



*1902 - Serving Our Community for over 120 Years - 2026*

**WEST BAY SANITARY DISTRICT  
AGENDA OF BUSINESS**

**REGULAR MEETING OF THE DISTRICT BOARD**

**WEDNESDAY, JUNE 24, 2026 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/84144745606?pwd=EQrZ9RE9pTasQrAkVj84SyroQitY7W.1>

**Meeting ID: 841 4474 5606 Passcode: 004573**

1. Call to Order and Roll Call
2. Communications from the Public
3. Discussion and Direction on Collection of Unpaid Fees Associated with Accessory Dwelling Units  
Pg. 3-1
4. Consent Calendar  
*Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.*
  - A. Approval of Minutes for Regular meeting June 10, 2026 Pg. 4A-1
  - B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru May 31, 2026 Pg. 4B-1
  - C. Approve Amendment No.13 to the Maintenance Services Agreement Between West Bay Sanitary District and the Town of Woodside for Sanitary Sewer Maintenance Services Pg. 4C-1
  - D. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 350 Grove Drive, Portola Valley Pg. 4D-1
  - E. Consider Resolution Accepting Deed of Easement Pursuant to Class 5 Sewer Permit No. 18368 for the Construction of Wastewater Facilities for 350 Grove Drive, Portola Valley, California Pg. 4E-1
  - F. Consider Accepting Wastewater Facilities Constructed Pursuant to Class 3 Sewer Permit No. 18369 and Class 5 Permit No. 18368 for the Construction of Wastewater Facilities for 350 Grove Drive, Portola Valley, California Pg. 4F-1

5. General Manager's Report Pg. 5-1
6. Consideration Authorizing the General Manager to Issue the Call for Bids for the District's Capital Improvement Project- Gabarda Easement Sewer Replacement Project No. 1775.0 Pg. 6-1
7. Consider Approving Resolution Adopting FY 2026-27 Budget Pg. 7-1
8. Consider Approving an Amendment to the Agreement with the Atchison, Barisone, and Condotti Law Firm Pg. 8-1
9. Consider Approving Legal Services Rate Adjustment with Atchison, Barisone & Condotti for FY 2026-27 Pg. 9-1
10. Discussion and Direction on Sharon Heights Recycled Water Facility Pg. 10-1
11. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 11-1
12. Report, Discussion, and Direction on RethinkWaste (SBWMA) Pg. 12-1
13. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 13-1
14. Closed Session
  - A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant Exposure to Litigation pursuant to Cal. Gov't. Code §54956.9(d)(2): (1 potential case)
  - B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Initiation of Litigation Pursuant to Govt. Code § 54956.9(d)(4) (1 potential case)
15. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
16. Adjournment

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



**WEST BAY SANITARY  
DISTRICT AGENDA ITEM 3**

**To: Board of Directors**

**From: Sergio Ramirez, General Manager**

**Subject: Discussion and Direction on Collection of Unpaid Fees  
Associated with Accessory Dwelling Units**

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Staff will present an update on the collection of unpaid Sewer Service Charges and Connection Fees associated with ADUs.

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

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**Report to the District Board for the Regular Meeting of June 24, 2026**

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1902 - *Serving Our Community for over 120 Years* - 2026

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JUNE 10, 2026 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, Director Moritz, and Director Otte

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña

STAFF MEMBERS PRESENT: Heydari, Ramirez, Condotti, and by Zoom: Chu, and Reese  
Others Present: David Richardson, and Michael Miller by Zoom

2. Communications from the Public: None

3. Status Update on Collection of Unpaid Fees Associated with Accessory Dwelling Units

Comments: General Manager Ramirez reported that 120 notices were sent, and due to the Board’s direction, all new notices have been paused. Additionally, 32 letters rescinding previously issued notices will be mailed. The District collected \$132,970 in connection fees and \$320,481 in sewer service charges. Approximately \$132,000 will be refunded.

4. Consent Calendar

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

- A. Approval of Minutes for Regular meeting May 27, 2026
- B. WBSD Operations and Maintenance Report – May 2026
- C. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – May 2026
- D. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – May 2026 Pg. 4D-1
- E. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – May 2026 Pg. 4E-1

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

Comments: Director Moritz noted that the EPASD report reflected a relatively modest number of cleaning activities and sewer overflows. He asked whether routine cleaning is now being conducted on a regular basis and whether all five maintenance staff members are still needed. General Manager Ramirez responded that the District is now able to perform routine cleaning on an annual basis and is currently undertaking more construction projects for EPASD. The Operations Superintendent will give a presentation in July that will address staffing.

## 5. General Manager's Report

Comments: General Manager Ramirez reported that the draft budget was reviewed with the Finance Committee. He stated that the District is continuing to work on permits for Marsh Road and that the City of Menlo Park continues to insist that the District assist with the levee project. He also reported that the new Operator II employee begins work on June 15 and that Casey Construction will be starting two construction projects.

Additionally, General Manager Ramirez noted that Santa Clara LAFCO is conducting a Municipal Service Review (MSR). Also, the District met with staff from the existing Meta campus to discuss their water needs and onsite water system. He concluded by noting that the next Board meetings are scheduled for June 24 and July 8.

## 6. Fiscal Year 2026/27 Budget Discussion and Direction on General, Capital, Recycled Water, and Solid Waste Funds as well as the District's Reserves

Comments: Finance Manager Chu presented the Fiscal Year 2026/27 budget and summarized the revisions made during the budget workshop. The major changes to the proposed budget are highlighted below. The budget will be moved for approval at the next meeting.

|  | General Fund-<br>Final<br>FY2026-27 | General Fund-<br>Budget<br>Workshop<br>FY2026-27 | Budget<br>Variance | Budget<br>Variance<br>% |
|--|-------------------------------------|--|--------------------|-------------------------|
| <b>OPERATING REVENUES</b>                      |                                     |  |                    |                         |
| Sewer Service Charges                          | 40,313,862                          | 36,643,796                                       | 3,670,066          | 10%                     |
| Permit & Inspection Fees                       | 257,500                             | 257,500  | -                  | 0%                      |
| Unpaid ADUs Sewer Service Charges              | 354,852                             | 354,852  | -                  | 0%                      |
| Unpaid ADUs Connection Fees                    | 154,944                             | 154,944  | -                  | 0%                      |
| Connection Fees                                | 500,000                             | 500,000  | -                  | 0%                      |
| Other Operating Revenue                        | 2,251,564                           | 2,251,564  | -                  | 0%                      |
| <b>TOTAL OPERATING REVENUES</b>                | <b>43,832,722</b>                   | <b>40,162,656</b>                                | <b>3,670,066</b>   | <b>9%</b>               |
| <b>OPERATING EXPENSES</b>                      |                                     |  |                    |                         |
| Salaries & Benefits                            | 8,811,619                           | 8,792,423  | 19,196             | 0%                      |
| Materials & Supplies                           | 1,043,375                           | 1,043,375  | -                  | 0%                      |
| Insurance                                      | 388,615                             | 388,615  | -                  | 0%                      |
| Contract Services                              | 948,207                             | 1,172,249  | (224,042)          | -19%                    |
| Professional Services                          | 900,200                             | 1,000,429  | (100,229)          | -10%                    |
| Repairs & Maintenance                          | 730,652                             | 882,778  | (152,126)          | -17%                    |
| Utilities                                      | 406,280                             | 406,280  | -                  | 0%                      |
| Other Operating Expenses                       | 674,744                             | 703,919  | (29,175)           | -4%                     |
| Depreciation                                   | -                                   | -  | -                  | -                       |
| <b>Total WBSD Operating Expenses</b>           | <b>13,903,692</b>                   | <b>14,390,067</b>                                | <b>(486,375)</b>   | <b>-3%</b>              |
| Sewage Treatment Plant (SVCW)                  | -                                   | -  | -                  | -                       |
| <b>TOTAL OPERATING EXPENSES</b>                | <b>13,903,692</b>                   | <b>14,390,067</b>                                | <b>(486,375)</b>   | <b>-3%</b>              |
| <b>OPERATING INCOME (LOSS)</b>                 | <b>29,929,030</b>                   | <b>25,772,589</b>                                | <b>4,156,441</b>   | <b>16%</b>              |
| <b>NON-OPERATING REVENUES (EXPENSES)</b>       |                                     |  |                    |                         |
| Investment Income                              | 600,000                             | 638,529  | (38,529)           | -6%                     |
| Investment Fees                                | (34,229)                            | (34,229)   | -                  | 0%                      |
| Interest Expense                               | -                                   | -  | -                  | -                       |
| Other Non-Operating Income                     | 41,922                              | 41,922   | -                  | 0%                      |
| Other Non-Operating Expenses                   | (70,000)                            | (70,000)   | -                  | 0%                      |
| <b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b> | <b>537,693</b>                      | <b>576,222</b>                                   | <b>(38,529)</b>    | <b>-7%</b>              |
| <b>CAPITAL CONTRIBUTIONS</b>                   |                                     |  |                    |                         |
| Grants   | -                                   | -  | -                  | -                       |
| SH Capital Contribution                        | -                                   | -  | -                  | -                       |
| <b>TOTAL CAPITAL CONTRIBUTIONS</b>             | <b>-</b>                            | <b>-</b>   | <b>-</b>           | <b>-</b>                |
| <b>CHANGE IN NET POSITION</b>                  | <b>30,466,723</b>                   | <b>26,348,811</b>                                | <b>4,117,912</b>   | <b>16%</b>              |

**7. Consider Approving District Treasury Report Third Quarter FY 2025-26**

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

Comments:

**8. 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 \$23,715.00 for the Grade 4 & 5 Pipe Repair and Replacement No. 1768.0**

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

Comments: The Board approved Agenda Item# 8.

**9. 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 \$30,715.00 for the Point Repair Project Phase III-B Replacement and Rehabilitation of Sanitary Sewer Mains Project No. 1774.0**

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

Comments: The Board approved Agenda Item# 9.

**10. Discussion and Direction on Multi-Family Flow Monitoring Program**

Comments: General Manager Ramirez reported that the District conducted a flow study in 2015-2018 for single family and multi-family residential units. The study included testing for BOD and TSS and found little discrepancy between the two unit types, so the District decided not to establish a separate rate for multi-family units. He also reported that the District initiated a new flow study in April and May 2026 at four different sites. The report, including analysis and recommendations, is expected to be completed within the next 30 days.

**11. Discussion and Direction on Sharon Heights Recycled Water Facility**

Discussion/Comments: General Manager Ramirez reported that 10.2MG of recycled water was processed and 7.5MG was delivered during May 2026. A plant upset occurred for approximately 7 to 9 days, reducing flow by half due to unexpected influent flow. The District is investigating the cause upstream of the plant.

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

Discussion/Comments: General Manager Ramirez reported that HF&H is revising the recycled water study. Existing potable water customers may pay recycled water connection fees through their recycled water bill. There will be a public hearing in July to set the recycled water rates. Then, letters of determination will be prepared.

### **13. Report, Discussion, and Direction on RethinkWaste (SBWMA)**

Discussion/Comments: President Dehn reported that an emergency in-person Board quorum meeting will be held on Monday, June 15, 2026, at 2:30 PM in San Carlos to make a decision regarding renewal of their insurance policies. All consent items will be pulled into the agenda, and the Board will also consider whether to waive the July and August meetings.

### **14. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant**

Discussion/Comments: Director Otte reported that a meeting is scheduled for June 11, 2026 with a light agenda. Key items include approval of annual salaries for employees and the purchase of a water sampling wagon/trailer.

### **15. Closed Session**

- A. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation  
Significant Exposure to Litigation pursuant to Cal. Gov't. Code §54956.9(d)(2):  
(1 potential case)

Entered closed session at 8:40 PM Left closed session at 9:05 PM

Reportable action: None

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

Discussion/Comments: Director Moritz requested a map showing the locations of where the contractor, BAGG and all future contractors will be performing work.

### **17. Adjournment Time:** The meeting was adjourned at 9:07 PM



**WEST BAY SANITARY DISTRICT**  
**Financial Activity Report**  
**May 2026**

**Date:** June 24, 2026

**To:** Board of Directors

**From:** Annette Bergeron, Personnel & Accounting Specialist  
 Vivian Chu, Finance Manager

**Subject:** Approve Monthly Financial Activity Report

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**Financial Activity for the month of May 2026.**

| <u>Receipt Summary:</u>     |                       |                             |
|-----------------------------|-----------------------|-----------------------------|
| Commercial Deposits         |                       | 163,254.75                  |
| Credit Cards / eChecks      |                       | 77,144.72                   |
| Franchise Fees              |                       | 10,609.62                   |
| San Mateo County [Tax Roll] |                       | 3,165,401.98                |
| SFR Reimbursements          |                       | 13,175,325.00               |
| SHGCC                       |                       | 122,900.05                  |
| Invoices                    |                       | 364,422.25                  |
| Transfers                   |                       | 2,000,000.00                |
|                             | <b>Total Receipts</b> | <b><u>19,079,058.37</u></b> |

| <u>Withdrawal Summary</u>     |                          |                             |
|-------------------------------|--------------------------|-----------------------------|
| Total Checks                  |                          | 6,457,352.79                |
| Total Corp Cards              |                          | -                           |
| Total Bank Wires/ACHs         |                          | 2,748,496.63                |
| <b>External Withdrawals</b>   |                          | <b>9,205,849.42</b>         |
| Total Internal Bank Transfers |                          | 7,626,298.01                |
|                               | <b>Total Withdrawals</b> | <b><u>16,832,147.43</u></b> |

| <u>Fund</u> | <u>Expenditure Summary by Budget Category</u> |                             |
|-------------|---|-----------------------------|
| 100         | Operations                                    | 8,364,164.78                |
| 200         | Capital                                       | 1,132,765.36                |
| 300         | Solid Waste                                   | 0.00                        |
| 500         | Recycled Water                                | 5,226,399.29                |
| 800         | Silicon Valley Clean Water                    | 2,108,818.00                |
|             | <b>Expenditures by Fund</b>                   | <b><u>16,832,147.43</u></b> |

The transactions listed comprise multiple District checking, money market, and investment accounts. Transfers are listed based on debit (deposit) or credit (withdrawal) from operating accounts, therefore transfers from investment accounts to operating accounts are not listed twice. Investment activity is detailed in the quarterly Treasurer's Reports.

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 Local Agency Investment Fund (LAIF) 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. The Vehicle & Equipment Reserve account was closed in January 2025. The reserve was moved to LAIF in FY 2025-26.

The Operating Reserve target is set at six months of collection operating expenses, based on the approved fiscal year budget. The reserves are replenished when funds are received through the tax roll, the first payment for fiscal year 2025-26 received in December 2025. Funds are also held in the Capital Project Reserve, where \$20 million for long-term liabilities were transferred in fiscal year 2023-24, to earn increased yields.

The Treatment Plant Reserve target balance was set to cover Silicon Valley Clean Water (SVCW) capital needs and avoid incurring addition debt.

| <b><u>Reserve Account</u></b> | <b><u>Originated</u></b> | <b><u>Target Balance</u></b> | <b><u>Balance 5/31/2026</u></b> | <b><u>Target</u></b> |
|-------------------------------|--------------------------|------------------------------|---------------------------------|----------------------|
| Operating Reserve             | 11/26/2014               | \$18 million                 | \$21,811,266                    | Achieved             |
| Rate Stabilization Reserve    | 10/30/2015               | \$15 million                 | \$6,259,852                     | Unfulfilled          |
| Treatment Plant Reserve       | 8/1/2021                 | \$20 million                 | \$11,514,084                    | Unfulfilled          |
| Capital Reserve               | 11/26/2014               | \$20 million                 | \$16,583,778                    | Unfulfilled          |
| Recycled Water Cash Flow      | 11/18/2016               | \$12 million                 | \$4,901,683                     | Unfulfilled          |
| Recycled Water SRF Reserve    | 3/1/2018                 | \$1.46 million               | \$1,522,521                     | Unfulfilled          |
| Vehicle & Equipment Reserve   | 8/18/2011                | \$1 million                  | \$0                             | Achieved             |

\* The District has \$19 million under total unrestricted target balances.

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 and Equipment Reserves, customer deposits, and Solid Waste Funds are held in LAIF.

| <b><u>Investments by Type</u></b>        | <b><u>Target Balance</u></b> | <b><u>Balance 5/31/2026</u></b> |
|--|------------------------------|---------------------------------|
| Operating Accounts                       |                              | \$6,933,668 **                  |
| Local Agency Investment Fund (LAIF)      | \$18 million                 | \$21,811,266                    |
| Unrestricted Reserves                    |                              |                                 |
| Investment Portfolios                    | \$44 million                 | \$39,259,398                    |
| Money Market Account                     |                              | \$0                             |
| Restricted Reserves                      |                              |                                 |
| Recycled Water SRF Reserve               | \$1.46 million               | \$1,522,521                     |
| Public Agency Retirement Services (PARS) |                              | \$1,192,813                     |

\*\* The District had approximately \$806 thousand in outstanding checks as of 5/31/2026.

**West Bay Sanitary District  
Receipts  
May 2026**

| Receipt Date                      | Receipt Number | Description  | Amount               |
|-----------------------------------|----------------|--|----------------------|
| 5/4/2026                          | 464803         | Ashu Garg: C4B Permit: 57 Fairview Ave, Ath                                      | 230.00               |
| 5/4/2026                          | 464804         | Sami Khayat: Back SSC FY21-26: 1 Mandarin Way, Ath                               | 6,652.00             |
| 5/4/2026                          | 464805         | Connie H Lin: Back SSC FY21-26: 25 Kiowa Ct, PV                                  | 10,942.00            |
| 5/4/2026                          | 464806         | Joshua Toland: Pool Discharge Permit & Pool Discharge Fee: 1011 Lousie St, MP    | 690.59               |
| 5/4/2026                          | 464852         | Susan and Gary Hartman: Back SSC and CF FY22-26: 14 Isabella Ave, ATH            | 12,622.85            |
| 5/5/2026                          | 464807         | CWEA SCVS: Lunch Reimbursement Mtg 4/14/2026:                                    | 334.74               |
| 5/5/2026                          | 464854         | Atherton Builders: C1A Permit & ADU Connection Fee: 1585 Bay Laurel, MP          | 6,105.20             |
| 5/5/2026                          | 464855         | Vesta Housing: C1A Permit & Residential Connection Fee: 12 Maywood Ln, MP        | 9,118.00             |
| 5/6/2026                          | 464808         | Maria and Martimiano Gutierrez: Back SSC and CF FY24-26: 1102 Alberni St, EPA    | 10,988.60            |
| 5/6/2026                          | 464809         | Socorro Lopez and Salvador Ramirez: Back SSC FY21-26: 2895 Illinois St, EPA      | 6,652.00             |
| 5/8/2026                          | 464810         | Lynn Fisher: C1A to C1F Permit: 260 Santa Margarita Ave, MP                      | 240.00               |
| 5/8/2026                          | 464811         | Thejo Kote: Pool Discharge Permit: 16 Irving Ave, Ath                            | 310.00               |
| 5/8/2026                          | 464812         | Thejo Kote: Pool Discharge Fee: 16 Irving Ave, Ath                               | 150.13               |
| 5/8/2026                          | 464820         | Thejo Kote: Staff Time to Open Manhole: 16 Irving Ave, Ath                       | 140.00               |
| 5/8/2026                          | 464853         | Samuel Jimenez: C1F Permit: 715 Live Oak Ave, MP                                 | 750.00               |
| 5/11/2026                         | 464755         | Sharon E Richards and F John Richards: Back SSC FY21-26: 178 Corte Madera Rd, PV | 6,652.00             |
| 5/11/2026                         | 464813         | Ellen L. Vernazza and James Vernazza: Back SSC FY21-26: 120 Nathorst Ave, PV     | 6,652.00             |
| 5/11/2026                         | 464814         | State of California: Tax Overpayment Refund:                                     | 272.31               |
| 5/11/2026                         | 464815         | Alejandra Properties LLC: Back SSC and CF FY23-26: 78 Alejandra, ATH             | 8,421.00             |
| 5/11/2026                         | 464816         | Lars Backstrom and Jenny Yuen: Back SSC FY21-26: 272 Greenoaks Dr, ATH           | 6,652.00             |
| 5/11/2026                         | 464817         | Calvin Lin: C1A Permit: 1008 Laurel Ave, EPA                                     | 510.00               |
| 5/11/2026                         | 464818         | Handy Plumbing Man: C1A to C1F Permit: 307 Concord Dr, MP                        | 240.00               |
| 5/12/2026                         | 464819         | Blanca E Sanchez: C1A Permit: 1077 Bay Road, EPA                                 | 510.00               |
| 5/14/2026                         | 464821         | Wai Yip: C1D Permit & ADU Connection Fee: 2245 Tioga Drive, MP                   | 4,814.00             |
| 5/14/2026                         | 464822         | Jeffrey and Katherine Wise: Back SSC and CF FY22-26: 98 Moulton Drive, Ath       | 18,019.85            |
| 5/14/2026                         | 464823         | Rajeev Dham: Back SSC and CF FY23-26: 439 Walsh Rd, ATH                          | 11,433.80            |
| 5/14/2026                         | 464824         | FAB HOMES: Plan Review: 68 Elena Ave, ATH  | 290.00               |
| 5/14/2026                         | 464825         | Thomas James Homes: C1A Permit & ADU Connection Fee: 2190 Mills Ave, MP          | 3,953.20             |
| 5/15/2026                         | 464826         | Mid Peninsula Plumbing Corp: C1F Permit: 2155 Ashton Ave, MP                     | 750.00               |
| 5/15/2026                         | 464827         | Roto-Rooter Services Co.: C1A Permit: 625 Oak Grove Ave, MP                      | 510.00               |
| 5/15/2026                         | 464844         | Marion Lee: Back SSC FY21-26: 195 Georgia Ln, PV                                 | 6,652.00             |
| 5/18/2026                         | 464828         | Kevin Ford and Celeste Volz Ford: Back SSC FY21-26: 235 Nathorst Ave, PV         | 6,652.00             |
| 5/18/2026                         | 464829         | Roto-Rooter Services Co.: C1A to C2A Permit: 625 Oak Grove Ave, MP               | 210.00               |
| 5/18/2026                         | 464830         | Paymac: Public Surplus Auction: Unit 210   | 24,965.00            |
| 5/18/2026                         | 464831         | AS Homes LLC: C4B Permit: 915 Cloud Ave, MP                                      | 230.00               |
| 5/18/2026                         | 464833         | Parand Bucella: Plan Review: 191 Corte Madera, MP                                | 290.00               |
| 5/18/2026                         | 464857         | AD Design and Construction: Plan Review: 736 Partridge Ave, MP                   | 290.00               |
| 5/19/2026                         | 464832         | Ardalan Djalali: C4B Permit: 736 Partridge Ave, MP                               | 230.00               |
| 5/19/2026                         | 464834         | Sumeet Mittal: C1D Permit & ADU Connection Fee: 915 Cloud Ave, MP                | 4,814.00             |
| 5/19/2026                         | 464835         | Landa Construction Company: C4B Permit: 253 Yale Rd, MP                          | 230.00               |
| 5/19/2026                         | 464836         | Shoreway Plumbing: C1A Permit: 79 Machain Ave, ATH                               | 510.00               |
| 5/20/2026                         | 464837         | Mehta Living Trust: Back SSC FY23-26: 222 Camino Al Lago, Ath                    | 4,117.00             |
| 5/21/2026                         | 464838         | SK Design Studio: 1D Permit: 2887 Fordham Street, EPA                            | 510.00               |
| 5/21/2026                         | 464839         | Sam Mohsenzadegan: C1D Permit & ADU Connection Fee: 780 Wallea Dr, MP            | 5,244.40             |
| 5/21/2026                         | 464840         | CKA Architects: C1D Permit & ADU Connection Fee: 1003 Arbor Rd, MP               | 3,953.20             |
| 5/26/2026                         | 464841         | Parand Bucella: C1D Permit & ADU Connection Fee: 191 Corte Madera Road, PV       | 6,105.20             |
| 5/26/2026                         | 464842         | Samuel Jimenez: C1A Permit: 236 Willow Road, MP                                  | 510.00               |
| 5/26/2026                         | 464843         | Jairo Mandelbaum: C1A Permit, ADU Conn Fee, and WYE Fee: 68 Elena Ave, Ath       | 16,894.80            |
| 5/28/2026                         | 464845         | Nicolas Bechwati: 2A Permit: 920 Peninsula Way, MP                               | 720.00               |
| 5/28/2026                         | 464846         | Neil K. Seth Hester J. Seth: ADU Connection Fee: 765 Stanford Ave, MP            | 4,734.40             |
| 5/28/2026                         | 464847         | Abraham Vigil: 1A Permit: 2887 Fordham Street, EPA                               | 510.00               |
| 5/28/2026                         | 464848         | Maureen Ekedahl: C4B Permit: 1850 White Oak Drive, MP                            | 230.00               |
| 5/28/2026                         | 464849         | Designco: EVP: 3641 Haven Ave, MP  | 210.00               |
| 5/29/2026                         | 464850         | Claire Arbor Magat Selden: Back SSC and CF FY23-26: 391 Canyon Dr, PV            | 7,560.20             |
| 5/29/2026                         | 464851         | Varish and Mansi Goyal TRTEE: Back SSC and CF FY23-26: 180 Hawthorne Dr, ATH     | 8,421.00             |
| <b>Receipts</b>                   |                |  | <b>240,399.47</b>    |
| <b>Franchise Fees</b>             |                |  |                      |
| 5/13/2026                         |                | Recology: SW Franchise Fees 04/2026  | 10,609.62            |
| <b>Other Receipts</b>             |                |  |                      |
| 5/5/2026                          |                | Bayfront SRF Reimbursement #6  | 6,660,528.00         |
| 5/7/2026                          |                | Bayfront SRF Reimbursement #7  | 6,514,797.00         |
| 5/29/2026                         |                | SMC Sewer Service Charges-05/2026  | 3,165,401.98         |
| 5/11/2026                         |                | O&M 5/2026, Avy Altschul SRF Loan & SHRWF SRF Loan                               | 122,900.05           |
| 5/11/2026                         |                | LAH: Maintenance Service Agreement 03/2026                                       | 45,268.96            |
| 5/11/2026                         |                | EPASD: Maintenance Service Agreement 03/2026                                     | 122,357.17           |
| 5/20/2026                         |                | EPASD: Maintenance Service Agreement 04/2026                                     | 133,762.89           |
| 5/27/2026                         |                | LAH: Maintenance Service Agreement 04/2026                                       | 63,033.23            |
| <b>Sub Total Receipts</b>         |                |  | <b>17,079,058.37</b> |
| <b>Other Bank Transfers</b>       |                |  |                      |
| 5/4/2026                          |                | Transfer from LAIF to Ops  | 2,000,000.00         |
| <b>Total Other Bank Transfers</b> |                |  | <b>2,000,000.00</b>  |
| <b>Total Receipts</b>             |                |  | <b>19,079,058.37</b> |

West Bay Sanitary District

Withdrawals  
May 2026

| Check | Date      | Payee                          | Purpose  | Amount       |
|-------|-----------|--------------------------------|--|--------------|
| 74579 | 5/6/2026  | Alpha Analytical Laboratories  | SFR/MFR Flow & Loadings Study                            | 2,044.00     |
| 74580 | 5/6/2026  | BAGG Engineers                 | BRWRF Testing & Monitoring                               | 3,572.50     |
| 74581 | 5/6/2026  | Bay Area Paving Co.            | 1107 Camellia Dr EPA                                     | 4,759.00     |
| 74582 | 5/6/2026  | California Water Service       | Water Service  | 149.69       |
| 74583 | 5/6/2026  | CalPERS LongTerm Care Program  | PERS LTC   | 117.05       |
| 74584 | 5/6/2026  | Casey Construction             | Project No. 1767.0 Point Repair Phase II Project         | 376,749.56   |
| 74585 | 5/6/2026  | Chamber San Mateo County       | SMCO Chamber Annual Membership                           | 475.00       |
| 74586 | 5/6/2026  | City of Menlo Park             | Stormwater Inspections - 4 Pump Stations                 | 2,576.00     |
| 74587 | 5/6/2026  | City of Menlo Park - Water Svc | Water Service  | 515.37       |
| 74588 | 5/6/2026  | CWEA                           | CWEA Certification Renewal R.Sandoval                    | 114.00       |
| 74589 | 5/6/2026  | Dinsmore Landscape Company     | 500 Laurel Street Landscaping                            | 680.00       |
| 74590 | 5/6/2026  | First Unum Life                | Life, AD&D, Disability Ins                               | 3,084.16     |
| 74591 | 5/6/2026  | Helix Laboratories             | Commander Odor Control                                   | 3,128.27     |
| 74592 | 5/6/2026  | Home Depot Credit Services     | Maintenance Supplies                                     | 1,679.97     |
| 74593 | 5/6/2026  | Industrial Scientific Corp.    | I-Net Exchange Program                                   | 3,389.68     |
| 74594 | 5/6/2026  | Kaz & Associates               | BFRWF Project No. 1763.0 SWPPP Compliance Services       | 4,350.00     |
| 74595 | 5/6/2026  | Occupational Health Centers    | Employee Health Screenings                               | 288.00       |
| 74596 | 5/6/2026  | Pacific Gas & Electric         | Electric Service   | 19,530.39    |
| 74597 | 5/6/2026  | Principal Life Insurance       | Dental & Vision Ins                                      | 5,414.88     |
| 74598 | 5/6/2026  | R.A. Nosek Investigations      | Background Screenings                                    | 350.00       |
| 74599 | 5/6/2026  | Rupert Sandoval                | CWEA Collection System Maintenance Grade 4 Reimbursement | 270.00       |
| 74600 | 5/6/2026  | Seekzen Systems                | IT Consulting Monthly Fee                                | 750.00       |
| 74601 | 5/6/2026  | TPX Communications             | VoIP & Fiber Service                                     | 3,025.85     |
| 74602 | 5/6/2026  | Veolia Water North America     | Water Service  | 65.18        |
| 74603 | 5/6/2026  | David Walker                   | Reimbursement For Tablet And Accessories                 | 1,328.89     |
| 74604 | 5/6/2026  | Teamsters Local #350           | Union Dues   | 1,386.00     |
| 74605 | 5/13/2026 | Anderson Pacific               | BFRWF Project 1763.0 Phase 2                             | 4,921,051.09 |
| 74606 | 5/13/2026 | Anderson Pacific               | BFRWF Project 1763.0 Phase 2 Escrow Account              | 259,002.69   |
| 74607 | 5/13/2026 | Bay City Electric Works        | Generator Service and Repair                             | 7,230.76     |
| 74608 | 5/13/2026 | California Water Service       | Water Service  | 2,900.85     |
| 74609 | 5/13/2026 | Cintas                         | Uniform Cleaning Supplies                                | 2,258.12     |
| 74610 | 5/13/2026 | City of Menlo Park             | Encroachment Permit: 443 O'Connor St                     | 690.10       |
| 74611 | 5/13/2026 | CWEA                           | CWEA Certification Testing                               | 344.00       |
| 74612 | 5/13/2026 | Granite Rock Company           | Backfill Material Rehab                                  | 277.37       |
| 74613 | 5/13/2026 | H & R Plumbing & Drain         | Manhole Coating - Marsh and Middlefield                  | 36,900.00    |
| 74614 | 5/13/2026 | Instrument Technology Corp.    | Metal Locator  | 2,570.31     |
| 74615 | 5/13/2026 | Keith Kofutua                  | CWEA Membership & Office of Water Programs               | 326.00       |
| 74616 | 5/13/2026 | Kimball Midwest                | Maintenance Supplies                                     | 1,384.91     |
| 74617 | 5/13/2026 | National DRIVE                 | Teamster Pledge Contribution                             | 10.00        |
| 74618 | 5/13/2026 | Navia Benefit Solutions        | FSA Contributions PR                                     | 1,384.60     |
| 74619 | 5/13/2026 | Omega Industrial Supply        | Sewer Aide Chemicals                                     | 1,851.31     |
| 74620 | 5/13/2026 | Pacific Gas & Electric         | Electric Service   | 756.25       |
| 74621 | 5/13/2026 | Peninsula Truck Repair         | District Vehicle Repairs                                 | 1,216.84     |
| 74622 | 5/13/2026 | Recology Peninsula Services    | Monthly Service Fee                                      | 249.39       |
| 74623 | 5/13/2026 | Red Wing                       | Safety Boots   | 1,300.00     |
| 74624 | 5/13/2026 | Redwood City Health & Wellness | DOT Physical   | 171.00       |
| 74625 | 5/13/2026 | Repcor                         | Pipe Patch Supplies                                      | 14,962.50    |
| 74626 | 5/13/2026 | San Mateo County Assessor      | Secured Roll File Fee FY 2026-27                         | 305.00       |
| 74627 | 5/13/2026 | Sharp Business Systems         | Sharp Copier Monthly Lease                               | 1,087.22     |
| 74628 | 5/13/2026 | Spraying Systems Co            | Drum Screen Nozzles                                      | 414.55       |
| 74629 | 5/13/2026 | Towne Ford                     | District Vehicle Repairs                                 | 268.39       |
| 74630 | 5/13/2026 | Verizon Wireless               | Monthly Service Fee - Plant to Pond Comms - SHRWF        | 65.04        |
| 74631 | 5/13/2026 | Weco Industries                | Sewer Cleaning Equipment                                 | 3,528.20     |
| 74632 | 5/20/2026 | Airgas USA, LLC                | Tank Rentals   | 133.85       |
| 74633 | 5/20/2026 | Alpha Analytical Laboratories  | SFR/MFR Flow & Loadings Study                            | 584.00       |
| 74634 | 5/20/2026 | Atchison, Barisone & Condotti  | Legal Services   | 22,473.64    |
| 74635 | 5/20/2026 | Bad Elf, LLC                   | Bad Elf GPS Units  | 3,111.94     |

West Bay Sanitary District

Withdrawals  
May 2026

|       |           |                                |  |            |
|-------|-----------|--------------------------------|--|------------|
| 74636 | 5/20/2026 | Readyrefresh By Nestle         | Water Delivery   | 494.59     |
| 74637 | 5/20/2026 | California Water Service       | Water Service  | 220.78     |
| 74638 | 5/20/2026 | CalPERS LongTerm Care Program  | PERS LTC   | 117.05     |
| 74639 | 5/20/2026 | City Of Menlo Park - Fuel      | Gas & Diesel District Vehicles                                   | 8,605.39   |
| 74640 | 5/20/2026 | Comcast                        | Cable Subscription   | 393.28     |
| 74641 | 5/20/2026 | Corrosion Protection Solutions | Annual Cathodic Protection Testing                               | 4,590.00   |
| 74642 | 5/20/2026 | CWEA                           | Memberships and Renewals   | 770.00     |
| 74643 | 5/20/2026 | Du-All Safety, LLC             | Monthly Safety Maintenance and SOP Contract                      | 2,880.00   |
| 74644 | 5/20/2026 | Embarcadero Media Foundation   | Notice of PH OWDZ Annex  | 4,480.00   |
| 74645 | 5/20/2026 | ESRI                           | ESRI GIS Annual Subscription                                     | 12,200.00  |
| 74646 | 5/20/2026 | Freyer & Laureta               | Project No. 1762.0 Levee Improvements Freyer & Laureta Contract  | 36,418.31  |
| 74647 | 5/20/2026 | Frisch Engineering, Inc.       | Ignition Software - SCADA Recycled Water                         | 1,531.32   |
| 74648 | 5/20/2026 | H & R Plumbing & Drain         | Hamilton Henderson PS Wet Well Coating                           | 80,273.28  |
| 74649 | 5/20/2026 | IEDA                           | Labor Relations Fees   | 884.61     |
| 74650 | 5/20/2026 | Kaz & Associates               | BFRWF Project No. 1763.0 SWPPP Compliance Services 9/2025-3/2027 | 2,100.00   |
| 74651 | 5/20/2026 | Kone Pasadena                  | Elevator Maintenance   | 371.94     |
| 74652 | 5/20/2026 | McCrometer Inc.                | Flow Monitoring & Data Service                                   | 17,262.00  |
| 74653 | 5/20/2026 | Pacific Gas & Electric         | Electric Service   | 163.53     |
| 74654 | 5/20/2026 | Peninsula Building Materials   | Rehab Materials  | 30.00      |
| 74655 | 5/20/2026 | Preferred Alliance             | DOT Testing Admin Fees   | 300.16     |
| 74656 | 5/20/2026 | Teletrac Navman US             | District Vehicle GPS   | 968.26     |
| 74657 | 5/20/2026 | Verizon Wireless               | District Cellular Service  | 2,032.58   |
| 74658 | 5/20/2026 | Weco Industries                | Sewer Cleaning Equipment   | 7,962.29   |
| 74659 | 5/21/2026 | ErgoWorks                      | Ergonomic Chair - A. Ambriz                                      | 2,519.68   |
| 74660 | 5/27/2026 | Alpha Analytical Laboratories  | SFR/MFR Flow & Loadings Study                                    | 292.00     |
| 74661 | 5/27/2026 | Bay Alarm                      | Alarm Monitoring   | 668.22     |
| 74662 | 5/27/2026 | Casey Construction             | Project No. 1764.0 Stowe Lane Pump Station Replacement           | 529,720.00 |
| 74663 | 5/27/2026 | Cintas                         | Uniform Cleaning Supplies  | 716.36     |
| 74664 | 5/27/2026 | City of Menlo Park - Water Svc | Water Service  | 1,711.21   |
| 74665 | 5/27/2026 | CleanServ Universal Services   | Janitorial Service   | 1,160.00   |
| 74666 | 5/27/2026 | D. Avalos Gopher Trapping      | FERRF Levy Squirrel Control                                      | 350.00     |
| 74667 | 5/27/2026 | Dolphin Graphics               | Dolphin Graphics: Uniform Clothing                               | 478.96     |
| 74668 | 5/27/2026 | Grainger                       | PPE Supplies   | 472.70     |
| 74669 | 5/27/2026 | Kimball Midwest                | Maintenance Supplies   | 688.10     |
| 74670 | 5/27/2026 | National DRIVE                 | Teamster Pledge Contribution                                     | 10.00      |
| 74671 | 5/27/2026 | Navia Benefit Solutions        | FSA Contributions  | 984.60     |
| 74672 | 5/27/2026 | Owen Equipment Sales           | Hydro Vac Nozzle   | 648.63     |
| 74673 | 5/27/2026 | Pacific Gas & Electric         | Electric Service   | 1,325.34   |
| 74674 | 5/27/2026 | Teamsters Local #350           | Union Dues   | 1,386.00   |
| 74675 | 5/27/2026 | Uline                          | Vehicle DEF and Buckets  | 568.26     |

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6,457,352.79

West Bay Sanitary District

Withdrawals  
May 2026

Corporate Cards:

| GL | Date | Account Name           | Description | Amount      |
|----|------|------------------------|-------------|-------------|
|    |      | No Payment Made in May |             |             |
|    |      | US Bank - CalCards     |             | <u>0.00</u> |

Bank Wires/ACH

| Date                  | Payee                   | Purpose                                     | Amount                     |
|-----------------------|-------------------------|---|----------------------------|
| 5/1/2026              | MissionSquare           | Deferred Compensation PR 05/01/2026         | 15,536.87                  |
| 5/4/2026              | Neopost                 | Postage                                     | 300.00                     |
| 5/5/2026              | SVCW                    | SVCW Monthly Operating Contribution - April | 1,054,409.00               |
| 5/5/2026              | SVCW                    | SVCW Monthly Operating Contribution - May   | 1,054,409.00               |
| 5/8/2026              | ADP                     | ADP Fees                                    | 433.50                     |
| 5/11/2026             | Paya                    | Refund-Charge Back                          | 6,652.00                   |
| 5/12/2026             | CalPERS                 | Health Premiums                             | 88,236.52                  |
| 5/12/2026             | CalPERS                 | Retirement Contributions PR 04/17/2026      | 36,855.31                  |
| 5/14/2026             | ADP                     | Employee Payroll - Check Date -05/15/2026   | 160,367.15                 |
| 5/14/2026             | ADP                     | Payroll Taxes - 05/15/2026                  | 52,411.44                  |
| 5/15/2026             | MissionSquare           | Deferred Compensation PR 05/15/2026         | 15,606.87                  |
| 5/22/2026             | ADP                     | ADP Fees                                    | 379.65                     |
| 5/26/2026             | CalPERS                 | Retirement Contributions PR 05/01/2026      | 36,964.37                  |
| 5/28/2026             | Navia Benefit Solutions | Commuter Benefits - June                    | 690.00                     |
| 5/28/2026             | ADP                     | Employee Payroll - Check Date -05/29/2026   | 159,666.23                 |
| 5/28/2026             | ADP                     | Payroll Taxes - 05/29/2026                  | 50,329.15                  |
| 5/29/2026             | MissionSquare           | Deferred Compensation PR 05/29/2026         | 14,949.57                  |
| 5/29/2026             | Neopost                 | Postage                                     | 300.00                     |
| <b>Bank Wires/ACH</b> |                         |   | <u><u>2,748,496.63</u></u> |

Bank Transfers:

| Date                           | Payee            | Purpose                    | Amount                     |
|--------------------------------|------------------|----------------------------|----------------------------|
| 5/13/2026                      | WBSD Ops Account | Ops Account to PR Account  | 600,000.00                 |
| 5/14/2026                      | WBSD Ops Account | Ops Account to LAIF        | 7,000,000.00               |
| 5/29/2026                      | WBSD Ops Account | New Account for Avy PS SRF | 26,298.01                  |
| <b>Internal Bank Transfers</b> |                  |                            | <u><u>7,626,298.01</u></u> |

Withdrawal Summary:

|                               |                             |
|-------------------------------|-----------------------------|
| Total Checks                  | 6,457,352.79                |
| Total Corp Card               | 0.00                        |
| Total Bank Wires / ACHs       | 2,748,496.63                |
| Total Internal Bank Transfers | 7,626,298.01                |
| <b>Total Withdrawals</b>      | <u><u>16,832,147.43</u></u> |



## AGENDA ITEM 4C

**To:** *Board of Directors*

**From:** *Robert Hulsmann, Operation Superintendent  
Sergio Ramirez, General Manager*

**Subject:** *Approve Amendment No.13 to the Maintenance Services Agreement Between West Bay Sanitary District and the Town of Woodside for Sanitary Sewer Maintenance Services*

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### Background

In December 2014 the District began performing sewer pipeline maintenance and close circuit television inspection for the Town of Woodside (Town). In November of 2017 the District began to perform Pump Station Maintenance Services to the Town's two pump stations. The District and the Town have amended the agreement in prior years to continue the maintenance services.

### Analysis

The Town has approximately 4 miles of collection system pipe and does not have responsibility for the laterals at this time. The Town had a contract with a private contractor for collection system maintenance which expired in 2014, prior to the District taking over the collection system activities.

The current maintenance agreement includes tasks to clean sewer lines, CCTV inspect the collection system, and respond to SSO's, and Pump Station Maintenance Services including emergency response.

The amendment is to extend the agreement through the Fiscal Year 2025-2026 and to reflect a 4% increase in the cost of collection system maintenance service for the year. The increase is due to Labor Negotiations with the Teamsters Local 350 Union.

### Fiscal Impact

The maintenance agreement is not to exceed \$113,988.90, including optional services requested.

### Recommendation

The Operations Superintendent recommends the Board approve Amendment No.13 to the Maintenance Services Agreement between West Bay Sanitary District and the Town of Woodside for Sanitary Sewer Maintenance Services.

### Attachment:

1. Resolution \_\_\_ (2026)
2. Amendment No. 13
3. 2026-2027 O&M Sanitary Sewer O&M Proposal

RESOLUTION NO. \_\_\_\_\_(2026)

**RESOLUTION APPROVING AMENDMENT #13 TO THE MAINTENANCE SERVICES AGREEMENT BETWEEN WEST BAY SANITARY DISTRICT AND THE TOWN OF WOODSIDE FOR SANITARY SEWER MAINTENANCE SERVICES AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AMENDED AGREEMENT ON BEHALF OF THE DISTRICT.**

\*\*\*\*\*

**WHEREAS**, the West Bay Sanitary District Board has read and considered that certain Agreement ("Agreement") between the District and the Town of Woodside;

**NOW, THEREFORE**, the District Board of the West Bay Sanitary District, County of San Mateo, State of California, does hereby RESOLVE as follows:

Section 1. Public interest and convenience require the West Bay Sanitary District to enter the Agreement for Sanitary Sewer System Operations and Maintenance Services with a not-to-exceed amount of \$113,988.90 to provide sanitary sewer maintenance services, emergency call-out, and asset management services.

Section 2. The West Bay Sanitary District hereby authorizes the General Manager to execute the Amended Agreement #13, for the fiscal year 2026-2027, on behalf of the District and subject to legal review, between the West Bay Sanitary District and Town of Woodside.

\*\*\*\*\*

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on 24th day of June 2026, 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

**AMENDMENT #13 TO AGREEMENT FOR SANITARY SEWER MAINTENANCE SERVICES DATED JUNE 24, 2014 BETWEEN THE TOWN OF WOODSIDE AND WEST BAY SANITARY DISTRICT**

The above referenced agreement is hereby amended as follows:

The Town of Woodside (Town) seeks West Bay Sanitary District (District) to provide sanitary sewer operation and maintenance services. The purpose of this document is to amend the original Agreement with the District dated July 22, 2014 and to include both Sanitary Sewer and Pump Station Maintenance services for the Town through June 30, 2027.

This amendment is the Thirteenth Amendment to the Professional Services Agreement between the Town and the District for Sanitary Sewer Maintenance Services for the Town Center Sewer Assessment District (TCSAD) executed July 22, 2014. The specific services to be provided in the amendment to the contract are described in Exhibit "A". All work, including all labor, materials, and associated costs, shall be paid for at the rates established in Exhibit A.

The contract total amount is not to exceed ONE HUNDRED THIRTEEN THOUSAND NINE HUNDRED EIGHTY EIGHT DOLLARS AND NINETY CENTS (\$113,988.90). This amendment is subject to the same provisions as the original agreement and is made a part of the agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

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

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

TOWN OF WOODSIDE

WEST BAY SANITARY DISTRICT

\_\_\_\_\_  
Jason Ledbetter, Town Manager

\_\_\_\_\_  
Sergio Ramirez, General Manager

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jean Savaree, Town Attorney

\_\_\_\_\_  
Anthony P. Condotti, General Counsel

**Exhibit A**  
 SANITARY SEWER MAINTENANCE SERVICES for  
 THE TOWN OF WOODSIDE by WEST BAY SANITARY DISTRICT

| 2026-2027 Sanitary Sewer O&M Proposal - Town of Woodside |  |            |          |                     |
|--|--|------------|----------|---------------------|
| Task   | Monthly Summary  | Unit Cost  | Quantity | 12-Month Cost       |
| 1.1  | Clean 20,873 feet of pipe plus 1,374 of Hot Spots in December.   | \$1.34     | 23,155   | \$31,137.75         |
|  | 1,374 feet of Hot Spot Cleaning (aka High Frequency) Quarterly   | \$1.48     | 4,296    | \$6,354.75          |
| 2.1  | CCTV inspection (and cleaning as-needed) related to SSOs or repairs. Assumes 5 incidents/year.   | \$2.38     | 1,500    | \$3,575.82          |
|  | Annual CCTV inspection (cleaning as needed) The CCTV crew will inspect 5000 feet per year  | \$2.38     | 5,000    | \$11,919.39         |
| 3.1  | West Bay maintained the Town's Two (2) pump stations. This included inspection and routine maintenance of the Town Center and the La Questa pump stations. Continue to add Microbe Lift to help control the grease coming into the Town Center Pump Station.   | \$613.78   | 51       | \$31,302.87         |
| 3.2  | West Bay will perform the Annual PM in February. The pumps are pulled and staff will perform a thorough maintenance of the oils, impellers, volutes and wear plates. The annual inspection also includes amp and current draws. The gate valves are exercised and the electrical panel completely inspected. | \$1,490.47 | 1        | \$1,490.47          |
| 3.3  | West Bay shall provided response to pump station alarms.   | \$526.16   | 3        | \$1,578.47          |
| 4.1  | SSO Responses.   | \$1,444.69 | 3        | \$4,334.08          |
| 4.2  | Service Call Unplanned Responses - 3 hour minimum (additional hrs @ \$165.07 per/hr)- None this quarter.   | \$495.21   | 3        | \$1,485.63          |
| 5  | West Bay will provide a quarterly summary format that includes performance indicators that will be tracked and measured on a quarterly and annual basis.   | \$270.92   | 4        | \$1,083.68          |
| <b>Baseline Cost, RFP Tasks 1 through 5</b>              |  |            |          | <b>\$94,262.90</b>  |
| Option 1   | 9 Fats, Oils, and Grease Control Program inspections will be performed.  | \$490.57   | 36       | \$17,660.58         |
| Option 2   | FOG Neighborhood Outreach, up to 20 mailers.   | \$163.52   | 1        | \$163.52            |
| Option 3   | Chemical Root Foam Manholes  | \$190.19   | 10       | \$1,901.90          |
| <b>Baseline Cost and Options</b>                         |  |            |          | <b>\$113,988.90</b> |

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

**To: Board of Directors**

**From: Fariborz Heydari, P.E. District Engineer**

**Subject: Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 350 Grove Drive, Portola Valley, California**

---

Background

The attached agreement requires that a property owner, who seeks inclusion in the District's On-Site Wastewater Disposal Zone, shall protect and maintain certain portions of the system to ensure continuity of service.

Analysis

It had been staff's experience that transfer of the property from one owner to another invariably resulted in a failure to maintain the system as previously agreed. The attached Covenants of Agreements Running with the Land ensures that all future owners are required to comply with the District's Code of General Regulations and Specifications.

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 District Engineer recommends the Board to approve the Resolution as presented.

Attachments: Resolution \_\_\_\_\_ (2026)  
Covenants Running with the Land

RESOLUTION NO. \_\_\_\_\_ (2026)

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF “AGREEMENT CREATING COVENANTS RUNNING WITH THE LAND,” BY AND BETWEEN JONATHAN L. ENG AND JOANNA Y. KIM, OWNERS OF REAL PROPERTY, AND THE WEST BAY SANITARY DISTRICT**

The District Board finds and determines as follows:

- A. The proposed Agreement provides adequate protection for the District’s interests so as to justify the requested action.

Based upon the foregoing findings and determinations,

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

The Agreement is approved and the President and Secretary are authorized and directed to execute the Agreement. The General Manager is directed to record the Agreement in the Official Records of San Mateo County.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting hereof held on the 24<sup>th</sup> day of June, 2026, 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 )  
 )  
 And When Recorded, Mail To: )  
 )  
 West Bay Sanitary District )  
 500 Laurel Street )  
 Menlo Park, California 94025-3486 )  
 Attn: District Manager )

(Space above this line for Recorder's Use)

**AGREEMENT CREATING COVENANTS  
 RUNNING WITH THE LAND**

Agreement entered into by and between West Bay Sanitary District, a public agency of the State of California ("District") and Jonathan Lynn King & Joanna King, FTM owners of the property at 350 Grove Dr, Portola Valley, CA 94028 ("Proponents").

**RECITALS**

1. Proponents represent that they are the owners of certain real property situated in the Town of Portola Valley, San Mateo County, California, which is commonly known as 350 Grove Dr, Portola Valley, and which is more particularly described as follows:

Lot 9 in Block     , as shown on that certain map entitled "Stonegate Meadows, Town of Portola Valley, San Mateo CA", filed in the office of the County Recorder of said County and State, on June 21, 1966 in Book 65 of maps at pages 4 and 5

Containing an area of 2 acres, more or less. (the "Real Property").

2. *Proponents' Real Property is developed with a single family residence. The residence is served by a septic tank/leachfield wastewater disposal system that has failed and cannot be repaired. Use of the present system must be discontinued or it is probable that conditions adversely affecting the public health, safety and welfare will develop on the Real Property and, potentially, off-site.*

or

*Proponents' Real Property is developed with a single family residence. The residence is served by a septic tank/leachfield wastewater disposal system that is unable to meet current standards.*

or

*Proponents' Real Property is undeveloped. The proposed residence can not be served by a septic tank/leachfield wastewater disposal system.*

3. To maintain wastewater disposal service to the site, Proponents have annexed the Real Property to the District and are seeking service from the District.

4. To obtain District administered wastewater disposal services for the Real Property, Proponents propose to construct certain unconventional wastewater disposal facilities (the "Septic Tank Effluent Pumping (STEP)" / "Grinder Pump System"), 220 linear feet of sanitary sewer force main and to connect to the District's public facilities located in Pottsville Valley.

5. The STEP/Grinder Pump System to be constructed by Proponents is similar to several other wastewater disposal systems constructed on other properties within the District which also connect to the District's sewer system. These systems differ substantially from traditional gravity sewer systems found elsewhere in the District's service area, and because of these differences, the District is regulating the use and operation of these systems through an On-Site Wastewater Disposal Zone. (See Health & Safety Code Sections 6950 et seq.; "The Zone".)

6. Proponents are willing to accept the stated conditions and they desire to enter into this Agreement with the District to fulfill the intentions of the parties.

### TERMS AND CONDITIONS

In consideration of the foregoing Recitals and the following Terms and Conditions, it is mutually agreed by District and Proponents as follows:

1. The Proponents shall construct a new STEP/Grinder Pump System according to the District's Standard Details. All pumping equipment, control equipment, telemetry equipment, pipelines, power and phone lines, etc., are a part of the construction costs to be borne by the proponent. The applicant shall submit information about the location, type and size of all equipment and facilities to the District for review and approval. Final determination of the size, location and equipment used in the construction of the STEP/Grinder Pump System shall be at the sole discretion of the District.

2. The Proponents shall coordinate all inspection and testing with the District. The Proponents shall notify the District 48 hours in advance for inspections and testing. After completion of the initial construction, the Proponents shall guarantee the work for one-year by a maintenance bond or cash deposit for 50% of the work.

3. The Proponents shall supply the District with one extra pump of the same type and size to be installed.

4. A recorded easement on the individual property is required for District access to the STEP/Grinder Pump System for routine maintenance and repair. This easement must meet the requirements of the District's Code of General Regulations, be granted to the District, and must be recorded on the title of the property. The District must have full vehicular access at all times to the areas with wastewater facilities.

5. Any septic tanks to be abandoned shall be abandoned in accordance with County Health requirements and copy of abandonment permit is given to the District.

6. The Proponents and their successor shall be responsible to provide and maintain the following appurtenances:

- (a) A dedicated telephone line.
- (b) Electrical power for the telemetry and grinder system.
- (c) A separate 220 Volt circuit and breaker shall be provided for the STEP/Grinder Pump and shall be labeled in the circuit box as, "Do Not Touch - For STEP/Grinder Pump Use Only".

7. The proponent shall disclose to the District any secondary pumping system and changes to the internal plumbing of the residence prior to any work and connection to the grinder system. The District reserves the right to reject any Proposal/ Design which may impact the ability of the STEP/Grinder System to function effectively or result in excessive maintenance costs. Such determination shall be made at the sole discretion of the District.

8. All costs associated with the correction of the prohibitions referenced in this agreement shall be conducted at the sole cost of the Property Owner. The District shall invoice the Property Owner directly. The charge shall be the actual salary of District employees and equipment for the time necessary for the correction times 1.75, or the actual cost of Contractors Services, times 1.75. Such costs may be charged in addition to penalties authorized by the District's Code of General Regulations.

### **PROHIBITIONS**

In addition to the Prohibitions contained in the District's Code of General Regulations, the following prohibitions shall specifically apply to properties in the District's On-Site Wastewater Disposal Zone:

1. Proponents shall not under any circumstances, change or add any secondary pumping systems without the written consent of the District.

2. Proponents shall not, under any circumstances, allow or permit changes to the infrastructure or equipment of the STEP/Grinder Pumping System without the written consent of the District. Proponents are specifically instructed not to allow disconnection or reconfiguration of telephone and electrical systems.

3. The proponent shall not under any circumstances connect swimming pool, spa, or any storm drains to piping that discharges into the grinder pump unit.

### **ADHERENCE TO DISTRICT REGULATIONS**

With respect to all matters referred to in this Agreement, including the construction of the STEP/Grinder Pump System, its connection to the District's system, the use and operation of the STEP/Grinder Pump System and the use of the District's wastewater facilities, Proponents shall at all times fully comply with all applicable District regulations. Proponents shall operate and maintain the STEP/Grinder Pump System so that at all times it remains in good operating condition and repair. Except to the extent District accepts responsibility for some portion or portions of Proponents' STEP/Grinder Pump System and the systems of other persons similarly situated and for which the District hereafter imposes a uniform system of fees and charges applicable to all such persons, the responsibility, including all costs and expenses, for the construction, use, operation, maintenance, repairs and replacement of the Grinder Pump System shall be borne exclusively by Proponents, and the District shall have no responsibility for such matters whatsoever.

### **ENFORCEMENT RIGHTS OF DISTRICT**

In addition to the rights and remedies established by this Agreement, the District shall have all rights and remedies otherwise afforded under applicable provisions of law to enforce this Agreement, including (a) Proponents' obligation to pay and the District's right to collect fees and charges and (b) District's right to correct violations of District's regulations.

**ATTORNEY FEES**

In the event of any litigation between the parties to interpret or enforce this Agreement, the prevailing party shall be entitled to recover its attorney fees, court costs and litigation expenses incurred in the litigation.

**BINDING EFFECT**

This Agreement shall be binding upon and inure to the benefit of the respective parties, their assigns, beneficiaries, personal representatives and successors in interest.

Executed at Menlo Park, California on the dates set forth.

**DISTRICT:**

WEST BAY SANITARY DISTRICT  
A Public Agency

**Printed Name:**

By: \_\_\_\_\_  
President of the District Board

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

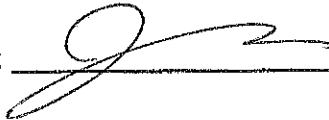
**Printed Name:**

And by: \_\_\_\_\_  
Secretary of the District Board


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

**PROPONENTS:**

Printed Name: *Jonathan Lynn Eag*

By:  \_\_\_\_\_ Date: *6/8/26*

Printed Name: *Joanna Yumi Kim*

By:  \_\_\_\_\_ Date: *06/08/2026*

**(Attach Notary Certificate)**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

State of California

County of Santa Clara }

On 08<sup>th</sup> June, 2026 before me, Ankita Intwala, Notary Public  
Date Here Insert Name and Title of the Officer

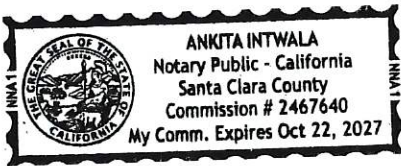
personally appeared Jonathan Kyjun Eng and Joanna  
Name(s) of Signer(s)

yuni kim

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.



Place Notary Seal and/or Stamp Above

Signature: Ankita Intwala  
Signature of Notary Public

**OPTIONAL**

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

**Description of Attached Document**

Title or Type of Document: Agreement-Creating Covenants Running with the Land

Document Date: 06/08/26 Number of Pages: 04

Signer(s) Other Than Named Above: No

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Jonathan Signer's Name: Joanna

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Corporate Officer — Title(s): _____<br><input type="checkbox"/> Individual<br><input type="checkbox"/> Partner — <input type="checkbox"/> Limited <input type="checkbox"/> General<br><input type="checkbox"/> Attorney in Fact<br><input type="checkbox"/> Trustee<br><input type="checkbox"/> Guardian or Conservator<br><input checked="" type="checkbox"/> Other: <u>Proponeur</u> | <p style="text-align: center; font-size: small;">RIGHT THUMBPRINT OF SIGNER</p> <p style="text-align: center; font-size: x-small;">Top of thumb here</p> | <input type="checkbox"/> Corporate Officer — Title(s): _____<br><input type="checkbox"/> Individual<br><input type="checkbox"/> Partner — <input type="checkbox"/> Limited <input type="checkbox"/> General<br><input type="checkbox"/> Attorney in Fact<br><input type="checkbox"/> Trustee<br><input type="checkbox"/> Guardian or Conservator<br><input checked="" type="checkbox"/> Other: <u>Proponeur</u> | <p style="text-align: center; font-size: small;">RIGHT THUMBPRINT OF SIGNER</p> <p style="text-align: center; font-size: x-small;">Top of thumb here</p> |
|---|--|---|--|

Signer Is Representing: \_\_\_\_\_

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

**To:            *Board of Directors***

**From:         *Fariborz Heydari, P.E. District Engineer***

**Subject:      Consider Resolution Accepting Deed of Easement Pursuant to  
Class 5 Sewer Permit No. 18368 for the Construction of  
Wastewater Facilities for 350 Grove Drive, Portola Valley,  
California**

---

**Background**

The District requires an easement to maintain the flow from the Grinder Pump System that serves 350 Grove Drive. The easement includes ingress and egress to the location of the Grinder Pump System and is conforming to District specifications.

**Recommendation**

The District Engineer recommends that the Board adopt the attached Resolution accepting the Deed of Easement.

Attachments: Resolution \_\_\_\_\_2026)  
Grant Deed of Easement Documents

**RESOLUTION NO. \_\_\_\_\_ (2026)**

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:

Jonathan L. Eng and Joanna Y. Kim, as Co-Trustees of the Kim-Eng 2020 Revocable Trust  
date October 20, 2020

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 24<sup>th</sup> day of June, 2026, 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. **079-021-020**

## GRANT DEED OF EASEMENT

**THE UNDERSIGNED GRANTOR(S) DECLARE(S):**

DOCUMENTARY TRANSFER TAX is \$0 CITY TAX is \$0

computed on the full value of the property conveyed, or

computed on full value less value of liens or encumbrances remaining at the time of sale,

this is a conveyance of an easement and the consideration and value is less than \$100, R & T 11911 & R&T 11922.

Unincorporated area of San Mateo County

City/Town of East Palo Alto

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

**Jonathan Lyjun Eng and Joanna Yumi Kim**

**Hereby GRANT(S) to:**

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

A non-exclusive 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.

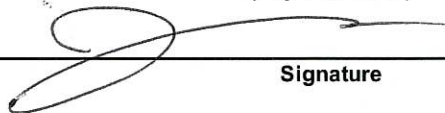
LEGAL DESCRIPTION ATTACHED HERETO AS EXHIBITS "A" AND "B" MADE A PART HEREOF

**Also Known As:** **350 Grove Dr, Portola Valley CA 94028**

**Assessor's Parcel Number:** **079-021-020**

Executed on June 8, 2026, at Mountain View CA  
(City and State)

Printed Name **Jonathan Lyjun Eng**

  
Signature

Executed on June 8, 2026, at Mountain View CA  
(City and State)

Printed Name **Joanna Yumi Kim**

  
Signature(s)

# CALIFORNIA ALL-PURPOSE CERTIFICATE OF 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 Santa Clara

On 08<sup>th</sup> June, 2026 before me, Ankita Intwala, Notary Public,  
(Here insert name and title of the officer)

personally appeared Jonathan Lyjun Eng and Joanna yunni Kim,

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.

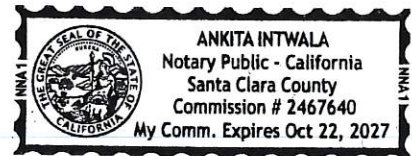
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

*Ankita Intwala*

(Notary Seal)



## ADDITIONAL OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

Grant deed of Easement  
(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages 08 Document Date 06/08/26

(Additional information)

### CAPACITY CLAIMED BY THE SIGNER

- Individual (s)
- Corporate Officer

(Title)

- Partner(s)
- Attorney-in-Fact
- Trustee(s)

Other Co-Trustees

### INSTRUCTIONS FOR COMPLETING THIS FORM

*Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.*

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. ~~he~~/she/~~they~~, is /are ) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
  - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
  - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document

**EXHIBIT "A"**  
**LEGAL DESCRIPTION FOR SEWER EASMENT**  
**LANDS OF THE KIM-ENG 2020 REVOCABLE TRUST,**  
**350 GROVE DRIVE, PORTOLA VALLEY**  
**SAN MATEO COUNTY, CALIFORNIA**

That certain real property situated in the Town of Portola Valley, County of San Mateo, State of California, being a portion of Lot 9, as shown on that certain map entitled "Stonegate Meadows, Town of Portola Valley, San Mateo County, California", filed June 21, 1966 in Book 65 of Maps, at Pages 4 and 5, Official Records of San Mateo County, more particularly described as follows:

Commencing at the northerly corner of Lot 9, as shown on that certain map entitled "Stonegate Meadows, Town of Portola Valley, San Mateo County, California", filed June 21, 1966 in Book 65 of Maps, at Pages 4 and 5, said point also being on the southerly right of way line of Grove Drive, 50 feet in width; Thence along said right of way line along a non-tangent curve to the left having a radius of 125.00 feet, a radial line to said point bears South 85°12'00" West, through a central angle of 26°58'27", an arc length of 58.85 feet to the Point of Beginning; Thence continuing along said curve through a central angle of 29°27'33", an arc length of 64.27 feet; Thence South 61°14'00" 1.09 feet; Thence leaving said right of way line along the following eight (8) courses;

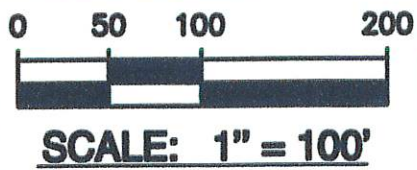
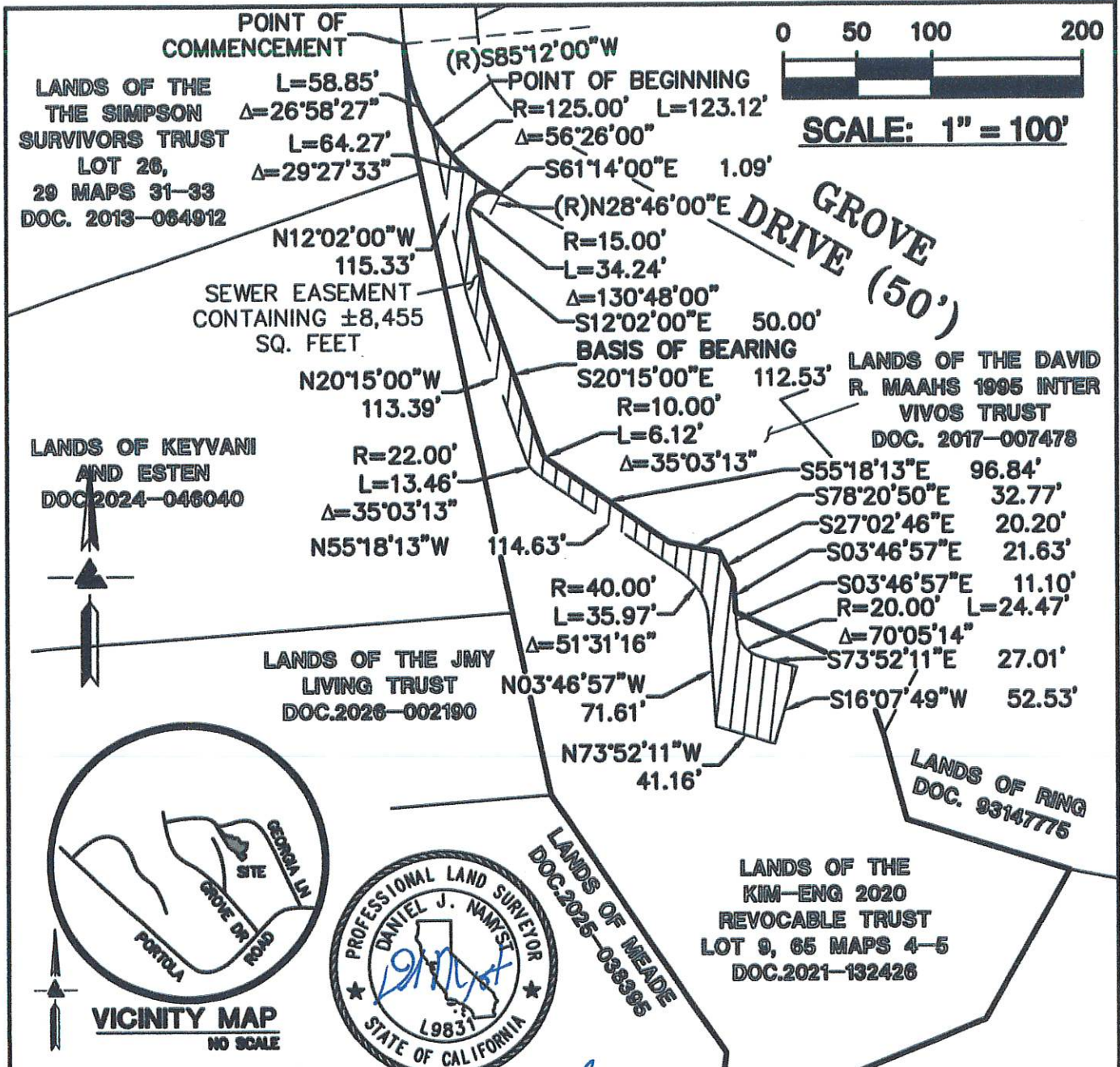
1. A non-tangent curve to the right having a radius of 15.00 feet, a radial line to said point bears North 28°46'00" East, through a central angle of 130°48'00", an arc length of 34.24 feet;
2. South 12° 02' 00" East 50.00 feet;
3. South 20° 15' 00" East 112.53 feet to the beginning of a curve to the left, having a radius of 10.00 feet;
4. Thence along said curve through a central angle of 35°03'13", an arc length of 6.12 feet;
5. South 55° 18' 13" East 96.84 feet;
6. South 78° 20' 50" East 32.77 feet;
7. South 27° 02' 46" East 20.20 feet;
8. South 03° 46' 57" East 21.63 feet;

Thence leaving said lot lines along the following eleven (11) courses;

1. South 03° 46' 57" East 11.10 feet to the beginning of a curve to the left, having a radius of 20.00 feet;
2. Thence along said curve through a central angle of 70°05'14", an arc length of 24.47 feet;
3. South 73° 52' 11" East 27.01 feet;
4. South 16° 07' 49" West 52.53 feet;
5. North 73° 52' 11" West 41.16 feet;
6. North 03° 46' 57" West 71.61 feet to the beginning of a curve to the left, having a radius of 40.00 feet;
7. Thence along said curve through a central angle of 51°31'16", an arc length of 35.97 feet;
8. North 55° 18' 13" West 114.63 feet to the beginning of a curve to the right, having a radius of 22.00 feet;
9. Thence along said curve through a central angle of 35°03'13", an arc length of 13.46 feet;
10. North 20° 15' 00" West 113.39 feet;
11. North 12° 02' 00" West 115.33 feet;

Containing 8,455 Square Feet, more or less.





LANDS OF THE  
THE SIMPSON  
SURVIVORS TRUST  
LOT 26,  
29 MAPS 31-33  
DOC. 2013-064912

L=58.85'  
Δ=26°58'27"  
L=64.27'  
Δ=29°27'33"

(R)S85°12'00"W  
POINT OF BEGINNING  
R=125.00' L=123.12'  
Δ=56°26'00"

N12°02'00"W  
115.33'  
SEWER EASEMENT  
CONTAINING ±8,455  
SQ. FEET

S61°14'00"E 1.09'  
(R)N28°46'00"E  
R=15.00'  
L=34.24'  
Δ=130°48'00"  
S12°02'00"E 50.00'  
BASIS OF BEARING  
S20°15'00"E 112.53'

GROVE DRIVE (50')

LANDS OF THE DAVID  
R. MAHNS 1995 INTER  
VIVOS TRUST  
DOC. 2017-007478

LANDS OF KEYVANI  
AND ESTEN  
DOC.2024-046040

N20°15'00"W  
113.39'  
R=22.00'  
L=13.46'  
Δ=35°03'13"

S55°18'13"E 96.84'  
S78°20'50"E 32.77'  
S27°02'46"E 20.20'  
S03°46'57"E 21.63'  
S03°46'57"E 11.10'  
R=20.00' L=24.47'  
Δ=70°05'14"  
S73°52'11"E 27.01'

LANDS OF THE JMY  
LIVING TRUST  
DOC.2026-002190

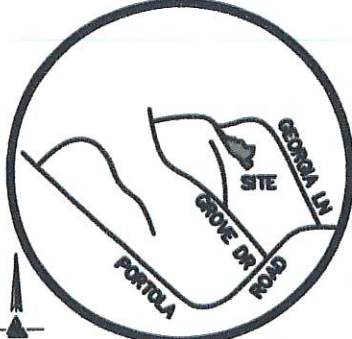
R=40.00'  
L=35.97'  
Δ=51°31'16"

N03°46'57"W  
71.61'  
N73°52'11"W  
41.16'

LANDS OF RING  
DOC. 9314775

LANDS OF THE  
KIM-ENG 2020  
REVOCABLE TRUST  
LOT 9, 65 MAPS 4-5  
DOC.2021-132426

LANDS OF MEADE  
DOC.2025-036395



VICINITY MAP  
NO SCALE



**BASIS OF BEARINGS**

THE BEARING SOUTH 20°15'00" EAST ALONG THE PROPERTY LINE OF LOT NINE AS SHOWN ON THAT CERTAIN MAP ENTITLED "STONEGATE MEADOWS" FILED IN VOLUME 65 OF MAPS AT PAGES 4 & 5,, SAN MATEO COUNTY RECORDS WAS USED AS THE BASIS OF ALL BEARINGS SHOWN UPON THIS MAP.

**LEGEND**

- RADIAL BEARING (R)
- BOUNDARY LINE \_\_\_\_\_
- PROPERTY LINE \_\_\_\_\_
- EASEMENT LINE \_\_\_\_\_
- TIE LINE - - - - -

LANDS OF ZAFFARONI  
DOC. 2019-024697

**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) 986-1338  
(F) (916) 797-7363

**EXHIBIT "B"**  
PLAT TO ACCOMPANY LEGAL DESCRIPTION  
SEWER EASEMENT  
350 GROVE DRIVE  
PORTOLA VALLEY, CALIFORNIA  
SAN MATEO COUNTY

Length: 6.12'      Radius: 10.00'  
Delta: 35°03'13"      Tangent: 3.16'  
Chord: 6.02'      Course: S37° 46' 36"E  
Course In: N69° 45' 00"E      Course Out: S34° 41' 47"W  
RP North: 4754.9092'      East: 14044.0796'  
End North: 4746.6898'      East: 14038.3854'

Segment #7 : Line

Course: S55° 18' 13"E      Length: 96.84'  
North: 4691.5658'      East: 14118.0053'

Segment #8 : Line

Course: S78° 20' 50"E      Length: 32.77'  
North: 4684.9469'      East: 14150.0999'

Segment #9 : Line

Course: S27° 02' 46"E      Length: 20.20'  
North: 4666.9560'      East: 14159.2850'

Segment #10 : Line

Course: S03° 46' 57"E      Length: 21.63'  
North: 4645.3731'      East: 14160.7119'

Segment #11 : Line

Course: S03° 46' 57"E      Length: 11.10'  
North: 4634.2973'      East: 14161.4442'

Segment #12 : Curve

Length: 24.47'      Radius: 20.00'  
Delta: 70°05'14"      Tangent: 14.03'  
Chord: 22.97'      Course: S38° 49' 34"E  
Course In: N86° 13' 03"E      Course Out: S16° 07' 49"W  
RP North: 4635.6167'      East: 14181.4006'  
End North: 4616.4025'      East: 14175.8454'

Segment #13 : Line

CLOSURE CALCULATION  
SEWER EASMENT

350 GROVE DRIVE, PORTOLA VALLEY,  
SAN MATEO COUNTY, CALIFORNIA

JN: 2221155  
JUNE 2026

End North: 4966.4753'      East: 13960.1534'

Segment #1 : Curve

Length: 64.27'      Radius: 125.00'  
Delta: 29°27'33"      Tangent: 32.86'  
Chord: 63.56'      Course: S46° 30' 13"E  
Course In: N58° 13' 33"E      Course Out: S28° 46' 00"W  
RP North: 5032.2969'      East: 14066.4197'  
End North: 4922.7264'      East: 14006.2610'

Segment #2 : Line

Course: S61° 14' 00"E      Length: 1.09'  
North: 4922.2018'      East: 14007.2165'

Segment #3 : Curve

Length: 34.24'      Radius: 15.00'  
Delta: 130°48'00"      Tangent: 32.76'  
Chord: 27.28'      Course: S53° 22' 00"W  
Course In: S28° 46' 00"W      Course Out: S77° 58' 00"W  
RP North: 4909.0530'      East: 13999.9978'  
End North: 4905.9241'      East: 13985.3251'

Segment #4 : Line

Course: S12° 02' 00"E      Length: 50.00'  
North: 4857.0227'      East: 13995.7491'

Segment #5 : Line

Course: S20° 15' 00"E      Length: 112.53'  
North: 4751.4481'      East: 14034.6977'

Segment #6 : Curve

Course: S73° 52' 11"E      Length: 27.01'  
North: 4608.8985'      East: 14201.7921'

Segment #14 : Line

Course: S16° 07' 49"W      Length: 52.53'  
North: 4558.4364'      East: 14187.1981'

Segment #15 : Line

Course: N73° 52' 11"W      Length: 41.16'  
North: 4569.8716'      East: 14147.6585'

Segment #16 : Line

Course: N03° 46' 57"W      Length: 71.61'  
North: 4641.3256'      East: 14142.9344'

Segment #17 : Curve

Length: 35.97'      Radius: 40.00'  
Delta: 51°31'16"      Tangent: 19.30'  
Chord: 34.77'      Course: N29° 32' 35"W  
Course In: S86° 13' 03"W      Course Out: N34° 41' 47"E  
RP North: 4638.6869'      East: 14103.0216'  
End North: 4671.5750'      East: 14125.7901'

Segment #18 : Line

Course: N55° 18' 13"W      Length: 114.63'  
North: 4736.8256'      East: 14031.5436'

Segment #19 : Curve

Length: 13.46'      Radius: 22.00'  
Delta: 35°03'13"      Tangent: 6.95'  
Chord: 13.25'      Course: N37° 46' 37"W  
Course In: N34° 41' 47"E      Course Out: S69° 45' 00"W  
RP North: 4754.9135'      East: 14044.0666'  
End North: 4747.2984'      East: 14023.4268'

Segment #20 : Line

Course: N20° 15' 00"W      Length: 113.39'  
North: 4853.6799'      East: 13984.1806'

Segment #21 : Line

Course: N12° 02' 00"W      Length: 115.33'  
North: 4966.4757'      East: 13960.1365'

Perimeter: 1060.34'      Area: 8455.00 Sq. Ft.  
Error Closure:      0.0169      Course: N88° 31' 36"W  
Error North:      0.00043      East: -0.01690

Precision 1: 62110.65



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: 079 - 021 - 020 City: Portola Valley  
Street Address: 350 Grove Dr 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 \$17,000 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: \_\_\_\_\_ Donor Phone: \_\_\_\_\_  
SIGNATURE ON REVERSE STILL REQUIRED.

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.*

**TRANSFER TAX AFFIDAVIT, pg. 2**

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: Grant of sanitary sewer easement to West Bay Sanitary District

b. The reason (exemption) you claim no tax is due: No transfer of fee ownership; grant of easement only.

8. IS THIS A TRANSFER BETWEEN LEGAL ENTITIES?  Yes  No

IF YES, TRANSFERS INVOLVING LEGAL ENTITIES MUST PROVIDE, PREFERRABLY 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. \$ \_\_\_\_\_

**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: Joanna Kim

Jonathan Eng and Joanna Kim, as Co-Trustees  
Print Name

350 Grove Dr, Portola Valley CA 94028

Phone Number of Transferor: (626) 378-7163

Address of Transferor: \_\_\_\_\_

Portola Valley, CA

June 8, 2026

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

Date of Execution

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

**To:***Board of Directors*

**From:***Fariborz Heydari, P.E. District Engineer*

**Subject:****Consider Accepting Wastewater Facilities Constructed Pursuant to Class 3 Sewer Permit No. 18369 and Class 5 Permit No. 18368 for the Construction of Wastewater Facilities for 350 Grove Drive, Portola Valley, California**

---

Background

These permits requests were for the extension of the existing force main on Grove Drive, and construction of a Grinder Pump System connected to a WBSD force main at 350 Grove Drive in Portola Valley.

Analysis

The Board issued these Permits at the Regular Meeting of July 10, 2024.

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 cash deposit.

Recommendation

The District Engineer recommends that the Board accepts these facilities and directs the General Manager to approve Class 3 Permit No. 18369 and Class 5 Permit No. 18368.

Attachments: Class 3 Permit (18369)  
                  Class 5 Permit (18368)



# WEST BAY SANITARY DISTRICT

500 Laurel Street, Menlo Park, CA 94025  
 Telephone: (650) 321-0384 Fax (650) 321-4265

|                                    |
|------------------------------------|
| Connection Record:<br><b>18369</b> |
|------------------------------------|

Status:

Connection Record

|   |
|---|
| CONNECTION RECORD FOR A CLASS <u>3</u> SEWER PERMIT |
|---|

| LEGAL DESCRIPTION   | TYPE OF WORK TO BE DONE                     |                               |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
|---|---|-------------------------------|-------|--------|---------------------------|-------------------------------|----------------------------|--|------------------|----------|---------|----------|----------|-------|-------------|
| 350 GROVE DR  | Connection Type: Other                      |                               |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
| Portola Valley  | Permit Type: New - Open Trench              |                               |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
| APN: 079-021-020 Permit : 3 Class 3 Construction  | Bld Permit No: Jurisdiction: Portola Valley |                               |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
| <table border="1" style="width: 100%;"> <tr><td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg);">OWNER</td><td>Name: Jonathan Eng</td></tr> <tr><td>C/O :</td></tr> <tr><td>E-Mail</td></tr> <tr><td>Address: 1903 Newbury Dr.</td></tr> <tr><td>City: Mountain View CA 94043-</td></tr> <tr><td>Phone/Cell: (626) 378-7163</td></tr> </table> | OWNER                                       | Name: Jonathan Eng            | C/O : | E-Mail | Address: 1903 Newbury Dr. | City: Mountain View CA 94043- | Phone/Cell: (626) 378-7163 | <table border="1" style="width: 100%;"> <tr><td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg);">SEWER CONTRACTOR</td><td>Contact:</td></tr> <tr><td>E-Mail:</td></tr> <tr><td>Company:</td></tr> <tr><td>Address:</td></tr> <tr><td>City:</td></tr> <tr><td>Phone/Cell:</td></tr> </table> | SEWER CONTRACTOR | Contact: | E-Mail: | Company: | Address: | City: | Phone/Cell: |
| OWNER   |   | Name: Jonathan Eng            |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
|   |   | C/O :                         |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
|   |   | E-Mail                        |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
|   |   | Address: 1903 Newbury Dr.     |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
|   |   | City: Mountain View CA 94043- |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
|   | Phone/Cell: (626) 378-7163                  |                               |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
| SEWER CONTRACTOR  | Contact:                                    |                               |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
|   | E-Mail:                                     |                               |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
|   | Company:                                    |                               |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
|   | Address:                                    |                               |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
|   | City:                                       |                               |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |
|   | Phone/Cell:                                 |                               |       |        |                           |                               |                            |  |                  |          |         |          |          |       |             |

|                              |   |                   |         |                             |  |                              |                             |                            |      |
|------------------------------|---|-------------------|---------|-----------------------------|--|------------------------------|-----------------------------|----------------------------|------|
| GENERAL CON.                 | <table style="width: 100%;"> <tr> <td>Contact: James Yu</td> <td>E-Mail:</td> </tr> <tr> <td>Company Interspace Builders</td> <td></td> </tr> <tr> <td>Address: 3113 Hazelwood Ave.</td> <td>City: Santa Clara CA 95051-</td> </tr> <tr> <td>Phone/Cell: (408) 718-9795</td> <td>Fax:</td> </tr> </table> | Contact: James Yu | E-Mail: | Company Interspace Builders |  | Address: 3113 Hazelwood Ave. | City: Santa Clara CA 95051- | Phone/Cell: (408) 718-9795 | Fax: |
| Contact: James Yu            | E-Mail:   |                   |         |                             |  |                              |                             |                            |      |
| Company Interspace Builders  |   |                   |         |                             |  |                              |                             |                            |      |
| Address: 3113 Hazelwood Ave. | City: Santa Clara CA 95051-   |                   |         |                             |  |                              |                             |                            |      |
| Phone/Cell: (408) 718-9795   | Fax:  |                   |         |                             |  |                              |                             |                            |      |

Comments:

|   |  |  |
|---|--|--|
| <p>For Non-residential Calculations Only</p> <p>Commercial = 0.00 gpd</p> <p>Code:</p> <p>Rate: \$0.00</p> <p>I/I Fee \$0.00</p> <p>Subtotal (Non-residential) \$0.00</p> | <p><b>Fees Due:</b></p> <p>Connection Fee:</p> <p>Less Conn. Fee Credit: \$0.00</p> <p>Agreement Name:</p> | <p>Subtotal (Conn. Fee)</p> <p>Reimbursement Fee: \$0.00</p> <p>Permit Fee: \$2,660.00</p> <p>TV Inspection Fee: \$0.00</p> <p>Misc: \$0.00</p> <p><b>Total Fees Due</b></p> |
|---|--|--|



# WEST BAY SANITARY DISTRICT

500 Laurel Street, Menlo Park, CA 94025  
 Telephone: (650) 321-0384 Fax (650) 321-4265

|                                    |
|------------------------------------|
| Connection Record:<br><b>18368</b> |
|------------------------------------|

Status:

|   |
|---|
| CONNECTION RECORD FOR A CLASS <u>5</u> SEWER PERMIT |
|---|

Connection Record

| LEGAL DESCRIPTION   | TYPE OF WORK TO BE DONE                     |       |        |                           |                               |                            |   |          |         |          |          |       |             |
|---|---|-------|--------|---------------------------|-------------------------------|----------------------------|---|----------|---------|----------|----------|-------|-------------|
| 350 GROVE DR  | Connection Type: Multiple Family Dwelling   |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| Portola Valley  | Permit Type: New - Open Trench              |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| APN: 079-021-020 Permit : 5 STEP & GRINDER  | Bld Permit No: Jurisdiction: Portola Valley |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50px;">Name: Jonathan Eng</td></tr> <tr><td>C/O :</td></tr> <tr><td>E-Mail</td></tr> <tr><td>Address: 1903 Newbury Dr.</td></tr> <tr><td>City: Mountain View CA 94043-</td></tr> <tr><td>Phone/Cell: (626) 378-7163</td></tr> </table> | Name: Jonathan Eng                          | C/O : | E-Mail | Address: 1903 Newbury Dr. | City: Mountain View CA 94043- | Phone/Cell: (626) 378-7163 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50px;">Contact:</td></tr> <tr><td>E-Mail:</td></tr> <tr><td>Company:</td></tr> <tr><td>Address:</td></tr> <tr><td>City:</td></tr> <tr><td>Phone/Cell:</td></tr> </table> | Contact: | E-Mail: | Company: | Address: | City: | Phone/Cell: |
| Name: Jonathan Eng  |   |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| C/O :   |   |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| E-Mail  |   |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| Address: 1903 Newbury Dr.   |   |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| City: Mountain View CA 94043-   |   |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| Phone/Cell: (626) 378-7163  |   |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| Contact:  |   |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| E-Mail:   |   |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| Company:  |   |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| Address:  |   |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| City:   |   |       |        |                           |                               |                            |   |          |         |          |          |       |             |
| Phone/Cell:   |   |       |        |                           |                               |                            |   |          |         |          |          |       |             |

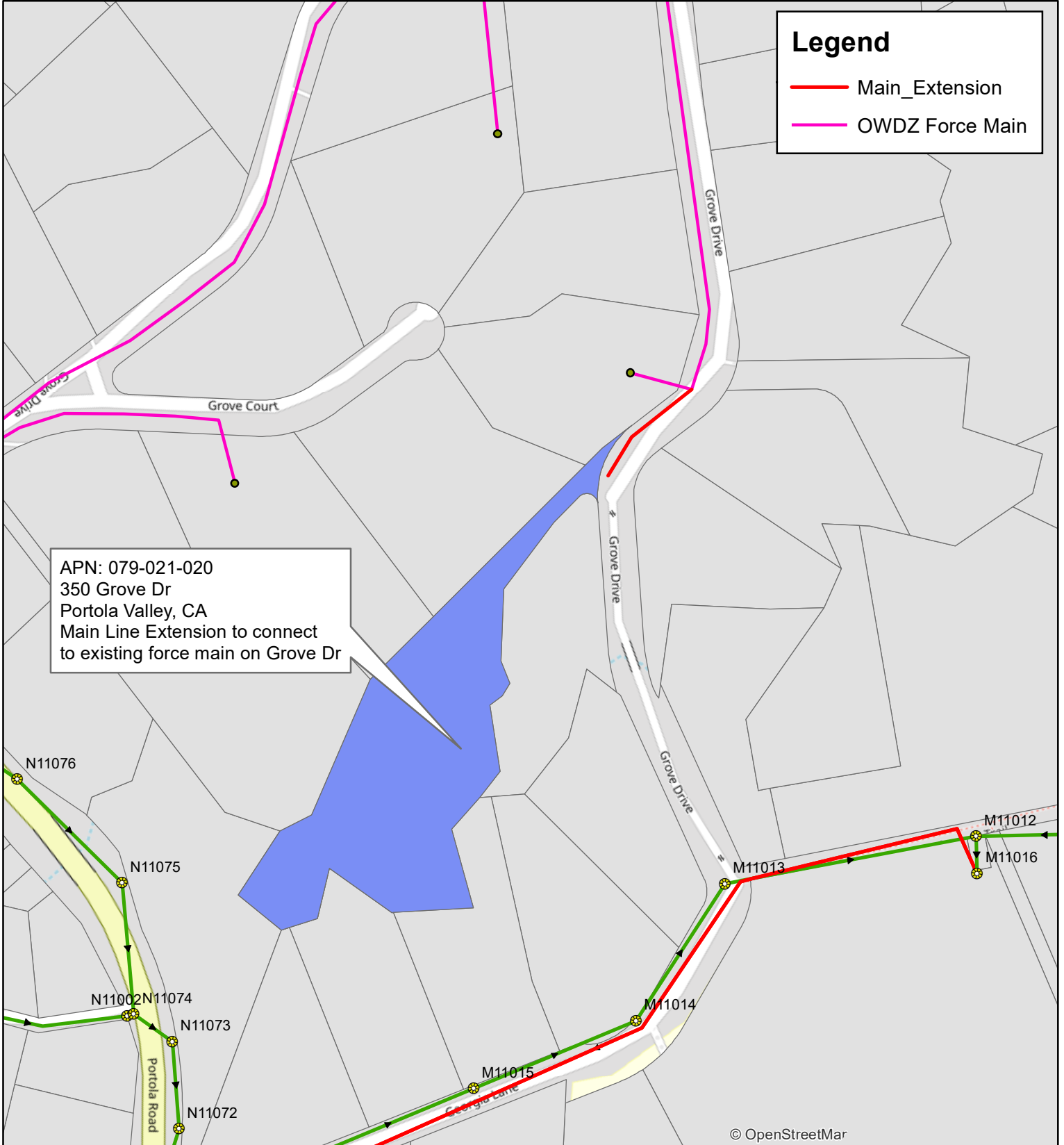
|                              |   |                   |         |                             |  |                              |                             |                            |      |
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| Company Interspace Builders  |   |                   |         |                             |  |                              |                             |                            |      |
| Address: 3113 Hazelwood Ave. | City: Santa Clara CA 95051-   |                   |         |                             |  |                              |                             |                            |      |
| Phone/Cell: (408) 718-9795   | Fax:  |                   |         |                             |  |                              |                             |                            |      |

Comments:

|   |  |   |                      |             |                    |        |             |            |                    |        |       |        |                       |                    |
|---|--|---|----------------------|-------------|--------------------|--------|-------------|------------|--------------------|--------|-------|--------|-----------------------|--------------------|
| <p>For Non-residential Calculations Only</p> <p>Commercial = 0.00 gpd</p> <p>Code:</p> <p>Rate: \$0.00</p> <p>I/I Fee \$0.00</p> <p>Subtotal (Non-residential) \$0.00</p> | <p><b>Fees Due:</b></p> <p>Connection Fee: \$13,772.80</p> <p>Less Conn. Fee Credit: \$0.00</p> <p>Agreement Name:</p> | <table style="width: 100%;"> <tr> <td>Subtotal (Conn. Fee)</td> <td style="text-align: right;">\$13,772.80</td> </tr> <tr> <td>Reimbursement Fee:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Permit Fee:</td> <td style="text-align: right;">\$5,600.00</td> </tr> <tr> <td>TV Inspection Fee:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Misc:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Total Fees Due</b></td> <td style="text-align: right;"><b>\$19,372.80</b></td> </tr> </table> | Subtotal (Conn. Fee) | \$13,772.80 | Reimbursement Fee: | \$0.00 | Permit Fee: | \$5,600.00 | TV Inspection Fee: | \$0.00 | Misc: | \$0.00 | <b>Total Fees Due</b> | <b>\$19,372.80</b> |
| Subtotal (Conn. Fee)  | \$13,772.80  |   |                      |             |                    |        |             |            |                    |        |       |        |                       |                    |
| Reimbursement Fee:  | \$0.00   |   |                      |             |                    |        |             |            |                    |        |       |        |                       |                    |
| Permit Fee:   | \$5,600.00   |   |                      |             |                    |        |             |            |                    |        |       |        |                       |                    |
| TV Inspection Fee:  | \$0.00   |   |                      |             |                    |        |             |            |                    |        |       |        |                       |                    |
| Misc:   | \$0.00   |   |                      |             |                    |        |             |            |                    |        |       |        |                       |                    |
| <b>Total Fees Due</b>   | <b>\$19,372.80</b>   |   |                      |             |                    |        |             |            |                    |        |       |        |                       |                    |



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





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

---

- 1) **Administrative:**
  - a. Staff held an on-site field meeting to identify potential reclaimed water users in the Bayfront area. Approximately twenty to thirty connections have been identified to receive reclaimed water for irrigation; as well as sever existing dual plumbed buildings.
  - b. The Recycled Water Rates study is being revised by HF&H and should come to the Board by the July 8 Board Meeting.
- 2) **Finance:**
  - a. Staff met with WaterWorth to discuss their Cash Projection and Budget Monitoring services. So far, Cloud-based services look promising.
  - b. The Finance Manager will review the Final Budget draft for FY26/27 with the Board on June 24.
- 3) **Capital Improvement Program (CIP):**
  - a. **Levee Improvement Project:**
    - i. The City of Menlo Park will bring an easement to their Council to underground the powerlines on Marsh Road for the Bayfront Recycled Water Facility.
  - b. **Repair Projects:**
    - i. Casey Construction began the Point Repair Phase 3B and the Grade 4 & 5 projects.
  - c. **Construction in Progress:**
    - i. Stowe Lane Pump Station is under construction and should be completed by July.
- 4) **Information Technology (IT):**
  - a. IT conducted server and systems maintenance this week.
- 5) **Operations and Maintenance:**
  - a. **Collection System:**
    - i. Newer maintenance workers will attend an operation fundamentals CWEA seminar at East Bay Municipal Utility District in July.
  - b. **Pump Facilities:**
    - i. New pumps and equipment are being ordered for various pump stations.
- 6) **Water Quality:**
  - a. **Sharon Heights Golf and Country Club (SHGCC):**
    - i. SHGCC is pursuing the Solar project for the West Bay / Sharon Heights facility.

- b. **Bayfront Recycled Water Facility (BRWF):**
    - i. Anderson Pacific has provided the District with a revised construction schedule. It should be noted that Anderson is facing delays with Menlo Park permits.
  - c. **Flow Study:**
    - i. The flow and loadings study for Multi-family Complexes and Single-Family Residences is underway. The Water Quality department is obtaining water data per the Board's request.
  - d. **FOG Inspections:**
    - i. Water Quality staff continue to perform FOG inspections.
- 7) **Fleet and Facilities:**
- a. **Vehicle Maintenance:**
    - i. The Vehicle and Equipment Replacement program was updated as part of the budget setting process.
- 8) **Personnel:**
- a. The new Operator II began employment with the District on June 15.
- 9) **Upcoming Events:**
- a. **Next Board Meetings:**
    - i. Board Meetings Schedule: Wednesdays, June 24 and July 8.
- 10) **Misc. Items:**
- a. **West Bay:** The General Manager will update the Board on miscellaneous items.



## WEST BAY SANITARY DISTRICT AGENDA ITEM 6

**To:** *Board of Directors*

**From:** *Fariborz Heydari, P.E., District Engineer*

**Subject:** *Consideration Authorizing the General Manager to Issue the Call for Bids for the District's Capital Improvement Project- Gabarda Easement Sewer Replacement Project No. 1775.0*

---

### Background

The existing 6-inch asbestos concrete pipe (ACP) within Gabarda Easement have major defects with some pipe segments shifting out of place due to ground movement, breaking the top at a joint and creating an offset. In 2022 and 2025 West Bay crews repaired certain pipe segments and installed temporary retaining walls to prevent further exposure of the pipe segment and to prevent them from breaking and causing a spill. The pipe segment has exceeded it's useful life and should be replaced formally.

During the February 11, 2026, Regular Board Meeting, the District Board approved a design project with Freyer & Laureta, Inc. (F&L) for Gabarda Easement Sewer Replacement Project. The District has determined that replacing the existing pipes would avoid a potential spill and alleviate some of the required maintenance and workforce so maintenance staff can concentrate in other areas.

### Analysis

Plans and specifications for the project are expected to be completed in the next two weeks. The existing 6-inch asbestos concrete pipe (ACP) will be replaced with a new 8-inch high-density Polyethylene Pipe (SDR-17 HDPE) using directional boring reaming the existing ACP and vacuuming all slurry generated during the reaming process. The anticipated construction cost is approximately \$300K.

### Fiscal Impact

The Capital Assets Fund for Fiscal Year 2026-2027 has a line item for this project in the amount of \$500K and is scheduled for approval by the Board on June 24, 2026.

### Recommendation

The District Engineer recommends the District Board of Directors authorize the General Manager to issue a call for bids for the District's Capital Improvement Project – Gabarda Easement Sewer Replacements Project No. 1775.0.

Attachment: Plans (75% Plans)

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**Report to the District Board for the Regular Meeting of June 24, 2026**

# WEST BAY SANITARY DISTRICT

## SAN MATEO COUNTY CALIFORNIA

### GABARDA EASEMENT SEWER REPLACEMENT

#### REPLACEMENT AND CONSTRUCTION OF SANITARY SEWER MAINS

UNAUTHORIZED CHANGES & USES: The engineer preparing these plans will not be responsible for, or liable for, unauthorized changes to or uses of these plans. All changes to the plans must be in writing and must be approved by the preparer of these plans.

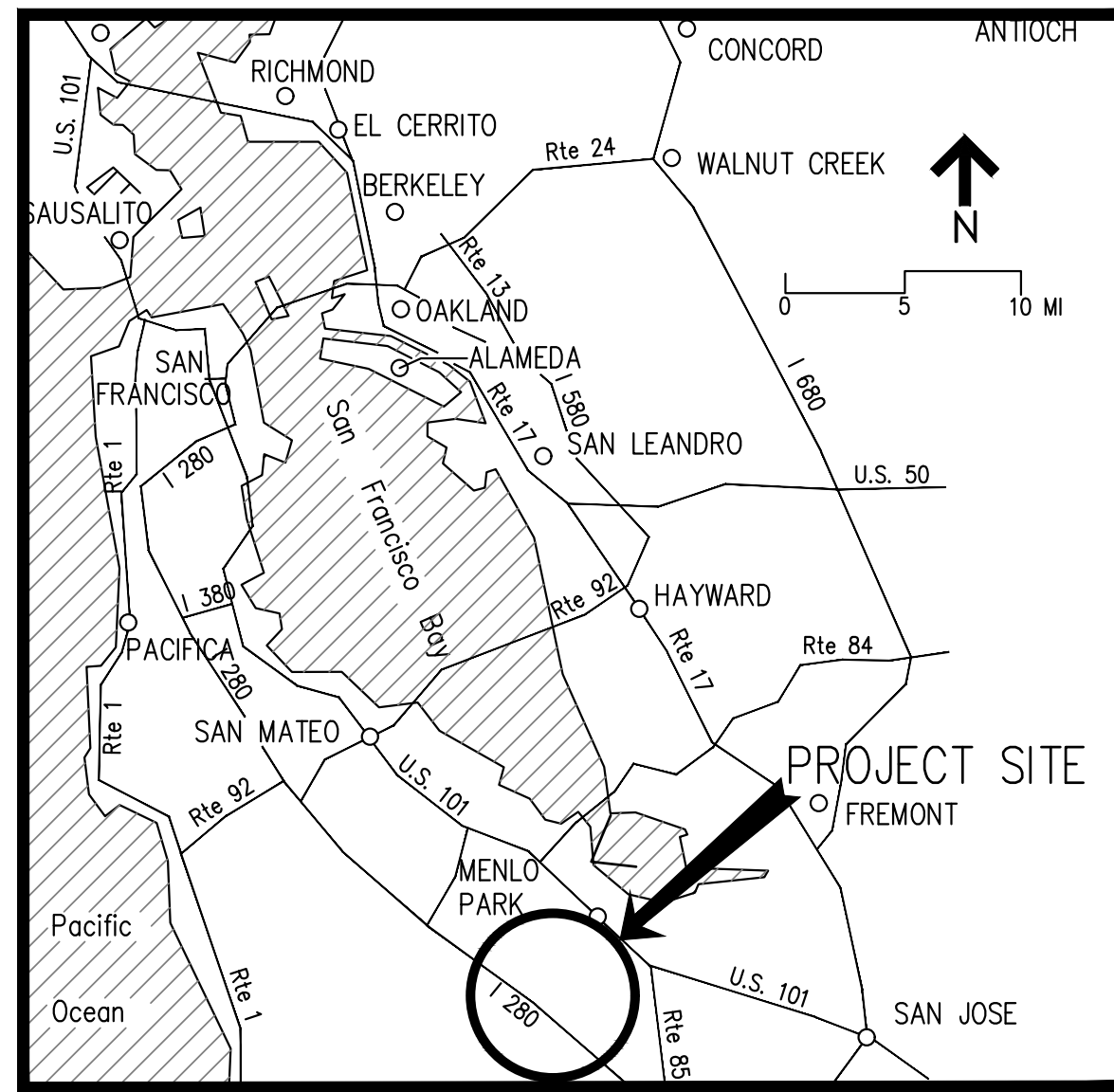
Construction contractor agrees that in accordance with generally accepted construction practices, construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours, and construction contractor further agrees to defend, indemnify and hold design professional harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting liability arising from the sole negligence of design professional.

#### GENERAL NOTES:

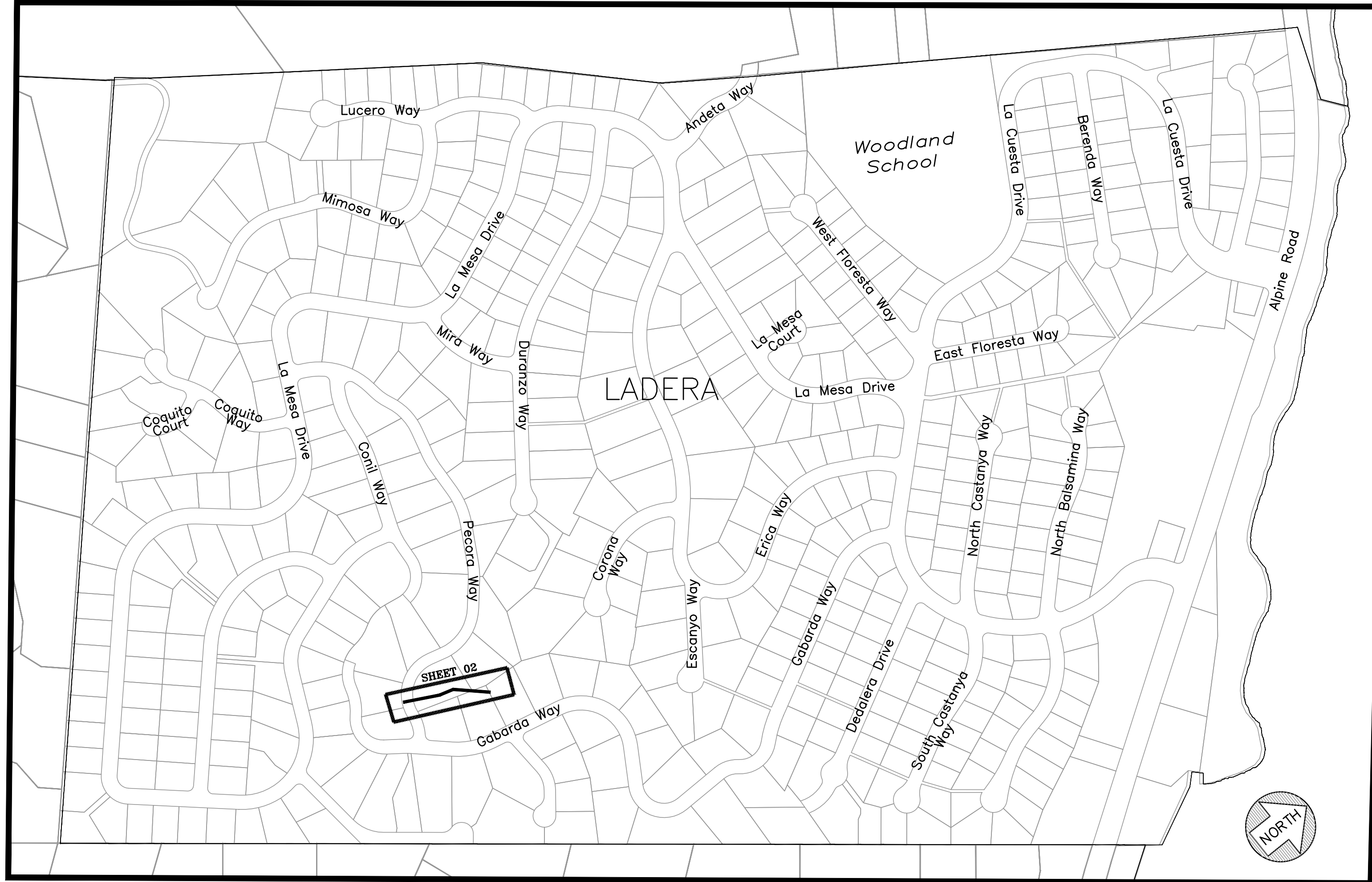
- THE FOLLOWING NOTES ARE ESTABLISHED MERELY TO GUIDE THE CONTRACTOR AS TO THE GENERAL ITEMS OF WORK INVOLVED AND ARE NOT INTENDED TO COVER COMPLETE SCOPE OF WORK. THE CONTRACTOR SHALL COMPLETE ALL WORK AS PER CONSTRUCTION PLANS AND SPECIFICATIONS.
- CONTRACTOR AGREES THAT THEY SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPT FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.
- ALL SANITARY SEWERS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS, THE SPECIAL TECHNICAL PROVISIONS AND THE STANDARD SPECIFICATIONS OF THE WEST BAY SANITARY DISTRICT. ALL WORK NOT SPECIFICALLY COVERED IN THE STANDARD SPECIFICATIONS OF WEST BAY SANITARY DISTRICT AND THE SPECIAL TECHNICAL PROVISIONS FOR THESE IMPROVEMENTS SHALL BE DONE IN ACCORDANCE WITH THE STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION SPECIFICATIONS, LATEST EDITION.
- THE WORK SHOWN ON THESE PLANS IS WITHIN THE UNINCORPORATED COMMUNITY OF LADERA AND JURISDICTION OF UNINCORPORATED SAN MATEO COUNTY, AND SHALL BE PERFORMED IN ACCORDANCE WITH THE PROVISIONS AND THE REQUIREMENTS OF THE ENCROACHMENT PERMITS.
- THE LOCATION AND TYPES OF EXISTING UTILITIES SHOWN ON THE IMPROVEMENT PLANS ARE BASED ON INFORMATION FURNISHED BY SERVICING AGENCIES AND IS TO BE SUPPLEMENTED BY ACTUAL FIELD INVESTIGATION AND VERIFICATIONS BY CONTRACTOR. ATTENTION IS DIRECTED TO VERIFICATIONS OF DEPTHS AND EXACT LOCATIONS OF EXISTING SERVICES WHETHER SHOWN ON THE PLAN OR NOT AND THE CONTRACTOR SHALL TAKE PRECAUTIONARY MEASURES TO PRESERVE AND AVOID DAMAGES TO EXISTING UTILITIES ENCOUNTERED. NOTE: EXISTING UTILITY SERVICES TO HOUSES ARE NOT ALL SHOWN ON THE PLANS. CONTRACTOR SHALL NOTIFY PG&E, AT&T, COMCAST, CAL WATER, SAN MATEO COUNTY, AND UNDERGROUND SERVICE ALERT (USA) AT (800) 642-2444, PRIOR TO ANY FIELD INVESTIGATION.
- BEDDING MATERIAL SHALL BE AN IMPORTED VIRGIN GRANULAR MATERIAL FREE FROM VEGETABLE MATTER AND OTHER ORGANIC SUBSTANCES AND SHALL BE OF SUCH NATURE THAT IT CAN BE COMPACTED READILY UNDER WATERING, ROLLING AND TAMPING TO FORM A FIRM AND STABLE BASE. BEDDING MATERIAL SHALL CONFORM TO THE GRADATION REQUIREMENTS SHOWN ON THE DETAIL DRAWING.
- RELATIVE COMPACTION AND IN-PLACE DENSITY SHALL BE DETERMINED AS DEFINED BY THE TEST METHOD OF ASTM D1557.
- EXISTING FLOWS MUST BE MAINTAINED BY CONTRACTOR AT ALL TIMES DURING CONSTRUCTION. CONTRACTOR SHALL NOTIFY PROPERTY OWNERS OF ANY INTERRUPTION OF SEWER SERVICES PRIOR TO ANY WORK ON EXISTING SEWER PIPES. SEWAGE FLOWS SHALL BE MAINTAINED BY PUMPING.
- ALL EXISTING IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO LANDSCAPING, BRICK PAVERS, DRIVEWAYS, CURB, GUTTER, SIDEWALK, CULVERTS, DRAINS, STRIPING (PAINTED OR THERMOPLASTIC) AND MONUMENTS, SHALL BE RESTORED TO THE CONDITION IN WHICH THEY WERE OR BETTER BEFORE THE EXCAVATION WAS MADE. PAYMENT FOR RESTORATION OF EXISTING IMPROVEMENTS TO THEIR ORIGINAL CONDITION WILL NOT BE MADE AND SHALL BE CONSIDERED AS INCLUDED IN THE VARIOUS CONTRACT ITEMS OF WORK INVOLVED.
- THE CONTRACTOR SHALL COMPLY WITH ALL RELEVANT PROVISIONS OF FEDERAL, STATE, AND LOCAL CODES AND REGULATIONS IN REGARD TO TRAFFIC CONTROL. THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN PRIOR TO THE START OF WORK TO BE APPROVED BY THE DISTRICT AND THE LOCAL JURISDICTION.
- THE CONTRACTOR SHALL CONDUCT THEIR OPERATION AS TO OFFER THE LEAST POSSIBLE OBSTRUCTION AND INCONVENIENCE TO THE PUBLIC. THROUGHOUT THE PERFORMANCE OF THE WORK, OR IN CONNECTION TO THIS CONTRACT, THE CONTRACTOR SHALL CONSTRUCT AND ADEQUATELY MAINTAIN SUITABLE AND SAFE CROSSINGS OVER TRENCHES, DRIVEWAY ACCESS AND SUCH DETOURS AS ARE NECESSARY TO CARE FOR PUBLIC PEDESTRIAN TRAFFIC.
- CONTRACTOR SHALL CONFORM TO ALL APPLICABLE OSHA RULES, REGULATIONS, AND ORDERS ESTABLISHED BY FEDERAL AND STATE AGENCIES BEFORE ENTERING SANITARY SEWER MANHOLES.
- IF THE CONTRACTOR PLANS TO USE MACHINERY WITH TRACKS, PLYWOOD SHALL BE PLACED IN FRONT AND/OR BACK OF THE MACHINE (DEPENDING ON THE TRAVEL DIRECTION), SO THAT SURFACE DESTRUCTION IS AVOIDED. ANY SURFACE DESTRUCTION SHALL BE REPAIRED BY THE CONTRACTOR AT NO COST TO THE DISTRICT, TO THE SATISFACTION OF THE LOCAL JURISDICTION.
- THE REPLACEMENT OF SEWER MAINS SHALL BE CONSTRUCTED AT THE DESIGNED HORIZONTAL ALIGNMENT AND THE PROPOSED GRADE (DEPTH) AS SHOWN ON THE PLANS. THE EXISTING SEWER MAINS SHALL BE USED AS STATIONING CONTROL LINE. THE CONTRACTOR SHOULD BE ALERTED TO THE NEED FOR EXCAVATION BELOW EXISTING PIPE INVERT FOR PLACEMENT OF BEDDING MATERIALS AS SHOWN ON THE DETAIL DRAWINGS.
- CONCRETE FOR MANHOLES SHALL MEET THE REQUIREMENTS OF CONCRETE AS DEFINED IN CALTRANS STANDARD SPECIFICATIONS, LATEST EDITION.
- CONTRACTOR SHALL PROVIDE PUMPS OR OTHER MEANS TO PREVENT SEWER WASTE BACKUP DUE TO THEIR WORK ON THE EXISTING SEWERS. CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANUP AND DAMAGES CAUSED BY THEIR NEGLIGENCE, AND SHALL PAY ANY FINES DUE TO THEIR NEGLIGENCE.
- PRIOR TO THE START OF SEWER CONSTRUCTION, THE CONTRACTOR SHALL PERFORM BYPASSING OPERATIONS. CONSTRUCTION CAN NOT BEGIN UNTIL BYPASSING OPERATIONS ARE APPROVED BY THE DISTRICT.
- THE CONTRACTOR SHALL AT ALL TIMES HAVE AT THE JOB SITE SUFFICIENT PUMPING MACHINERY READY FOR IMMEDIATE USE. THE TRENCHES AND EXCAVATIONS SHALL BE KEPT ENTIRELY FREE OF WATER WHILE CONCRETE IS BEING POURED OR PIPE IS BEING LAID AND UNTIL CONCRETE OR MORTAR HAS SET HARD. WATER SHALL BE DISPOSED OF IN SUCH A MANNER AS WILL NOT CAUSE INJURY TO PUBLIC OR PRIVATE PROPERTY, NOR BE A MENACE TO PUBLIC HEALTH.
- ALL PROPERTY LINES SHOWN ARE APPROXIMATED FROM SAN MATEO COUNTY GIS PARCEL MAPS OR FROM RECORD INFORMATION, AND THEIR LOCATION MAY NOT BE EXACT. THE PROPERTY LINES SHALL BE USED AS REFERENCE TO LOCATE SERVICE LATERAL CONNECTION TO EACH PROPERTY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO LOCATE THE EXACT LOCATION OF EACH PROPERTY LATERAL FOR CONNECTION.
- THE NUMBER OF LATERALS SHOWN ON THE PLANS IS BASED ON T.V. INVESTIGATION LOGS, WHICH MAY INCLUDE BOTH LIVE AND DEAD LATERALS. FINAL NUMBERS TO BE USED FOR PAYMENT IS THE NUMBER OF LIVE LATERALS CONNECTED. THE CONTRACTOR SHALL SAWCUT THE ABANDONED LATERALS AT THE EDGE OF THE TRENCH AND PLUG THEM IN ACCORDANCE WITH THE DISTRICT'S STANDARDS.
- CONTRACTOR SHALL BE AWARE OF SURROUNDINGS AND BE CAUTIOUS WHEN WORKING NEAR OVERHEAD LINES.
- ALL AERIAL IMAGING ARE SHOWN AS APPROXIMATE AND THEIR LOCATION MAY NOT BE EXACT.

#### BOARD OF DIRECTORS

|                    |                   |
|--------------------|-------------------|
| FRAN DEHN          | PRESIDENT         |
| DAVID WALKER       | SECRETARY         |
| ROY THIELE-SARDIÑA | TREASURER         |
| EDWARD P. MORITZ   | DIRECTOR          |
| GEORGE OTTE        | DIRECTOR          |
| SERGIO RAMIREZ     | GENERAL MANAGER   |
| FARIBORZ HEYDARI   | DISTRICT ENGINEER |



REGIONAL LOCATION NTS



VICINITY LOCATION NTS

#### LEGEND

|              |   |       |                                     |
|--------------|---|-------|-------------------------------------|
| — SS —       | SANITARY SEWER TO BE INSTALLED          | ○     | EXISTING TREE                       |
| — S —        | EXISTING SANITARY SEWER                 | ○ S/D | EXISTING SEWER/ STORM DRAIN MANHOLE |
| — LAT —      | EXISTING LATERAL                        | ●     | NEW REPLACEMENT MANHOLE             |
| — G —        | EXISTING GAS LINE                       | ○     | NEW REHABILITATED MANHOLE           |
| — EHE —      | EXISTING ELECTRICAL LINE OVER HEAD      | ○     | EXISTING CLEANOUT                   |
| — W —        | EXISTING WATER LINE                     | PP/JP | EXISTING JOINT POLE/ POWER POLE     |
| — E —        | EXISTING ELECTRICAL LINE                | ←     | EXISTING GUY WIRE                   |
| — SD —       | EXISTING STORM LINE                     | 000   | PROPERTY LABEL                      |
| — CDM —      | EXISTING COMMUNICATION LINE             | 000   | SPOT ELEVATION LABEL                |
| — EHE-C/DM — | EXISTING ELECTRICAL/COMM LINE OVER HEAD |       | MISSING CCTV FOOTAGE                |
| — X —        | EXISTING CHAIN LINK                     |       |                                     |
| — — —        | EXISTING CREEK                          |       |                                     |
| — — —        | EXISTING RETAINING WALL                 |       |                                     |

#### ABBREVIATIONS

|      |                                     |
|------|-------------------------------------|
| AC   | ASBESTOS CEMENT                     |
| CTPS | CLOSE TOLERANCE PIPE SLURRIFICATION |
| LF   | LINEAR FEET                         |
| SDMH | STORM DRAIN MANHOLE                 |
| SF   | SQUARE FEET                         |
| SSMH | SANITARY SEWER MANHOLE              |

#### INDEX OF DRAWINGS

| SHEET # | DESCRIPTION          |
|---------|----------------------|
| 00      | COVER SHEET          |
| 01      | EXISTING CONDITIONS  |
| 02      | GABARDA WAY EASEMENT |
| 03      | DETAILS SHEET #1     |
| 04      | DETAILS SHEET #2     |
| 05      | DETAILS SHEET #3     |

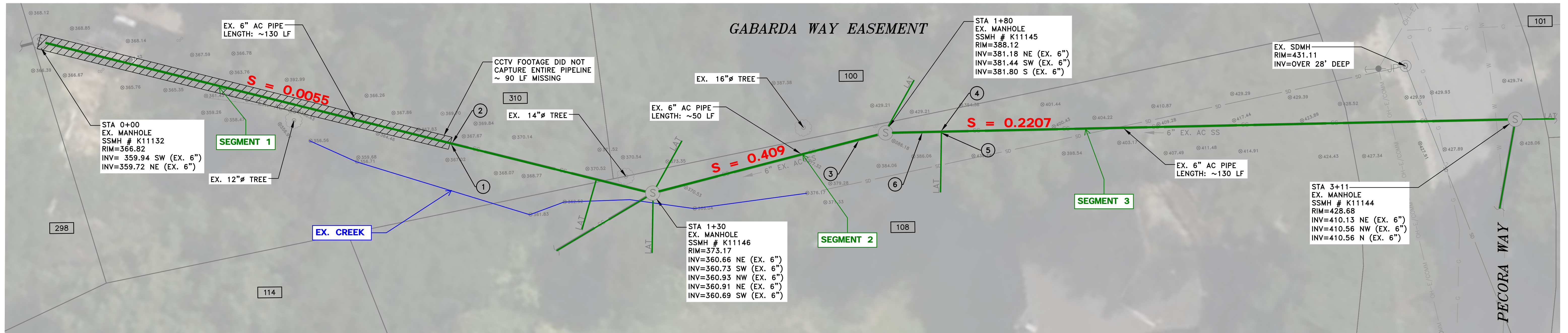
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| CHECKED:    | LFH        |                          |                       |
| PROJ. ENGR: | RJL        |                          |                       |
| BY          | DATE       | DESCRIPTION OF REVISIONS | APP'D                 |

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**WEST BAY**  
 SANITARY DISTRICT  
 SAN MATEO COUNTY  
 PROJECT No. 1775.0

**GABARDA EASEMENT SEWER REPLACEMENT**  
**COVER SHEET**  
 SAN MATEO COUNTY, CALIFORNIA

|         |        |
|---------|--------|
| SHEET   | 00     |
| JOB NO. | 001113 |



① LARGE JOINT OFFSET  
USMH K11146 TO DSMH K11132  
SCALE: NO SCALE



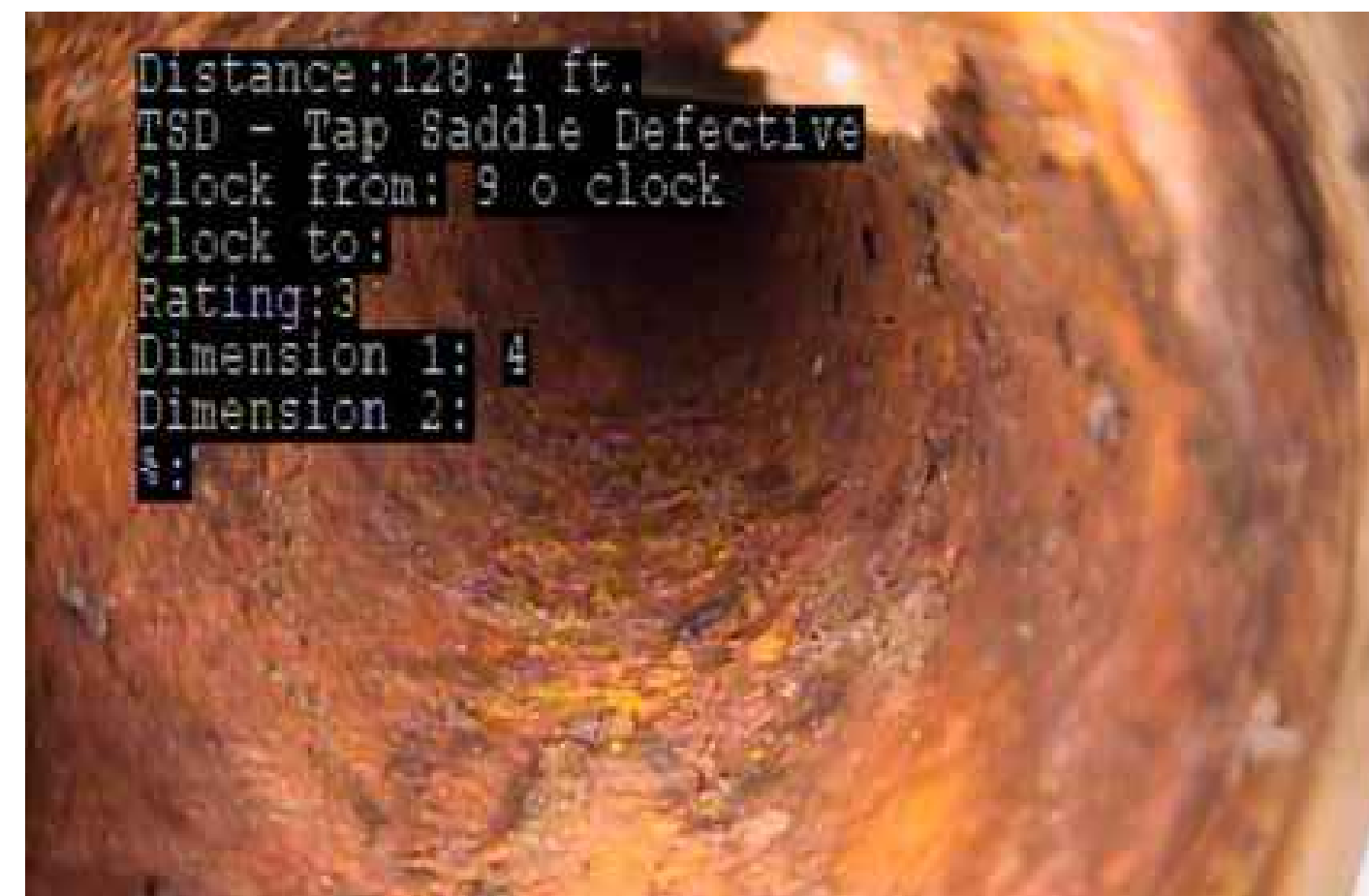
② SURVEY INCOMPLETE DUE TO BLOCKAGE  
USMH K11146 TO DSMH K11132  
SCALE: NO SCALE



③ VERTICAL DEFLECTION, PIPE ALIGNMENT DOWN  
USMH K11145 TO DSMH K11146  
SCALE: NO SCALE



④ BROKEN PIPE LEAVING LARGE JOINT OFFSET  
USMH K11144 TO DSMH K11145  
SCALE: NO SCALE

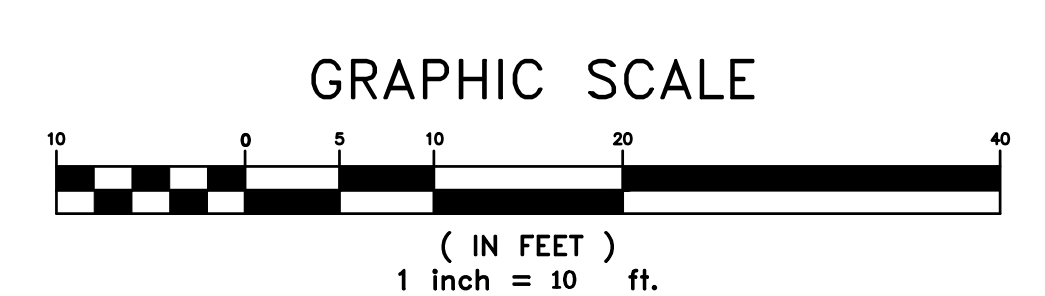
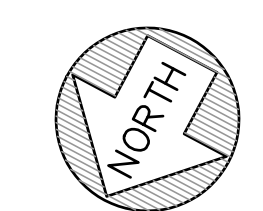


⑤ PIPE LATERAL SHOWN AS DEFECTIVE  
USMH K11144 TO DSMH K11145  
SCALE: NO SCALE



⑥ BROKEN PIPE LEAVING SOIL VISIBLE  
USMH K11144 TO DSMH K11145  
SCALE: NO SCALE

| LEGEND |                                     |
|--------|-------------------------------------|
|        | EXISTING TREE                       |
|        | EXISTING SEWER/ STORM DRAIN MANHOLE |
|        | EXISTING CLEANOUT                   |
|        | EXISTING JOINT POLE/ POWER POLE     |
|        | EXISTING GUY WIRE                   |
|        | PROPERTY LABEL                      |
|        | SPOT ELEVATION LABEL                |
|        | MISSING CCTV FOOTAGE                |



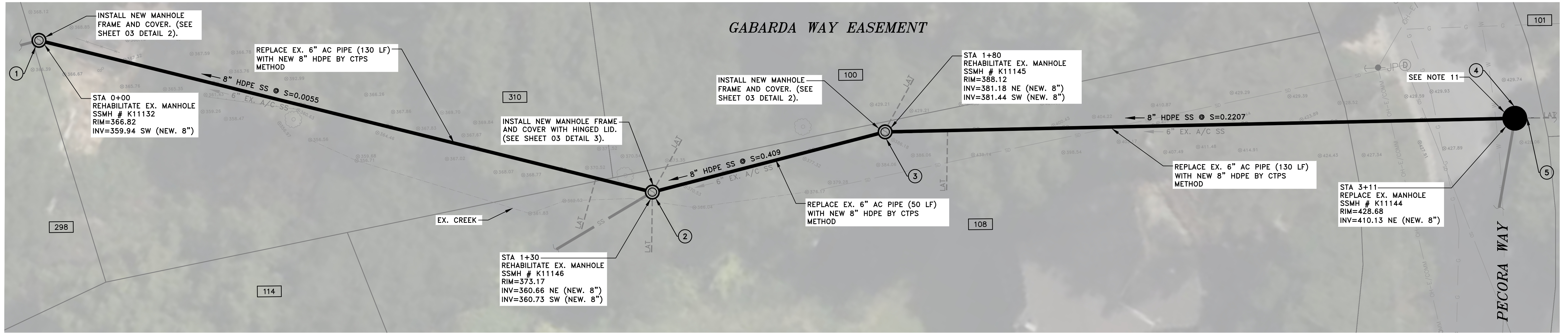
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| CHECKED: LFH    |    |            |                          |       |
| PROJ. ENGR: RJL |    |            |                          |       |

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**WEST BAY**  
 SANITARY DISTRICT  
 SAN MATEO COUNTY  
 PROJECT No. 1775.0

**GABARDA EASEMENT SEWER REPLACEMENT**  
 EXISTING CONDITIONS  
 SAN MATEO COUNTY, CALIFORNIA

SHEET  
 01  
 JOB NO.  
 001113



**LEGEND**

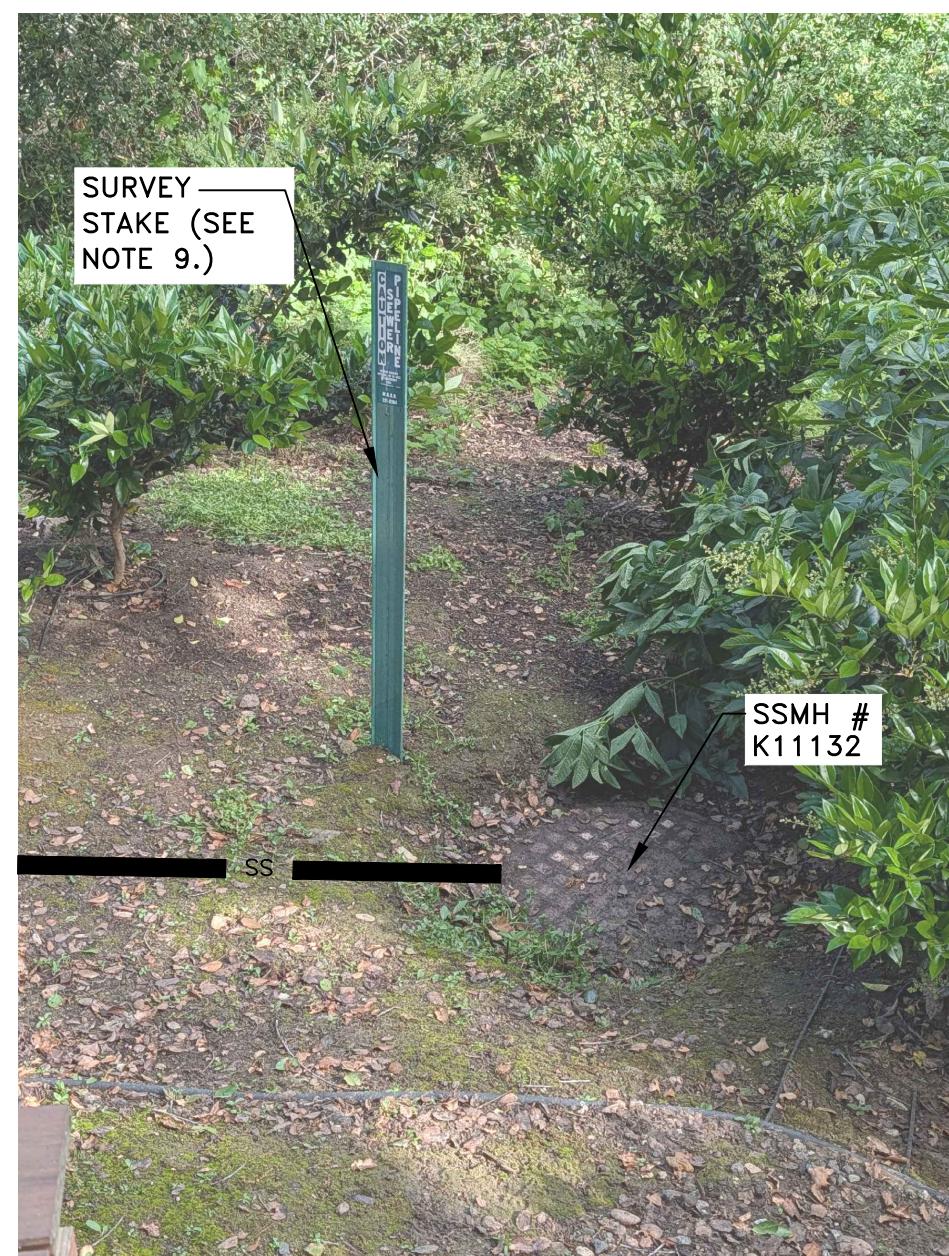
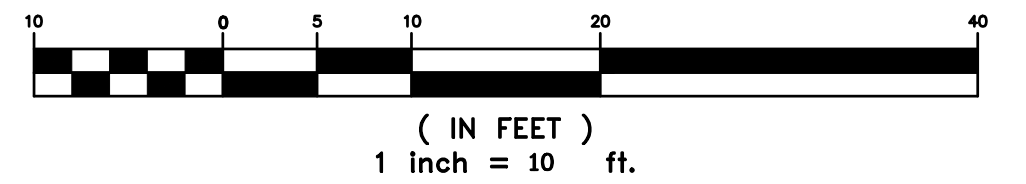
- NEW REPLACEMENT MANHOLE
- NEW REHABILITATED MANHOLE
- PROPERTY LABEL

**NOTES:**

- 1) CONTRACTOR SHALL BE RESPONSIBLE FOR THE UNINTERRUPTION OF SEWER SERVICE FOR ALL PROPERTIES. CONTRACTOR SHALL SUBMIT BYPASS PLAN TO THE DISTRICT FOR APPROVAL 10 DAYS PRIOR TO THE PRE-CONSTRUCTION MEETING.
- 2) CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO AVOID ANY DAMAGE TO EXISTING UTILITIES. CONTRACTOR SHALL NOTE THE CLOSE PROXIMITY OF UTILITIES TO PROPOSED IMPROVEMENTS. CONTRACTOR SHALL NOTIFY U.S.A. TO LOCATE UTILITIES AT THE PROJECT SITE PRIOR TO START OF CONSTRUCTION.
- 3) ALL PROPERTY LINES SHOWN ARE APPROXIMATED FROM ASSESSORS PARCEL MAPS OR FROM RECORD INFORMATION, AND THEIR LOCATION MAY NOT BE EXACT. THE PROPERTY LINES SHALL BE USED AS REFERENCE TO LOCATE SERVICE LATERAL CONNECTION TO EACH PROPERTY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO LOCATE THE EXACT LOCATION OF EACH PROPERTY LATERAL FOR CONNECTION.
- 4) RECONNECT EXISTING LATERALS TO NEW SEWER MAIN. LATERAL LOCATIONS TO BE FIELD VERIFIED.
- 5) MAINTAIN MINIMUM 3-FOOT HORIZONTAL SEPARATION FROM JOINT POLES.
- 6) FOR AC PIPE REAMING METHOD, CONTRACTOR TO INSTALL 8" SDR-17 HDPE PIPE.
- 7) CONTRACTOR SHALL PERFORM CLEARING AND GRUBBING WITHIN THE LIMITS OF WORK. REMOVE VEGETATION, DEBRIS, AND ORGANIC MATERIAL REQUIRED FOR CONSTRUCTION.
- 8) CONTRACTOR SHALL REPLACE DISTURBED LANDSCAPING AND FENCING IN-KIND OR BETTER TO MATCH EXISTING CONDITIONS.
- 9) CONTRACTOR TO RESET ABOVE-GRADE SEWER MARKER AND/OR SURVEY STAKE IF REMOVED OR DISPLACED DURING TRENCHING
- 10) CONTRACTOR TO LOCATE AND POT-HOLE THE EXISTING WATER LINE BY MANHOLE PRIOR TO COMMENCING TRENCHING OR MANHOLE WORK
- 11) ENTRY, EXIT, AND ANY REQUIRED EXCAVATION PITS SHALL BE DETERMINED AND CONSTRUCTED BY THE CONTRACTOR AS PART OF THEIR MEANS AND METHODS.
- 12) CONTRACTOR SHALL REMOVE ALL CTPS GENERATED SLURRY USING AN EXTRACTION METHOD SUITABLE FOR SITE CONDITIONS.
- 13) THE NEED FOR TREE REMOVAL SHALL BE DETERMINED BY THE CONTRACTOR BASED ON THEIR EXCAVATION METHODS AND ACCESS REQUIREMENTS.



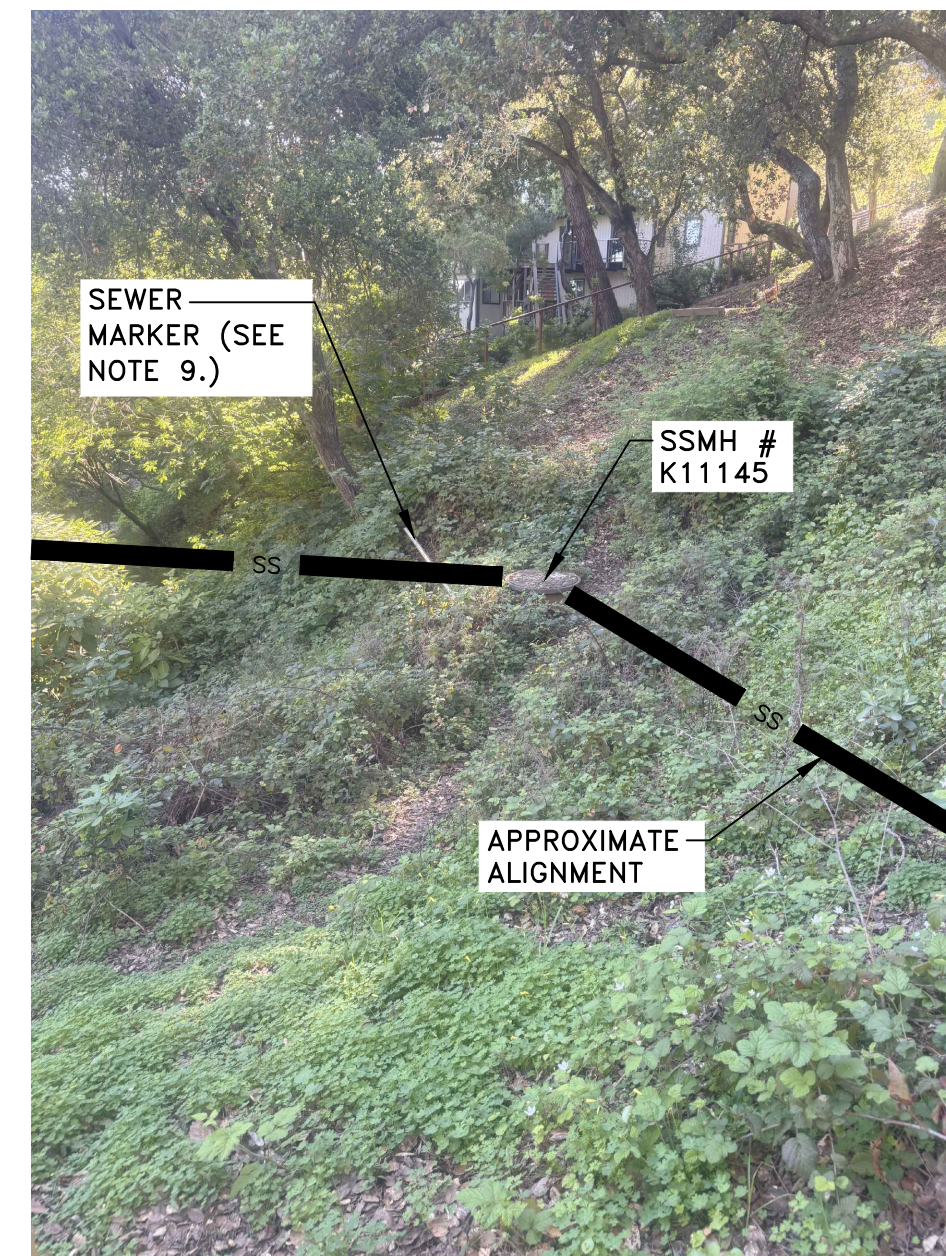
**GRAPHIC SCALE**



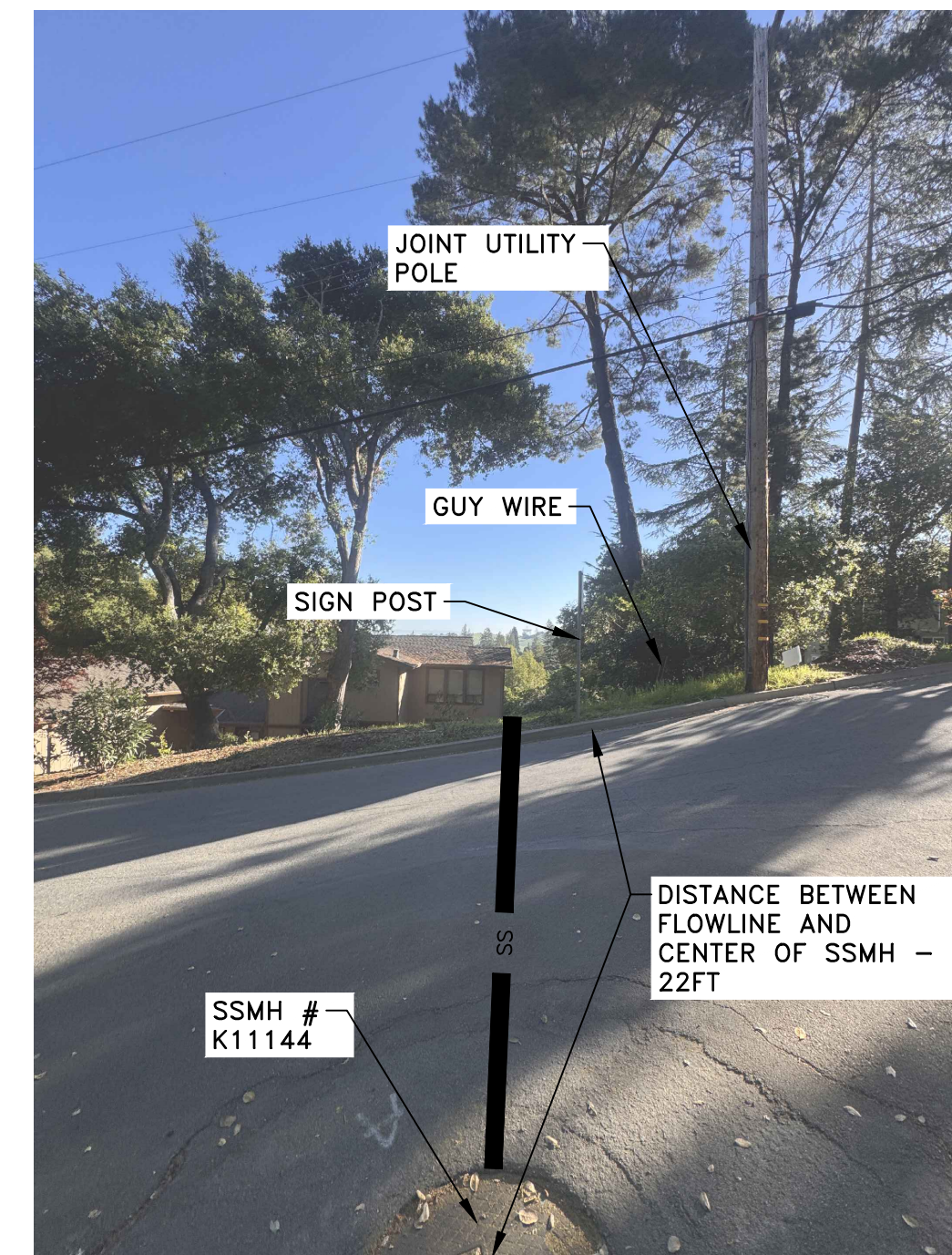
1 SANITARY SEWER MANHOLE # K11132  
GABARDA WAY EASEMENT  
SCALE: NO SCALE



2 SANITARY SEWER MANHOLE # K11146  
GABARDA WAY EASEMENT (IN CREEK AREA)  
SCALE: NO SCALE



3 SANITARY SEWER MANHOLE # K11145  
GABARDA WAY EASEMENT  
SCALE: NO SCALE



4 SANITARY SEWER MANHOLE # K11144  
PECORA WAY  
SCALE: NO SCALE



5 SANITARY SEWER MANHOLE # K11144 AND CURB (101)  
PECORA WAY  
SCALE: NO SCALE

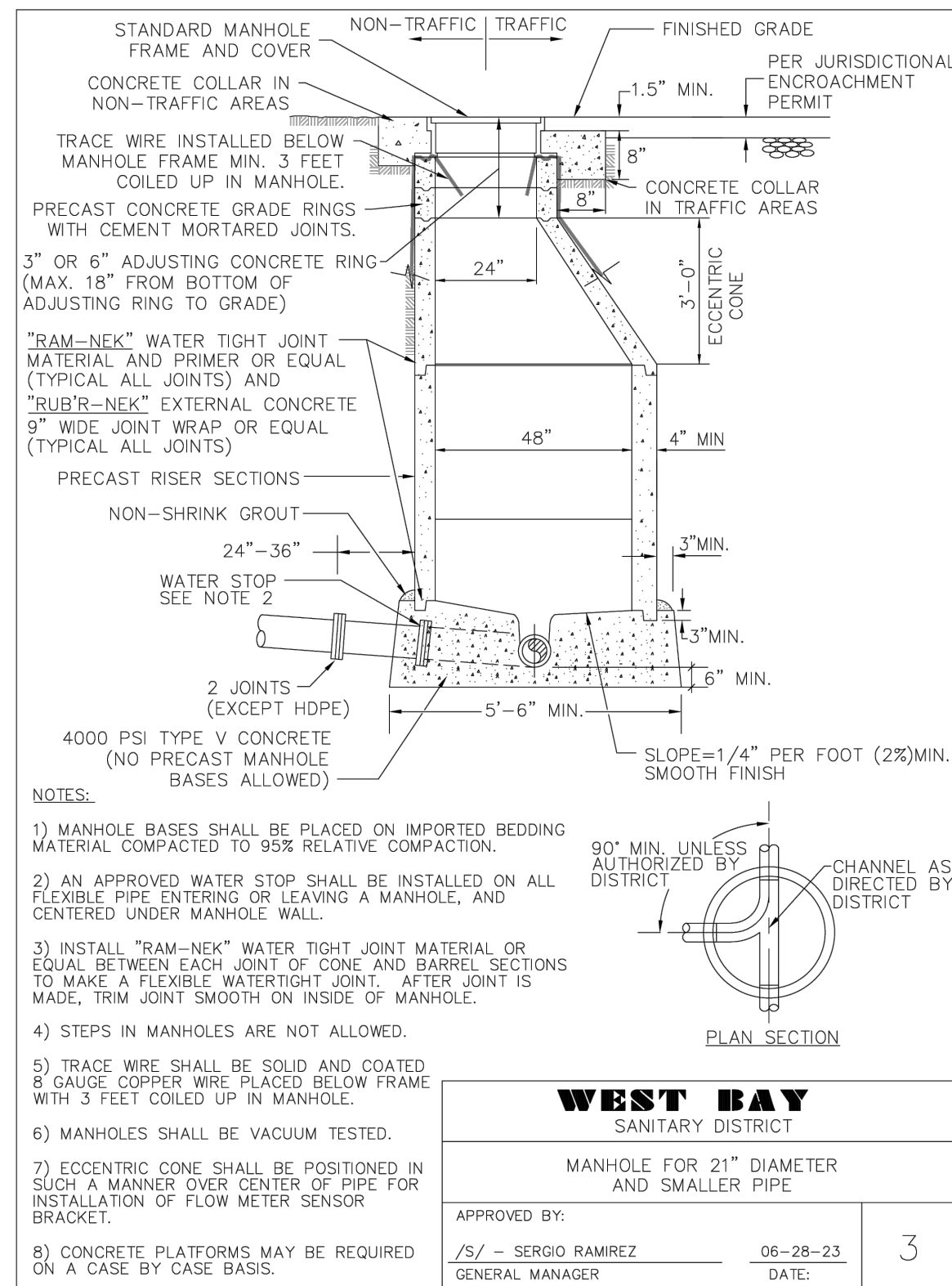
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| CHECKED:    | LFH        |                          |                       |
| PROJ. ENGR: | RJL        |                          |                       |
| BY          | DATE       | DESCRIPTION OF REVISIONS | APP'D                 |

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**WEST BAY**  
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SAN MATEO COUNTY  
PROJECT No. 1775.0

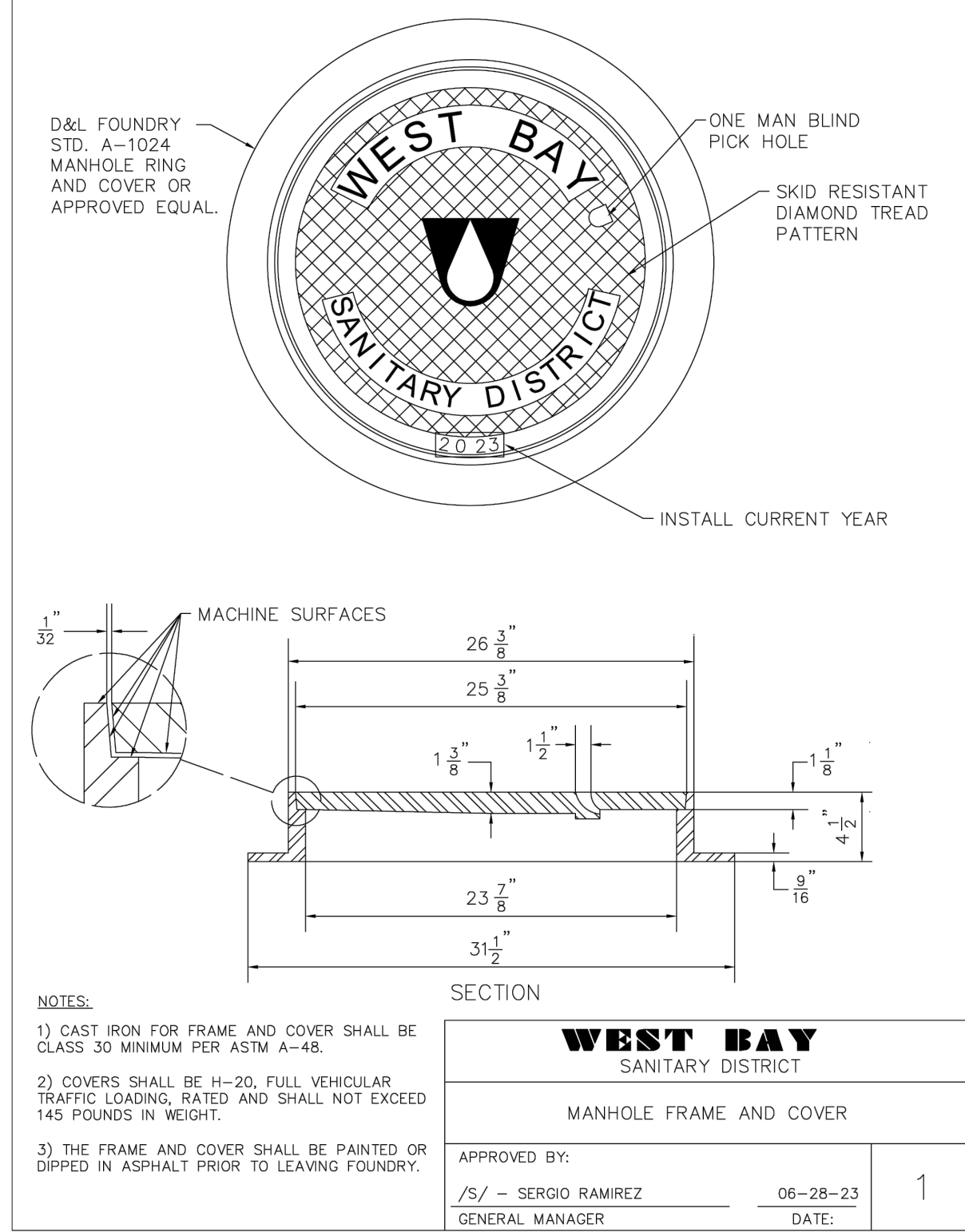
**GABARDA EASEMENT SEWER REPLACEMENT**  
**GABARDA WAY EASEMENT**  
**STA 0+00 - STA 3+11**  
**SAN MATEO COUNTY, CALIFORNIA**

SHEET  
**02**  
JOB NO.  
**001113**



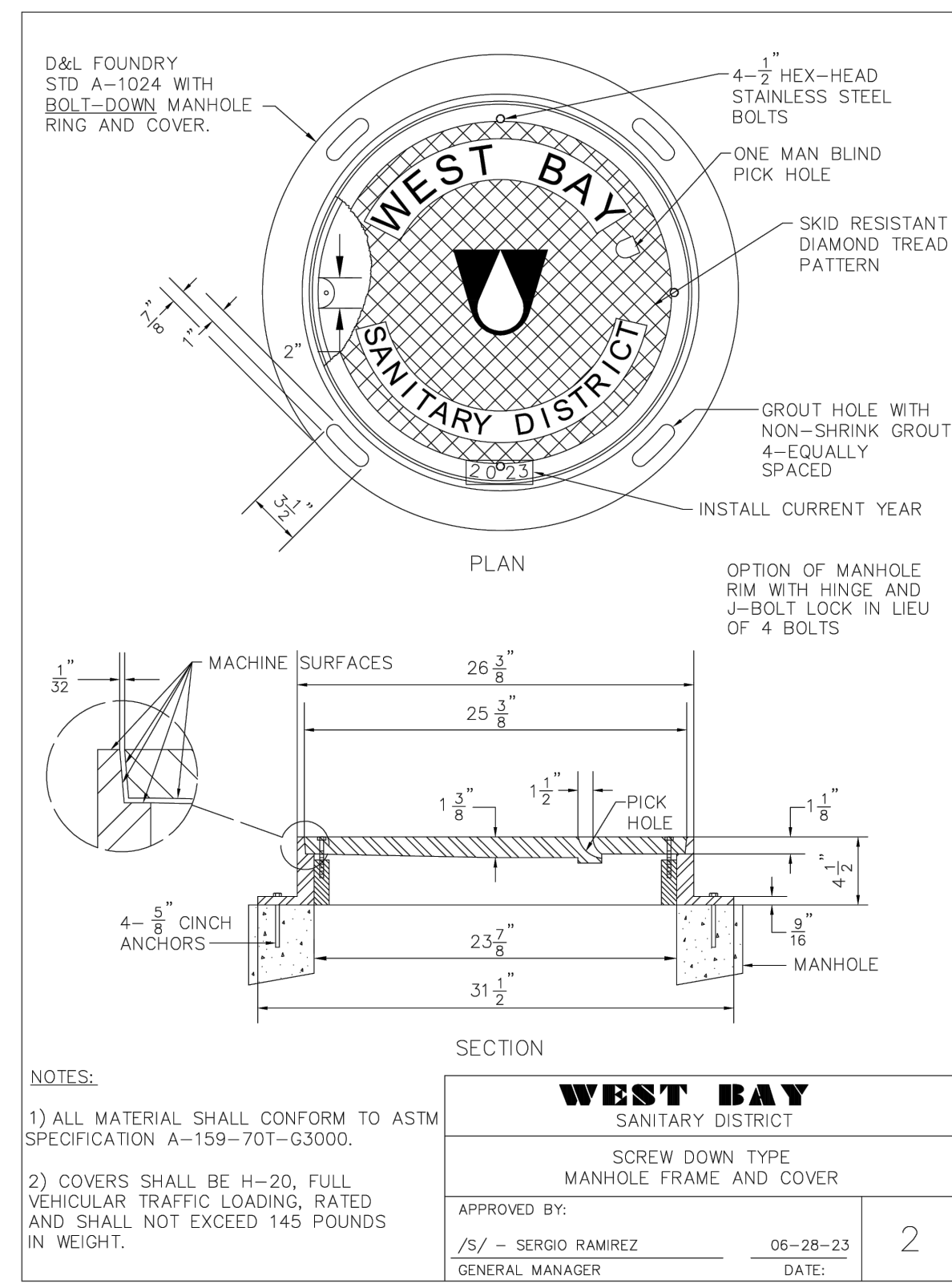
|   |          |
|---|----------|
| <b>WEST BAY</b><br>SANITARY DISTRICT      |          |
| MANHOLE FOR 21" DIAMETER AND SMALLER PIPE |          |
| APPROVED BY:                              | DATE:    |
| /s/ - SERGIO RAMIREZ                      | 06-28-23 |
| GENERAL MANAGER                           |          |

1 MANHOLE FOR 21" DIAMETER AND SMALLER PIPE



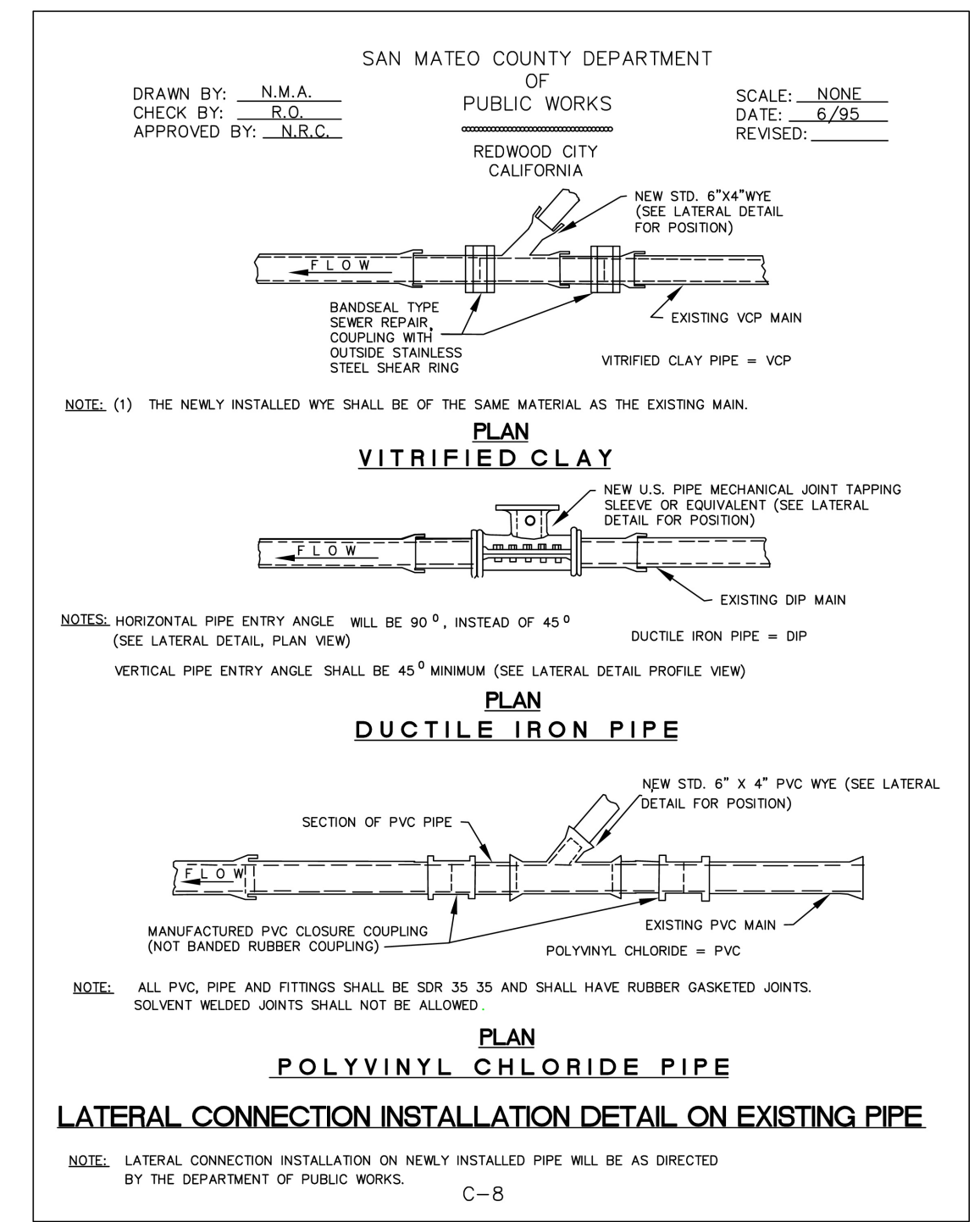
|                                      |          |
|--------------------------------------|----------|
| <b>WEST BAY</b><br>SANITARY DISTRICT |          |
| MANHOLE FRAME AND COVER              |          |
| APPROVED BY:                         | DATE:    |
| /s/ - SERGIO RAMIREZ                 | 06-28-23 |
| GENERAL MANAGER                      |          |

2 MANHOLE FRAME AND COVER

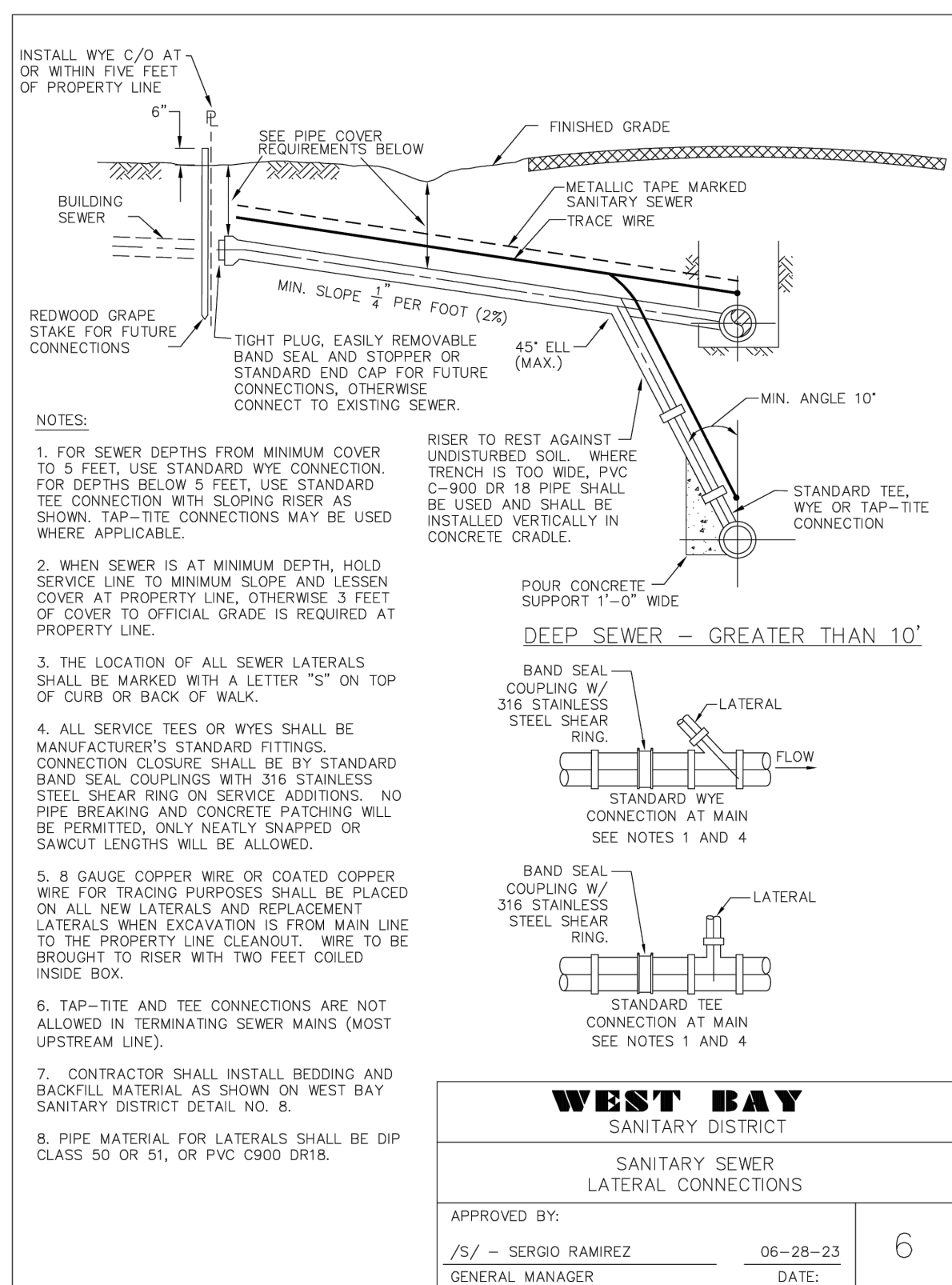


|   |          |
|---|----------|
| <b>WEST BAY</b><br>SANITARY DISTRICT    |          |
| SCREW DOWN TYPE MANHOLE FRAME AND COVER |          |
| APPROVED BY:                            | DATE:    |
| /s/ - SERGIO RAMIREZ                    | 06-28-23 |
| GENERAL MANAGER                         |          |

3 MANHOLE FRAME AND COVER (HINGED LID)

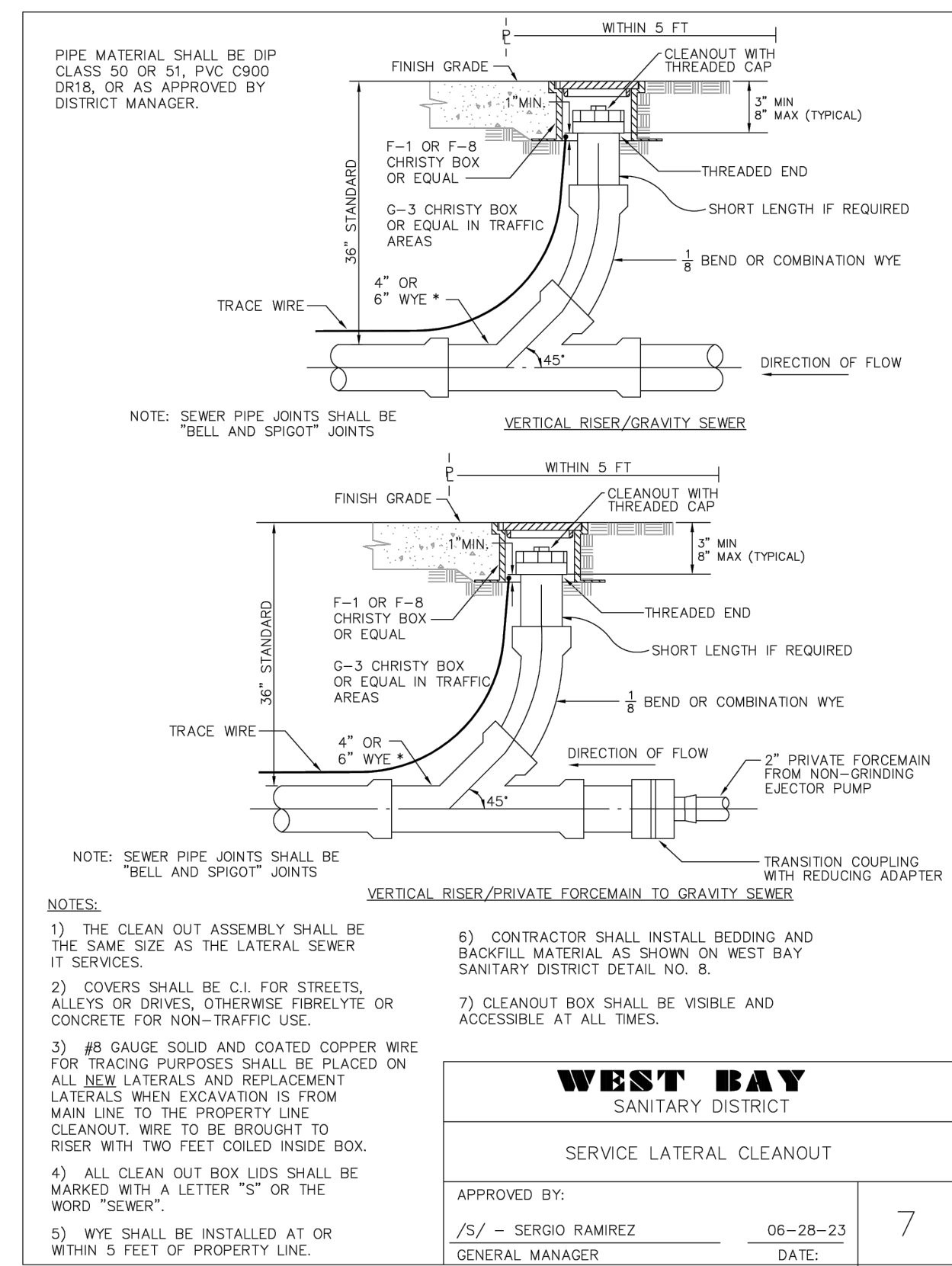


4 LATERAL CONNECTION INSTALLATION DETAIL ON EXISTING PIPE



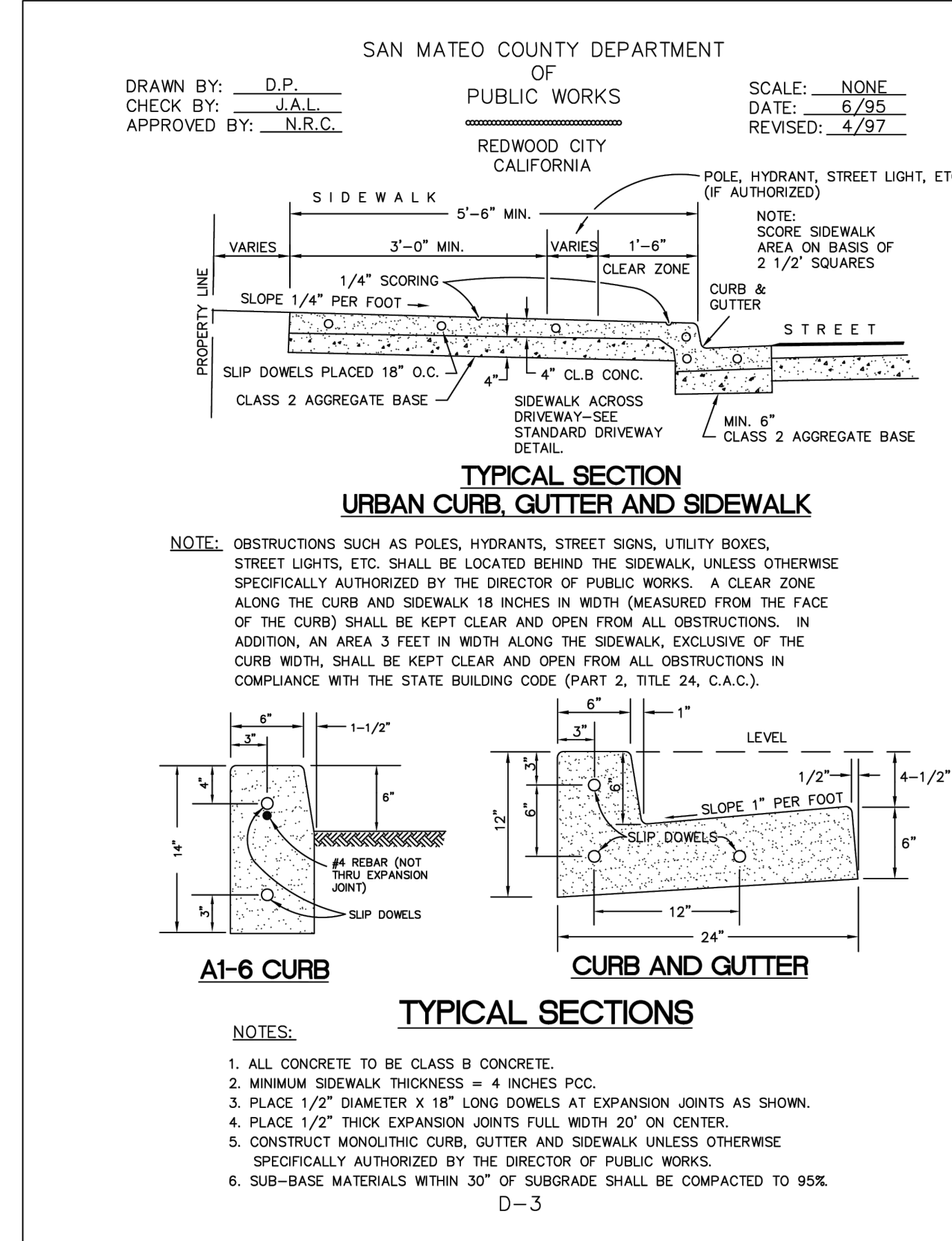
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| <b>WEST BAY</b><br>SANITARY DISTRICT |          |
| SANITARY SEWER LATERAL CONNECTIONS   |          |
| APPROVED BY:                         | DATE:    |
| /s/ - SERGIO RAMIREZ                 | 06-28-23 |
| GENERAL MANAGER                      |          |

5 LATERAL CONNECTIONS

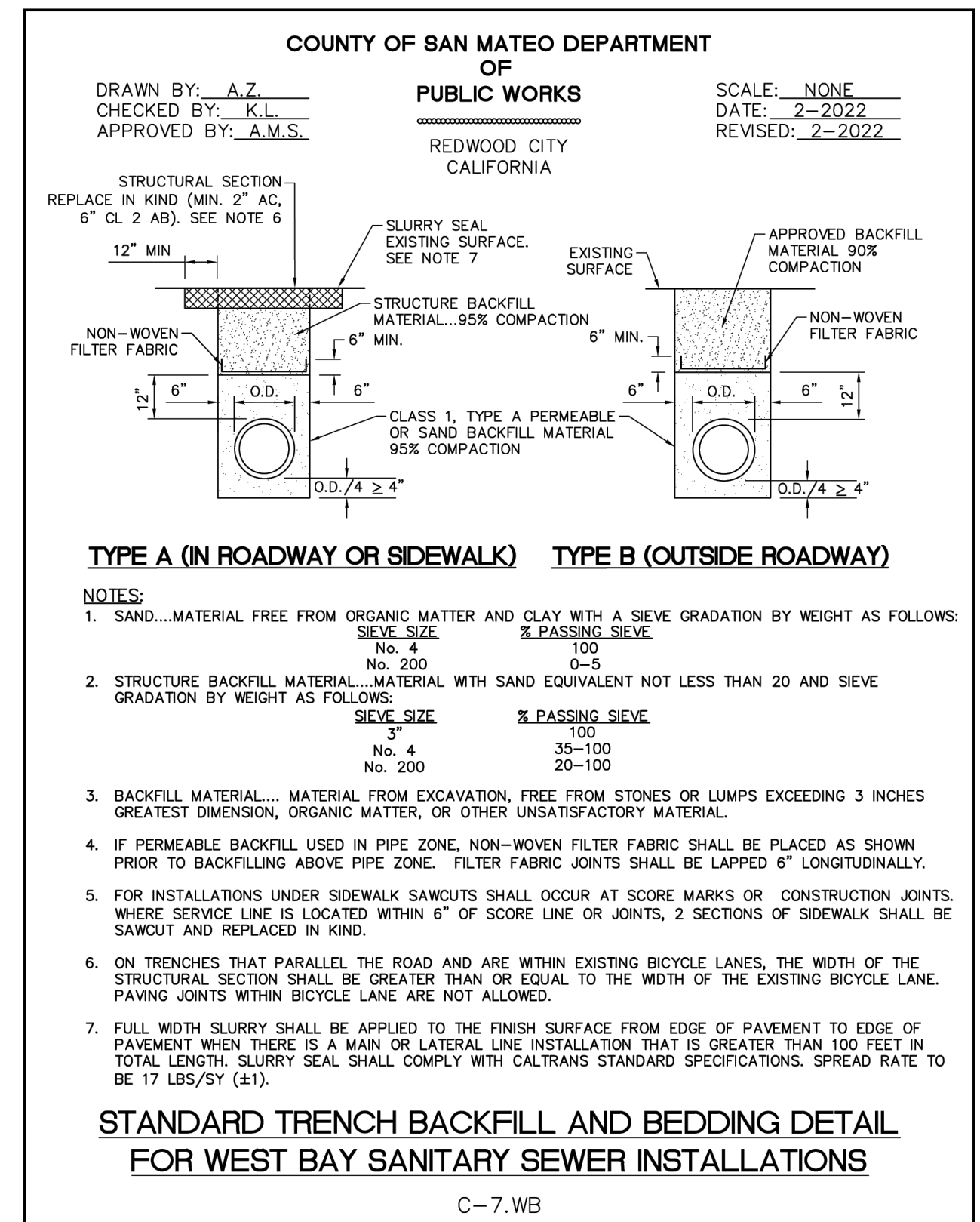


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| <b>WEST BAY</b><br>SANITARY DISTRICT |          |
| SERVICE LATERAL CLEANOUT             |          |
| APPROVED BY:                         | DATE:    |
| /s/ - SERGIO RAMIREZ                 | 06-28-23 |
| GENERAL MANAGER                      |          |

6 SERVICE LATERAL CLEANOUT



7 SAN MATEO COUNTY DETAIL D-3



8 STANDARD TRENCH BACKFILL AND BEDDING DETAIL

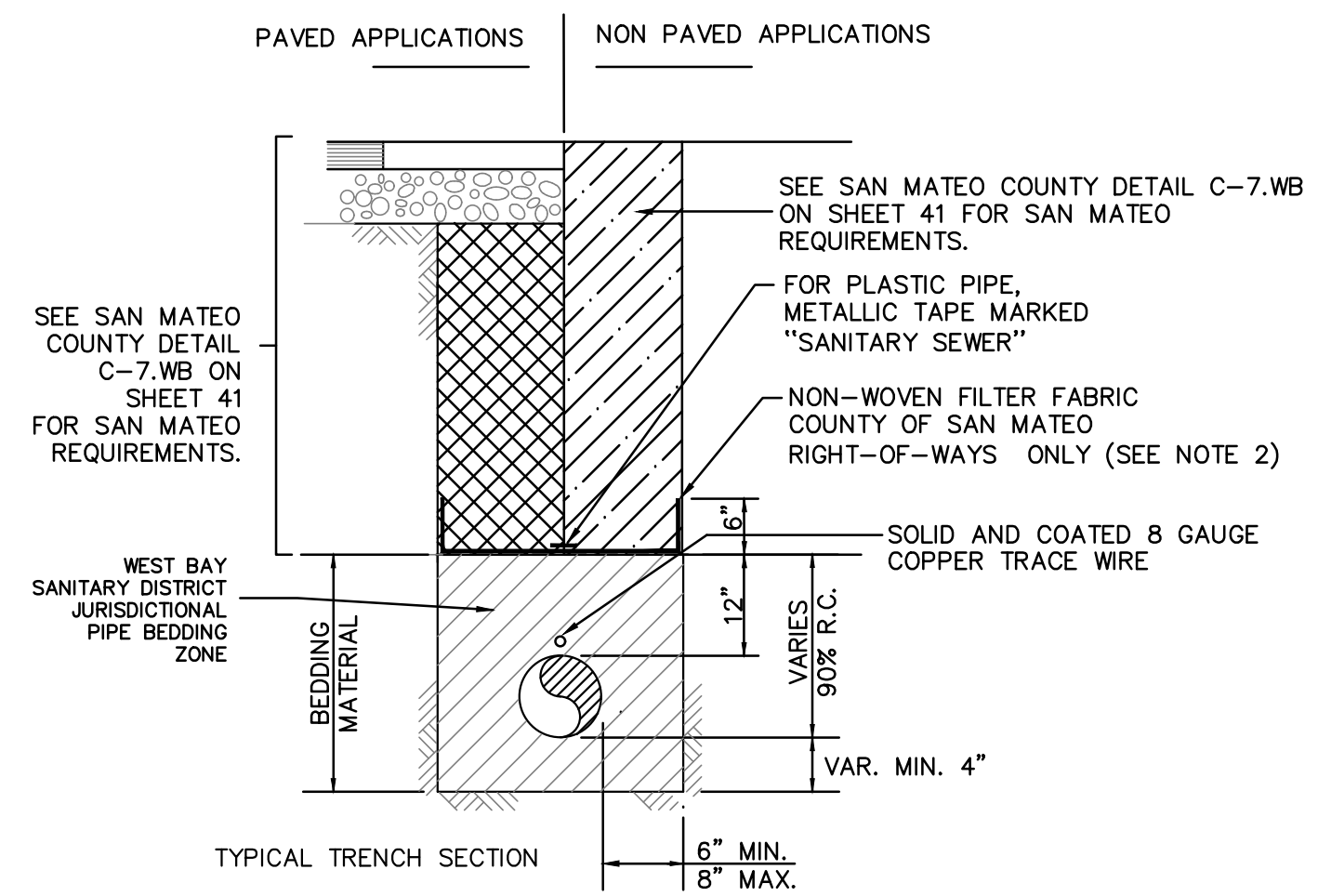
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| DESIGNED:   |            |                          |                       |
| DRAWN:      | ZIM        |                          |                       |
| CHECKED:    | LFH        |                          |                       |
| PROJ. ENGR: | RJL        |                          |                       |
| BY          | DATE       | DESCRIPTION OF REVISIONS | APP'D                 |

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**WEST BAY**  
SANITARY DISTRICT  
SAN MATEO COUNTY  
PROJECT No. 1775.0

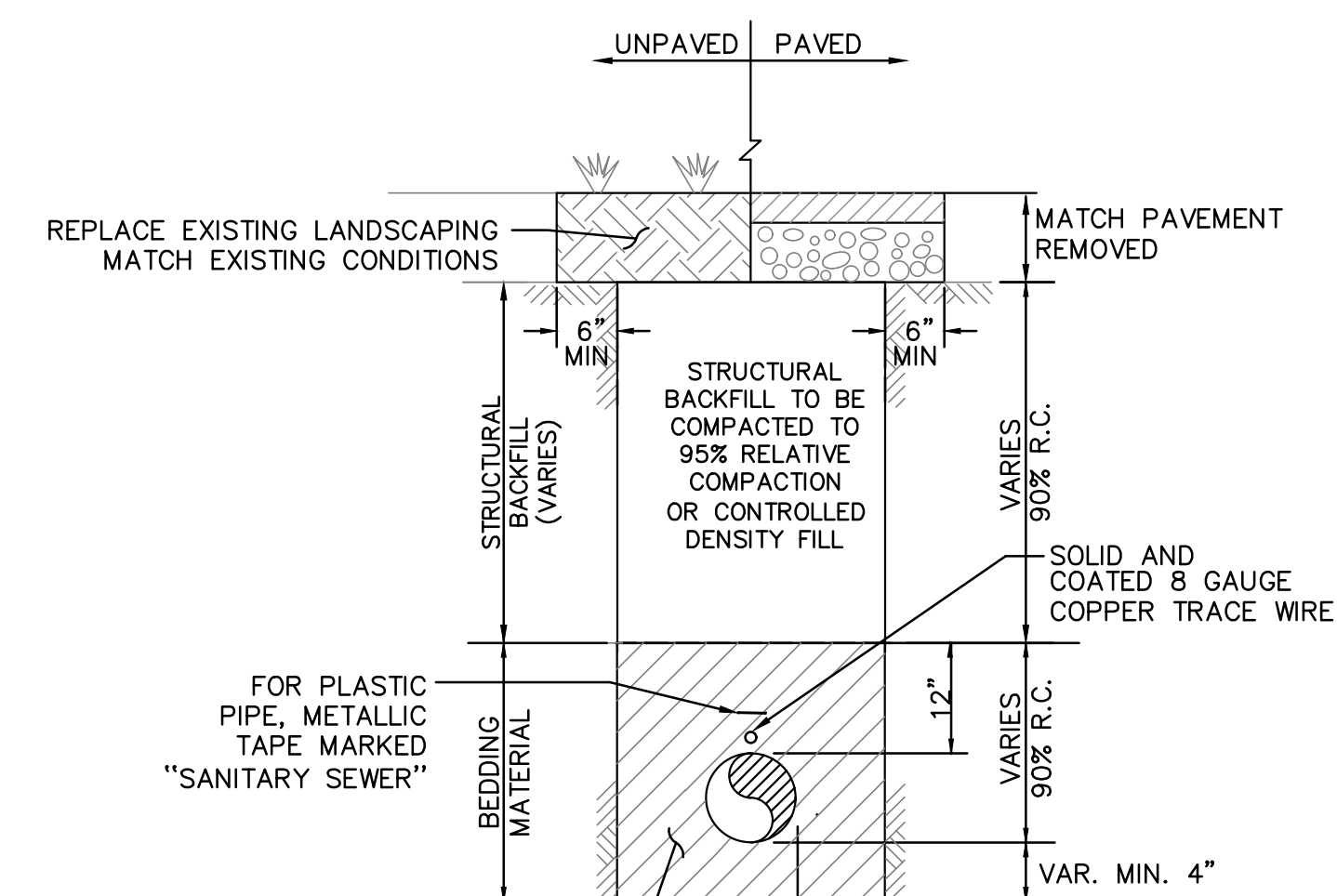
**GABARDA EASEMENT SEWER REPLACEMENT**  
**DETAILS SHEET #1**  
**SAN MATEO COUNTY, CALIFORNIA**

SHEET  
**03**  
JOB NO.  
**001113**



| BEDDING MATERIAL  |                    | STRUCTURAL BACKFILL   |                    |
|---|--------------------|---|--------------------|
| ANGULAR BEDDING MATERIAL REQUIREMENTS CLASS 1 (3/4" CRUSHED DRAIN ROCK) PERCENT PASSING |                    | SEE DETAIL C-7.WB ON SHEET 37 FOR SAN MATEO COUNTY'S STRUCTURAL BACKFILL REQUIREMENTS |                    |
| SIEVE SIZES   | PERCENTAGE PASSING | SIEVE SIZES   | PERCENTAGE PASSING |
| 1"  | 100                | 1"  | 100                |
| 3/4"  | 90-100             | 3/4"  | 80-100             |
| 3/8"  | 20-55              | #4  | 30-60              |
| #4  | 0-10               | #30   | 5-35               |
| #8  | 0-5                | #200  | 0-12               |

- NOTES:
- BEDDING SHALL ALL BE VIRGIN MATERIALS.
  - IN COUNTY OF SAN MATEO RIGHT-OF-WAYS ONLY, NON-WOVEN FILTER FABRIC SHALL BE PLACED AS SHOWN PRIOR TO BACKFILLING ABOVE PIPE ZONE. FILTER FABRIC SHALL BE LAPPED 6" LONGITUDINALLY.
  - SEE SAN MATEO COUNTY STANDARD DETAIL C-7.WB ON SHEET 37 FOR STRUCTURAL BACKFILL AND AC REQUIREMENTS.



| BEDDING MATERIAL  |                    | STRUCTURAL BACKFILL                              |                    |
|---|--------------------|--|--------------------|
| ANGULAR BEDDING MATERIAL REQUIREMENTS CLASS 1 (3/4" CRUSHED DRAIN ROCK) PERCENT PASSING |                    | STRUCTURAL BACKFILL REQUIREMENTS PERCENT PASSING |                    |
| SIEVE SIZES   | PERCENTAGE PASSING | SIEVE SIZES                                      | PERCENTAGE PASSING |
| 1"  | 100                | 1-1/2"   | 100                |
| 3/4"  | 90-100             | 3/4"   | 80-100             |
| 3/8"  | 20-55              | #4   | 30-60              |
| #4  | 0-10               | #30  | 5-35               |
| #8  | 0-5                | #200   | 0-12               |

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  - SEE SAN MATEO COUNTY STANDARD DETAIL C-7.WB ON SHEET 37 FOR STRUCTURAL BACKFILL AND AC REQUIREMENTS.

1 UTILITY TRENCH-SAN MATEO COUNTY-RIGHT OF WAY (MODIFIED PER SAN MATEO COUNTY STANDARDS)

2 UTILITY TRENCH-IN EASEMENT AREAS

|             |            |            |                          |       |
|-------------|------------|------------|--------------------------|-------|
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| CHECKED:    | LFH        |            |                          |       |
| PROJ. ENGR: | RJL        |            |                          |       |
|             | BY         | DATE       | DESCRIPTION OF REVISIONS | APP'D |

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 SAN MATEO COUNTY  
 PROJECT No. 1775.0

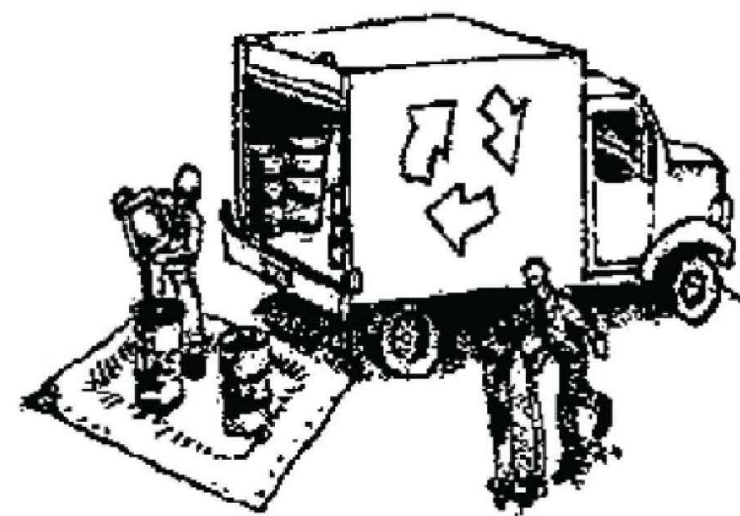
**GABARDA EASEMENT SEWER REPLACEMENT**  
 DETAILS SHEET #2  
 SAN MATEO COUNTY, CALIFORNIA

|         |        |
|---------|--------|
| SHEET   | 04     |
| JOB No. | 001113 |

# Construction Best Management Practices (BMPs)

Construction projects are required to implement the stormwater best management practices (BMP) on this page, as they apply to your project, all year long.

## Materials & Waste Management



### Non-Hazardous Materials

- Berm and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
- Use (but don't overuse) reclaimed water for dust control.

### Hazardous Materials

- Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, county, state and federal regulations.
- Store hazardous materials and wastes in water tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
- Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- Arrange for appropriate disposal of all hazardous wastes.

### Waste Management

- Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
- Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
- Clean or replace portable toilets, and inspect them frequently for leaks and spills.
- Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as asphalt, concrete, aggregate base materials, wood, gyp board, pipe, etc.)
- Dispose of liquid residues from paints, thinners, solvents, glues, and cleaning fluids as hazardous waste.

### Construction Entrances and Perimeter

- Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
- Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

## Equipment Management & Spill Control



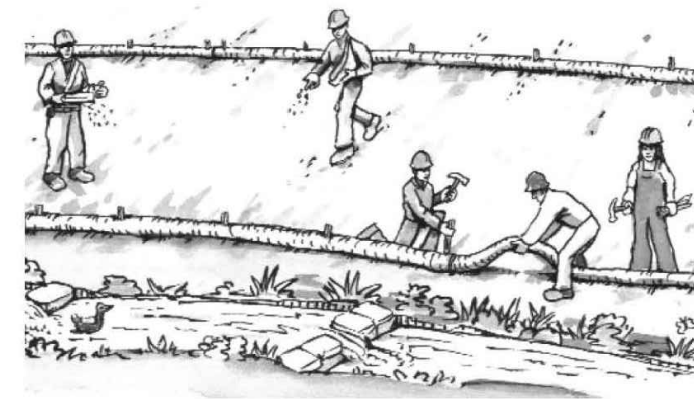
### Maintenance and Parking

- Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
- Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
- If refueling or vehicle maintenance must be done onsite, work in a bermed area away from storm drains and over a drip pan or drop cloths big enough to collect fluids. Recycle or dispose of fluids as hazardous waste.
- If vehicle or equipment cleaning must be done onsite, clean with water only in a bermed area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
- Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, or steam cleaning equipment.

### Spill Prevention and Control

- Keep spill cleanup materials (e.g., rags, absorbents and cat litter) available at the construction site at all times.
- Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
- Clean up spills or leaks immediately and dispose of cleanup materials properly.
- Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
- Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
- Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number, 2) Call the Governor's Office of Emergency Services Warning Center, (800) 852-7550 (24 hours).

## Earthmoving



- Schedule grading and excavation work during dry weather.
- Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber matrix) until vegetation is established.
- Remove existing vegetation only when absolutely necessary, and seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- Prevent sediment from migrating offsite and protect storm drain inlets, gutters, ditches, and drainage courses by installing and maintaining appropriate BMPs, such as fiber rolls, silt fences, sediment basins, gravel bags, berms, etc.
- Keep excavated soil on site and transfer it to dump trucks on site, not in the streets.

### Contaminated Soils

- If any of the following conditions are observed, test for contamination and contact the Regional Water Quality Control Board:
  - Unusual soil conditions, discoloration, or odor.
  - Abandoned underground tanks.
  - Abandoned wells
  - Buried barrels, debris, or trash.

## Paving/Asphalt Work



- Avoid paving and seal coating in wet weather or when rain is forecast, to prevent materials that have not cured from contacting stormwater runoff.
- Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, fog seal, etc.
- Collect and recycle or appropriately dispose of excess abrasive gravel or sand. Do NOT sweep or wash it into gutters.
- Do not use water to wash down fresh asphalt concrete pavement.

### Sawcutting & Asphalt/Concrete Removal

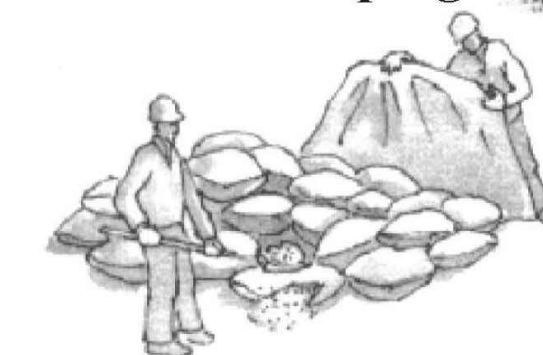
- Protect nearby storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
- Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- If sawcut slurry enters a catch basin, clean it up immediately.

## Concrete, Grout & Mortar Application



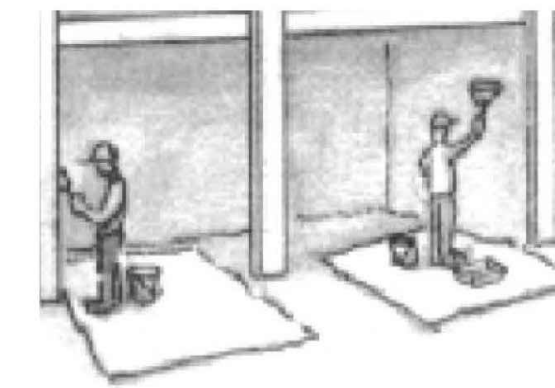
- Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
- Wash out concrete equipment/trucks offsite or in a designated washout area, where the water will flow into a temporary waste pit, and in a manner that will prevent leaching into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- When washing exposed aggregate, prevent washwater from entering storm drains. Block any inlets and vacuum gutters, hose washwater onto dirt areas, or drain onto a bermed surface to be pumped and disposed of properly.

## Landscaping



- Protect stockpiled landscaping materials from wind and rain by storing them under tarps all year-round.
- Stack bagged material on pallets and under cover.
- Discontinue application of any erodible landscape material within 2 days before a forecast rain event or during wet weather.

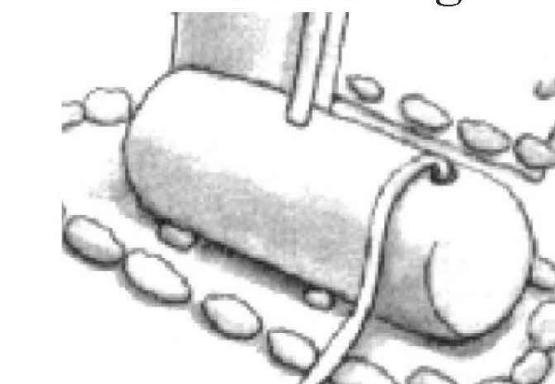
## Painting & Paint Removal



### Painting Cleanup and Removal

- Never clean brushes or rinse paint containers into a street, gutter, storm drain, or stream.
- For water-based paints, paint out brushes to the extent possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
- For oil-based paints, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of excess liquids as hazardous waste.
- Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.
- Chemical paint stripping residue and chips and dust from marine paints or paints containing lead, mercury, or tributyltin must be disposed of as hazardous waste. Lead based paint removal requires a state-certified contractor.

## Dewatering



- Discharges of groundwater or captured runoff from dewatering operations must be properly managed and disposed. When possible send dewatering discharge to landscaped area or sanitary sewer. If discharging to the sanitary sewer call your local wastewater treatment plant.
- Divert run-on water from offsite away from all disturbed areas.
- When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- In areas of known or suspected contamination, call your local agency to determine whether the ground water must be tested. Pumped groundwater may need to be collected and hauled off-site for treatment and proper disposal.

**Storm drain polluters may be liable for fines of up to \$10,000 per day!**

|             |            |                          |                       |  |
|-------------|------------|--------------------------|-----------------------|--|
| DATE:       | 05/15/2026 | 05/15/2026               | 75% DRAWING SUBMITTAL |  |
| SCALE:      | AS NOTED   |                          |                       |  |
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**WEST BAY  
SANITARY DISTRICT  
SAN MATEO COUNTY**

PROJECT No. 1775.0

**GABARDA EASEMENT SEWER REPLACEMENT  
DETAILS SHEET #3  
SAN MATEO COUNTY, CALIFORNIA**

SHEET  
**05**  
JOB NO.  
001113

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 7

**To:** *Board of Directors*

**From:** *Vivian Chu, Finance Manager*  
*Sergio Ramirez, General Manager*

**Subject:** *Consider Approving Resolution Adopting FY 2026-27 Budget*

---

### **Background**

The District held a Budget Workshop on May 5, 2026 to work on the development of the fiscal year 2026-27 budget. Based on initial District estimates and updated information the Budget Report was developed, in conformity with the format prescribed by the provisions of Governmental Accounting Standards.

A detailed FY2026-27 Budget Report is included for the Board's review and approval. Each fund is recorded separately to better view the primary operations and other activities in the; General, Capital, Treatment Plant, Solid Waste, and Recycled Water Funds. The consolidated budget includes all District Funds. The General, Capital, and Treatment Plant Funds combined comprise Collections Operations and are reported in the aggregate.

The District received current information on budget items. Below is a summary of the budget and changes made since the Board reviewed the proposed budget at the Budget Workshop.

- **Combined Budget:**
  - **Revenue:**
    - Operating Revenue of \$43.9 million increased 13% from FY2025-26 budget.
    - Sewer Service Charges increased \$3.8 million, since the budget workshop based on current data. Total sewer customers increased to 22,440: 21,824 residential and 616 non-residential.
  - **Expenditures:**
    - Operating Expenses of \$38.1 million, approximately the same as the FY2025–26 budget, primarily due to the removal of depreciation expense from the budgeting process.
    - Salaries and benefits adjustment was revised to 3.8% to align with the Consumer Price Index as of April 2026. As a result, salaries and benefits expenses increased by \$31 thousand compared to the budget workshop version.

- Adjustments also were made to several expenditure categories. Compared to the budget workshop budget:
    - ✓ Contract Services decreased by \$224 thousand (17%).
    - ✓ Professional Services decreased by \$458 thousand (28%).
    - ✓ Rent and Leases decreased by \$152 thousand (17%).
    - ✓ Other Operating Expenses decreased by \$29 thousand (4%).
- **Recycled Water Fund:**
  - The Recycled Water Fund includes the Sharon Heights Recycled Water Facility (SHRWF) and the Bayfront Project. There were no changes since the Budget Workshop.
  - The SHRWF budget is based on the approved 2026 calendar year operations and maintenance budget agreed upon with Sharon Heights Golf & Country Club representatives. SHRWF costs pass through to Sharon Heights Golf & Country Club (SHGCC), including overhead which offsets administrative costs in the General Fund.

**Summary**

The following is a summary of the approved Budget FY2025-26, Budget Workshop on May 5, 2025, and final Proposed Budget FY2026-27.

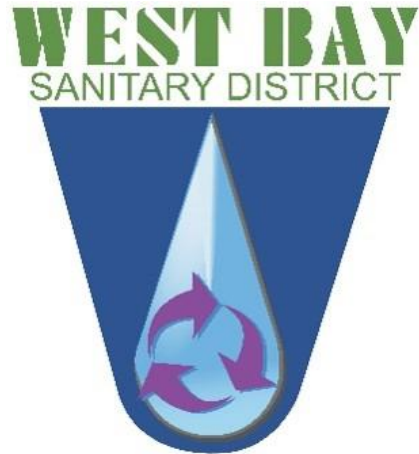
| West Bay Sanitary District<br>Consolidated Budget<br>Fiscal Year 2026-27 |                              |                              |                              |                   |              |
|--|------------------------------|------------------------------|------------------------------|-------------------|--------------|
| Consolidated Budget  | Approved Budget<br>FY2025-26 | Budget Workshop<br>FY2026-27 | Proposed Budget<br>FY2026-27 | Budget<br>Change  | % Var        |
| Operating Revenue  | 38,530,812                   | 40,276,175                   | 43,946,241                   | 5,415,429         | 14.1%        |
| Operating Expenditures   | 19,900,288                   | 17,497,927                   | 16,665,223                   | (3,235,065)       | -16%         |
| SVCW   | 18,191,973                   | 21,435,562                   | 21,435,562                   | 3,243,589         | 18%          |
| <b>Operating Income (Loss)</b>   | <b>438,551</b>               | <b>1,342,685</b>             | <b>5,845,456</b>             | <b>5,406,905</b>  | <b>1233%</b> |
| Non-Operating Income (Expense)   | 1,090,806                    | 1,513,343                    | 1,513,343                    | 422,537           | 39%          |
| Contributions  | 3,263,930                    | 10,689,209                   | 10,689,209                   | 7,425,279         | 227.5%       |
| <b>Net Change in Position</b>  | <b>4,793,287</b>             | <b>13,545,237</b>            | <b>18,048,008</b>            | <b>13,254,721</b> | <b>277%</b>  |

**Recommendation**

The Finance Manager recommends the Board approve the Proposed Budget for Fiscal Year 2026-27

Attachments:      A1 - Proposed Budget Report FY2026-27  
                           A2 - Budget Resolution FY2026-27

# **WEST BAY SANITARY DISTRICT**



**Final Budget**

**Fiscal Year 2026-27**

**Presented**

**June 24, 2026**

## West Bay Sanitary District Budget Fiscal Year 2026-27

The West Bay Sanitary District (the District) provides wastewater collection and conveyance services to the City of Menlo Park, Atherton, and Portola Valley, and areas of East Palo Alto, Woodside and unincorporated San Mateo and Santa Clara counties. The District conveys raw wastewater, via the Menlo Park Pump Station and force main, to Silicon Valley Clean Water (SVCW) for treatment and discharge to the San Francisco Bay. The District was originally formed in December 1902 as the Menlo Park Sanitary District under the Sanitary Sewer Act of 1891. The District operated as the Menlo Park Sanitary District from 1902 until 1981 when its name was changed to the West Bay Sanitary District to more accurately reflect the service area. The powers of the District are established by the State of California Health and Safety Code. The District currently serves a population of 21,824 households and commercial establishments.

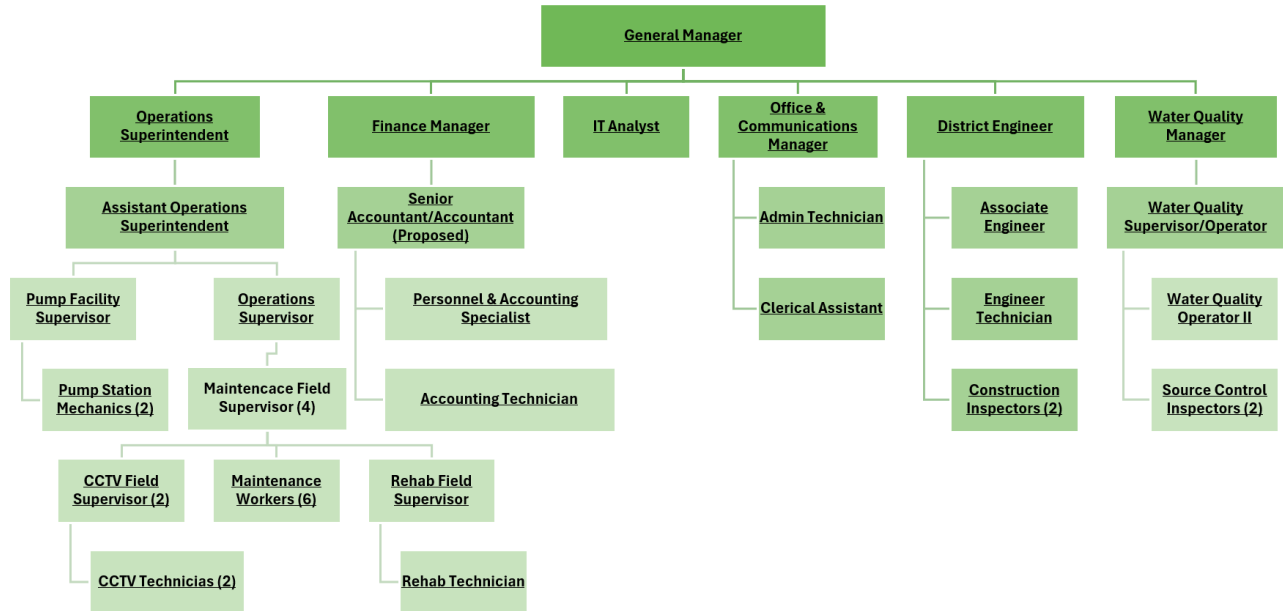
The Budget Workshop is scheduled on May 5, 2026, to review and develop the fiscal year budget with the full District board. Sewer service charge revenue has been updated for Fiscal Year 2026-27. Wages and benefits were updated according to the Memorandum of Understanding (MOU) with represented employees in the International Brotherhood of Teamsters, Local 350 for Sanitary Truck Drivers and Helpers, approved on June 11, 2025.

The Budget Report was developed in conformity with the format prescribed by the provisions of the Governmental Accounting Standards Board (GASB).

### Table of Contents

|   |       |
|---|-------|
| West Bay Sanitary District Organizational Chart | 3     |
| Consolidated Budget                             | 4-5   |
| Collections Detailed Expense Budget             | 6     |
| • General Fund                                  | 7     |
| • Capital Projects Fund                         | 8-10  |
| • Treatment Plant Fund                          | 11    |
| Reserves  | 12    |
| Solid Waste Fund                                | 13    |
| Recycled Water Fund                             | 14    |
| • Sharon Heights Recycled Water Facility        | 14-15 |
| • Bayfront Recycled Water Facility              | 16    |
| Budget By Fund                                  | 17    |

**West Bay Sanitary District  
Organization Chart  
FY2026-27**



**West Bay Sanitary District  
Consolidated Budget  
Fiscal Year 2026-27**

|  | Approved Budget<br>FY 2025-26 | Actual<br>3/31/2026 | Projected<br>6/30/2026 | Budget<br>FY 2026-27 | Budget<br>Variance | Variance<br>% |
|--|-------------------------------|---------------------|------------------------|----------------------|--------------------|---------------|
| <b>OPERATING REVENUES</b>                      |                               |                     |                        |                      |                    |               |
| Sewer Service Charges                          | 35,535,775                    | 24,455,162          | 32,606,883             | 40,313,862           | 4,778,087          | 13%           |
| Permit & Inspection Fees                       | 250,000                       | 211,505             | 282,007                | 257,500              | 7,500              | 3%            |
| Unpaid ADUs Sewer Service Charges              | -                             | 29,571              | 88,713                 | 354,852              | 354,852            |               |
| Unpaid ADUs Connection Fees                    | -                             | 12,912              | 38,736                 | 154,944              | 154,944            |               |
| Connection Fees                                | 250,000                       | 565,488             | 753,984                | 500,000              | 250,000            | 100%          |
| Other Operating Revenues                       | 2,495,037                     | 1,575,890           | 2,101,187              | 2,365,083            | (129,954)          | -5%           |
| <b>TOTAL OPERATING REVENUES</b>                | <b>38,530,812</b>             | <b>26,850,528</b>   | <b>35,871,509</b>      | <b>43,946,241</b>    | <b>5,415,429</b>   | <b>14%</b>    |
| <b>OPERATING EXPENSES</b>                      |                               |                     |                        |                      |                    |               |
| Salaries & Benefits                            | 9,141,452                     | 5,982,128           | 7,976,171              | 10,704,387           | 1,562,935          | 17%           |
| Materials & Supplies                           | 1,066,999                     | 439,726             | 586,301                | 1,078,092            | 11,093             | 1%            |
| Insurance                                      | 413,149                       | 332,148             | 332,148                | 452,265              | 39,116             | 9%            |
| Contract Services                              | 1,120,364                     | 573,510             | 764,679                | 1,088,412            | (31,952)           | -3%           |
| Professional Services                          | 1,731,085                     | 391,442             | 521,923                | 1,175,023            | (556,062)          | -32%          |
| Repairs & Maintenance                          | 941,037                       | 447,405             | 596,540                | 766,287              | (174,750)          | -19%          |
| Utilities                                      | 613,416                       | 422,348             | 563,130                | 687,832              | 74,416             | 12%           |
| Other Operating Expenses                       | 617,786                       | 340,989             | 454,652                | 712,925              | 95,139             | 15%           |
| Depreciation                                   | 4,255,000                     |                     | 4,255,000              | -                    | (4,255,000)        | -100%         |
| <b>Total WBSD Operating Expenses</b>           | <b>19,900,288</b>             | <b>8,929,696</b>    | <b>16,050,545</b>      | <b>16,665,223</b>    | <b>(3,235,065)</b> | <b>-16%</b>   |
| Sewage Treatment Plant (SVCW)                  | 18,191,973                    | 15,048,812          | 18,212,039             | 21,435,562           | 3,243,589          | 18%           |
| <b>TOTAL OPERATING EXPENSES</b>                | <b>38,092,261</b>             | <b>23,978,507</b>   | <b>34,262,583</b>      | <b>38,100,785</b>    | <b>8,524</b>       | <b>0%</b>     |
| <b>OPERATING INCOME (LOSS)</b>                 | <b>438,551</b>                | <b>2,872,021</b>    | <b>1,608,926</b>       | <b>5,845,456</b>     | <b>5,406,905</b>   | <b>14%</b>    |
| <b>NON-OPERATING REVENUES (EXPENSES)</b>       |                               |                     |                        |                      |                    |               |
| Investment Income                              | 501,000                       | 960,997.93          | 1,281,331              | 1,000,000            | 499,000            | 100%          |
| Investment Fees                                | -                             | (52,652.00)         | (70,202)               | (70,202)             | (70,202)           |               |
| Interest Expense                               | (145,994)                     | (152,951.85)        | (152,952)              | (152,952)            | (6,958)            |               |
| Other Non-Operating Income                     | 735,800                       | 619,557.89          | 826,077                | 806,497              | 70,697             | 10%           |
| Other Non-Operating Expenses                   | -                             | -                   | -                      | (70,000)             | (70,000)           |               |
| <b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b> | <b>1,090,806</b>              | <b>1,374,952</b>    | <b>1,884,254</b>       | <b>1,513,343</b>     | <b>422,537</b>     | <b>39%</b>    |
| <b>CAPITAL CONTRIBUTIONS</b>                   |                               |                     |                        |                      |                    |               |
| Grants   | 2,601,019                     | 1,648,213           | 1,648,213              | 10,000,000           | 7,398,981          | 284%          |
| SH Capital Contribution                        | 662,911                       | 490,336             | 689,209                | 689,209              | 26,298             | 4%            |
| <b>TOTAL CAPITAL CONTRIBUTIONS</b>             | <b>3,263,930</b>              | <b>2,138,549</b>    | <b>2,337,422</b>       | <b>10,689,209</b>    | <b>7,425,279</b>   | <b>227%</b>   |
| <b>CHANGE IN NET POSITION</b>                  | <b>4,793,287</b>              | <b>6,385,521</b>    | <b>5,830,602</b>       | <b>18,048,008</b>    | <b>13,254,721</b>  | <b>277%</b>   |
| <b>BEGINNING NET POSITION</b>                  | <b>193,571,644</b>            | <b>198,364,931</b>  | <b>193,571,644</b>     | <b>199,402,246</b>   |                    |               |
| <b>ENDING NET POSITION</b>                     | <b>198,364,931</b>            | <b>204,750,452</b>  | <b>199,402,246</b>     | <b>217,450,253</b>   |                    |               |

**Consolidated Statement:**

West Bay Sanitary District's Consolidated Budget conforms to the governmental accounting standards board (GASB) reporting standards for local governments, following generally accepted accounting principals (GAAP), including all District Funds.

**Consolidated Budget:**

West Bay Sanitary District has three distinct enterprise funds: Collections, which is the original mandate of the district; Solid Waste, franchised to Recology since January 1, 2011, and Recycled Water, consisting of the Sharon Heights Recycled Water Facility, completed March 2021, and the Bayfront Recycled Water Facility, currently in construction and expected to be completed by July 2027.

Consolidated Budget includes all funds: Collections Funds (General, Capital Projects, & Treatment Plant Funds),

Solid Waste Fund, and Recycled Water Fund.

**Revenues:**

The budget for FY 2026-27 includes total Operating Revenues of \$43.9 million, with \$40.4 million in the General Fund, reflecting a 5% increase from FY 2025-26 annual budget.

- ***Sewer Service Charges.*** Total revenue of \$ 40.3 million is estimated, reflecting a 13% increase compared to prior year’s budget. Residential customers increased by 1,354 during FY 2025-26, to 21,824 households, due to added Accessory Dwelling Units (ADUs), Veteran Housing, Menlo Flats, and Menlo Uptown projects. Non-Residential customers decreased by 3, to 616, for a total of 22,440 customers.
- ***Permit Fees.*** Permit & Inspection Fees budget is \$257,500. These fees are budgeted conservatively, due to the uncertain nature of their timing.
- ***Unpaid ADUs Sewer Service Charges and Connection Fees.*** Unpaid ADUs revenues and connection fees budget is \$509,796.
- ***Other Operating Income.*** A total of \$2.4 million, a 5% decrease from the prior budget based on actual budget projections.

The District has three Maintenance Service Agreements with outside agencies for \$2.4 million for FY2026-27

- Expected revenue from East Palo Alto Sanitary District (EPASP) of \$ 1,651,939, a 4.0% increase.
  - Expected revenue from Los Altos Hills of \$505,362, a 4% increase.
  - Expected revenue from Town of Woodside of \$94,263, a 4% increase.
  - Recology Franchise Fees for Solid Waste services of \$113,519, a 8% decrease, based on FY2025-26 projected balance.
- ***Non-Operating Revenues:*** Investment Income of \$1.3 million, based on FY2025-26 projected balances.

**Expenses:**

Operating Expenses are budgeted at \$38.1 million, approximately the same as the FY2025–26 budget, primarily due to the removal of depreciation expense from the budgeting process.

**Change in Net Position:**

Operating Income is \$5.8 million, with a total Change in Net Position of 18.0 million, which includes a \$10 million grant from California State Water Board.

**West Bay Sanitary District  
Collections Detailed Expense Budget  
Fiscal Year 2026-27**

|  | Approved Budget<br>FY 2025-26 | Actual<br>3/31/2026 | Projected<br>6/30/2026 | Budget<br>FY 2026-27 | Budget<br>Variance | Variance<br>% |
|--|-------------------------------|---------------------|------------------------|----------------------|--------------------|---------------|
| <b><u>OPERATING EXPENSES</u></b>         |                               |                     |                        |                      |                    |               |
| Salaries & Wages                         | 6,146,298                     | 4,054,650           | 5,406,200              | 6,890,454            | 744,156            | 12%           |
| Employee Benefits                        | 2,504,554                     | 1,582,371           | 2,109,828              | 3,003,298            | 498,744            | 20%           |
| Directors- Fees                          | 96,900                        | 31,020              | 41,360                 | 50,000               | (46,900)           | -48%          |
| Gasoline, Oil & Fuel                     | 175,821                       | 57,717              | 76,956                 | 176,202              | 381                | 0%            |
| Insurance                                | 351,149                       | 310,298             | 310,298                | 388,615              | 37,466             | 11%           |
| Memberships                              | 101,241                       | 42,187              | 56,250                 | 105,226              | 3,985              | 4%            |
| Office Expense                           | 53,950                        | 22,249              | 29,666                 | 53,799               | (151)              | 0%            |
| Operating Supplies                       | 675,828                       | 313,615             | 418,153                | 677,566              | 1,738              | 0%            |
| Contract Services                        | 1,006,714                     | 523,799             | 698,398                | 878,587              | (128,127)          | -13%          |
| Professional Services                    | 1,488,400                     | 286,135             | 381,514                | 875,600              | (612,800)          | -41%          |
| Printing & Publications                  | 99,500                        | 43,425              | 57,900                 | 100,300              | 800                | 1%            |
| Rents & Leases                           | 113,650                       | 48,347              | 64,462                 | 69,910               | (43,740)           | -38%          |
| Repairs & Maintenance                    | 378,411                       | 318,750             | 425,000                | 505,682              | 127,271            | 34%           |
| Computer Hardware & Software             | 381,626                       | 123,363             | 164,484                | 229,500              | (152,126)          | -40%          |
| Research & Monitoring                    | 27,600                        |                     | -                      | 27,600               | -                  | 0%            |
| Training, Meetings & Travel              | 190,600                       | 67,122              | 89,496                 | 209,406              | 18,806             | 10%           |
| Utilities                                | 333,916                       | 239,174             | 318,899                | 407,671              | 73,755             | 22%           |
| Other Operating Expenses                 | 186,934                       | 215,614             | 287,485                | 374,513              | 187,579            | 100%          |
| Equipment Expense                        | 121,400                       | 39,226              | 52,302                 | 152,150              | 30,750             | 25%           |
| Pension Expense                          | 50,000                        | 141,959             | 189,278                | 149,057              | 99,057             | 198%          |
| OPEB Expense                             | 40,600                        | 12,020              | 16,027                 | 40,600               | -                  | 0%            |
| Depreciation Expense                     | 3,500,000                     |                     | -                      | -                    | (3,500,000)        | -100%         |
| <b>Total WBSD Operating Expenses</b>     | <b>18,025,092</b>             | <b>8,473,042</b>    |                        | <b>15,365,735</b>    | <b>(2,659,356)</b> | <b>-15%</b>   |
| <b><u>NON-OPERATING EXPENSES</u></b>     |                               |                     |                        |                      |                    |               |
| Interest Expense/Investment Fees         | -                             | 47,044              | 62,725                 | 62,725               | 62,725             |               |
| Other Non-Operating Expenses             | -                             | -                   |                        | 70,000               | 70,000             |               |
| <b>Total WBSD Non-Operating Expenses</b> | <b>-</b>                      | <b>47,044</b>       | <b>62,725</b>          | <b>132,725</b>       | <b>132,725</b>     | <b>-</b>      |
| <b><u>SVCW OPERATING EXPENSES</u></b>    |                               |                     |                        |                      |                    |               |
| SVCW - Operating Expense                 | 7,526,417                     | 5,644,809           | 7,526,417              | 8,157,653            | 631,236            | 8.4%          |
| SVCW - Capital Contributions             | 466,801                       | 350,100             | 466,801                | 403,942              | (62,859)           | -13%          |
| SVCW - Operating Reserves                | 210,892                       |                     | 210,892                | -                    | (210,892)          | -100%         |
| SVCW - Capital Reserves                  | 1,043,959                     | 805,203             | 1,043,959              | 1,207,800            | 163,841            | 16%           |
| SVCW - Line of Credit                    | -                             | -                   | -                      | 14,198               | 14,198             |               |
| SVCW - 2018 Bond                         | 1,835,338                     | 1,835,338           | 1,835,338              | 1,838,838            | 3,501              | 0%            |
| SVCW: 2021 Bonds (\$55.6m)               | 2,737,697                     | 2,737,697           | 2,737,697              | 2,727,968            | (9,729)            | 0%            |
| SVCW - SRF WWTP Debt C-06-5216-120       | 506,765                       | 506,765             | 506,765                | 506,765              | (0)                | 0%            |
| SVCW - SRF Debt C-06-8069-110            | 143,482                       | 143,482             | 143,482                | 143,481              | (1)                | 0%            |
| SVCW - SRF RESCU                         | 530,307                       | 619,611             | 530,307                | 619,611              | 89,304             | 17%           |
| SVCW: SRF Loan C-06-8264-210             | 593,284                       | 533,970             | 593,284                | 533,971              | (59,313)           | -10%          |
| SVCW: SRF Loan C-06-8264-710             | 612,090                       | 600,953             | 612,090                | 600,953              | (11,137)           | -2%           |
| SVCW - Cash in Lieu of Debt              | 1,984,943                     | 1,134,948           | 1,984,943              | 4,680,382            | 2,695,439          | 136%          |
| <b>Total SVCW Operating Expenses</b>     | <b>18,191,974</b>             | <b>14,912,876</b>   | <b>18,191,974</b>      | <b>21,435,562</b>    | <b>3,243,589</b>   | <b>18%</b>    |
| <b>TOTAL ALL EXPENSES</b>                | <b>36,217,065</b>             | <b>23,432,961</b>   | <b>18,254,699</b>      | <b>36,934,022</b>    | <b>716,957</b>     | <b>2%</b>     |

**Collections Statement:**

West Bay Sanitary District's Collections budget shows the District's core function of providing wastewater collection and conveyance services to the City of Menlo Park, Atherton, Portola Valley, areas of East Palo Alto, Woodside, and unincorporated San Mateo and Santa Clara counties.

**Collections Detailed Expense Budget:**

Collection system is comprised of the General Fund, for direct District expenses, Capital Projects Fund for capital expenditures, and the Treatment Plant Fund, for sewage treatment plant activity by Silicon Valley Clean Water (SVCW). These funds represent the sewer service operations. Solid Waste and Recycled Water Funds are detailed separately

Total Collections operating expenses of \$36.9 million represent a 2% increase over FY2025-26. Detailed expenses are shown on the Collections Detailed Expenditure Budget on page 6.

- **General Fund**

The following expense items have budget variances 10 percent or greater:

- Salaries and wages costs increased 12% from FY2025-26 budget. The District has 40 full-time positions. The Operator II is now budgeted for the full fiscal year, two engineering interns are added to the budget, and a new accountant position is proposed in the finance department to assist with tax roll and other quality controls.
- Benefits increased 20% from FY2025-26, including additional staff.
- Directors Fees are budgeted at \$50,000, based on projected balance, a decrease of 48% compared to FY2025-26 approved budget.
- Insurance costs are expected to increase approximately 11%. The District is a member of California Sanitation Risk Management Authority (CSRMA), which provides self-insured and excess insurance. Final rates will not be available until late June 2026. The District's experience modification factor for workers' compensation increased to 1.04 from 0.76.
- Contract Services decreased 13% based on projected balance.
- Professional Services decreased 41% due to a Sewer Service Charge software product which was not purchased but was included in the FY2025-26 budget.
- Rent and leases decreased 38% based on projected balance.
- Repairs and maintenance expenses include fleet, safety equipment, lift stations, and other equipment maintenance crucial to operations. Costs are increasing 34% to \$505,682, due to labor cost increases, a larger fleet needing repairs, electric vehicle car subscriptions, and a new landscaping contract.
- Computer Hardware & Software is budgeted based on projected balance, a 40% decrease compared to FY2025-26 approved budget.
- Training, meetings, and travel are increasing 10%, to support new and promoted staff.
- Utilities are budgeted at \$407,671, a 22% increase primarily due to water and electricity.
- Other Operating Expenses, which include licenses and permits, bank expenses, education tuition, LAFCo, and miscellaneous expenses, are increasing 100% primarily due to budgeting for occasional Sewer Service Charge refunds that were never budgeted before.
- Equipment Expense increased 25% due to new accessories for the new vehicles.
- Pension expense – Unfunded Accrued Liabilities (UAL) increased 198%, based on actual UAL expense of FY2025-26. \$50,000 was budgeted in FY2025-26, however actual UAL was \$141,959 as of March 31, 2026. Therefore, \$149,057 is budgeted, which is 5% above actual.

• **Capital Projects Fund**

Capital Projects Fund is financed with any increase in Net Position from the Collections operations revenues (including Connection Fees by customers) and Interest Income. The District had a \$27.99 million Capital Budget balance available as of June 30, 2025. As of March 31, 2026, \$37.2 million was spent on capital assets. \$7 million from Capital Reserve and \$5.8 million from Rate Stabilization Reserve were transferred to fund capital projects through March 31, 2026. There is \$7.1 million in budgeted capital expenditure outstanding for the current fiscal year.

**Capital contributions include:**

- A California State Water Board \$10 million grant is expected to be received in FY2026-27.

Total Capital Expenses budget for FY 2026-27 is \$18.4 million, a 4% increase from FY2025-26. \$2.3 million is carried over from FY2025-26. A detailed schedule of Capital Expenditures is included on page 10.

**Capital Projects Fund Expense Summary**

|                               | Actuals<br>3/31/2026 | Approved Budget<br>FY 2025-26 | Budget<br>FY 2026-27 | Budget<br>Variance | Budget<br>Variance % |
|-------------------------------|----------------------|-------------------------------|----------------------|--------------------|----------------------|
| <b>CAPITAL EXPENSES</b>       |                      |                               |                      |                    |                      |
| Facilities Improvements       | 39,200               | 600,000                       | 600,000              | -                  | 0%                   |
| Vehicles & Equipment          | 318,847              | 365,000                       | 730,000              | 365,000            | 100%                 |
| Pump Stations                 | -                    | 2,826,000                     | 170,000              | (2,656,000)        | -94%                 |
| Subsurface Lines              | 54,683               | 200,000                       | 200,000              | -                  | 0%                   |
| Construction Projects         | 9,797,365            | 13,549,500                    | 16,536,745           | 2,987,245          | 22%                  |
| <b>TOTAL CAPITAL EXPENSES</b> | <b>10,210,095</b>    | <b>17,540,500</b>             | <b>18,236,745</b>    | <b>696,245</b>     | <b>4%</b>            |

- **Facilities.** The budget for Collections includes FERRF and building improvements of \$600,000.
  - FERRF Improvements \$500,000
  - Building Improvements \$100,000
- **Vehicle & Equipment.** The budget for vehicles and equipment is \$730,000, which is a \$365,000 increase from the FY2025-26 budget.
  - Vehicles:
    - Ford Transit (Service Truck) \$130,000
    - Combo Unit \$600,000
- **Pump Stations & Subsurface Lines** Budget at \$370,000.
  - Pump Equipment Replacement Program \$70,000
  - Wetwell Lining \$100,000
  - Manhole Rasing (Paving Projects) \$100,000
  - Structure Coating (Maintenance) \$100,000

- **Construction Projects.** These construction projects are recorded separately and capitalized when completed. Construction in progress (CIP) is not depreciated until the projects are completed. \$16,536,745 is budgeted for CIP, including a \$2.3 million carryover from FY2025-26 capital budget, not including the Pump Stations & Subsurface lines projects. New funding is \$14.2 million.
  - Levee Project:
    - FERRF Levee Improvement Project (Carryover) \$631,228.
    - FERRF Levee - Post Construction Monitoring \$200,000
    - The District received a \$4,884,112 grant from the National Fish and Wildlife Foundation for the construction of a living shoreline. These are matching funds requiring an 112% contribution by the District (\$5.5 million). The District has received \$3,931,307 to date, with \$952,805 outstanding.
  - Pipeline Replacement & Rehab – Design & Construction Support \$2,208,517, including a \$650,000 carryover from FY2025-26 budget.
    - FERRF Levee - Post Construction Monitoring \$200,000
    - Garbada Easement – Design \$70,000
    - Illinois Forcemain Replacements - Construction Support \$100,000
    - Laurel Ave-Hwy101 Crossing - Design (Carryover) \$500,000
    - Grade 4 & 5 Phase II – Design \$240,000
    - Spot Repair High Frequency List Phase III-B - Construction Support \$88,517
    - Spot Repair High Frequency List Phase IV – Design \$360,000
    - Unexpected Projects Design \$300,000
    - University Force Main - Design \$200,000
    - Willow PS (Ivy Drive) Discharge Capacity Improvements - Design (Carryover) \$150,000
  - Pipeline Replacement & Rehab - Construction, \$13,697,000, with \$1,039,000 carried over from FY2025-26.
    - Garbada Easement – Construction, \$500,000
    - Grade 4 & 5 Phase I – Construction, \$2,336,000
    - Illinois Forcemain Replacements – Construction, \$961,000
    - Illinois Forcemain Replacements - Construction (Carryover), \$1,039,000
    - Laurel Ave Hwy101 Crossing – Construction, \$3,000,000
    - Spot Repair High Frequency List Phase III-B – Construction, \$3,361,000
    - Willow PS (Ivy Drive) Discharge Capacity Improvements – Construction, 2,000,000
    - Unexpected Pipeline Repair Projects, \$500,000

**West Bay Sanitary District  
Capital Expense Budget  
Fiscal Year 2026-27**

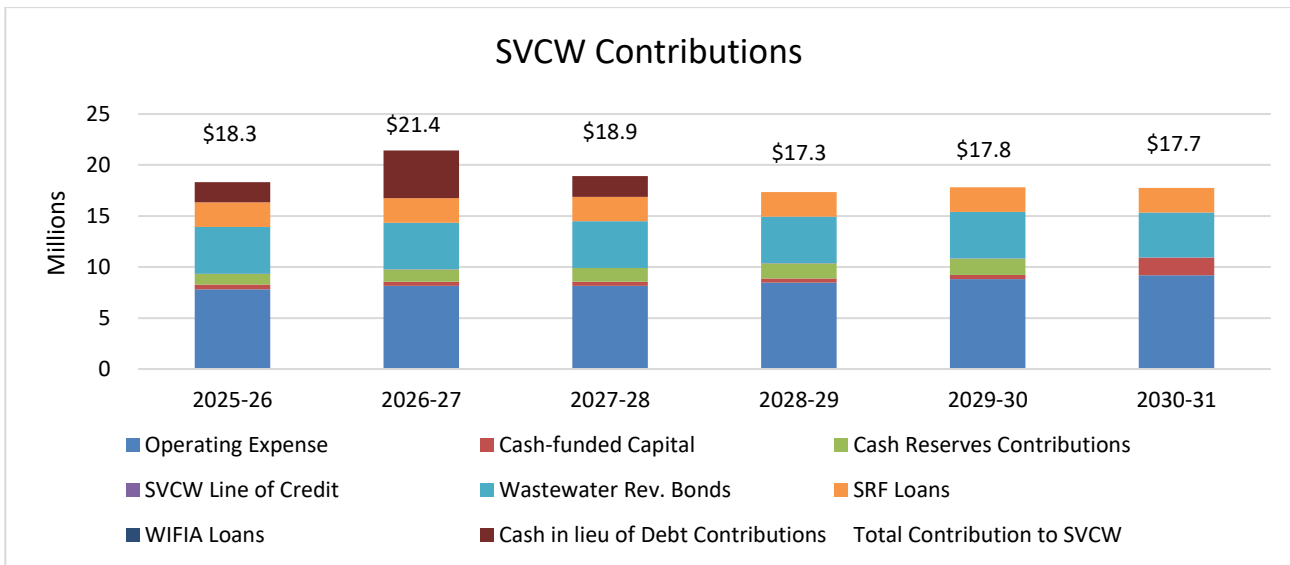
| <b>Capital Expense - Details</b>   | <b>Budget FY2025-26</b> | <b>Budget FY2026-27</b> | <b>Budget Variance</b> | <b>Budget Variance %</b> |
|--|-------------------------|-------------------------|------------------------|--------------------------|
| <b><u>FACILITIES</u></b>   |                         |                         |                        |                          |
| FERRF Improvements   | 500,000                 | 500,000                 | -                      | 0%                       |
| Building Improvements  | 100,000                 | 100,000                 | -                      | 0%                       |
| <b>Total Facilities</b>  | <b>600,000</b>          | <b>600,000</b>          | <b>-</b>               | <b>0%</b>                |
| <b><u>EQUIPMENT REPLACEMENT</u></b>  |                         |                         |                        |                          |
| <b>Vehicles</b>  |                         |                         |                        |                          |
| Ford Transit (Service Truck)   | -                       | 130,000                 | 130,000                |                          |
| Combo Unit   | -                       | 600,000                 | 600,000                |                          |
| Ford Maverick  | 45,000                  | -                       | (45,000)               | -100%                    |
| Utility Truck - Pump Supervisor  | 80,000                  | -                       | (80,000)               | -100%                    |
| 3 Ton Crane  | 240,000                 | -                       | (240,000)              | -100%                    |
| <b>Total Equipment Replacement</b>   | <b>365,000</b>          | <b>730,000</b>          | <b>365,000</b>         | <b>100%</b>              |
| <b><u>PUMP STATIONS &amp; SUBSURFACE LINES</u></b>                                   |                         |                         |                        |                          |
| <b>Pump Stations</b>   |                         |                         |                        |                          |
| Pump Equipment Replacement Program   | 142,000                 | 70,000                  | (72,000)               | -51%                     |
| Pump Station Telemetry   | 1,245,001               | -                       | (1,245,001)            | -100%                    |
| Wetwell Lining   | 100,000                 | 100,000                 | -                      | 0%                       |
| <b>Subtotal Pump Stations</b>  | <b>1,487,001</b>        | <b>170,000</b>          | <b>(1,317,001)</b>     | <b>-89%</b>              |
| <b>Subsurface Lines</b>  |                         |                         |                        |                          |
| Manhole Raising (Paving Projects)  | 100,000                 | 100,000                 | -                      | 0%                       |
| Structure Coating (Maintenance)  | 100,000                 | 100,000                 | -                      | 0%                       |
| <b>Subtotal Subsurface Lines</b>   | <b>200,000</b>          | <b>200,000</b>          | <b>-</b>               |                          |
| <b>Total Pump Station &amp; Subsurface Lines</b>                                     | <b>1,687,001</b>        | <b>370,000</b>          | <b>(1,317,001)</b>     | <b>-78%</b>              |
| <b><u>CONSTRUCTION PROJECTS</u></b>  |                         |                         |                        |                          |
| <b>Construction in Progress</b>  |                         |                         |                        |                          |
| FERRF Levee Improvement Project  | 1,000,000               | -                       | (1,000,000)            | -100%                    |
| FERRF Levee Improvement Project (Carryover)  | -                       | 631,228                 | 631,228                |                          |
| <b>Subtotal Construction in Progress</b>   | <b>1,000,000</b>        | <b>631,228</b>          | <b>(368,772)</b>       | <b>-37%</b>              |
| <b>Pipeline Replacement &amp; Rehab - Design &amp; Construction Support</b>          |                         |                         |                        |                          |
| FERRF Levee - Post Construction Monitoring   | -                       | 200,000                 | 200,000                |                          |
| Garbada Easement - Design  | -                       | 70,000                  | 70,000                 |                          |
| Illinois Forcemain Replacements - Construction Support                               | -                       | 100,000                 | 100,000                |                          |
| Laurel Ave-Hwy101 Crossing -Design   | 500,000                 | -                       | (500,000)              | -100%                    |
| Laurel Ave-Hwy101 Crossing - Design (Carryover)                                      | -                       | 500,000                 | 500,000                |                          |
| Grade 4 & 5 Phase II - Design  | -                       | 240,000                 | 240,000                |                          |
| Spot Repair High Frequency List Phase III-B - Construction Support                   | -                       | 88,517                  | 88,517                 |                          |
| Spot Repair High Frequency List Phase IV - Design                                    | -                       | 360,000                 | 360,000                |                          |
| Unexpected Projects Design   | -                       | 300,000                 | 300,000                |                          |
| University Force Main - Design   | -                       | 200,000                 | 200,000                |                          |
| Willow PS (Ivy Drive) Discharge Capacity Improvements - Design                       | 300,000                 | -                       | (300,000)              | -100%                    |
| Willow PS (Ivy Drive) Discharge Capacity Improvements - Design (Carryover)           | -                       | 150,000                 | 150,000                | 100%                     |
| <b>Subtotal Pipeline Replacement &amp; Rehab - Design &amp; Construction Support</b> | <b>800,000</b>          | <b>2,208,517</b>        | <b>1,408,517</b>       | <b>176%</b>              |
| <b>Pipeline Replacement &amp; Rehab - Construction</b>                               |                         |                         |                        |                          |
| Stowe Lane   | 2,100,000               | -                       | (2,100,000)            | -100%                    |
| Bayfront Park Sanitary Sewer Improvements  | 1,000,000               | -                       | (1,000,000)            | -100%                    |
| Emergency Syphon Repairs   | 1,200,000               | -                       | (1,200,000)            | -100%                    |
| Garbada Easement - Construction  | -                       | 500,000                 | 500,000                |                          |
| Grade 4 & 5 Phase I - Contruccion  | -                       | 2,336,000               | 2,336,000              |                          |
| Illinois Forcemain Replacements - Construction                                       | 1,039,000               | 961,000                 | (78,000)               | -8%                      |
| Illinois Forcemain Replacements - Construction (Carryover)                           | -                       | 1,039,000               | 1,039,000              |                          |
| Laurel Ave Hwy101 Crossing - Construction  | -                       | 3,000,000               | 3,000,000              |                          |
| Misc Point Repairs-High Freq. List Repairs (LAMP 1) - Point Repair Phase III-A       | 6,949,499               | -                       | (6,949,499)            | -100%                    |
| Spot Repair High Frequency List Phase III-B - Construction                           | -                       | 3,361,000               | 3,361,000              |                          |
| Willow Pump Station Rehabilitation   | 300,000                 | -                       | (300,000)              | -100%                    |
| Willow PS (Ivy Drive) Discharge Capacity Improvements - Construction                 | -                       | 2,000,000               | 2,000,000              |                          |
| Unexpected Pipeline Repair Projects  | 500,000                 | 500,000                 | -                      | 0%                       |
| <b>Subtotal Pipeline Replacement &amp; Rehab - Construction</b>                      | <b>13,088,499</b>       | <b>13,697,000</b>       | <b>608,501</b>         | <b>5%</b>                |
| <b>Total Construction Projects</b>   | <b>14,888,499</b>       | <b>16,536,745</b>       | <b>1,648,246</b>       | <b>11%</b>               |
| <b>GRAND TOTAL - ALL CAPITAL EXPENSES</b>  | <b>17,540,500</b>       | <b>18,236,745</b>       | <b>696,245</b>         | <b>4%</b>                |

- **Treatment Plant (SVCW) Fund**

**Operating Expenses/Debt:**

This includes contributions and debt payments for the benefit of SVCW. Total budget expenses are \$21,435,562, increasing 18% for the District’s share of SVCW budget in FY 2026-27. SVCW expenditure represents 59.2% of the Collections Operating Expenses, excluding capital projects expenses. The District holds a 26.84% share of SVCW’s Net Position according to the SVCW’s annual Audited Analysis of Net Position, as of June 30, 2025. SVCW is reported in the Treatment Plant Fund, to better identify direct District Operations and those for SVCW.

- SVCW Operating expenses are \$8,157,653, an 8.4% increase, due to operating expenses and cash in lieu of debt contributions. Monthly payments also include revenue-funded capital and reserves.
- SVCW Debt payments are \$6,971,587 for 2018 bonds, 2021 A&B bonds, a WWTP State Revolving Fund (SRF) loan, and RESCU loans, which are flat from prior year. WIFIA loans will begin repayment in 2027-28 for an approximate \$3 million increase in the first year.
- SVCW has allowed several options for \$33 million in additional funding. The Board has indicated paying cash in lieu of additional debt. After several discussions with SVCW staff, the district was provided the option for \$8,697,093 cash in lieu over three years, with \$4,680,382 in FY 2026-27, increased from \$1,984,943 in FY 2025-26.



**Reserves:**

The District reserves funds to protect cash flow between sewer service fee payments from the county, maintain fiscal stability, and reserve for future projects. The District has six individual investment accounts to reserve funds for various aspects of operations, plus two money market accounts, including the two accounts which are restricted and hold deposits from Sharon Heights Golf & Country Club (SHGCC) for the SRF loan on the Sharon Heights Recycled Water Facility (SHRWF). In addition, the District has two checking accounts and holds funds in Local Agency Investment Fund (LAIF), which are liquid and available to fund current Operations and Capital Projects.

**West Bay Sanitary District  
Reserve Contributions  
Fiscal Year 2026-27**

| Reserves                                    | Targets           | Balance<br>3/31/26 | Budget<br>FY2025-26 | Budget<br>FY2026-27 | Balance<br>FY2026-27 | Budget<br>Change  | Budget<br>Variance % |
|---|-------------------|--------------------|---------------------|---------------------|----------------------|-------------------|----------------------|
| <b><u>COLLECTION RESERVES</u></b>           |                   |                    |                     |                     |                      |                   |                      |
| Operating Reserve (6mo/Ops)                 | 18,467,011        | 730,235            | 863,280             | 17,736,776          | 18,467,011           | 16,873,496        | 1955%                |
| Rate Stabilization Reserve                  | 15,000,000        | 6,226,736          |                     | 8,773,264           | 6,226,736            | 8,773,264         |                      |
| Treatment Plant Reserve                     | 20,000,000        | 11,448,295         | (1,984,943)         | 8,551,705           | 11,448,295           | 10,536,648        | -531%                |
| <b><u>RESTRICTED RESERVES</u></b>           |                   |                    |                     |                     |                      |                   |                      |
| PARS Irrevocable Trust - Pension            |                   | 467,043            | 50,000              | 50,000              | 467,043              | -                 | 0%                   |
| PARS Irrevocable Trust - OPEB               |                   | 648,707            | 25,000              | 25,000              | 648,707              | -                 | 0%                   |
| <b><u>CAPITAL PROJECT FUND RESERVES</u></b> |                   |                    |                     |                     |                      |                   |                      |
| Capital Reserve                             | 20,000,000        | 16,489,914         |                     | 3,510,086           | 16,489,914           | 3,510,086         |                      |
| Equipment Replacement Reserve               | 1,000,000         |                    | 1,442,000           | 1,000,000           | 1,000,000            | (442,000)         | -31%                 |
| <b><u>RECYCLED WATER FUND RESERVES</u></b>  |                   |                    |                     |                     |                      |                   |                      |
| Recycled Water Cash Flow Reserve            | 12,000,000        | 4,874,198          |                     | 7,125,802           | 4,874,198            | 7,125,802         |                      |
| Recycled Water SRF Reserve - Restricted     | 1,458,404         | 1,522,242          |                     |                     | 1,522,242            | -                 |                      |
| <b>TOTAL RESERVES</b>                       | <b>87,925,415</b> | <b>42,407,369</b>  | <b>395,337</b>      | <b>46,772,633</b>   | <b>61,144,145</b>    | <b>46,377,296</b> | <b>11731%</b>        |

The District currently has four separate investment reserve accounts maintained to support the goals of the District, along with reserves held in LAIF, including Operating Reserves and an Equipment Replacement Reserve, a Pension Trust, and the restricted Recycled Water SRF Reserve. Annual contributions are made in accordance with the Board approved budget in order to reach the target balances for each reserve. The Operating Reserve is set at six months of operating expenses, based on the annual budget for Collections.

- **Reserves.** The target reserve balance for FY2026-27 is \$87.5 million. The total reserve balance as of March 31, 2026 is \$42.4 million.
  - **Operating Reserve:** Requires \$17.7 million to reach target amount.
    - Six months of operations provide cash flow between July and December, when the first sewer service charges are received.
    - Operating Reserves will be held in LAIF, where they are available for cash flow.
  - **Rate Stabilization Reserve:** Requires \$8.8 million to reach target amount.
  - **Treatment Plant Reserve:** Requires \$8.6 million to reach target amount.
  - **Capital Reserve:** Requires \$3.5 million to reach target amount.
  - **Equipment Replacement Reserve:** Requires \$1 million in a new LAIF account.
  - **Recycled Water Cash Flow Reserve:** Requires \$7.1 million to reach target amount.
- **Restricted Reserves.**
  - **Public Agency Retirement Services (PARS) Trust:**
    - **Pension:** \$50,000 to reserve for possible CalPERS unfunded liability.
    - **Other Post-Employment Benefits (OPEB):** \$25,000 to keep pace with increasing liability.

**Solid Waste Fund:**

The Solid Waste Fund revenue is budgeted based on projected actual franchise fees through June 30, 2026. The Net Position is projected to be \$848,496, a decrease of \$28,177 for FY 2026-27.

- **Solid Waste Fund Revenue.** Franchise fees are received from Recology, which manages solid waste collection for the District. The budget is estimated at a 14% decrease from FY 2025-26, based on current receipts. Recology may have other changes, which are uncertain at this time; additional costs associated with implementation of California’s Short-Lived Climate Pollutant (SLCP) Reduction Strategy, SB1383 and disposal costs at the Shoreway Environmental Center.
- **Solid Waste Fund Expense.** Allocated expenses for the Solid Waste program of \$141,696 is budgeted for rate studies, notification mailing, public relations, and overhead.

**West Bay Sanitary District  
Solid Waste Fund Budget  
Fiscal Year 2026-27**

|                                      | Actual<br>3/31/2026 | Projected<br>6/30/2026 | Approved Budget<br>FY 2025-26 | Budget<br>FY 2026-27 | Budget<br>Variance | Variance<br>% |
|--------------------------------------|---------------------|------------------------|-------------------------------|----------------------|--------------------|---------------|
| <b><u>OPERATING REVENUES</u></b>     |                     |                        |                               |                      |                    |               |
| <b>TOTAL OPERATING REVENUES</b>      | 85,139              | 113,519                | 131,600                       | 113,519              | (18,081)           | -14%          |
| <b><u>OPERATING EXPENSES</u></b>     |                     |                        |                               |                      |                    |               |
| Rate Studies                         | -                   | -                      | 45,526                        | 45,526               | -                  | 0%            |
| Mailings                             | -                   | -                      | 5,459                         | 5,459                | -                  | 0%            |
| Public Relations                     | -                   | -                      | 1,600                         | 1,600                | -                  | 0%            |
| Overhead Expense Allocation          |                     |                        | 89,111                        | 89,111               | -                  |               |
| <b>TOTAL OPERATING EXPENSES</b>      | -                   | -                      | <b>141,696</b>                | <b>141,696</b>       | -                  | <b>0%</b>     |
| <b><u>CHANGE IN NET POSITION</u></b> |                     |                        |                               |                      |                    |               |
|                                      | <b>85,139</b>       | <b>113,519</b>         | <b>(10,096)</b>               | <b>(28,177)</b>      | <b>(18,081)</b>    | <b>179%</b>   |
| <b>BEGINNING NET POSITION</b>        | <b>763,154</b>      | <b>763,154</b>         | <b>876,673</b>                | <b>876,673</b>       |                    |               |
| <b>ENDING NET POSITION</b>           | <b>763,154</b>      | <b>876,673</b>         | <b>866,577</b>                | <b>848,496</b>       |                    |               |

**Recycled Water Fund:**

Recycled Water has two operations; The Sharon Heights Recycled Water Facility (SHRWF) and the Bayfront Recycled Water Facility (BFRWF), currently under construction.

**West Bay Sanitary District  
Recycled Water Fund Budget  
Fiscal Year 2026-27**

| Recycled Water Fund                  | SHRWF<br>FY2026-27 | BFRWF<br>FY2026-27 | Total Recycled Water<br>FY2026-27 |
|--------------------------------------|--------------------|--------------------|-----------------------------------|
| <b>REVENUES</b>                      |                    |                    | -                                 |
| Sharon Heights O&M                   | 777,980            | -                  | 777,980                           |
| Sharon Heights Capital Contributions | 689,209            | -                  | 689,209                           |
| Investment Income                    | 1,000              | 99,000             | 99,000                            |
| <b>TOTAL REVENUES</b>                | <b>1,468,189</b>   | <b>99,000</b>      | <b>1,566,189</b>                  |
| <b>EXPENSES</b>                      |                    |                    | -                                 |
| Salaries & Benefits                  | 253,920            | 315,515            | 569,435                           |
| Other Operating Expense              | 524,060            | 193,188            | 717,248                           |
| SRF Loan Payments                    | 689,209            | -                  | 689,209                           |
| Investment Fees                      | -                  | 7,423              | 7,423                             |
| <b>TOTAL EXPENSES</b>                | <b>1,467,189</b>   | <b>516,126</b>     | <b>1,983,315</b>                  |
| <b>CHANGE IN NET POSITION</b>        | <b>1,000</b>       | <b>(417,126)</b>   | <b>(417,126)</b>                  |

**Sharon Heights Recycled Water Facility**

The SHRWF budget is based on the approved 2026 calendar year operations and maintenance budget agreed upon with Sharon Heights Golf & Country Club (SHGCC) representatives. The detailed SHRWF statement is included on page 15.

- **Operating Revenue.** Revenue is budgeted at \$777,980 The District provides SHGCC with a projected budget in January 2026, which estimated annual operations and maintenance and is billed in twelve equal monthly installments. The difference is reconciled annually and billed or credited to SHGCC.
- **Operating Expense.** Total Operating expenses are budgeted at \$777,980, includes salaries and benefits and other operating expenses for FY 2026-27.
- **Contributions.**
  - SHGCC pays \$689,209 in ten equal installments over ten months for the SRF loan payments, due March 31, and December 31 each year. Recorded as a contribution by SHGCC to repay the Sharon Heights facility and the Avy influent pump station.

**West Bay Sanitary District  
Recycled Water Fund  
Sharron Heights Recycled Water Facility Budget  
Fiscal Year 2026-27**

| <b>Fund Expenditures - Detail</b>             | <b>Actual<br/>3/31/2026</b> | <b>Projected<br/>6/30/26</b> | <b>Approved Budget<br/>FY 2025/26</b> | <b>Budget<br/>FY 2026/27</b> | <b>Budget<br/>Variance</b> | <b>Variance<br/>%</b> |
|---|-----------------------------|------------------------------|---------------------------------------|------------------------------|----------------------------|-----------------------|
| <b>OPERATING REVENUES</b>                     |                             |                              |                                       |                              |                            |                       |
| SHGCC O&M Revenue                             | 588,117                     | 784,156                      | 735,800                               | 777,980                      | 42,180                     | 5%                    |
| <b>TOTAL OPERATING REVENUES</b>               | <b>588,117</b>              | <b>784,156</b>               | <b>735,800</b>                        | <b>777,980</b>               | <b>42,180</b>              | <b>5%</b>             |
| <b>OPERATING EXPENSES</b>                     |                             |                              |                                       |                              |                            |                       |
| Salaries & Wages                              | 72,510                      | 96,680                       | 130,000                               | 108,990                      | (21,010)                   | -16%                  |
| Employee Benefits                             | 38,960                      | 51,946                       | 41,400                                | 79,026                       | 37,626                     | 91%                   |
| Indirect Labor                                | 11,280                      | 15,040                       | -                                     | 16,329                       | 16,329                     |                       |
| Overtime                                      | 15,478                      | 20,637                       | 25,000                                | 25,950                       | 950                        | 4%                    |
| Standby                                       | 15,479                      | 20,638                       | 21,000                                | 23,625                       | 2,625                      | 13%                   |
| Insurance                                     | 23,497                      | 31,329                       | 62,000                                | 63,650                       | 1,650                      | 3%                    |
| Memberships                                   | 106                         | 141                          | -                                     | 1,500                        | 1,500                      |                       |
| Operating Supplies                            | 3,317                       | 4,423                        | 20,000                                | 5,250                        | (14,750)                   | -74%                  |
| Chemicals                                     | 3,601                       | 4,801                        | 20,000                                | 13,125                       | (6,875)                    | -34%                  |
| Professional Services                         | 15,311                      | 20,415                       | 40,000                                | 51,750                       | 11,750                     | 29%                   |
| Repairs & Maintenance                         | 5,292                       | 7,057                        | 25,000                                | 31,105                       | 6,105                      | 24%                   |
| Research & Monitoring                         | 13,429                      | 17,905                       | 23,000                                | 23,000                       | -                          | 0%                    |
| Utilities                                     | 182,677                     | 243,569                      | 279,500                               | 279,500                      | -                          | 0%                    |
| Licenses & Permits                            | 15,960                      | 21,280                       | 15,000                                | 21,280                       | 6,280                      | 42%                   |
| <b>SUBTOTAL OPERATING EXPENSES</b>            | <b>416,897</b>              | <b>555,863</b>               | <b>701,900</b>                        | <b>744,080</b>               | <b>42,180</b>              | <b>6%</b>             |
| Administrative Expense                        | 25,425                      | 33,900                       | 33,900                                | 33,900                       | -                          | 0%                    |
| <b>TOTAL OPERATING EXPENSES</b>               | <b>442,322</b>              | <b>589,763</b>               | <b>735,800</b>                        | <b>777,980</b>               | <b>84,360</b>              | <b>11%</b>            |
| <b>OPERATING INCOME</b>                       | <b>145,795</b>              | <b>194,393</b>               | <b>-</b>                              | <b>-</b>                     | <b>-</b>                   |                       |
| <b>NONOPERATING REVENUES (EXPENSES)</b>       |                             |                              |                                       |                              |                            |                       |
| Interest Income, Gains on Investments         | 1,253                       | 1,670                        | 1,000                                 | 1,000                        | -                          | 0%                    |
| SHGCC Contributions: SRF Loan                 | 662,911                     | 662,911                      | 662,911                               | 662,911                      | -                          | 0%                    |
| SHGCC Contributions: Avy PS SRF Loan          | 26,298                      | 26,298                       | -                                     | 26,298                       | 26,298                     |                       |
| SH SRF Loan Payment - Principal               | (516,917)                   | (516,917)                    | (516,917)                             | (522,086)                    | (5,169)                    | 1%                    |
| SRF Loan Payment - Interest                   | (145,994)                   | (145,994)                    | (145,994)                             | (140,825)                    | 5,169                      | -4%                   |
| Avy PS SRF Loan Payment - Principal           | (19,340)                    | (19,340)                     | -                                     | (16,129)                     | (16,129)                   |                       |
| Avy PS SRF Loan Payment - Interest            | (6,958)                     | (6,958)                      | -                                     | (10,169)                     | (10,169)                   |                       |
| <b>TOTAL NONOPERATING REVENUES (EXPENSES)</b> | <b>1,253</b>                | <b>1,670</b>                 | <b>1,000</b>                          | <b>1,000</b>                 | <b>-</b>                   | <b>0%</b>             |
| <b>CHANGE IN NET POSITION</b>                 | <b>147,048</b>              | <b>196,064</b>               | <b>1,000</b>                          | <b>1,000</b>                 | <b>-</b>                   | <b>0%</b>             |

**Bayfront Recycled Water Facility**

The Bayfront Recycled Water Facility (BFRWF) has been in preliminary planning since 2017. The District completed an initial BFRWF Plan in February 2019, with Board approval on May 12, 2021, completion is scheduled for July 2027. The 1 million gallons per day (MGD) recycled facility is estimated to cost \$85 million to construct, in addition to the added solar project.

The California State Water Board approved \$76.6 million in funding, including a \$50 million Federal Clean Water SRF loan, \$11.6 million in California Water Recycling loan, and a total of \$15 million in California Water Recycling Grants.

As of March 31, 2026, the District received \$17 million in reimbursements from the California State Water Board through the SRF loan program.

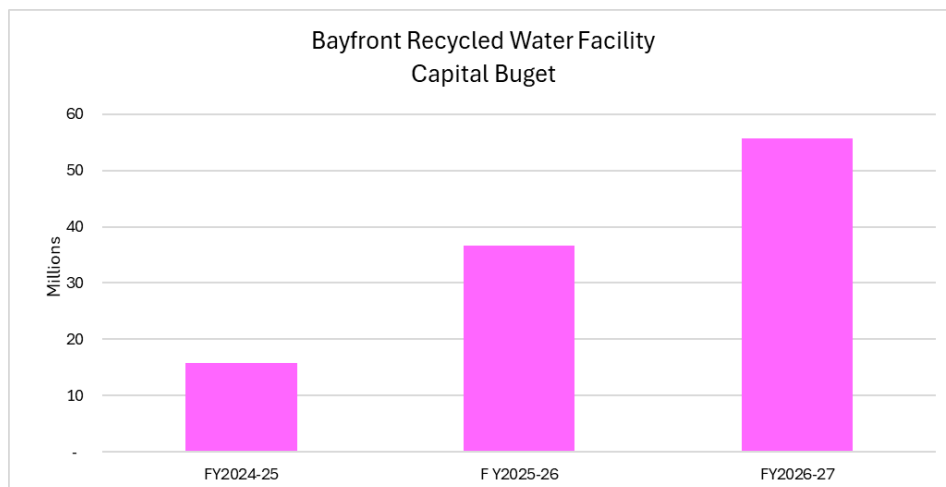
Total Operating expenditures are estimated to be minimal for FY 2026-27 because the facility is under construction and should be completed by next fiscal year; however, the District will begin training an Operator II, effective July 1, 2026, to assist with startup.

**West Bay Sanitary District  
Recycled Water Fund  
Bayfront Recycled Water Facility Budget  
Fiscal Year 2026-27**

| <b>Recycled Water Fund Capital Expense - Details</b>          | <b>Actual<br/>3/31/2026</b> | <b>Approved Budget<br/>FY2025-26</b> | <b>Budget<br/>FY2026-27</b> | <b>Budget<br/>Variance</b> | <b>Variance<br/>%</b> |
|---|-----------------------------|--------------------------------------|-----------------------------|----------------------------|-----------------------|
| <b><u>BAYFRONT RECYCLED WATER</u></b>                         |                             |                                      |                             |                            |                       |
| <b>Bayfront Recycle Water Facilities - Construction</b>       |                             |                                      |                             |                            |                       |
| Bayfront Recycled Water Facility                              | 26,977,901                  | 36,587,139                           | 50,000,000                  | 13,412,861                 | 37%                   |
| Bayfront Recycled Water Facility Solar Project                |                             | -                                    | 5,722,688                   | 5,722,688                  |                       |
| <b>Total Bayfront Recycle Water Facilities - Construction</b> | <b>26,977,901</b>           | <b>36,587,139</b>                    | <b>55,722,688</b>           | <b>19,135,549</b>          | <b>52%</b>            |
| <b>TOTAL BAYFRONT RECYCLED WATER CAPITAL EXPENSES</b>         |                             | <b>36,587,139</b>                    | <b>55,722,688</b>           | <b>19,135,549</b>          | <b>52%</b>            |

**Bayfront Recycled Water Project**

The Bayfront Project has a \$55,722,688 capital budget for the recycled water facility including the solar project. Funds for the construction of the facility will be reimbursed by the SRF program and 50% of the cost of the solar project will be returned to the District, in a federal rebate, after the installation and startup of the solar system. The following chart shows the Capital Budget for the facility year over year but does not account for carryover funds as described above.



**West Bay Sanitary District  
Budget By Fund  
Fiscal Year 2026-27**

|  | General Fund      | Capital Projects Fund | Treatment Plant Fund | Solid Waste Fund | Recycled Water Fund | Total All Funds   | Prior Year Budget | Budget Variance    | Budget Variance % |
|--|-------------------|-----------------------|----------------------|------------------|---------------------|-------------------|-------------------|--------------------|-------------------|
|  | FY2026-27         | FY2026-27             | FY2026-27            | FY2026-27        | FY2026-27           | FY2026-27         | FY2025-26         |                    |                   |
| <b>OPERATING REVENUES</b>                      |                   |                       |                      |                  |                     |                   |                   |                    |                   |
| Sewer Service Charges                          | 40,313,862        | -                     | -                    | -                | -                   | 40,313,862        | 35,535,775        | 4,778,087          | 13%               |
| Permit & Inspection Fees                       | 257,500           | -                     | -                    | -                | -                   | 257,500           | 250,000           | 7,500              | 3%                |
| Unpaid ADUs Sewer Service Charges              | 354,852           | -                     | -                    | -                | -                   | 354,852           | -                 | 354,852            |                   |
| Unpaid ADUs Connection Fees                    | 154,944           | -                     | -                    | -                | -                   | 154,944           | -                 | 154,944            |                   |
| Connection Fees                                | 500,000           | -                     | -                    | -                | -                   | 500,000           | 250,000           | 250,000            | 100%              |
| Other Operating Revenue                        | 2,251,564         | -                     | -                    | 113,519          | -                   | 2,365,083         | 2,495,037         | (129,954)          | -5%               |
| <b>TOTAL OPERATING REVENUES</b>                | <b>43,832,722</b> | <b>-</b>              | <b>-</b>             | <b>113,519</b>   | <b>-</b>            | <b>43,946,241</b> | <b>38,530,812</b> | <b>5,415,429</b>   | <b>14%</b>        |
| <b>OPERATING EXPENSES</b>                      |                   |                       |                      |                  |                     |                   |                   |                    |                   |
| Salaries & Benefits                            | 8,811,619         | 1,323,332             | -                    | -                | 569,436             | 10,704,387        | 9,141,452         | 1,562,935          | 17%               |
| Materials & Supplies                           | 1,043,375         | 16,342                | -                    | -                | 18,375              | 1,078,092         | 1,066,999         | 11,093             | 1%                |
| Insurance                                      | 388,615           | -                     | -                    | -                | 63,650              | 452,265           | 413,149           | 39,116             | 9%                |
| Contract Services                              | 948,207           | 290                   | -                    | -                | 139,915             | 1,088,412         | 1,120,364         | (31,952)           | -3%               |
| Professional Services                          | 900,200           | 103,300               | -                    | 52,585           | 118,938             | 1,175,023         | 1,731,085         | (556,062)          | -32%              |
| Repairs & Maintenance                          | 730,652           | 4,530                 | -                    | -                | 31,105              | 766,287           | 941,037           | (174,750)          | -19%              |
| Utilities                                      | 406,280           | 1,391                 | -                    | -                | 280,162             | 687,832           | 613,416           | 74,416             | 12%               |
| Other Operating Expenses                       | 674,744           | 14,401                | -                    | -                | 23,780              | 712,925           | 617,786           | 95,139             | 15%               |
| Depreciation                                   | -                 | -                     | -                    | -                | -                   | -                 | 4,255,000         | (4,255,000)        | -100%             |
| <b>Total WBSD Operating Expenses</b>           | <b>13,903,692</b> | <b>1,463,585</b>      | <b>-</b>             | <b>52,585</b>    | <b>1,245,361</b>    | <b>16,665,223</b> | <b>19,900,288</b> | <b>(3,235,065)</b> | <b>-16%</b>       |
| Sewage Treatment Plant (SVCW)                  | -                 | -                     | 21,435,562           | -                | -                   | 21,435,562        | 18,191,973        | 3,243,589          | 18%               |
| <b>TOTAL OPERATING EXPENSES</b>                | <b>13,903,692</b> | <b>1,463,585</b>      | <b>21,435,562</b>    | <b>52,585</b>    | <b>1,245,361</b>    | <b>38,100,785</b> | <b>38,092,261</b> | <b>8,524</b>       | <b>0%</b>         |
| <b>OPERATING INCOME (LOSS)</b>                 | <b>29,929,030</b> | <b>(1,463,585)</b>    | <b>(21,435,562)</b>  | <b>60,934</b>    | <b>(1,245,361)</b>  | <b>5,845,456</b>  | <b>438,551</b>    | <b>5,406,905</b>   | <b>1233%</b>      |
| <b>NON-OPERATING REVENUES (EXPENSES)</b>       |                   |                       |                      |                  |                     |                   |                   |                    |                   |
| Investment Income                              | 600,000           | 300,000               | -                    | -                | 100,000             | 1,000,000         | 501,000           | 499,000            | 100%              |
| Investment Fees                                | (34,229)          | (28,550)              | -                    | -                | (7,423)             | (70,202)          | -                 | (70,202)           |                   |
| Interest Expense                               | -                 | -                     | -                    | -                | (152,952)           | (152,952)         | (145,994)         | (6,958)            | 5%                |
| Other Non-Operating Income                     | 41,922            | -                     | -                    | -                | 764,575             | 806,497           | 735,800           | 70,697             | 10%               |
| Other Non-Operating Expenses                   | (70,000)          | -                     | -                    | -                | -                   | (70,000)          | -                 | (70,000)           |                   |
| <b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b> | <b>537,693</b>    | <b>271,450</b>        | <b>-</b>             | <b>-</b>         | <b>704,200</b>      | <b>1,513,343</b>  | <b>1,090,806</b>  | <b>422,537</b>     | <b>39%</b>        |
| <b>CAPITAL CONTRIBUTIONS</b>                   |                   |                       |                      |                  |                     |                   |                   |                    |                   |
| Grants   | -                 | 10,000,000            | -                    | -                | -                   | 10,000,000        | 2,601,019         | 7,398,981          | 284%              |
| SH Capital Contribution                        | -                 | -                     | -                    | -                | 689,209             | 689,209           | 662,911           | 26,298             | 4%                |
| <b>TOTAL CAPITAL CONTRIBUTIONS</b>             | <b>-</b>          | <b>10,000,000</b>     | <b>-</b>             | <b>-</b>         | <b>689,209</b>      | <b>10,689,209</b> | <b>3,263,930</b>  | <b>7,425,279</b>   | <b>227%</b>       |
| <b>CHANGE IN NET POSITION</b>                  | <b>30,466,723</b> | <b>8,807,865</b>      | <b>(21,435,562)</b>  | <b>60,934</b>    | <b>148,048</b>      | <b>18,048,007</b> | <b>4,793,287</b>  | <b>13,254,720</b>  | <b>277%</b>       |

**RESOLUTION NO. \_\_\_\_\_ (2026)**

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

\*\*\*\*\*

BE IT RESOLVED that the Fiscal Year 2026-27 Consolidated Budget, and individual General Fund, Capital Assets Fund, and SVCW Fund (Collectively known as Collections), and Solid Waste Fund, and Recycled Water Fund Budgets, for West Bay Sanitary District are hereby approved.

\*\*\*\*\*

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 24<sup>th</sup> day of June 2026, 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



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 8**

**To: Board of Directors**

**From: Sergio Ramirez, General Manager  
Vivian Chu, Finance Manager**

**Subject: Consider Adopting Resolution Establishing Rates of Pay and  
Related Compensation Provisions**

---

Background

The Board approved the current Salary Schedule, on June 25, 2025, based on the adopted MOU between the District and Teamsters Local 350. The MOU has a five-year term, ending June 30, 2030. The salary schedule resolution was later revised on December 10, 2025, to eliminate the retention pay benefit.

Analysis

The resolution establishing the rates of pay within the salary schedule adds a 3.8% increase to salaries based on the San Francisco Area Consumer Price Index report of April 2026 per the MOU and includes certain existing compensation provisions. A Temporary Engineering Intern position was added to the salary schedule. This will allow the engineering department to hire two temporary college students to assist the engineering department on a temporary part-time basis.

Fiscal Impact

The additional 3.8% has been to salaries in the FY26/27 budget.

Recommendation

The General Manager recommends the Board adopt the attached Resolution.

Attachments: Rates of Pay Resolution

**RESOLUTION NO. \_\_\_\_\_(20265)**

**RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION PROVISIONS FOR CERTAIN EMPLOYEES OF THE WEST BAY SANITARY DISTRICT**

\*\*\*

*BE IT RESOLVED BY THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, AS FOLLOWS:*

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1. Executive Employees (FLSA exempt). The following monthly salary rates in dollars are hereby established for each of the employee positions within the executive employee category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated at such rates for all services rendered to this District.

| Position        | Salary Rate                                  |
|-----------------|--|
| General Manager | <del>18,092 - 27,083</del> 28,113 (contract) |

2. Management Employees (FLSA exempt). The following monthly salary rates in dollars are hereby established for each of the employee positions within the management employee category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated at such rates for all services rendered to this District.

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| Position                        | Salary Rate                                |
|---------------------------------|--|
| District Engineer               | <del>15,689 - 19,887</del> 16,682 - 20,833 |
| Operations Superintendent       | <del>14,230 - 18,039</del> 14,993 - 18,724 |
| Water Quality Manager           | <del>14,230 - 18,039</del> 14,993 - 18,724 |
| Finance Manager                 | <del>14,230 - 18,039</del> 14,993 - 18,724 |
| Office & Communications Manager | <del>9,939 - 12,567</del> 10,445 - 13,045  |

3. General Employees (unrepresented). The following monthly salary rates in dollars are hereby established for each of the listed employee positions within the general employee (unrepresented) category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated within such rates for all services rendered to this District.

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| Position                            | Salary Rate                                |
|-------------------------------------|--|
| Assistant Operations Superintendent | <del>12,057 - 15,283</del> 12,703 - 15,864 |
| Water Quality Supervisor/Operator   | <del>11,483 - 14,555</del> 12,098 - 15,108 |
| Operations Supervisor               | <del>11,643 - 14,759</del> 12,267 - 15,319 |
| Pump Facility Supervisor            | <del>11,089 - 14,056</del> 11,683 - 14,590 |
| Associate Engineer                  | <del>10,413 - 13,004</del> 10,808 - 13,498 |
| Engineering Technician              | <del>8,827 - 11,077</del> 9,207 - 11,498   |
| Water Quality Operator II           | <del>9,933 - 12,405</del> 10,311 - 12,877  |
| Information Technology Analyst      | <del>9,728 - 12,331</del> 10,249 - 12,800  |
| Personnel & Accounting Specialist   | <del>8,826 - 11,023</del> 9,162 - 11,442   |
| Accounting Technician               | <del>8,247 - 10,293</del> 8,560 - 10,690   |
| Administrative Technician           | <del>7,476 - 9,336</del> 7,760 - 9,691     |
| Clerical Assistant                  | <del>6,823 - 8,521</del> 7,082 - 8,844     |
| Temporary Engineering Intern        | 33 - 36 Hour                               |

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4. General Employees (represented). The following monthly salary rates in dollars are hereby established for each of the listed employee positions within the general employee (represented) category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated within such rates for all services rendered to this District.

| Position                       | Salary Range                             |
|--------------------------------|--|
| Construction Inspector         | <del>9,205 - 13,006</del> 9,555 - 13,500 |
| Source Control Inspector       | <del>9,205 - 13,006</del> 9,555 - 13,500 |
| Field Supervisor               | <del>7,602 - 11,856</del> 7,891 - 12,307 |
| Rehabilitation Technician      | <del>7,139 - 10,598</del> 7,410 - 11,001 |
| Pipeline Inspection Technician | <del>7,139 - 10,598</del> 7,410 - 11,001 |
| Maintenance Mechanic           | <del>7,139 - 10,598</del> 7,410 - 11,001 |
| Maintenance Worker             | <del>6,289 - 9,336</del> 6,528 - 9,691   |
| Temporary Maintenance Worker   | <del>31 - 35 Hour</del> 33 - 36 Hour     |

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5. Health Benefits Plan.

(a) Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering health, dental and/or vision insurance and the provisions of the Public Employees' Medical and Hospital Care Act, the District shall contribute for each employee enrolled the amount necessary to pay for the full cost of his or her enrollment, including the enrollment of his or her family members in a health benefits plan up to the amount required pursuant to Section 22892 of the Government Code.

(b) Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering health, dental and/or vision insurance and the provisions of the Public Employees' Medical and Hospital Care Act, the District shall contribute for each annuitant the amount required pursuant to Section 22892 of the Government Code.

(c) The District may, at its sole discretion, enter into, amend, or cancel any agreement between this District and any organization or organizations offering health, dental and/or vision insurance.

6. Optional Benefits Package ("Cafeteria Plan"). Subject to all terms and conditions of any agreement which may be entered into at the employees' option between employees and any organization offering either health, dental, vision and/or universal life insurance benefits, the District shall pay to all represented and unrepresented employees the amount specified in the adopted Memorandum of Understanding between the West Bay Sanitary District and Teamsters Local 350 adopted by the Board of Directors for the premium of such optional benefits attributable to management, represented, and unrepresented employees of the District.

7. Life Insurance. Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering life insurance coverage benefits, the District shall furnish to each employee general life insurance coverage, the face amount of which shall be equal to one and a half (1.5) times the annual salary of the employee.

8. Deferred Compensation. The District will provide matching contributions for unrepresented employees at a one (1) to 0.75 ratio to a maximum of 3% of salary.

9. Retirement Plan. Subject to the provisions of this Resolution, retirement benefits for employees qualifying therefore shall be provided in accordance with, and pursuant to that certain contract between the Board of Administration of the Public Employees' Retirement System ("PERS") of the State of California and the District Board of this District, and amendments thereto approved by Resolution No. 628, adopted March 26, 1973 and subsequent Resolutions.

Subject to other provisions of the contract and Resolutions referred to above, the District shall pay to PERS the employer portion. Employees shall pay to PERS the employee's portion of the total required contribution (i.e. 8% of pay for Classic Tier I, 7% for Classic Tier II, and 7.75% or statutory required % for PEPRAs members).

10. Interpretation. The provisions of the Resolution shall be administered and interpreted in accordance with and pursuant to Resolution No. 759 of this District, adopted June 13, 1977 (and as amended). Nothing herein shall be deemed a limitation upon any other term and condition of employment, or agreements, or provisions relating thereto, except as specifically herein contained.

11. Effective Date. The Rates of Pay in the Resolution shall be effective on July 1, 20265.

BE IT FURTHER RESOLVED that any and all previously adopted Resolutions or provisions thereof in conflict with the provisions herein contained, be and are hereby, rescinded.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 24<sup>5</sup>th day of June 2026<sup>5</sup> 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

**RESOLUTION NO. \_\_\_\_\_(2026)**

**RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION PROVISIONS FOR CERTAIN EMPLOYEES OF THE WEST BAY SANITARY DISTRICT**

\*\*\*

*BE IT RESOLVED BY THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, AS FOLLOWS:*

1. Executive Employees (FLSA exempt). The following monthly salary rates in dollars are hereby established for each of the employee positions within the executive employee category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated at such rates for all services rendered to this District.

| <b>Position</b> | <b>Salary Rate</b> |
|-----------------|--------------------|
| General Manager | 28,113 (contract)  |

2. Management Employees (FLSA exempt). The following monthly salary rates in dollars are hereby established for each of the employee positions within the management employee category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated at such rates for all services rendered to this District.

| <b>Position</b>                 | <b>Salary Rate</b> |
|---------------------------------|--------------------|
| District Engineer               | 16,682 - 20,833    |
| Operations Superintendent       | 14,993 - 18,724    |
| Water Quality Manager           | 14,993 - 18,724    |
| Finance Manager                 | 14,993 - 18,724    |
| Office & Communications Manager | 10,445 - 13,045    |

3. General Employees (unrepresented). The following monthly salary rates in dollars are hereby established for each of the listed employee positions within the general employee (unrepresented) category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated within such rates for all services rendered to this District.

| <b>Position</b>                     | <b>Salary Rate</b> |
|-------------------------------------|--------------------|
| Assistant Operations Superintendent | 12,703 - 15,864    |
| Water Quality Supervisor/Operator   | 12,098 - 15,108    |
| Operations Supervisor               | 12,267 - 15,319    |
| Pump Facility Supervisor            | 11,683 - 14,590    |
| Associate Engineer                  | 10,808 - 13,498    |
| Engineering Technician              | 9,207 - 11,498     |
| Water Quality Operator II           | 10,311 - 12,877    |
| Information Technology Analyst      | 10,249 - 12,800    |
| Personnel & Accounting Specialist   | 9,162 - 11,442     |
| Accounting Technician               | 8,560 - 10,690     |
| Administrative Technician           | 7,760 - 9,691      |
| Clerical Assistant                  | 7,082 - 8,844      |
| Temporary Engineering Intern        | 33 - 36 Hour       |

4. General Employees (represented). The following monthly salary rates in dollars are hereby established for each of the listed employee positions within the general employee (represented) category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated within such rates for all services rendered to this District.

| <b>Position</b>                | <b>Salary Range</b> |
|--------------------------------|---------------------|
| Construction Inspector         | 9,555 - 13,500      |
| Source Control Inspector       | 9,555 - 13,500      |
| Field Supervisor               | 7,891 - 12,307      |
| Rehabilitation Technician      | 7,410 - 11,001      |
| Pipeline Inspection Technician | 7,410 - 11,001      |
| Maintenance Mechanic           | 7,410 - 11,001      |
| Maintenance Worker             | 6,528 - 9,691       |
| Temporary Maintenance Worker   | 33 - 36 Hour        |

5. Health Benefits Plan.

(a) Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering health, dental and/or vision insurance and the provisions of the Public Employees' Medical and Hospital Care Act, the District shall contribute for each employee enrolled the amount necessary to pay for the full cost of his or her enrollment, including the enrollment of his or her family members in a health benefits plan up to the amount required pursuant to Section 22892 of the Government Code.

(b) Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering health, dental and/or vision insurance and the provisions of the Public Employees' Medical and Hospital Care Act, the District shall contribute for each annuitant the amount required pursuant to Section 22892 of the Government Code.

(c) The District may, at its sole discretion, enter into, amend, or cancel any agreement between this District and any organization or organizations offering health, dental and/or vision insurance.

6. Optional Benefits Package ("Cafeteria Plan"). Subject to all terms and conditions of any agreement which may be entered into at the employees' option between employees and any organization offering either health, dental, vision and/or universal life insurance benefits, the District shall pay to all represented and unrepresented employees the amount specified in the adopted Memorandum of Understanding between the West Bay Sanitary District and Teamsters Local 350 adopted by the Board of Directors for the premium of such optional benefits attributable to management, represented, and unrepresented employees of the District.

7. Life Insurance. Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering life insurance coverage benefits, the District shall furnish to each employee general life insurance coverage, the face amount of which shall be equal to one and a half (1.5) times the annual salary of the employee.

8. Deferred Compensation. The District will provide matching contributions for unrepresented employees at a one (1) to 0.75 ratio to a maximum of 3% of salary.

9. Retirement Plan. Subject to the provisions of this Resolution, retirement benefits for employees qualifying therefore shall be provided in accordance with, and pursuant to that certain contract between the Board of Administration of the Public Employees' Retirement System ("PERS") of the State of California and the District Board of this District, and amendments thereto approved by Resolution No. 628, adopted March 26, 1973 and subsequent Resolutions.

Subject to other provisions of the contract and Resolutions referred to above, the District shall pay to PERS the employer portion. Employees shall pay to PERS the employee's portion of the total required contribution (i.e. 8% of pay for Classic Tier I, 7% for Classic Tier II, and 7.75% or statutory required % for PEPPRA members).

10. Interpretation. The provisions of the Resolution shall be administered and interpreted in accordance with and pursuant to Resolution No. 759 of this District, adopted June 13, 1977 (and as amended). Nothing herein shall be deemed a limitation upon any other term and condition of employment, or agreements, or provisions relating thereto, except as specifically herein contained.

11. Effective Date. The Rates of Pay in the Resolution shall be effective on July 1, 2026.

BE IT FURTHER RESOLVED that any and all previously adopted Resolutions or provisions thereof in conflict with the provisions herein contained, be and are hereby, rescinded.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 24<sup>th</sup> day of June 2026 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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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 9**

**To: Board of Directors**

**From: Sergio Ramirez, General Manager**

**Subject: Consider Approving an Amendment to the Agreement with the Atchison, Barisone, and Condotti Law Firm**

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Background

The District has utilized the services of Atchison, Barisone, and Condotti for District General Counsel for approximately 26 years. Rates were last increased in 2016.

Analysis

2026 rates of Atchison, Barisone, and Condotti are reasonable and their service has been outstanding according to the experience and observations of the Board and General Manager.

Fiscal Impact

The fiscal impact would be negligible and mitigated by the savings realized by the District in light of having no increases over the last ten years.

Recommendation

The General Manager recommends the Board approve the amendment to the agreement with Atchison, Barisone, and Condotti dated June 5, 2026.

Attached: 2016 Agreement and Proposed Rate Schedule

ANTHONY P. CONDOTTI  
BARBARA H. CHOI  
CATHERINE M. BRONSON

*OF COUNSEL*  
JOHN G. BARISONE



KAYLEN R. ANDERSON  
STEPHANIE M. DUCK  
ALEX C. GEISE  
STEPHANIE Y. HALL  
JENNEEN E. HILL  
SAMUEL L. HUMY  
CLAIRE D. JACKSON  
KIRA J. PETERSEN  
VICTORIA K. THOMPSON  
ASHLEY B. WHEELOCK  
LAUREN V. WILLS

## ATCHISON, BARISONE & CONDOTTI

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

June 5, 2026

### *Via Email Only*

([sramirez@westbaysanitary.org](mailto:sramirez@westbaysanitary.org))

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

### **Re: Legal Services Rate Adjustment**

Dear Sergio,

On behalf of my law firm, Atchison, Barisone & Condotti, LLP, I am notifying you of an adjustment to our firm's legal rates.

Our proposed rates for FY 2026 are slightly above CPI for the prior year. Accordingly, under the terms of our Attorney/Client Fee Contract, the proposed adjustment must be approved by the Board. There have been no prior fee adjustments other than annual CPI adjustments since our our contract was updated in August, 2016.

Attached is the new fee schedule that will be effective as of July, 2026, to all legal services provided to you by our firm. Please feel free to contact me if you have any questions or comments.

Sincerely,

/s/  
Tony Condotti  
Partner

Enclosure

**Atchison, Barisone & Condotti**

**RATE AND FEE SCHEDULE**  
(effective July, 2026)

RATES

|                        |                   |
|------------------------|-------------------|
| Shareholders/Partners: | \$375.00 per hour |
| Associates:            |                   |
| Senior                 | \$350.00 per hour |
| Junior                 | \$315.00 per hour |
| Paralegals/Law Clerks: | \$225.00 per hour |
| Administrative Staff:  | \$125.00 per hour |

OUT-OF-POCKET EXPENSES

At cost

OTHER CHARGES

|  |                        |
|--|------------------------|
| Photocopying (Black/White):                      | \$0.25 per page        |
| Photocopying (Color):                            | \$0.50 per page        |
| Scanning:  | \$0.10 per page        |
| Facsimile:<br>(Outbound only. No charge inbound) | \$1.00 per page        |
| Mileage:   | IRS reimbursement rate |

AT ✓  
file - WBSD - Legal Services

**LEGAL SERVICES AGREEMENT**

**THIS LEGAL SERVICES AGREEMENT** (“Agreement”) is made and entered into this 11<sup>th</sup> day of 2016 by and between WEST BAY SANITARY DISTRICT (the “District”), a sanitary district organized and existing under the Sanitary District Act of 1923, and ATCHISON, BARISONE, CONDOTTI & KOVACEVICH (“Law Firm”), a professional corporation organized and existing under the laws of the State of California, as follows:

**I. SERVICES**

Law Firm agrees to perform the following services for the District:

A. Complete the following tasks:

1. Advise, assist and represent the District in all matters assigned by the District.
2. Render all other legal assistance requested by the District.

B. Furnish all office space, equipment, labor, supplies, reference and background data and information necessary to accomplish the above described tasks, except as otherwise provided in this Agreement.

C. Provide progress reports describing in detail what work has been completed and setting forth all necessary information to monitor the progress and effectiveness of the work.

**II. PAYMENT/BUDGET**

A. Compensation for services. The District shall compensate us for services rendered at an hourly rate of \$265.00 for principals, \$220-250.00 for associate attorneys, and \$140-\$170 for paralegals/law clerks. Law Firm will bill the District in increments of one-tenth of an hour (0.1). All office, travel, trial, deposition and meeting time shall be billed at this rate, except that Attorneys shall not charge for travel time to and from the District offices for regular Board meetings. For meetings of less than one hour duration, Law Firm will charge for travel time in one direction. Except for reimbursable expenses defined below, such compensation shall be the sole and total remuneration for services rendered pursuant to this Agreement. The aforementioned rates shall remain in effect at least until July 1, 2017 and thereafter, unless an adjustment is approved by the Board provided, however, that Law Firm may thereafter annually adjust rates in accordance with the change in Bay Area CPI (All Urban Consumers) since the last adjustment, by providing the District with not less than thirty days’ notice.

B. Reimbursement for expenses. The District will also reimburse actual, reasonable and necessary out of pocket expenses incurred by us in performing the services under this Agreement as follows:

1. Computerized legal research at the actual amount charged to Attorneys;
2. Filing fees, witness fees, court reporter fees, jury fees, process server fees and postage; and
3. Telephone and Photocopier charges.

To obtain reimbursement, Law Firm will submit a summary of these expenses, along with supporting receipts, within thirty (30) days of the expense being incurred.

C. Expert consultations and witnesses. Expert consultations and witnesses may be necessary to represent the District. Accordingly, Law Firm will retain such experts on terms acceptable to the District, approved in advance, in which the case the District shall reimburse us or pay the experts directly.

D. Invoices. Law Firm will provide the District a monthly invoice itemizing all charges by our office. The charges will show in detail the work performed during the billing period, specifying each task separately.

E. Tax information. Law Firm will provide a completed W9 form to facilitate tax reporting for payments made pursuant to this Engagement Letter.

### **III. ATTORNEY STAFFING**

A. Staffing. All services rendered under this Agreement will be performed or supervised by Anthony P. Condotti. Other attorneys in our office may perform those tasks Law Firm deems necessary to provide prompt and efficient legal services to the District.

B. Independent contractor. Our firm and its employees are not and shall not be deemed employees of the District. Law Firm is solely responsible for the payment of employment taxes.

C. Conflict of interest. By this letter Law Firm represents that it presently has no material financial interest in any contract or decision made on behalf of the District which may be affected by the services to be performed by our office under this Agreement. Law Firm further agrees that no person having such interest shall be employed by this firm. If Law Firm or our employees acquire a direct or indirect personal interest, the interest shall be immediately disclosed to the District, and the interested individual shall abstain from any services under this Agreement.

In addition to the proscriptions regarding conflicts of interest imposed on attorneys by the Business and Professions Code and by California Rules of Professional Conduct, Rule 3-310, Law Firm represents that no attorney shall represent adverse clients during the term of this Agreement without first obtaining the prior written consent of the District.

D. Nondiscrimination. In the performance of this Agreement, Law Firm shall not discriminate against any employee because of race, religion, color, sex, national origin, sexual orientation or medical condition.

#### **IV. FILES**

All legal files of our office pertaining to the District shall be and remain the property of the District. Law Firm will control the physical location of each file during the term of this Agreement and shall be entitled to retain copies of the files upon termination of the Agreement.

#### **V. INSURANCE**

A. Law Firm shall maintain a professional liability insurance policy, to provide coverage to the District for any damages or losses suffered by the District as a result of any error, omission or negligence by our office arising out of professional services rendered by this Agreement.

B. Law Firm shall maintain Workers' Compensation insurance in accordance with Labor Code §3700, et seq.

#### **VI. TERM/TERMINATION**

This Agreement shall be effective for legal services performed on or after August \_\_\_\_\_, 2016, the date by which it is approved by the Board of Directors. The District may terminate this Agreement with or without cause at any time. Law Firm may terminate this Agreement with or without cause upon thirty (30) days written notice.

#### **VII. RESOLUTION OF FEE DISPUTES**

The District is entitled to require that any fee dispute be resolved by binding arbitration.

#### **VIII. NOTICE**

Any notices under this Agreement by either party to the other may be given by personal delivery or by mail. Notices may be delivered or mailed to the following addresses:

1. District: West Bay Sanitary District  
500 Laurel Street  
Menlo Park, California 94025  
Attn., Phil Scott, District Manager
  
2. Attorneys: Atchison, Barisone, Condotti & Kovacevich  
333 Church Street  
Santa Cruz, California 95060  
Attn., Anthony P. Condotti

IN WITNESS WHEREOF, the parties have caused this agreement to be signed and executed as set forth below:

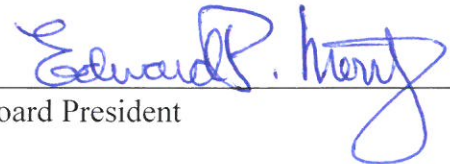
Atchison, Barisone, Condotti & Kovacevich

Dated: 8-10-16

  
\_\_\_\_\_  
Anthony P. Condotti

WEST BAY SANITARY DISTRICT

Dated: 8-10-16

By:   
\_\_\_\_\_  
Board President

Attest:

  
\_\_\_\_\_  
Secretary

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**WEST BAY SANITARY DISTRICT AGENDA ITEM 10**

**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:**

| 2026     | Processed | Delivered |
|----------|-----------|-----------|
| January  | 5.2MG     | 143K      |
| February | 4.2MG     | 55.6K     |
| March    | 5.9MG     | 3.9MG     |
| April    | 7.5MG     | 2.8MG     |
| May      | 10.2MG    | 7.5MG     |

| 2025      | Processed | Delivered    |
|-----------|-----------|--------------|
| January   | 5.3MG     | 663K gallons |
| February  | 5MG       | 532K         |
| March     | 7.2MG     | 2.4MG        |
| April     | 9.1MG     | 5.8MG        |
| May       | 8.6MG     | 8.1MG        |
| June      | 9.6MG     | 9MG          |
| July      | 10.3MG    | 8.8MG        |
| August    | 10MG      | 8.4MG        |
| September | 10.6MG    | 7.4MG        |
| October   | 7.9MG     | 2.4MG        |
| November  | 6.5MG     | 568K         |
| December  | 5.7MG     | 58K          |

| <b>2024</b> | <b>Processed</b> | <b>Delivered</b> |
|-------------|------------------|------------------|
| January     | 5.8MG            | 175K gallons     |
| February    | 5.6MG            | 464K             |
| March       | 6.5MG            | 1.5MG            |
| April       | 8.1MG            | 4.4MG            |
| May         | 10.6MG           | 9.3MG            |
| June        | 10.7MG           | 9.9MG            |
| July        | 11.3MG           | 9.9MG            |
| August      | 10.7MG           | 9.3MG            |
| September   | 7.8MG            | 7MG              |
| October     | 8.8MG            | 5.4MG            |
| November    | 4.6MG            | 530K             |
| December    | 5.3MG            | 82K              |

| <b>2023</b> | <b>Processed</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<br>(+ 1.5 MG Dust Control) |
| September   | 8.4MG            | 4MG<br>(+ 1.04 MG Dust Control)  |
| October     | 9.6MG            | 7.4MG                            |
| November    | 7.7MG            | 3.7MG                            |
| December    | 7.4MG            | 970K                             |

| <b>2022</b> | <b>Processed</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>2021</b>  | <b>Total Processed</b> | <b>Total Delivered</b> |
|--------------|------------------------|------------------------|
| Yearly Total | 88.2MG                 | 56.26MG (*) (**)       |
|              |                        |                        |
| <b>2020</b>  | <b>Total Processed</b> | <b>Total Delivered</b> |
| August-Dec.  | 34.1MG                 | 19.75MG                |

\* 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.*

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**WEST BAY SANITARY  
DISTRICT AGENDA ITEM  
11**

**To:            *Board of Directors***

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

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

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A discussion will be held on the District's Bayfront Recycled Water Projects and other events related to the recycled water project.

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

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**WEST BAY SANITARY  
DISTRICT AGENDA ITEM  
12**

**To:***Board of Directors*

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

**Subject:***Report and Discussion on RethinkWaste (SBWMA)*

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The District's representative to RethinkWaste (SBWMA), President Fran Dehn, will report on any pertinent items regarding RethinkWaste (SBWMA) business.

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**WEST BAY SANITARY  
DISTRICT AGENDA ITEM  
13**

**To:***Board of Directors*

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

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

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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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