	Basin PM	High Freq.	Un-Sche.	WBSD	Pipe Patch	Open	Pump Sta.	Pump Sta.	SSO	SSO	Service Calls- Unit 208			
	Pipe Clean- ing	PM Pipe Clean-ing	Pipe Clean- ing	CCTV Insp.	Repairs	Trench Repairs	PM	Unsch. Repairs			Call Outs	Sch PM	Unsch. PM	USA's
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Qty.	Cat. 1	Cat. 2,3,4				
January	13.9	4.4	0.1	2.8	5	12	80	0	0	0	94	13	1	208
February	12.2	6.6	0.4	2.3	9	4	64	0	0	0	55	11	0	174
March	18.0	0.2	0.1	3.0	0	11	69	0	0	0	54	14	0	139
April														
May														
June														
July														
August														
Sept.														
Oct.														
Nov.														
Dec.														
Yr to date	44.1	11.2	0.6	8.1	14.0	27.0	213.0	0.0	0.0	0.0	203.0	38.0	1.0	521.0
2024 Goals	120.0	50.0	n/a	45-50	50-65	90	n/a	<10	<	4	n/a	n/a	n/a	n/a
2023 Results	127.7	47.1	8.5	**45.4	52	94	821	0	0	2	832	85	11	3416
2022 Results	120.9	53.6	7.5	**40.3	**92	100	774	0	1	2	858	97	2	3161
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

* = Including TOW
 **= Including LAH and TOW

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – March 2024

Town of Los Altos Hills O & M Report 23/24										
	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	Service Calls
Month	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Cat. 1	Cat. 2,3,4s	Call Outs
January-24	1.0	1.3	0.2	1.0	0	4	0	0	0	0
February	2.2	0.2	0.0	1.1	0	4	0	0	0	0
March	1.4	1.2	0.0	1.0	0	4	0	0	0	0
April	0.0	1.6	0.1	1.0	0	4	0	0	0	0
May	0.0	1.8	0.2	1.4	0	5	0	1	0	0
June	0.7	0.5	0.0	1.0	0	4	0	0	0	0
July	0.0	1.3	0.0	0.1	12	4	0	0	0	0
*August 23	1.0	0.8	0.0	0.5	0	4	0	0	0	0
Sept.	0.7	1.0	0.5	0.8	0	4	0	0	0	0
Oct.	0.0	1.3	0.2	0.9	0	4	0	0	0	0
Nov.	0.4	1.4	0.0	1.0	0	4	0	0	0	0
Dec	1.0	1.6	0.0	0.9	0	4	0	0	0	0
** Yr to date	8.4	14.0	1.2	10.7	12.0	49	0	1	0	0
FY23/24Goals	10.6	14.4	n/a	8.1	n/a	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

	Goal	Total	Remain
Cleaning	25	23.6	1.4
CCTV	8.1	10.7	-2.6

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – March 2024



Yearly Summary Report

4/2/2024
8:48 AM

Dates Between 2/28/2023 and 3/31/2024

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	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
March	0.00	0.5	0.0	0.0	0.0	8	0.0	0.0	0.0
April	0.00	0.0	0.0	1.1	0.0	8	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
June	0.00	0.3	0.0	0.0	0.0	8	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	0.0	8	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
December	4.52	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0
Totals	4.52	1.0	0.0	1.1	0.0	96	0.0	0.0	0.0

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

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

To: Board of Directors

From: Fariborz Heydari, P.E. Project Manager

Subject: Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1608 for the Construction of Wastewater Facilities for 20 Sioux Way, Portola Valley, California

Background

The District requires an easement to maintain the flow from the STEP system that serves 20 Sioux Way. The easement includes ingress and egress to the location of the STEP system and is conforming to District specifications.

Recommendation

The Project Manager recommends that the Board adopt the attached Resolution accepting the Deed of Easement.

Attachments: Resolution _____(2024), Grant Deed of Easement

RESOLUTION NO. _____ (2024)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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

Donofrio Revocable Living Trust

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10th day of April, 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

RECORDING REQUESTED BY:
WEST BAY SANITARY DISTRICT

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

Title Order No. N/A
Escrow No. N/A
Parcel No. 077-310-020

GRANT DEED OF EASEMENT

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

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

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

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

Donofrio Revocable Living Trust

Hereby GRANT(S) to:

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

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

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

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

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

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

Also Known As: **20 Sioux Way, Portola Valley**
Assessor's Parcel Number: **077-310-020**

Executed on NOVEMBER 25TH at PORTOLA VALLEY CA
(City and State)

CESAR ENRIQUE DONOFRIO
Printed Name

[Signature]
Signature

Executed on NOVEMBER 25TH at PORTOLA VALLEY CA.
(City and State)

LORENA ALEJANDRA ARANZET
Printed Name

[Signature]
Signature(s).

(ATTACH NOTARY CERTIFICATE)

ACKNOWLEDGMENT

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

State of California
County of San Mateo

On November 23, 2023 before me, Reshna Sumiran McCalister, Notary Public
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

Signature R McCalister (Seal)





**County of San Mateo
TRANSFER TAX AFFIDAVIT**

DTT AFFIDAVIT

Per San Mateo County Ordinance Code 2.93.050

NOTICE: Any material misrepresentation of fact in this affidavit is a misdemeanor under section 2.93.120 of the San Mateo County real property tax code. Any person who makes such a representation is subject to prosecution for such offense.

This form must accompany any document that requires a Documentary Transfer Tax declaration, including but not limited to; Agreement for Sale; Assignment of Lease; Deed in Lieu of Foreclosure; Easement; Grant Deed; Land Contract; Lease; Memorandum of Lease;

The Assessor-Clerk-Recorder reserves the right to report potentially fraudulent recordings to the District Attorney's Real Estate Fraud Unit.

1. LOCATION OF PROPERTY: Assessor's Parcel Number: 077 - 310 - 020 City: Portola Valley
 Street Address: 20 Sioux Way Document To Be Recorded: EASEMENT

2. IS THIS A FORECLOSURE OR TRUSTEE SALE? Yes No (If yes, complete this section.)

a. Is the transferee the Beneficiary or Mortgagee? Yes No

b. Please provide. Name of Trustee: _____
 Date of original Deed of Trust: _____

3. IS THIS A LEASE? Yes No (If yes or no, complete this section.)

a. Is remaining term of lease, including renewal options, greater than 35 years? Yes No

b. If NO, submit a copy of the lease, or summary, or terms.

c. If YES, enter the value of the lease interest on line 9a. (For tax calculations.)

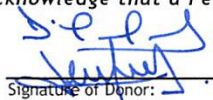

4. IS THIS A GIFT IN WHOLE OR IN PART? Yes No (If yes, give a complete explanation.)

Name of the Donor: _____

Name of the Donee: _____

Please be aware that certain gifts in excess of \$13,000 per calendar year may trigger a Federal Gift Tax. In such cases, the Transferor/Donor may be required to fill out a Form 709 (Federal Gift Tax Return) with the Internal Revenue Service. Please also be aware that the information stated on this document may be given to and used by governmental agencies, including the Internal Revenue Service.

I, as the Transferor/Donor declare under penalty of perjury that I have read the above paragraph and acknowledge that a Federal Gift Tax may be triggered.



 Signature of Donor: _____ Print Donor Name: CESAR ENRIQUE DONOFRIO Donor Phone: 650-575-7337
 Signature on Reverse Still Required. LORENA ALEJANDRA DONZET (210) 410-1465

5. ARE YOU ADDING OR REMOVING A CO-OWNER FOR REFINANCING PURPOSES? Yes No Initial here: _____
 If yes, initial to the right to indicate your agreement with the statement below and sign on reverse.

The proportional ownership interest will revert back to its original holding within one (1) month from the date of recording; otherwise I will pay the applicable transfer tax.

6. ARE YOU MOVING TITLE INTO OR OUT OF A TRUST? Yes No / Into Out of / Revocable Irrevocable

a. Name of Trust: _____ b. Date of Trust: _____

c. Name of Trustor(s): _____

d. Name(s) of Currently Active Trustee(s): _____

e. If this transaction changes who is on title or the proportional interest of how title is held, further explanation is required and may require additional time to review.

Attach additional page(s) if necessary.

7. DO YOU CONTEND THAT NO TRANSFER TAX IS DUE FOR A REASON NOT EXPLAINED IN #1-6? Yes No (If yes, give a complete explanation.)

a. The nature of the transaction is: DEED OF EASEMENT

b. The reason (exemption) you claim no tax is due: DEED TO PUBLIC ENTITY

8. IS THIS A TRANSFER BETWEEN LEGAL ENTITIES? Yes No
IF YES, TRANSFERS INVOLVING LEGAL ENTITIES MUST PROVIDE, PREFERABLY ONE (1) WEEK IN ADVANCE, APPLICABLE DOCUMENTATION. SOME EXAMPLES ARE LISTED BELOW. THIS TYPE OF TRANSACTION WILL REQUIRE 1-3 BUSINESS DAYS TO REVIEW.

Entity ownership documentation is required if you are a:

Corporation—A copy of the Articles of Incorporation amendments and any other documents showing the shares issued and share ownership; or

LLC—A copy of the Operating Agreement, amendments, and any other documentation showing the partners and ownership percentage; or

Partnership— A copy of the Partner Agreement, amendments and any other documents showing the partners and ownership percentage.

For all legal entities, provide the names of individuals and specific percentages held by each individual prior to and following the transfer.

9. TAXABLE TRANSACTIONS: Complete the following and calculate the tax below. Tax is calculated as \$0.55 per \$500 of line 9D. Example, \$100,000 value/\$500 increments = 200. 200 increments x \$0.55 = \$110 in tax due. You may also use \$1.10

A) Consideration paid or value. \$ _____

B) Full cash value. Less liens.

C) If less liens, loan amount assumed. \$ _____

D) Total consideration or value less liens. (Line A minus line C.) \$ _____

E) Tax due. \$ N/A

I DECLARE OR AFFIRM UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Are you the Transferee, Transferor Both, or Representative with full knowledge of foregoing. Signature still required.

Signature of Transferee: _____

Print Name: _____

Address of Transferee: _____

Phone Number of Transferee: ()

Signature of Transferor: [Handwritten Signature]

Print Name: CESAR ENRIQUE DONOFRIO LORENS AVEJUNDO ARANZET

Address of Transferor: 20 SIOUX WAY PORTOLA VALLEY CA 94028

Phone Number of Transferor: 650-575-7337

Address of Transferor: PORTOLA VALLEY, SAN MATEO, CA

Phone Number of Transferor: (210) 410-1465

Place of Execution: (City, County, State where executed.)

Date of Execution: 11-25-2023

ACKNOWLEDGMENT

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

State of California
County of San Mateo)

On November 23, 2023 before me, Reshna Sumiran Mccalister, Notary Public
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

Signature Reshna Mccalister (Seal)

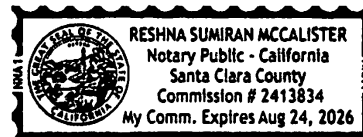


EXHIBIT "A"
LEGAL DESCRIPTION FOR
INGRESS/EGRESS AND MAINENANCE EASEMENT
20 SIOUX WAY, PORTOLA VALLEY
SAN MATEO COUNTY, CALIFORNIA

An easement over that certain real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being a portion of Lot 6, Block 1 of the Lands of Aranzet and Donofrio, as shown on that certain "Tract No.774 Arrowhead Meadows Unit No.4, Being a Portion of the Rancho El Corte Madera, San Mateo County, California" filed on March 17, 1959 in Volume 50 of Maps at pages 45, 46, 47, and 48, Official Records of San Mateo County, said easement more particularly described as follows:

Commencing at the West corner of said Lot 6;

Thence along the Southwest line of said lot, coincident with the northeasterly Right of Way line of Sioux Way (50 feet wide) as shown on said "Tract No.774 Arrowhead Meadows Unit No.4", along a non-tangent curve to the right with a radius of 575.00 feet, from which a radial bears North 26°57'41" East, through a central angle of 2°03'43", an arc distance of 20.69 feet to the **Point of Beginning**;

Thence leaving last said line along the following seven (7) courses:

1. North 63°28'24" East, 33.24 feet
2. South 86°33'51" East, 34.95 feet
3. North 67°28'31" East, 27.69 feet
4. South 22°31'29" East, 20.00 feet
5. South 67°28'31" West, 32.30 feet
6. North 86°33'51" West, 34.21 feet
7. South 63°28'24" West, 14.78 feet to said southwest line;

Thence along said southwest line, coincident with said northeasterly Right of Way line, along a non-tangent curve to the left with a radius of 575.00 feet, from which a radial bears North 31°24'25" East, through a central angle of 2°23'00", an arc distance of 23.92 feet to the **Point of Beginning**.

Containing 1,770 Square Feet, more or less.

A plat showing the above described Ingress/Egress and Maintenance Easement is attached hereto and made a part hereof as Exhibit "B".

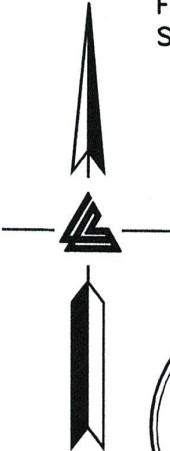
The bearings shown are based on the Northwest line of said Lot 6, Block 1, "Tract No.774 Arrowhead Meadows Unit No.4" shown thereon as North 61°00'00" East.

END OF DESCRIPTION
PREPARED BY OR UNDER THE SUPERVISION OF:


PATRICK C. WEBER, LS 8162

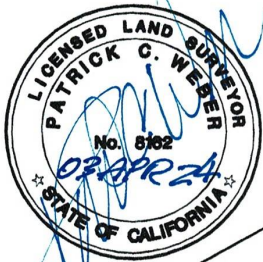


THE BEARINGS SHOWN ARE BASED ON THE NORTHWEST LINE OF LOT 6, BLOCK 1, TRACT NO.774 ARROWHEAD MEADOWS UNIT NO.4, FILED MARCH 17, 1959 IN VOLUME 50 OF MAPS AT PAGE 45-48, SAN MATEO COUNTY RECORDS, SHOWN AS N61°00'00"E.



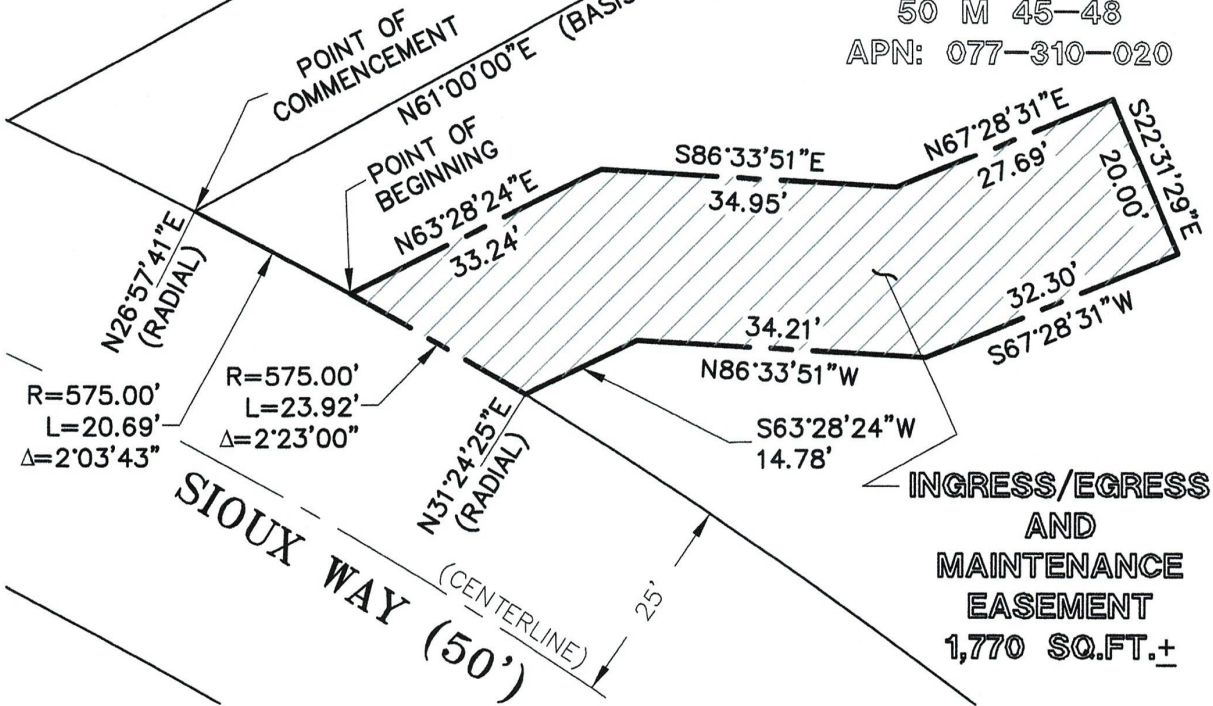
0 10 20 40

SCALE: 1" = 20'



LANDS OF CALIFORNIA WATER SERVICE COMPANY
APN: 077-310-030

LANDS OF ARANZET & DONOFRIO
LOT 6, BLOCK 1
50 M 45-48
APN: 077-310-020



LEA & BRAZE ENGINEERING, INC.

CIVIL ENGINEERS · LAND SURVEYORS

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

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

EXHIBIT "B"
PLAT TO ACCOMPANY LEGAL DESCRIPTION
INGRESS/EGRESS AND
MAINTENANCE EASEMENT
LANDS OF ARANZET & DONOFRIO
TOWN OF PORTOLA VALLEY
SAN MATEO COUNTY, CALIFORNIA

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

To: Board of Directors

From: Fariborz Heydari, P.E. Project Manager

Subject: Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1608 for the Construction of Wastewater Facilities for 20 Sioux Way, Portola Valley, California

Background

This permit request was for the construction of a Septic Tank Effluent Pump (STEP) system connected into the existing STEP force main on Sioux Way to serve 20 Sioux Way in Portola Valley.

Analysis

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

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

Recommendation

The Project Manager recommends that the Board accepts these facilities and directs the General Manager to approve Class 3 Permit No. 1608.

Attachments: Class 3 Permit (1608)
Site map

WEST BAY SANITARY DISTRICT

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

Permit Number
1608

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

CESAR DONOFRIO, 20 SIOUX WAY, PV

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

Residential Non-residential Development at said location.

ENGINEER'S

LEA & BRAZE ENGINEERING, INC

Name

2495 INDUSTRIAL PKWY WEST

Address

WAYWARD, CA 94545

CONTRACTOR'S

SOD HOME GROUP

Name

152 NORTH 3RD ST, SAN JOSE

Address

CA, 95112

OWNER'S

CESAR DONOFRIO

Name

20 SIOUX WAY, PORTOLA VALLEY, CA

Address

[Signature]

Applicant's Signature

CESAR DONOFRIO

Signed by - Please Print Name

20 SIOUX WAY, PORTOLA VALLEY, CA

Address

94028

Receipt of \$ 585 Application Fee is hereby acknowledged [Signature] 7/9/2021

Date

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

Comments SEWER CONNECTION

Approved by the District Board on _____.

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Sergio Ramirez, District Manager

Date 7/28/2021

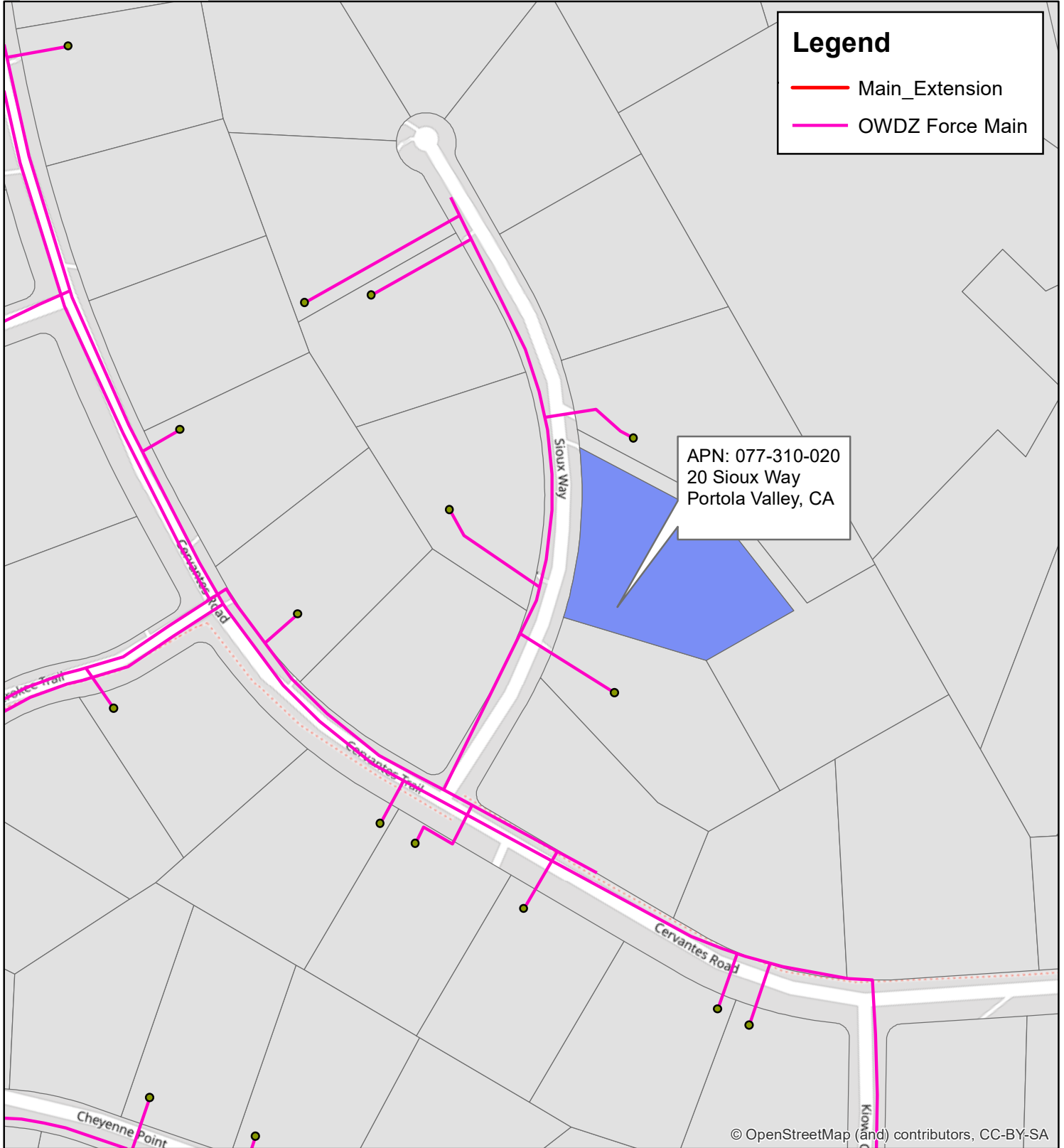
By [Signature]

Final Acceptance by the District Board on _____.

(SEE PERMIT CONDITIONS ON REVERSE)



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
20 SIOUX WAY
PORTOLA VALLEY, CA
STEP SYSTEM



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WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: Board of Directors
From: Sergio Ramirez, General Manager
Subject: General Manager's Report

1) Administrative:

- a. Staff requested property insurance quotes from CSRMA using a \$5,000 deductible (current), \$10,000 deductible, and a \$100k deductible. Preliminary estimates "as is" are: 10-20% increase for property, 10-15% increase on liability, 5-10% increase on workers comp, commercial crime, and auto.
- b. Dental rates increase of 4%, Vision 0%.
- c. 2023 Performance Measures Report will be presented to the Board on April 24th.
- d. SBWMA retreat March 28, Todd Reese and President Dehn attended.

2) Finance:

- a. The SRF payment for the West Bay Sharon Heights Recycled Water Facility in the amount of \$662,910.88 was made on 3-29-2024.
- b. Staff began the budget process for FY2024/25. Budget workshop scheduled for May 1st.
- c. The District received \$1.6M in sewer service fees from San Mateo County on March 29th.
- d. Paid \$900k to Casey Construction – Point Repair Phase 1.
- e. MCC project complete – Grant for \$150k submitted to the State

3) CIP Projects:

a. Capital Improvement Program (CIP):

- i. On March 13, the Board awarded the Point Repair Project Phase II and Willow Road Pump Station Rehabilitation projects to Casey Construction, Inc. The General Manager issued the Notice of Award for both projects on March 27th. Staff is expecting to receive signed contracts by mid-April and issue the Notice To Proceed in May.

b. Levee Improvement Project:

- i. Staff is working with the various consultants in preparation of Phase II of the Levee Project. The project is scheduled to resume in September of this year if not sooner.

c. Bayfront Park Sanitary Sewer Improvement Project:

- i. Ranger Pipelines mobilized on March 25 and to date have drilled for soil and water samples, drilled and installed Soldier Piles for shoring, and will be meeting with SVCW to deenergize and remove the existing gate.

d. Point Repair Project Phase I:

- i. Casey Construction has completed 95% of work. Staff is finalizing a change with Casey Construction for additional work issued under Instructional Bulletin #1.

- 4) **Information Technology (IT):**
 - a. The testing period of the new online permit system is ongoing.
- 5) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. Crews installed 2 pipe patches in LAH (4 for the year).
 - b. **Pump Facilities:**
 - i. 6 additional STEP/Grinder panels upgraded.
 - c. **Training:**
 - i. Staff completed the annual hands-on Spill Emergency Response training. CSRMA Supervisor Training – April 4th.
 - ii. 4 staff members to CWEA Annual Conference - Sacramento
- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. Staff continues to work with PG&E on the installation of electrical services for the Avy Altschul Pump Station, scheduled for May 2nd.
 - ii. New address application fee paid for Avy Altschul PS – CMPK, \$125.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. The RFP was approved by the Board on March 27th. Staff expects a proposal from DB team by mid-June.
 - ii. Design build meetings to be scheduled via W&C.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. Dump truck chassis to be delivered to Golden Gate Truck Center for assembly – April 16th
 - ii. Quotes for new 216 vehicle – eTransit, \$55k.
- 8) **Personnel:**
 - i. Temporary worker starts April 8th. This is the 5th attempt to hire for this temporary worker position.
- 9) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesdays, April 24th and May 8th. Budget workshop Wednesday, May 1st.
 - b. **Menlo Park Spring Festival:** the District will sponsor the event on April 6th.
- 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:** Town staff continues to implement capital improvement projects.
 - c. **Town of Woodside:** crews will CCTV inspect a quarter of the Town's collection system in the month of April.
 - d. **EPASD:** Spill from manhole at 255 Demeter St into storm drain on 4/1/24. WBSD called EPASD answering service to report, EPASD staff on holiday.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5**

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Discussion and Consideration of Authorizing the Board President to Submit Written Nominations to Elect San Mateo LAFCo Regular Special District Member

Background

The San Mateo Local Agency Formation Commission is comprised of two county supervisor members appointed by the Board of Supervisors, two city council members appointed by the City Selection Committee (also known as the Council of Mayors), two special district members selected by the Special Districts Selection Committee (comprised of the presiding officers of the independent special districts), and one public member appointed by the six members of the Commission. Terms are four years ending on the first Monday in May and regular members serve until reappointed or their successor is appointed.

The nomination period for the Independent Special District Selection Committee (SDSC) members is now open for candidates to fill the independent special district regular term that will expire in May 2028.

LAFCo will accept written nominations on District letterhead signed by the Board President or board-appointed alternate, and must be received by LAFCo by 5:00 p.m. May 6, 2024. Once the special district regular member is elected there will be a separate nomination and election process for the special district alternate.

Analysis

Once the nomination period is closed, the LAFCo Executive Officer will distribute a notice and mail ballots, requesting return of the ballot no later than 21 days from the date of the notice.

The District will be requested to return the attached "Authorization to transmit the LAFCo Special District Member Ballot by Electronic Mail" and provide LAFCo with the desired email address for distribution of the ballot.

The Board is requested to complete the following two steps:

1. Submit written nominations on District letterhead with the Board President signature or that of a board appointed alternate for regular member nominations.
2. Complete and submit the "Authorization to transmit the LAFCo Special District Member Mail Ballot by Electronic Mail."

Fiscal Impact

None

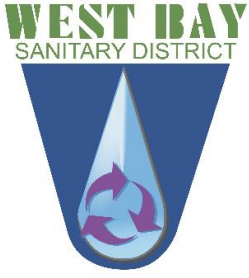
Recommendation

The General Manager recommends the Board discuss and authorize the President to:

1. Submit written nominations for regular members on District letterhead with the Board President signature.
2. Complete and submit the "Authorization to transmit the LAFCo Special District Member Mail Ballot by Electronic Mail."

Attachment:

- Letter of Nomination on District Letterhead for regular member nomination
- Authorization to transmit the LAFCo Special District Member Mail Ballot by Electronic Mail
- LAFCo Background Information



Serving Our Community Since 1902

500 Laurel Street, Menlo Park, California 94025-3486 (650) 321-0384

SERGIO RAMIREZ
General Manager

April 10, 2024

San Mateo LAFCo
Attn: Rob Bartoli, Executive Officer
455 County Center, 2nd Floor
Redwood City, CA 94063
650.363.4224
RBartoli@smcgov.org

Dear Mr. Bartoli,

Please accept this letter of nomination for Regular Special District Member on San Mateo LAFCo Pursuant to Section 56332.

The West Bay Sanitary District nominates _____, for the election of the Regular Special District Member on San Mateo LAFCo for the term ending May 2028.

Also, please find attached the executed "Authorization to transmit the LAFCo Special District Member Ballot by Electronic Mail".

If you have any questions, please feel free to contact General Manager, Sergio Ramirez at 650.321.0384 or sramirez@westbaysanitary.org .

Very Truly Yours,

WEST BAY SANITARY DISTRICT

Fran Dehn
President of District Board

SERVING AREAS IN MENLO PARK, ATHERTON, PORTOLA VALLEY, EAST PALO ALTO, REDWOOD CITY, WOODSIDE AND UNINCORPORATED SAN MATEO AND SANTA CLARA COUNTIES

**Authorization to Transmit Special District Selection Committee Ballot
by Electronic Mail
[Pursuant to Section 56332 (C) (2)]**

The West Bay Sanitary District hereby authorizes LAFCo
(name of district)

to send the Special District Selection Committee Ballot by electronic mail to:

Fran Dehn fdehn@westbaysanitary.org
(Name of board president or board authorized voting delegate **and e-mail address**)

for the purpose of voting for regular special district term ending May 2028.

Fran Dehn

Submitted by: _____
Printed Name of District President or District Manager/Chief

Signature: _____

Date: April 10, 2024

Please return by May 6, 2024 by mail, fax or electronic mail to:

Rob Bartoli, Executive Officer
San Mateo LAFCo
455 County Center
Redwood City, CA 94063
650/363-1857 – phone
650/363-4849 – fax

Electronic mail: **rbartoli@smcgov.org**



LOCAL AGENCY FORMATION COMMISSION

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

Please forward to Board President

April 3, 2024

To: Presiding Officers/Board Presidents
Independent Special Districts, San Mateo County

Subject: Call for Nominations: Special District Selection Committee Mail Ballot to Elect Regular Special District Members on San Mateo LAFCo Pursuant to Government Code Section 56332

As you know, San Mateo LAFCo is comprised of two county supervisor members appointed by the Board of Supervisors, two city council members appointed by the City Selection Committee (also known as the Council of Mayors), two special district members selected by the Special Districts Selection Committee (comprised of the presiding officers of the independent special districts), and one public member appointed by the six members of the Commission. An alternate for each type of membership is also selected in the same manner as regular members. Terms are four years ending on the first Monday in May and members serve until reappointed or their successor is appointed. Government Code Section 56332 directs that the LAFCo Executive Officer shall call a meeting or provide for mail ballot to appoint independent special district members to LAFCo to fill vacancies or expiring terms.

The purpose of this letter is to open the nomination period for the Independent Special District Selection Committee (SDSC) to fill the independent special district **Regular Member position expiring in May 2028**. This regular member position is currently held by Virginia Chang-Kiraly from Menlo Park Fire Protection District and the San Mateo County Harbor District and her current term ends in May 2024. The mail ballot process for the Alternate Member position held by Chris Mickelsen of the Coastside County Water District will be conducted in a separate mail ballot process once the Regular Member is complete.

In this case, it has been determined that the nomination and election of both the regular and alternate special district members shall be held by mail in **two separate mail ballot processes**. For the nomination period, LAFCo will accept written nominations on your district's letterhead signed by your board president or board-appointed alternate for the regular member position. No board action is necessary unless your board president is not able to participate.

Nominations for the regular member may only be submitted in writing via mail, fax or e-mail and with the signature of the Special District President/Chair (or board-appointed alternate

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

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

STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪
DIANE ESTIPONA, CLERK

board member) and must be received by LAFCo **by 5:00 p.m. May 6, 2024**. Nominations and voting for the alternate member will commence upon completion of the regular member selection process.

Once the nomination period is closed, the LAFCo Executive Officer will distribute a notice and mail ballots, requesting return of the ballot no later than 21 days from the date of the notice. Section 56332(c)(2) provides for distribution of mail ballots by certified mail or by electronic mail with the consent of the district. For both expediency and cost savings it is hoped that districts will consent to distribution of the ballots by electronic mail. To this end, it is requested that your District return the attached "Authorization to transmit the LAFCo Special District Member Ballot by Electronic Mail" and provide LAFCo with the desired email address for distribution of the ballot.

In summary, nominations are now open for the independent special district Regular Member position with term ending May 2028 and we need your district's authorization to transmit an election ballot via email.

Board presidents or board-appointed alternates are requested to complete the following two steps:

1. Submit written nominations for the regular LAFCo member on your district's letterhead with your signature or that of a board-appointed alternate.
2. Complete and submit the "Authorization to transmit the LAFCo Special District Member Mail Ballot by Electronic Mail."

You must return your authorization form and all nominations to LAFCo no later than 5:00pm, Monday, May 6, 2024.

If you have questions concerning this process, please contact me directly.

Sincerely,

Rob Bartoli

Rob Bartoli
Executive Officer

Attachment: Authorization Form
San Mateo LAFCo Fact Sheet

Distribution: Presiding Officers of Independent Special Districts in San Mateo County



LOCAL AGENCY FORMATION COMMISSION

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Rob Bartoli, Executive Officer
 rbartoli@smcgov.org
 www.sanmateolafco.org

Purpose of LAFCo

Created by the California legislature in 1963, LAFCo is a State-mandated, independent commission with countywide jurisdiction over changes in organization and boundaries of cities and special districts including annexations, detachments, incorporations, and formations. As required by State law, LAFCo adopts a net operating budget, which is apportioned in thirds to the County of San Mateo, the 20 cities in the County, and 21 of the 22 independent special districts; the majority of the Midpeninsula Regional Open Space District territory is located in Santa Clara County and the District is under the funding mandate for Santa Clara LAFCo.

The Commission has responsibility in the following areas affecting local government in the County:

1. To discourage urban sprawl and encourage the orderly growth and development of local government agencies;
2. To prevent premature conversion of agricultural and open space lands;
3. To review, approve, or disapprove proposals for changes in the boundaries and organization of the 20 cities, 22 independent special districts, and 33 active County-governed special districts, plus incorporations of cities and formations of special districts;
4. To conduct municipal service reviews and establish and periodically update spheres of influence – future boundary, organization, and service plans – for the County, cities, and special districts; and
5. To perform and assist in studies of local government agencies with the goal of improving efficiency and reducing costs of providing urban services.

Commission Roster

The Commission is made up of two members of the County Board of Supervisors, two members of city councils from cities in the County, two board members of independent special districts in the County, a public member, and four alternate members (County, city, special district, and public). The Commission contracts with the County of San Mateo for staff, facilities, and legal counsel. The Executive Officer serves in the administrative capacity, which includes staff review of each proposal, sphere of influence studies, and assistance to local agencies and the public.

Commissioner	Member Type	Term Expires
Kati Martin, Chair	Special District	May 2026
Ray Mueller, Vice Chair	County	May 2026
Harvey Rarback	City	May 2025
Ann Draper	Public	May 2026
Virginia Chang Kiraly	Special District	May 2024
Warren Slocum	County	May 2024
Tygarjas Bigstyk	City	May 2026
Chris Mickelsen	Alternate Special District	May 2024
Ann Schneider	Alternate City	May 2027
James O’Neill	Alternate Public	May 2026
Noelia Corzo	Alternate County	May 2024

Commission Meetings

1. LAFCo meetings are held on the third Wednesday of odd-numbered months (January, March, May, July, September, November) at 2:30 pm in the Board of Supervisors’ Chambers at the Hall of Justice, 400 County Center, Redwood City. Extra meetings may be held as needed.
2. If an agenda item is of interest to you, the Chair will call for comments from the audience when the item is ready for discussion. Please complete a speaker slip available on the table in the foyer and give it to the Commission Clerk to assist the Chair in organizing the progress of the hearing.
3. When addressing the Commission, please proceed to the microphone and state your name, the organization you are representing, or your city of residence for the Clerk.

Independent Special Districts in San Mateo County as of 3/6/24
For Purposes of voting for Special District Members on LAFCo

Bayshore Sanitary District
Broadmoor Police Protection District
Coastside County Water District
Coastside Fire Protection District
Colma Fire Protection District
East Palo Alto Sanitary District
Granada Community Services District
Highlands Recreation District
Ladera Recreation District
Menlo Park Fire Protection District
MidPeninsula County Water District
Montara Water and Sanitary District
North Coast County Water District
Peninsula Health Care District
San Mateo County Harbor District
San Mateo County Mosquito Abatement District
San Mateo County Resource Conservation District
Sequoia Health Care District
West Bay Sanitary District
Westborough County Water District
Woodside Fire Protection District

Note: Midpeninsula Regional Open Space District is not included because the majority of the District's territory is located in Santa Clara County.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

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

2022	Treated	Delivered
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

2023	Treated	Delivered
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

2024	Treated	Delivered
January	5.8MG	175K gallons
February	5.6MG	464K
March	6.5MG	1.5MG

* 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 8**

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 9**

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 10**

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.

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

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