



1902 - Serving Our Community for over 120 Years - 2024

**WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS**

REGULAR MEETING OF THE DISTRICT BOARD

WEDNESDAY, MAY 8, 2024 AT 7:00 P.M.

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

Board Members

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

General Manager

Sergio Ramirez

District General Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at: <https://us06web.zoom.us/j/88590407326?pwd=mEV0TKa0u6Z1aoee9YlfkXHtLUfobN.1>

Meeting ID: 885 9040 7326 Passcode: 549236

1. Call to Order and Roll Call
2. Communications from the Public
3. Public Hearing: Consideration to Approve the Proposed Increase in Sewer Service Charges for Fiscal Year 2024/25, Fiscal Year 2025/2026 and Fiscal Year 2026/2027 Pg. 3-1
4. Consideration to Approve a General Regulation Amending the Code of General Regulations and Establishing Sewer Service Charges for Fiscal Year 2024/25, Fiscal Year 2025/2026 and Fiscal Year 2026/2027 Pg. 4-1
5. Consent Calendar

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

 - A. Approval of Minutes for Special Meeting May 1, 2024 Pg. 5A-1
 - B. Approval of Minutes for Regular Meeting April 24, 2024 Pg. 5B-1
 - C. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salary and Consideration of Other Financial Matters through April 30, 2024 Pg. 5C-1
 - D. WBSD Operations and Maintenance Report – April 2024 Pg. 5D-1
 - E. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – April 2024 Pg. 5E-1
 - F. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – April 2024 Pg. 5F-1
 - G. Consider Authorizing the General Manager to Issue Class 5 Sewer Permit No. 18290 for the Construction of Wastewater Facilities for 315 Grove Drive, Portola Valley, California 5G-1
 - H. Consider Approving FY 2023-24 Financial Statements, Third Quarter Ending March 31, 2024 Pg. 5H-1

6. General Manager's Report Pg. 6-1
7. Closed Session
 - A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: General Manager, General Counsel, IEDA
Employee Organization: Exempt Employees, Unrepresented Employees, & Teamsters Local 350
8. Discussion and Direction on the West Bay and Sharon Heights Recycled Water Facility Pg. 8-1
9. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 9-1
10. Report, Discussion, and Direction on South Bayside Waste Management Authority (SBWMA) including the Solid Waste Franchise Re-Assignment Pg. 10-1
11. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 11-1
12. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
13. 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: *Public Hearing: Consideration to Approve the Proposed Increase in Sewer Service Charges for Fiscal Year 2024-25, Fiscal Year 2025-26, and Fiscal Year 2026-27*

Background

In August of 2023 the District contracted with HF&H Consultants (HF&H) to prepare an updated FY 2024-25 sewer rate study and sewer rate model that would serve to amend the existing financial plan completed by HF&H.

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

A Sewer Rate Study Workshop was held on February 14, 2024 in which preliminary information regarding anticipated rate adjustments was discussed. The Board directed HF&H to complete the Sewer Rate Study for the FY 2024-25 and explore a 5% increase in sewer service charges. On February 28, 2024, the Board was presented with the Final Draft Sewer Rate Study report for review. The Board's consensus was to move forward with proposing a rate increase of 5% for FY 2024-25, FY 2025-26, and FY 2026-27.

Analysis

The Sewer Rate Study took into consideration updated data on cash flow, revenues, anticipated Capital Improvement Plan projects, District O&M expenses, SVCW (Silicon Valley Clean Water) debt service, SVCW O&M expenses, SVCW cost allocations, and included the addition of 73 Equivalent Dwelling Units (EDUs) per year. HF&H inputted the data and returned with a revised rate model which recommended five consecutive years of 5% rate increases beginning FY 2024-25. During the budget workshop the Board directed HF&H to consider a 5% increase to the rates for FY 2024-25, FY 2025-

26, and FY 2026-27 in the model to provide adequate reserves to fund additional SVCW debt service obligations in the next several years.

In 2020, the District reviewed the cost of service for the Onsite Wastewater Disposal Zone (OWDZ) customers. At the time, approximately 89 homes in the Portola Valley area located within the OWDZ paid higher charges for the maintenance of the STEP or Grinder Sewer Collection Systems that they required. The 2020 study found the average annual cost to service the STEP or Grinder Sewer Collection Systems was \$919 per account and the charges were increased annually to realign charges with the cost of service.

This year, the District conducted a follow-up analysis. Currently there are 95 homes in the OWDZ needing the additional service. The District currently charges an additional \$920 annually to maintain these collection systems and the follow-up analysis by District staff indicated the current cost to serve homes in the OWDZ is \$956 per account. During the Board meeting held on February 28, 2024, the Board directed HF&H to proceed with 5% annual increases to the charges for the maintenance of the STEP/Grinder Sewer Collection Systems for FY 2024-25, FY 2025-26, and FY 2026-27.

Following Board discussion at the Board meeting held on February 28, over the proposed rate increase, and the effects on the cash flow in the months of July through December, when the District does not receive tax roll revenue, the Board gave direction to consider the above recommended approach to future sewer service charges, allowing that continued rate studies will need to be conducted to adjust to changes in the economic environment.

The Sewer Rate Study includes a model designed to meet revenue requirements, ensure a high coverage ratio for debt expense in order to continue to obtain favorable bond rates, and preserve target reserve balances as desired by the Board.

The forecast increases are higher than the projections from the most recent study conducted in 2022. Of the overall 5% proposed rate increase in FY 2024-25, a sizable portion is attributable to increases in the District's collection system capital project costs. Over the next five fiscal years, the District plans to spend an average of \$19 million per year to repair, replace, and invest in its collection system to ensure reliability to its customers. The increase in capital expenditures reflects the District's recently adopted Master Plan.

Necessary rate increases can also be attributed to SVCW expenses. Growth in SVCW's projected costs over the next five fiscal years is attributable to increases in the debt service expense and cash contributions-in-lieu of further debt issuance for the SVCW treatment plant Capital Improvement Plan. The treatment plant is in the midst of implementing a Capital Improvement Plan that includes projects to replace agency pump stations, force mains, and plant infrastructure, which were deferred for many years.

Included in the FY 2024-25 rate adjustments is the expense of meeting the District's share of debt service for bonds and SRF loans to fund the SVCW's Capital Improvement Program. The District anticipates the estimated total for the SVCW Capital Improvement Program to exceed \$1 billion over the years as part of the RESCU Program. The District's debt service expense is projected to grow from \$5.8 million per year up to \$11.1 million to fund the expenses of debt service and cash-in-lieu of debt which help to pay for the SVCW Capital Improvement Program. In FY 2024-25, SVCW's Operating Expenses and Capital Expenditures make up approximately 37% of the District's total revenue requirement.

In February, SVCW introduced a plan to fund an additional \$221 million of supplemental capital projects over the next ten years in order to sustain operations and to comply with upcoming nutrient removal regulations. The supplemental capital projects identified by the 2024 CIP Update would be funded through a combination of available debt proceeds, SVCW cash reserves, member agency cash contributions, and future debt issuance.

Significant factors in the proposed increase in rates are a result of increases in the following areas:

- SVCW debt service for scheduled capital improvement projects included as part of the RESCU program.
- SVCW debt service and additional cash contributions for new capital improvement projects, identified by the 2024 CIP Updated, as presented to the Commission in February 2024.
- District collection system capital improvement projects funded on a pay-as-you-go basis.
- Meeting targets for operating, capital, and emergency reserves.
- Maintaining required debt coverage ratios to allow the District to obtain State funding for future recycled water projects.

Our JPA partners' rates for FY 2024-25 are under consideration, as all agencies are either undergoing the Proposition 218 process or have recently adopted new rates to address increased sewer service costs. Based on 8.1 hcf of sewer flow per single-family household and proposed rates, Belmont is anticipated to charge \$136.00 per month, Redwood City plans to charge \$97.74 per month, and San Carlos is anticipated to charge \$120.27 per month. The proposed 5% increase in West Bay Sanitary District's sewer service charge compares to our JPA partners' FY 2024-25 charges favorably. The proposed West Bay Sanitary District rate per single-family household would be equal to \$114.25 per month.

The attached Sewer Rate Study report incorporates the Board comments from the Sewer Rate Study workshop and is presented for the Board's consideration to adopt the sewer service charges in accordance with Proposition 218 requirements.

Fiscal Impact

A 5% increase in all sewer service charges will result in annual sewer service rates for a single family home increasing from \$1,306 to \$1,371 per year for FY 2024-25, and \$1,440 per year for FY 2025-26, and \$1,512 per year for FY 2026-27. For homes (approximately 95 homes) within the OWDZ, primarily in Portola Valley, the anticipated sewer service charge will increase from \$2,226 to \$2,337 per household for FY 2024-25, \$2,454 per household for FY 2025-26, and \$2,577 per household for FY 2026-27. Overall, this equates to an increase in revenues of approximately \$1.6 million for FY 2024-25.

Recommendation

In the event that less than fifty percent of the District's ratepayers appear at the Public Hearing to protest the proposed rate increase, the General Manager recommends the Board close the Public Hearing following public comment.

Attachments:

Final Sewer Rate Study by HF&H Consultants dated February 28, 2024

218 Notice of Public Hearing Mailer

Public Letters of Protest



WEST BAY SANITARY DISTRICT FY 2024-25 SEWER RATE STUDY



**February 28, 2024
Final Report**



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West Bay Sanitary District

500 Laurel Street
Menlo Park, CA 94025



FY 2024-25 Sewer Rate Study

March 1, 2024

HF&H Consultants, LLC

590 Ygnacio Valley Rd, Suite 105
Walnut Creek, CA 94596



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March 1, 2024

Mr. Sergio Ramirez

General Manager

West Bay Sanitary District

500 Laurel Street

Menlo Park, CA 94025

Subject: FY 2024-25 Sewer Rate Study – Final Report

Dear Mr. Ramirez:

HF&H Consultants (HF&H) is pleased to submit this final report to update the West Bay Sanitary District's (District's) FY 2024-25, FY 2025-26, and FY 2026-27 sewer rates. The report summarizes the analysis that was conducted to develop the recommended rates. The analysis updates last year's projections to reflect the District's and Silicon Valley Clean Water's (SVCW) current operating and capital cost projections.

The overall increase in revenues will allow the District to:

- Fund inflationary increases in existing staff and sewer collection system operating and maintenance costs.
- Fund \$19 million in average annual capital projects for the District-maintained collection system.
- Fully-fund the District's share of SVCW's projected operating and capital costs to operate the wastewater treatment plant which grows from \$13.4 million to \$20.5 million over the five-year study period.
- Adapt to large, expected increases in SVCW debt service in subsequent years without resorting to sharp increases in rates beyond the five-year planning period.
- Continue to maintain sufficient reserves to fully fund all Board-approved reserve targets. Over the next three years the District plans to balance the level of rate increases with the use of \$37 million of existing reserves to meet the increased volume of District capital expenditures and SVCW debt service.

* * * * *

We appreciate this opportunity to continue working for the District.

Sincerely,
HF&H CONSULTANTS, LLC

Rick Simonson
Senior Vice President

Gabe Sasser
Project Manager

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ACRONYMS

FY	Fiscal Year
CCF or HCF	Hundred cubic feet of metered water sold; 748 gallons; a cube of water 4.6 feet on edge
BOD	Biochemical Oxygen Demand
COS	Cost of Service
DU	Dwelling Unit
EDU	Equivalent Dwelling Unit
GPD	Gallons per Day
JPA	Joint Powers Authority
LRFP	Long Range Finance Plan
O&M	Operations and Maintenance
OWDZ	On-Site Wastewater Disposal Zone. Customers receiving supplemental service for maintenance of a STEP or Grinder sewer pump system.
PAYGo	Pay-As-You-Go, in reference to funding capital improvements from cash rather than from borrowed sources of revenue
SVCW	Silicon Valley Clean Water, a Joint Powers Authority that is responsible for regional conveyance and wastewater treatment for West Bay Sanitary District and the cities of Redwood City, San Carlos, and Belmont.
STEP	Septic Tank Effluent Pumping systems
TSS	Total Suspended Solids

ACKNOWLEDGEMENTS

District Board

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

District Staff

Sergio Ramirez, General Manager
Debra Fisher, Finance Manager
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Rick Simonson, Senior Vice President
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LIMITATIONS

This document was prepared solely for the West Bay Sanitary District in accordance with the contract between the District and HF&H and is not intended for use by any other party for any other purpose.

In preparing this study, we relied on information from the District which we consider accurate and reliable. Our analysis is based on the best available information at the time of the study.

Rounding differences caused by stored values in electronic models may exist.

This document represents our understanding of relevant laws, regulations, and court decisions but should not be relied upon as legal advice. Questions concerning the interpretation of legal authorities referenced in this document should be referred to a qualified attorney.



Sewer Rate Study

1. BACKGROUND AND SUMMARY

BACKGROUND

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

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

FIVE-YEAR FINANCIAL PLAN

This report presents a financial plan for the District that incorporates the capital improvements identified in the District's Master Plan, as well as the latest available projections provided by SVCW in their recent January draft of 2024 Long Range Financial Plan. The District's five-year financial plan comprises:

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

The results of the financial plan indicate the annual increases in sewer service charges that are projected to fund the District's expenses and maintain adequate reserves.

RECENT RATE INCREASES

During the last five years, the District's residential sewer service charges per dwelling unit (DU) have increased as shown in **Figure 1-1**.

Figure 1-1. Recent Rates and Rate Increases

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Residential Sewer Service Charge	\$1,177	\$1,224	\$1,255	\$1,280	\$1,306
Percentage Increase		4.0%	2.5%	2.0%	2.0%
Annual Increase - \$ per Year		\$47	\$31	\$25	\$26

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

CURRENT SEWER RATES

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

Residential customers are charged per dwelling unit. In addition, approximately 95 homes in the Portola Valley area (located within the On-Site Wastewater Disposal Zone) pay higher charges (currently \$920 per year) for the maintenance of the Septic Tank Effluent Pump (STEP) system or Grinder Sewer Collection Systems that they require.

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

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

Current rates for FY 2023-24 were adopted by the Board in April 2022, as follows:

Figure 1-2. Current Rates

Current FY 2023-24	
<u>Residential (charge per DU per year)</u>	
Single Family, Multi Family	\$1,306
On-site Wastewater Disposal Zone	\$2,226
<u>Commercial (charge per CCF)</u>	
Retail/Commercial	\$10.52
Institution/Public	\$9.58
Restaurants/Bakeries	\$22.16
Supermarkets with Grinders	\$22.41
Hospitals	\$10.88
Hotels with Dining Facilities	\$17.89
<u>Industrial (measured)</u>	
Flow Rate Charge per CCF	\$7.76
BOD Rate Charge per pound	\$1.37
TSS Rate Charge per pound	\$1.56

FINDINGS AND RECOMMENDATIONS

Projected Rate Increases During Five-Year Planning Period

Figure 1-3 indicates the annual rate increases projected for the five-year planning period, beginning with FY 2024-25. The increases indicated below reflect updated assumptions and currently available information. Annual revenues will increase greater than the rate increase in all five years as the District continues to experience growth in the number of customers served. The five-year financial plan assumes 73 new dwelling units each year through FY 2028-29. Note: due to the District billing on the tax roll, the projected annual revenue increases reflect a one-year delay in the realization of the revenue from growth. For example, the growth which occurs in FY 2024-25 will first appear on the tax rolls in FY 2025-26.

Figure 1-3. Projected Rate and Revenue Increases

Fiscal Year	Projected Base Rate Increase	Projected Revenue Increase
FY 2024-25	5.0%	5.3%
FY 2025-26	5.0%	5.3%
FY 2026-27	5.0%	5.3%
FY 2027-28	5.0%	5.3%
FY 2028-29	5.0%	5.3%

Proposed Rates for FY 2024-25

The following figure shows the current FY 2023-24 rates and the proposed FY 2024-25 through FY 2026-27 rates, which reflect a 5.0% across-the-board increase to all rates. In addition, we are recommending an additional \$150 annual, increase to those customers within the On-Site Wastewater Disposal Zone for the increases in costs to maintain the STEP or Grinder Sewer Collection Systems that they require¹.

Figure 1-4. Current and Proposed FY 2024-25, FY 2025-26, FY 2026-27 Rates

	Current	Proposed Rates		
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<u>Residential (charge per DU per year)</u>				
Single Family, Multi Family	\$1,306	\$1,371	\$1,440	\$1,512
On-site Wastewater Disposal Zone	\$2,226	\$2,337	\$2,454	\$2,577
<u>Commercial (charge per CCF)</u>				
Retail/Commercial	\$10.52	\$11.05	\$11.60	\$12.18
Institution/Public	\$9.58	\$10.06	\$10.56	\$11.09
Restaurants/Bakeries	\$22.16	\$23.27	\$24.43	\$25.65
Supermarkets with Grinders	\$22.41	\$23.53	\$24.71	\$25.95
Hospitals	\$10.88	\$11.42	\$11.99	\$12.59
Hotels with Dining Facilities	\$17.89	\$18.78	\$19.72	\$20.71
<u>Industrial (measured)</u>				
Flow Rate Charge per CCF	\$7.76	\$8.15	\$8.56	\$8.99
BOD Rate Charge per pound	\$1.37	\$1.44	\$1.51	\$1.59
TSS Rate Charge per pound	\$1.56	\$1.64	\$1.72	\$1.81

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

2. REVENUE REQUIREMENT PROJECTIONS

A spreadsheet model was developed to derive revenue requirements for a five-year planning period, FY 2024-25 through FY 2028-29. The revenue requirements represent the costs that must be covered by revenue from rates and other sources. The District’s Operations & Maintenance (O&M) budget for FY 2023-24 served as the starting point for projecting the District’s expenses and revenues. SVCW provided the projections of all future SVCW expenses, including debt service, used in the model. The escalation factors summarized in **Figure 2-1** were incorporated in the model for projecting expenses and revenues.

Figure 2-1. Key Modeling Assumptions

Assumptions	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
a General Inflation	Per Budget	3.0%	3.0%	3.0%	3.0%	3.0%
b Utilities	Per Budget	5.0%	5.0%	5.0%	5.0%	5.0%
c Salaries	Per Budget	5.0%	4.0%	4.0%	4.0%	4.0%
d Benefits	Per Budget	5.0%	4.0%	4.0%	4.0%	4.0%
e SVCW O&M Expenses Increase %	Per Budget	4.0%	4.0%	4.0%	4.0%	4.0%
f Interest on Earnings	0.3%	2.0%	2.0%	2.0%	2.0%	2.0%
g Woodside Revenue Change	Per Budget	3.0%	3.0%	3.0%	3.0%	3.0%
h Los Altos Hills Revenue Change		4.0%	4.0%	4.0%	4.0%	3.0%
i Increase in Annual Residential Customers	Per Budget	73	73	73	73	73
j Number of Total Residential Customer Accounts	19,515	19,588	19,661	19,734	19,807	19,880
k Number of STEP/STEG Customer Accounts	95	95	95	95	95	95
l Annual Percentage in Residential Account Growth	Per Budget	0.4%	0.4%	0.4%	0.4%	0.4%
m Residential Connection Fee per EDU	\$8,608	\$8,608	\$8,608	\$8,608	\$8,608	\$8,608
n Connection Fees	Per Budget	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
o Flow Equalization	Per Budget	5.0%	\$0	\$0	\$0	\$0
p District O&M Expenses	Per Budget	3.0%	3.0%	3.0%	3.0%	3.0%
q Interest on LAIF Earnings		3.0%	3.0%	3.0%	3.0%	3.0%

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

DISTRICT O&M EXPENSES

The District’s net O&M expenses (summarized by category in **Figure 2-2**) are projected to increase from approximately \$10.5 million to \$13.2 million over the five-year planning period. The District’s expenses are increasing between 3% and 5% annually per expense category listed. In addition, net expenses are increasing with the end of approximately \$400,000 in annual non-operating revenue from the flow equalization cost sharing agreement, effective FY 2023-24. In FY 2024-25, flow equalization costs are assumed to be reduced to 1/6, or two months, of FY 2023-24 revenues. This reduced amount estimates potential revenues as the program moves to an on-call format. Beyond FY 2024-25, flow-equalization cost sharing revenues are conservatively assumed to be \$0. With the regional focus on residential development, the District projects an annual increase of 73 residential accounts per year, with a total of 365 accounts added by the end of the planning period.

Figure 2-2. District O&M Expense Summary

	Current Year	Five-Year Planning Period				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
1 Salaries & Benefits	\$7,067,613	\$7,420,994	\$7,717,833	\$8,026,547	\$8,347,609	\$8,681,513
2 Materials & Supplies	\$751,800	\$774,354	\$797,585	\$821,512	\$846,158	\$871,542
3 Insurance	\$287,900	\$296,537	\$305,433	\$314,596	\$324,034	\$333,755
4 Contract Services	\$916,400	\$943,892	\$972,209	\$1,001,375	\$1,031,416	\$1,062,359
5 Professional Services	\$1,469,700	\$1,513,791	\$1,559,205	\$1,605,981	\$1,654,160	\$1,703,785
6 Repairs & Maintenance	\$646,100	\$665,483	\$685,447	\$706,011	\$727,191	\$749,007
7 Utilities	\$288,000	\$302,400	\$317,520	\$333,396	\$350,066	\$367,569
8 Other Operating Expenses	\$453,575	\$513,492	\$456,797	\$540,501	\$484,616	\$569,154
9 Other Operating Revenues	(\$1,321,051)	(\$1,014,458)	(\$970,883)	(\$998,857)	(\$1,027,864)	(\$1,052,700)
11 Net District Operating Costs	\$10,560,037	\$11,416,485	\$11,841,146	\$12,351,062	\$12,737,386	\$13,285,985
12		8.1%	3.7%	4.3%	3.1%	4.3%

Note: Other Operating Expenses include administrative costs such as professional memberships, travel and meetings, reimbursements from the Recycled Water Fund and Solid Waste Fund for sewer staff time, and contributions to Local Agency Formation Commission (LAFCo).

DISTRICT CAPITAL EXPENSES

The District’s capital expenses are summarized by category in **Figure 2-3** and reflect the adopted Master Plan projects approved earlier in 2024. The District’s annual budgeted capital expenditures range from a low of \$9.5 million (in FY 2028-29) to \$23.4 million (in FY 2025-26), during the five-year planning period. On average, the District expects to spend approximately \$19.0 million annually on these projects (during the five-year planning period FY 2024-25 to FY 2028-29). This level of capital investment is an increase from recent years when the District spent between nine and ten million dollars annually. In fact, the District’s investment in capital improvements over the five-year period represents more than 37% of the revenue requirement, which exceeds the combined SVCW O&M and Capital expense projections. The collection system Capital Improvement Program (CIP) expenses is largest component of the sewer rates revenue requirement.

The increase in CIP demonstrates the District’s intention to maintain its infrastructure and replace existing infrastructure at an accelerated pace, guaranteeing reliability of its system. For example, the Pipe Replacement and Rehabilitation projects, make up the majority of project costs planned over the five-year period, which will address existing collection system assets.

Figure 2-3. CIP Summary

	Current Year	Five-Year Planning Period				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
1 Administration	\$150,000	\$0	\$0	\$3,000,000	\$4,000,000	\$0
2 Collection Facilities	\$600,000	\$4,600,000	\$4,600,000	\$600,000	\$600,000	\$600,000
3 Pipe Replacement and/or Rehab.	\$7,472,685	\$11,449,500	\$13,995,700	\$14,067,800	\$11,340,000	\$9,090,400
4 Pump Station Improvements	\$0	\$6,339,000	\$1,258,000	\$2,317,000	\$0	\$0
5 Subsurface Lines & Other Capital	\$440,000	\$0	\$3,000,000	\$0	\$0	\$0
6 Capacity Improvements	\$0	\$15,000	\$704,900	\$704,900	\$3,675,500	\$0
7 Manhole Raising	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
8 Construction in Progress	\$3,060,000	\$0	\$0	\$0	\$0	\$0
9 Total Capital Expenses	\$11,822,685	\$22,503,500	\$23,658,600	\$20,789,700	\$19,715,500	\$9,790,400
10 Less: Connection Fee Revenue	(\$250,000)	(\$250,000)	(\$250,000)	(\$250,000)	(\$250,000)	(\$250,000)
11 Net PAYGo Capital Expenses	\$11,572,685	\$22,253,500	\$23,408,600	\$20,539,700	\$19,465,500	\$9,540,400
12 Carryover	\$11,622,315	\$0	\$0	\$0	\$0	\$0
13 Grand Total Capital Expenses	\$23,195,000	\$22,253,500	\$23,408,600	\$20,539,700	\$19,465,500	\$9,540,400
14		-4%	5%	-12%	-5%	-51%

The District plans to fund these capital improvements from a combination of connection fee revenue (from growth), sewer service charge revenue on a pay-as-you-go (PAYGo) basis without issuing debt, and the use of reserves.

DISTRICT RESERVES

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

Operations Reserve Minimum Balance

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

Emergency Reserve Target Balance

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

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

Capital Reserve Target Balance

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

Vehicle and Equipment Replacement Fund

The Vehicle and Equipment Replacement fund provides resources to replace District fleet vehicles and operations equipment. The District maintains a schedule for replacement based on the useful life of the asset. The target reserve balance of \$1.0 million ensures there are sufficient funds on hand to keep up

with the retirement of old equipment or vehicles with the purchase of their replacements. This fund is tracked separately from the Capital Reserve.

Rate Stabilization Reserve Fund

The Board established a rate stabilization fund to allow a margin of safety for the uncertainty of the timing and amount of SVCW capital expenditures to upgrade the wastewater treatment facility. The funds could be used to minimize future rates increases and/or to reduce interest expenses by buying down the amount of debt to be issued by SVCW to fund the upgrades. In the past, the District has utilized this reserve to remove a \$13.0 million debt obligation. The District anticipates future debt obligations and is building this reserve to buy down future debt. The target reserve of the revenue stabilization fund is currently set at \$10 million.

OPEB/PERS Retirement Liability Reserve Fund

In February 2018, the Board established a reserve fund to offset the District's unfunded pension liability. In FY 2020-21, the District contributed \$6.2 million of the fund balance to pay off the entire balance of its unfunded accrued liability. The fund has a current balance of \$734,330 as of the end of FY 2022-23 and there are no plans to increase the amount as the District has satisfied their unfunded liability and plans to fund their OPEB/PERS obligations on a PAYGo basis.

Treatment Plant Reserve Fund

In FY 2020-21, the Board established a reserve to fund increasing SVCW capital expenses. The reserve is intended to address two notable requirements placed on the District beginning in FY 2024-25. First, SVCW will require each member agency to contribute additional funds in lieu of further debt issuance. The District will contribute \$0.7 million in lieu of debt issuance to SVCW in FY 2023-24. Based on the draft 2024 Long Range Financial Plan (LRFP), the District will be asked to make an additional contribution of \$3.6 million to SVCW in FY 2024-25, followed by additional contributions as shown in **Figure 2-4**. Second, in FY 2027-28, each SVCW member agency will begin making payments for its share on a group of WIFIA loans with a 30-year term. The District's annual obligation will begin at average \$3.0 million per annum. These long-term expenses prompted the Board to establish an additional reserve intended to fund planned and unplanned SVCW treatment plant expenses. The Board established a target of \$12.0 million. The reserve is currently fully funded. The District has discretion whether to first use funds from its Rate Stabilization Reserve Fund or its Treatment Plant Reserve Fund but intends to use existing reserves to meet future SVCW capital expenses.

SVCW EXPENSES

Over the next five years, SVCW's treatment costs are projected to be approximately 36% of the District's total revenue requirement. As shown in **Figure 2-4**, SVCW's cost will increase significantly to fund the debt service on a series of bonds and SRF loans, that has been issued to fund the rehabilitation of its interceptors, pump stations, and wastewater treatment plant. The District's treatment charge is allocated in proportion to the number of its EDUs compared with the other SVCW member agencies, currently 26.84%.

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

SVCW Projected Expenses	Current Year	Projected				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
1 Net Operating Expense	\$6,117,648	\$6,360,275	\$6,614,686	\$6,879,274	\$7,154,445	\$7,440,623
2 Revenue-Funded Capital (PAYGo)	\$531,432	\$402,600	\$402,600	\$402,600	\$402,600	\$402,600
3 Debt Reserves	\$877,594	\$989,900	\$1,126,120	\$1,262,421	\$1,398,806	\$1,535,278
4 Cash-in-lieu of Debt/Debt Service Reserves	\$762,622	\$3,656,334	\$0	\$1,511,728	\$0	\$0
5 Debt Service						
6 Existing 2018 Bond	\$4,569,269	\$4,577,316	\$4,724,364	\$5,027,100	\$5,056,279	\$5,717,633
7 2018, 2021 Revenue Bonds	\$506,765	\$2,385,927	\$2,385,927	\$2,385,927	\$2,385,927	\$2,385,927
8 SRF for Conveyance Planning	\$51,936	\$0	\$0	\$0	\$0	\$0
9 Subtotal SVCW Debt Service	\$5,127,970	\$6,963,243	\$7,110,291	\$7,413,027	\$10,453,525	\$11,114,878
10 Total, SVCW Project Expenses	\$13,417,267	\$18,372,353	\$15,253,698	\$17,469,051	\$19,409,375	\$20,493,379

TOTAL REVENUE REQUIREMENTS

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

Figure 2-5. Projected Revenue Requirements

	Current Year	Five-Year Planning Period				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
SVCW PAYGo Capital/Reserve Contributions	\$1,409,026	\$1,392,500	\$1,528,720	\$1,665,021	\$1,801,406	\$1,937,878
SVCW Debt-funded Capital	\$5,890,592	\$10,619,578	\$7,110,291	\$8,924,756	\$10,453,525	\$11,114,878
SVCW Operating Expenses	\$6,117,648	\$6,360,275	\$6,614,686	\$6,879,274	\$7,154,445	\$7,440,623
WBSD PAYGo Capital	\$11,974,262	\$18,478,342	\$18,490,751	\$18,503,532	\$18,516,696	\$18,530,255
WBSD Operating Expenses	\$11,881,088	\$12,430,943	\$12,812,029	\$13,349,919	\$13,765,250	\$14,338,685
Total Net Revenue Requirement	\$37,272,617	\$49,281,638	\$46,556,478	\$49,322,501	\$51,691,321	\$53,362,319

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

- The District will fund an average of \$6.8 million annually in SVCW operating expenses.
- The District will fund an average of \$10.9 million annually of combined SVCW capital expenditures through contributions to reserves or existing debt service payments.
- The District will fund an average of \$13.3 million annually in collection system O&M costs
- The District will fund an average of \$18.5 million annually in capital expenditures, net of connection fee revenues. for its own collection system.
- All reserve targets will continue to be met through FY 2026-27, capturing three years of proposed rates to be discussed in further detail in the next sections.

REVENUE INCREASES

The District’s revenue requirement is increasing approximately 43% over the next five years. Current rates cannot support the projected revenue requirements shown in **Figure 2-5**. However, it is not necessary to increase rates a cumulative 43% over the next five-year period, as the District has adequate reserves to fully fund all reserve targets and contribute excess reserves to partially offset the revenue requirement increases (as discussed below). **Figure 2-6** summarizes the annual increase in the District’s revenue requirement and the proposed rate increases.

Figure 2-6. Annual Revenue Increases

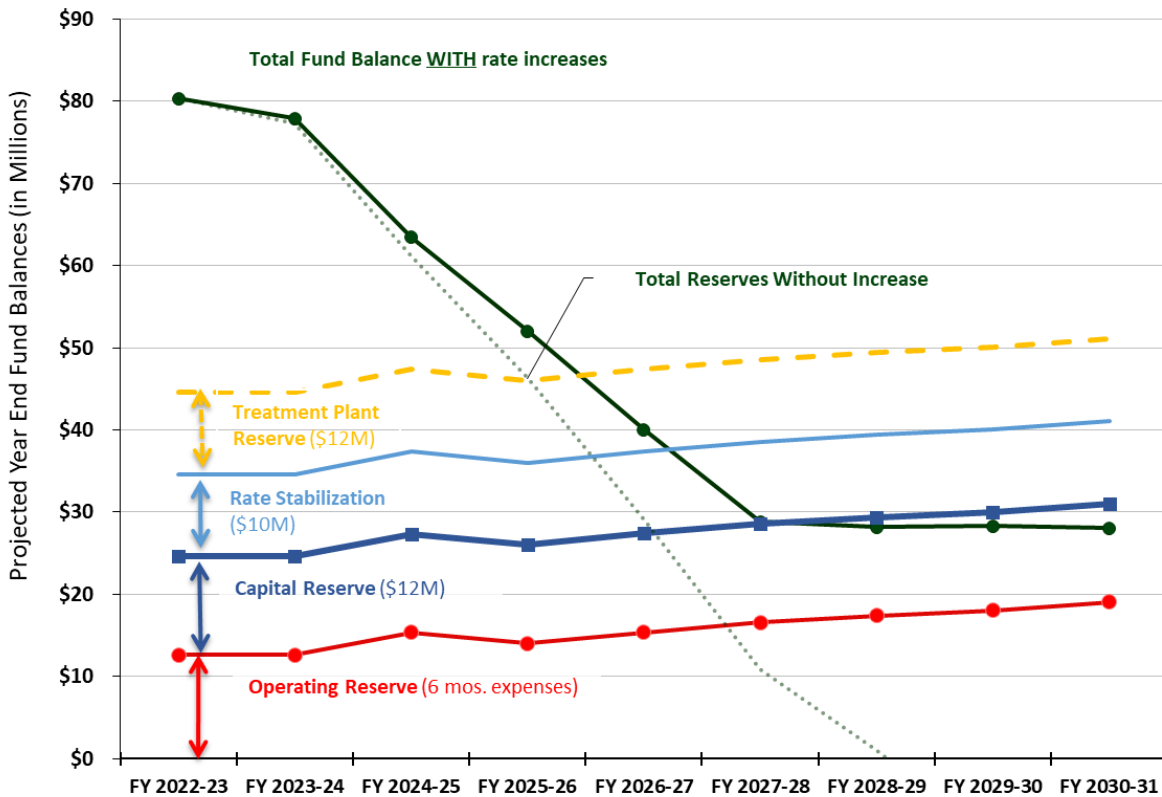
	Five-Year Planning Period				
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Projected Revenue Requirement Increases	32%	-6%	6%	5%	3%
Proposed Rate Increases	5.0%	5.0%	5.0%	5.0%	5.0%

FUND BALANCE

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

Over the five-year period, the District use existing reserves to partially offset the growing revenue requirement. The use of reserves would allow the District to avoid implementing sharp rate increases to pay for growing SVCW capital expenses and the District’s collection system capital expenses.

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



Minimum Fund Balance

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

Target Fund Balance

The target balance is the sum of the minimum balance for operations (red line) plus an allowance for capital projects (\$6.0 million), emergency capital reserves (\$5.0 million), vehicle and equipment replacement fund (\$1.0 million), rate stabilization reserves (\$10.0 million), and treatment plant reserves (\$12.0 million). The capital allowance provides working capital to maintain sufficient funds in order to pay contractors so that work can proceed without delay. Emergency reserves help manage risks associated with sudden asset failures caused by emergencies such as natural disasters or human error. Emergency reserves are a form of capital reserve that can provide a measure of self-insurance so that immediate funding is available for disaster recovery until loans can be arranged. The vehicle and equipment replacement fund provides for the scheduled replacement of the District's fleet vehicles and operational equipment. The District has discretion to use funds from its rate stabilization and treatment plant reserves to address anticipated cost increases to help offset impacts to ratepayers.

3. PROJECTED RATE INCREASES

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

Figure 3-1. Projected Rates – Residential

	Adopted	Five-Year Planning Period				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Residential Sewer Service Charge	\$1,306	\$1,371	\$1,440	\$1,512	\$1,588	\$1,667
Percentage Increase		5.0%	5.0%	5.0%	5.0%	5.0%
Annual Increase - \$ per Year		\$65	\$69	\$72	\$76	\$79

Figure 3-2. Projected Rates – Residential, Commercial, and Industrial

	Adopted	Projected				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Residential (charge per DU per year)						
Single Family, Multi Family	\$1,306	\$1,371	\$1,440	\$1,512	\$1,588	\$1,667
On-site Wastewater Disposal Zone	\$2,226	\$2,337	\$2,454	\$2,577	\$2,706	\$2,841
Commercial (charge per CCF)						
Retail/Commercial	\$10.52	\$11.05	\$11.60	\$12.18	\$12.79	\$13.43
Institution/Public	\$9.58	\$10.06	\$10.56	\$11.09	\$11.64	\$12.22
Restaurants/Bakeries	\$22.16	\$23.27	\$24.43	\$25.65	\$26.93	\$28.28
Supermarkets with Grinders	\$22.41	\$23.53	\$24.71	\$25.95	\$27.25	\$28.61
Hospitals	\$10.88	\$11.42	\$11.99	\$12.59	\$13.22	\$13.88
Hotels with Dining Facilities	\$17.89	\$18.78	\$19.72	\$20.71	\$21.75	\$22.84
Industrial (measured)						
Flow Rate Charge per CCF	\$7.76	\$8.15	\$8.56	\$8.99	\$9.44	\$9.91
BOD Rate Charge per pound	\$1.37	\$1.44	\$1.51	\$1.59	\$1.67	\$1.75
TSS Rate Charge per pound	\$1.56	\$1.64	\$1.72	\$1.81	\$1.90	\$2.00

STEP/GRINDER CHARGES

The District has approximately 95 single family residential customers located in the On-Site Wastewater Disposal Zone who require either Septic Tank Effluent Pumping systems (STEP) or Grinder Pumping systems. These customers are currently charged an additional \$920 annually for the services the District provides these customers to service and replace their pumps and appurtenances.

The District re-examined the service costs specific to these customers and found the revenues collected have not been keeping pace with the annual rate increases. **Figure 3-3** details the calculated cost to provide STEP/grinder system maintenance for these customers.

Figure 3-3. Annual STEP/Grinder System Costs

Private Pump System Maintenance		Annual Costs
1. Labor Cost		
STEP System Bi-Annual Pump Maint. - Pump Mechanic		\$6,892
STEP System Bi-Annual Pump Maint. - Facility Supv.		\$9,006
Grinder System Bi-Annual Pump Maint. - Pump Mechanic		\$11,815
Grinder System Bi-Annual Pump Maint. - Facility Supv.		\$15,438
STEP pump replacements		\$3,180
Grinder pump replacements		\$5,450
Private pump station repairs		\$2,157
Force lateral repairs		\$1,817
Subtotal Labor Costs		\$55,755
2. Material Costs		
Grinder pump replacements		\$24,000
STEP Pump replacements		\$3,325
Envirozyme - Fog Digester		\$1,500
Grider Panel replacements		\$3,000
STEP Panel replacements		\$1,313
Miscellaneous parts - lids, filters, etc.		\$2,000
Subtotal Material Costs		\$35,138
Total Costs For Private Pump Systems		\$90,893
Number of Private Units		95
Total Cost per Private Pump Site (FY 2023-24)		\$956

It is recommended the STEP/Grinder charge be increased to meet the cost of service for FY 2024-25. **Figure 3-4** summarizes the proposed annual STEP/Grinder charge over the next five fiscal years, assuming 5% annual increases, which follows the recommended increases to the base service charge. The proposed rate for FY 2024-25 meets the cost analysis conducted based on FY 2023-24 expenses and assumes an inflationary increase in the cost of service.

Figure 3-4. Projected STEP/Grinder System Cost Increases

	Adopted	Five-Year Planning Period				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Annual STEP/Grinder Charge	\$920	\$966	\$1,014	\$1,065	\$1,118	\$1,174
<i>\$ Increase</i>		\$46	\$48	\$51	\$53	\$56

Figure 3-5 summarizes the total annual charge for those customers with a STEP/Grinder System. Such customers are charged the base service charge and the additional costs to maintain the STEP/Grinder System.

Figure 3-5. Total Projected Annual Charges – Customers with STEP/Grinder Systems

	Adopted	Five-Year Planning Period				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Base Service Charge	\$1,306	\$1,371	\$1,440	\$1,512	\$1,588	\$1,667
Annual STEP/Grinder Charge	\$920	\$1,070	\$1,220	\$1,370	\$1,439	\$1,511
Annual Bill	\$2,226	\$2,441	\$2,660	\$2,882	\$3,027	\$3,178
<i>\$ Increase</i>		\$215	\$219	\$222	\$145	\$151

SUMMARY OF PROPOSED RATES

Figure 3-6 provides a schedule of proposed FY 2024-25 through FY 2026-27 rates for all customer types, as discussed above. **Figure 3-7** provides the nominal annual adjustment for all proposed rates.

Figure 3-6. FY 2024-25, FY 2025-26, FY 2026-27 Proposed Rates

	Current	Proposed Rates		
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<u>Residential (charge per DU per year)</u>				
Single Family, Multi Family	\$1,306	\$1,371	\$1,440	\$1,512
On-site Wastewater Disposal Zone	\$2,226	\$2,337	\$2,454	\$2,577
<u>Commercial (charge per CCF)</u>				
Retail/Commercial	\$10.52	\$11.05	\$11.60	\$12.18
Institution/Public	\$9.58	\$10.06	\$10.56	\$11.09
Restaurants/Bakeries	\$22.16	\$23.27	\$24.43	\$25.65
Supermarkets with Grinders	\$22.41	\$23.53	\$24.71	\$25.95
Hospitals				
	\$10.88	\$11.42	\$11.99	\$12.59
Hotels with Dining Facilities	\$17.89	\$18.78	\$19.72	\$20.71
<u>Industrial (measured)</u>				
Flow Rate Charge per CCF	\$7.76	\$8.15	\$8.56	\$8.99
BOD Rate Charge per pound	\$1.37	\$1.44	\$1.51	\$1.59
TSS Rate Charge per pound	\$1.56	\$1.64	\$1.72	\$1.81

Figure 3-7. Projected Rate Adjustments (FY 2024-25 through FY 2026-27)

	Current	FY 2024-25 Proposed		FY 2025-26 Proposed		FY 2026-27 Proposed	
	FY 2023-24	Rate	\$ Chg	Rate	\$ Chg	Rate	\$ Chg
Residential (charge per DU per year)							
Single Family, Multi Family	\$1,306	\$1,371	\$65	\$1,440	\$69	\$1,512	\$72
On-site Wastewater Disposal Zone	\$2,226	\$2,337	\$111	\$2,454	\$117	\$2,577	\$123
Commercial (charge per CCF)							
Retail/Commercial	\$10.52	\$11.05	\$0.53	\$11.60	\$0.55	\$12.18	\$0.58
Institution/Public	\$9.58	\$10.06	\$0.48	\$10.56	\$0.50	\$11.09	\$0.53
Restaurants/Bakeries	\$22.16	\$23.27	\$1.11	\$24.43	\$1.16	\$25.65	\$1.22
Supermarkets with Grinders	\$22.41	\$23.53	\$1.12	\$24.71	\$1.18	\$25.95	\$1.24
Hospitals	\$10.88	\$11.42	\$0.54	\$11.99	\$0.57	\$12.59	\$0.60
Hotels with Dining Facilities	\$17.89	\$18.78	\$0.89	\$19.72	\$0.94	\$20.71	\$0.99
Industrial (measured)							
Flow Rate Charge per CCF	\$7.76	\$8.15	\$0.39	\$8.56	\$0.41	\$8.99	\$0.43
BOD Rate Charge per pound	\$1.37	\$1.44	\$0.07	\$1.51	\$0.07	\$1.59	\$0.08
TSS Rate Charge per pound	\$1.56	\$1.64	\$0.08	\$1.72	\$0.08	\$1.81	\$0.09

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

Figure 3-8. Five-Year Projected Rate Adjustments

	Adopted	Proposed				Projected	
	Fiscal Year: FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	
Residential (Charge per DU per year)							
Single Family, Multi Family	\$1,306	\$1,371	\$1,440	\$1,512	\$1,588	\$1,667	
On-Site Wastewater Disposal Zone	\$2,226	\$2,337	\$2,454	\$2,577	\$2,706	\$2,841	
Commercial (charge per CCF)							
Retail/Commercial	\$10.52	\$11.05	\$11.60	\$12.18	\$12.79	\$13.43	
Institution/Public	\$9.58	\$10.06	\$10.56	\$11.09	\$11.64	\$12.22	
Restaurants/Bakeries	\$22.16	\$23.27	\$24.43	\$25.65	\$26.93	\$28.28	
Supermarkets with Grinders	\$22.41	\$23.53	\$24.71	\$25.95	\$27.25	\$28.61	
Hospitals	\$10.88	\$11.42	\$11.99	\$12.59	\$13.22	\$13.88	
Hotels with Dining Facilities	\$17.89	\$18.78	\$19.72	\$20.71	\$21.75	\$22.84	
Industrial (measured)							
Flow Rate Charge per CCF	\$7.76	\$8.15	\$8.56	\$8.99	\$9.44	\$9.91	
BOD Rate Charge per pound	\$1.37	\$1.44	\$1.51	\$1.59	\$1.67	\$1.75	
TSS Rate Charge per pound	\$1.56	\$1.64	\$1.72	\$1.81	\$1.90	\$2.00	

RESIDENTIAL SEWER CHARGE COMPARISON

Based on available sources, **Figure 3-9** shows the recent residential charges for sewer service among various San Mateo and Santa Clara County agencies. The bills reflect current rates for fiscal year 2023-24, assuming 70 HCF of billed wastewater per year, for agencies with flow-based charges, based on historical residential flow monitoring data. The proposed rate increase in FY 2024-25 would increase the District’s charges above what San Bruno currently charges. However, the District’s residential customers would still pay less than other agencies charge.

Fellow SVCW member agencies (San Carlos, Belmont, and Redwood City) also face similar additional costs. It is expected that these agencies will be required to increase their rates to cover their share of SVCW costs. Even with the projected rate increases, we would not expect the District’s relative position among its neighbors to change significantly.

Figure 3-9. Comparison of Annual Residential Bills

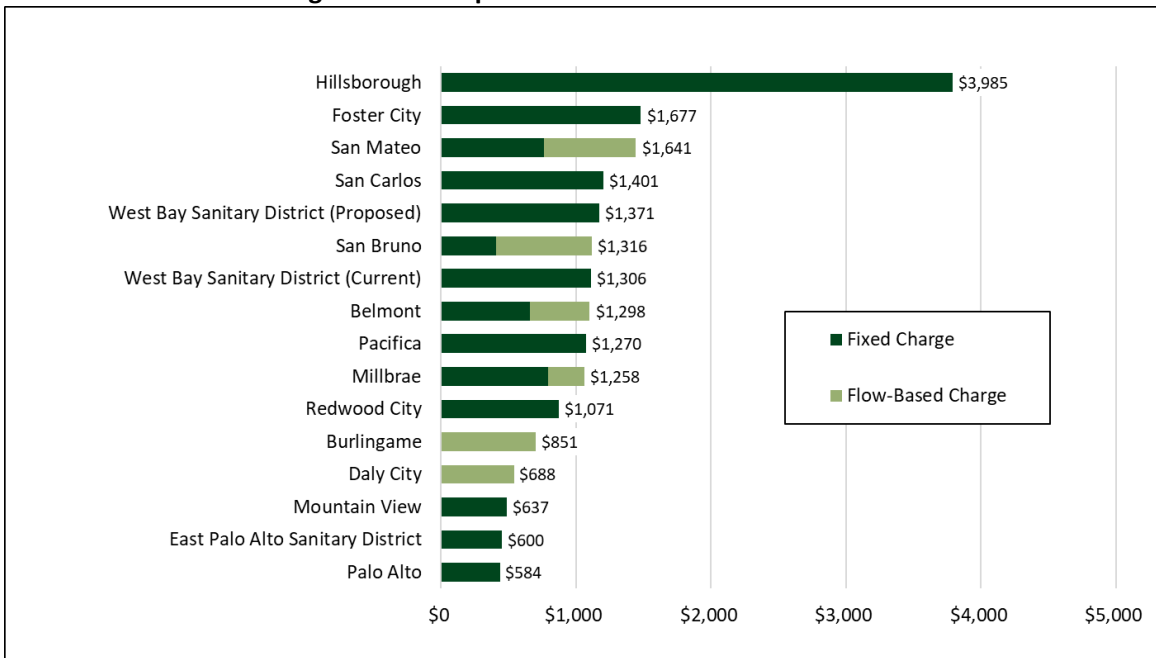
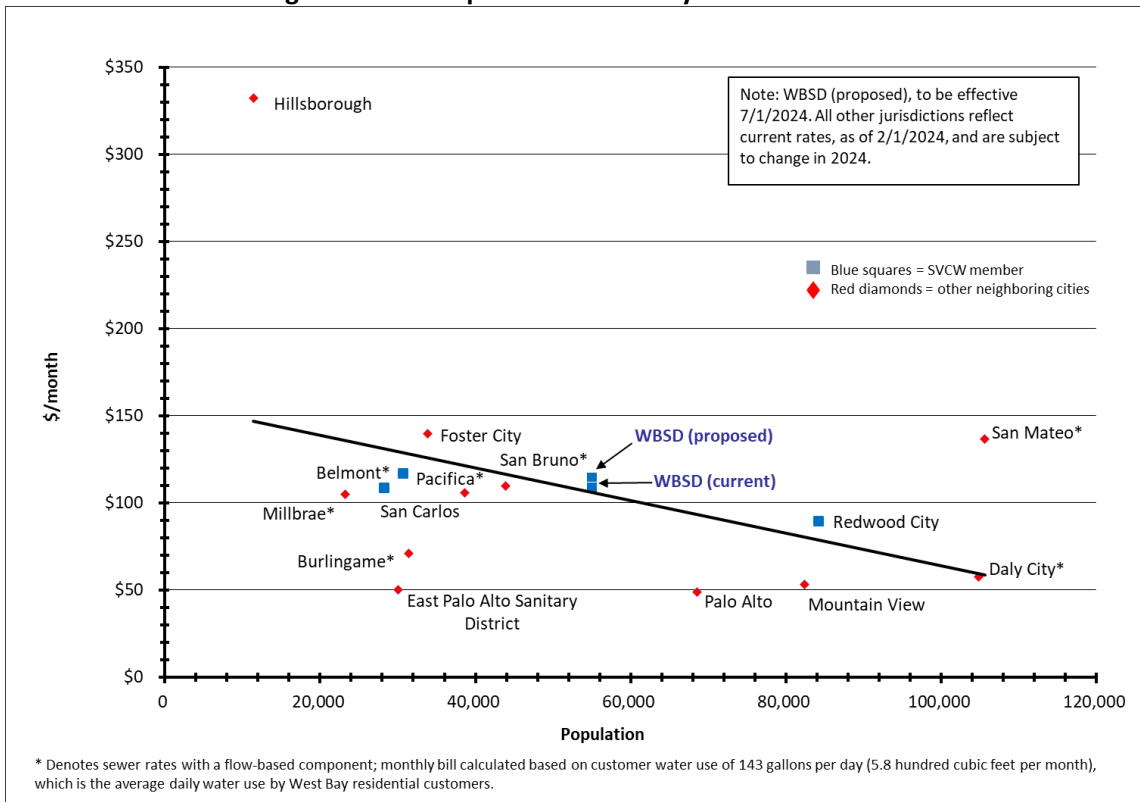


Figure 3-10 provides context as to why the District’s charges are more than those of other agencies. The graph shows the District’s current and proposed sewer rates along with the other SVCW member agencies (identified with blue squares in the figure below). Based on the graph, there is some correlation to larger agencies charging lower rates because they can take advantage of economies of scale and have a larger base of customers over which to distribute fixed costs. Admittedly, there are outliers, such as the higher populated City of San Mateo charging higher rates, and the smaller jurisdiction of East Palo Alto Sanitary District charging lower rates. However, the graph helps explain why the District’s customers are charged higher rates than larger agencies, such as Redwood City, Mountain View, and Palo Alto.

Figure 3-10. Comparison of Monthly Residential Bills





WEST BAY SANITARY DISTRICT

PUBLIC HEARING ON PROPOSED INCREASE IN SEWER SERVICE CHARGES MAY 8, 2024

(Please Share This Information with Tenants)



The West Bay Sanitary District provides sewer service to approximately 55,000 customers in areas of Menlo Park, Atherton, Portola Valley, East Palo Alto, Woodside, and Unincorporated San Mateo and Santa Clara Counties. The District, established in 1902, owns and operates more than 200 miles of public sewer pipelines and 13 pumping stations throughout the service area. The District's sewer system is aging. To meet our goal of providing safe, reliable service to our customers, the District proposes three sewer service rate changes 1) effective July 1, 2024, through the property tax bill for FY 2024/25; 2) effective July 1, 2025, through the property tax bill for FY 2025/26; and 3) effective July 1, 2026, through the property tax bill for FY 2026/27

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

Collection System Infrastructure Replacements

Since 2010, the District has been committed to a system-wide rehabilitation and replacement infrastructure program. The District's goal is to proactively replace the entire 210-mile sewer system before it reaches the end of its useful life. More than half of the District's sewer lines are in excess of 50 years old. These older pipes often experience heavy root intrusion, corrosion, and local failures. Gaps in the pipeline system admit groundwater during wet weather; this additional water floods the system and, if severe, could result in overflows from the existing system manholes. During heavy storm events the regional plant relies on the Flow Equalization Facility (FEF) behind Bedwell Park in Menlo Park, to store raw wastewater until it can be treated at the regional plant. The levee around the FEF must be raised to protect the site and the San Francisco Bay from contamination. The additional rain and groundwater increases the flows that need treatment at the regional treatment plant (see below). The estimated cost of this infrastructure program, for the District's service area, is approximately \$19.0 million annually, which has increased significantly in recent years as construction costs continue to rise at a rate greater than inflation.

In addition, the District has implemented an aggressive preventive maintenance program in accordance with guidelines established by the State Water Resources Control Board. In order to continue to fund these sewer system operations and infrastructure improvements on a pay-as-you-go basis, which ultimately keeps costs down for the ratepayers, the sewer service charge must be increased in fiscal years 2024/25, 2025/26, and 2026/27.

SVCW Treatment Plant Improvements

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

Proposed Rates

A sewer service charge rate study, completed by the District's rate consultant, HF&H Consultants (HF&H), found District rates need to increase to cover operating and capital expenses for fiscal years 2024/25, 2025/26, and 2026/27. Residential and Commercial/Industrial rates are proposed to increase by 5.0% each year.

Approximately 95 homes in the Portola Valley area (located within the On-Site Wastewater Disposal Zone) pay higher charges for the maintenance of their STEP or Grinder Sewer Collection Systems. The District currently charges an additional \$920 annually to maintain these collection systems. To realign charges with the cost of service, charges for the maintenance of the STEP/Grinder Sewer Collection Systems are proposed to increase 5.0% each year. For fiscal year 2024/25, the proposed STEP/Grinder Sewer Collection System charge is \$966, an increase of \$46. For fiscal year 2025/26 the proposed STEP/Grinder Sewer Collection System charge is \$1,014, and for fiscal year 2026/27, the proposed STEP/Grinder Sewer Collection System charge is \$1,065. Non-residential customers pay charges based on their metered water use from the prior twelve months (measured in hundred cubic feet or CCF). Each non-residential charge is the product of the customer's flow multiplied by the rate corresponding to the customer's class. Industrial customers are billed based on each

Proposed Rates

	Proposed FY 2024/25	Proposed FY 2025/26	Proposed FY 2026/27
Residential (per Dwelling Unit)			
Single Family, Multi-Family	\$1,371	\$1,440	\$1,512
On-site Wastewater Disposal Zone	\$2,337	\$2,454	\$2,577
Commercial (per CCF)			
Retail/Commercial	\$11.05	\$11.60	\$12.18
Institution/Public	\$10.06	\$10.56	\$11.09
Restaurants	\$23.27	\$24.43	\$25.65
Supermarkets with Grinders	\$23.53	\$24.71	\$25.95
Hospitals	\$11.42	\$11.99	\$12.59
Hotels with Dining Facilities	\$18.78	\$19.72	\$20.71
Industrial			
Flow rate (per CCF)	\$8.15	\$8.56	\$8.99
BOD (per pound)	\$1.44	\$1.51	\$1.59
TSS (per pound)	\$1.64	\$1.72	\$1.81

customer's prior annual flow and the strength of the customer's wastewater based on sampling data.

Single-Family Rate Breakdown (per Dwelling Unit)

Component	Current	Proposed (per dwelling unit)		
		FY 2024/25	FY 2025/26	FY 2026/27
Collection	\$719 (55%)	\$867 (63%)	\$977 (68%)	\$985 (65%)
Treatment	\$587 (45%)	\$504 (36%)	\$463 (32%)	\$527 (35%)
Total	\$1,306	\$1,371	\$1,440	\$1,512

Fairness Principle

The proposed rates were calculated by the District in order to evenly spread applicable costs amongst sewer users according to the proportionate cost of service to each user. The proposed rate increases will provide funds to pay for the District's planned operational costs, capital improvements through June of 2027 (including engineering, administrative, and implementation costs.) The proposed rate increase will also cover the ongoing SVCW Operations & Maintenance costs, repay the District's share of principal and interest on SVCW loans and bonds, as well as, the newly identified capital improvement projects of 2024.



Emergency Service

To request service, please call (650) 321-0384, 24 hours a day, 365 days per year.

SVCW Regional Treatment Plant

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

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

www.westbaysanitary.org



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

**Important Information – Notice of Public Hearing
Wednesday, May 8, 2024 at 7:00 p.m.**

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WEST BAY SANITARY DISTRICT
NOTICE OF PUBLIC HEARING

Notice is given that the Board of Directors of West Bay Sanitary District will conduct a Regular Meeting and Public Hearing on **Wednesday evening, May 8, 2024 at 7:00 p.m.** The location of the meeting:

West Bay Sanitary District - Ronald W. Shepherd Admin. Building
500 Laurel Street
Menlo Park, California 94025 or by Zoom or Telephone
<https://us06web.zoom.us/j/88590407326?pwd=mEVotKk0u6Z1aooe9YlfkXHTLUfobN.1>
Meeting ID: 885 9040 7326 Passcode: 549236

The purpose of the Public Hearing will be to consider proposed increases in Sewer Service Charge fees for all District customers, for fiscal year 2024/25, 2025/26, and 2026/27. At the Public Hearing, any interested persons may address the District Board. The proposed rates are \$1,371 per Single Family Residence for fiscal year 2024/25 (a \$65 per year increase), \$1,440 for fiscal year 2025/26 (a \$69 per year increase), and \$1,512 for fiscal year 2026/27 (a \$72 per year increase). For customers in the On-Site Wastewater Disposal Zone, the proposed rates are \$2,337 for fiscal year 2024/25 (a \$111 per year increase), \$2,454 in fiscal year 2025/26 (a \$117 per year increase), and \$2,577 for fiscal year 2026/27 (a \$123 per year increase). Proposed rates for Commercial or Industrial Customers are set forth on Page One of this Notice. If you wish to file a written protest, please send a letter in a sealed envelope to the address above. Your letter must identify the real property you own or rent by street address and assessor's parcel number (APN). Your letter must be legibly signed by any one of the current property owners or ratepayers of record. The District must receive your letter in a sealed envelope by 4:00 p.m. on May 8, 2024, or it must be presented at the District Board meeting on May 8, 2023 prior to the close of the public hearing. Any person interested, including all sanitary sewer customers of the West Bay Sanitary District, may appear at the public hearing and be heard on any matter related to the proposed increase in rates. At the public hearing, the agency shall consider all written protests against the proposed fees. If written protests against the proposed fees are presented by a majority of District customers, the District shall not adjust the fees.

April 16, 2024

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

I am the owner of 5 Cathy Place, Menlo Park, CA, with assessor's parcel number 071-252-100.

Having just volunteered in Menlo Park with a non-profit free tax preparation assistance program focused on older adults with low to moderate income, I was struck by the contrast of the 5% per year increase for each of the next three years and the ability of some seniors served by the West Bay Sanitary District to afford this 15.8% compounded increase over those three years. Illustrating this hardship, one taxpayer made the following unsolicited comment: "I own my house but can't afford to maintain it. I hope it doesn't fall down before I die."

I would suggest that for seniors (people of age 65 or older) who own their residences within the District, either:

- (1) An exemption of the increase be allowed for those that inform the District of their age and wish to be exempt, like the process that the Menlo Park City School District offers for the parcel tax exemption, or
- (2) The increase in rates for seniors for each of the proposed three years be limited to a maximum of the Social Security Cost-of-Living Adjustment (COLA) for that year.

Thank you for considering how to accommodate affordability for seniors.

Sincerely,



Anne Perlman

West Bay Sanitary District written protest against proposed fee increases. 2024-2027

Parcel 074054150

1990 Avy Menlo park CA

Dear District Board,

Every year since I have been living in Menlo Park we have had an increase in West Bay Sanitary District rates. They are proposing an increase of \$72/year increase up to 2026. Their balance sheet shows they are making over \$4.3 million / year profit. Yet the prices continue to increase yearly.

How much profit for West Bay Sanitary district is enough? Each year they contend to have multi year projects that are hundreds of millions of dollars. They can only operate in their budget, these are basic maintenance projects.

The West Bay Sanitary District notice of public hearing impractically states "At the public hearing, the agency shall consider all written protests against the proposed fees . If written protests against the proposed fees are presented by a majority of District customers, the district shall not adjust the fees."

Since there will never be a majority of the people writing protest letters, though they clearly do not want rates to increase, it is proposed that West Bay Sanitary District change this wording to more practical terms effective June 1, 2024:

"At the public hearing, the agency shall consider all written protests *in favor of* the proposed fees. If written protests in favor of the proposed fees are presented by a majority of District customers, the district shall adjust the fees."

Below is the balance sheet for the 2023-2024 fiscal year showing the >\$4,3 million profit that West Bay Sanitary district makes and is asking for an increase from everyone of its customers.

West Bay Sanitary District
Collections
Fiscal Year 2023-24

	Unaudited Collections 3rd Qtr FY 22-23	Projected FY 2022-23	Collections Budget FY 2022-23	Collections Budget FY 2023-24	Budget Variance	% Var
Operating Revenues						
Non-Residential	3,834,382	5,164,301	4,468,387	6,276,747	1,808,360	40%
Residential	18,815,250	25,062,667	25,056,267	26,200,870	1,144,603	5%
Sewer Service Charges	22,649,632	30,226,968	29,524,654	32,477,617	2,952,963	10%
Permit & Inspection Fees	187,449	249,932	200,000	200,000	-	
Flow Equalization	436,915	436,915	386,915	403,165	16,250	4%
Other Operating Revenue	581,244	853,555	666,390	717,886	51,496	8%
Operating Revenues	23,855,240	31,767,369	30,777,959	33,798,668	3,020,708	10%
Operating Expenses						
Salaries & Benefits	4,653,329	6,279,439	6,661,969	7,067,613	405,644	6%
Materials & Supplies	446,018	594,690	677,969	751,800	73,831	11%
Insurance	174,614	232,819	248,663	287,900	39,237	16%
Contract Services	655,244	873,658	837,572	916,400	78,828	9%
Professional Services	447,180	596,241	666,314	1,469,700	803,386	121%
Repairs & Maintenance	247,548	330,064	385,660	646,100	260,440	68%
Utilities	183,991	245,322	237,851	288,000	50,149	21%
Other Operating Expenses	128,057	170,742	404,525	430,575	26,050	6%
Depreciation	2,201,194	2,934,925	3,200,000	3,200,000	-	
Total WBSD Operating Expenses	9,137,175	12,257,900	13,320,523	15,058,088	1,737,565	13%
Sewage Treatment Plant (SVCW)	11,187,575	12,847,332	12,177,351	12,990,848	813,497	6.7%
Total Operating Expenses	20,324,750	25,105,232	25,497,874	28,048,936	2,551,062	10%
Operating Income (Loss)	3,530,490	6,662,137	5,280,085	5,749,731	469,646	9%
Non-Operating Revenues (Expenses)						
Investment Income	1,065,000	1,065,000	501,000	500,000	(1,000)	0%
Interest Expense	-	-	-	-	-	
Other Non-Operating Income	2,720	2,720	-	-	-	
Other Non-Operating Expenses	-	-	(6,000)	-	6,000	-100%
Total Non-Operating Revenues (Expenses)	1,067,720	1,067,720	495,000	500,000	5,000	1%
Change in Net Position by Fund	4,598,210	7,729,857	5,775,085	6,249,731	474,646	8%
Pension Adjustment (GASB 68)	-	-	-	-	-	
Capital Contributions	-	-	-	-	-	
Recycled Water Fund	(456,100)	(456,100)	-	-	-	
Capital Fund	-	-	-	-	-	
Capital Fund: Connection Fees	218,961	218,961	250,000	250,000	-	
Change in Net Position	4,361,071	7,492,718	6,025,085	6,499,731	474,646	8%
Beginning Net Position	159,939,775	159,939,775	159,939,775	167,432,493		
Prior Period Adjustment	-	-	-	-		
Ending Net Position	164,300,846	167,432,493	165,964,861	173,932,225		

Thanks,

Carl Treadwell

KNOB HILL MINES, INC.

GENERAL OFFICES

1143 CRANE STREET, SUITE 200

MENLO PARK, CALIFORNIA 94025-4341

PHONE: 650-328-0820

FACSIMILE: 650-323-5390

E-MAIL: JKUECHLER@KHMP.COM

HENRY N. KUECHLER IV
PRESIDENT

March 20, 2024

West Bay Sanitary District
Ronald W. Shepherd Administration Building
500 Laurel Street
Menlo Park, CA 94025

Re: Protest against Proposed Increase in Sewer Service Charge Fees

As the owner the property located at: 1143 Crane Street, Menlo Park, CA 94025, I formally protest against the proposed increase in Sewer Service Charge fees. Please present this letter of protest at the Public Hearing on Wednesday, May 8, 2024.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Henry N. Kuechler IV

Todd Reese

From: Jerry Jones <jjonespe@sbcglobal.net>
Sent: Saturday, April 6, 2024 10:52 PM
To: Info at West Bay
Subject: Public Hearing on Proposed Rate Increases

[EXTERNAL E-MAIL] CAUTION: This email originated from outside of West Bay Sanitary District. Do not click links or open attachments unless you trust the sender and email contents.

I have been a resident of Menlo Park for over 50 years and must admit I have not always carefully read information sent out by the WBSD. This year I did read the information in the recent mailing in detail and also went on your website to review additional information

I have NO objections to the WBSD proposals.

Thanks to the staff of the WBSD and the Board for your efforts to protect the environment and public health and the important services you provide to our community.

Your efforts are much appreciated.

Jerry
Jerry L. Jones, PE
Menlo Park, CA
jjonespe@sbcglobal.net
650-380-6411 (mobile)



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Consideration to Approve a General Regulation Amending the Code of General Regulations and Establishing Sewer Service Charges for Fiscal Year 2024/25, Fiscal Year 2025/26 and Fiscal Year 2026/27*

Following the Public Hearing, the Board is asked to consider and approve the attached General Regulation establishing sewer service fees to be charged for fiscal year 2024/25, fiscal year 2025/26, and fiscal year 2026/27.

WEST BAY SANITARY DISTRICT

GENERAL REGULATION NO. _____

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

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

Section 1.

Article IX, Section 900 (03) (A) and (B) are hereby amended in their entirety to read as follows:

(03) Residential Customers Sewer Service Charge.

(A) Residential Customers Rate.

The flat rate sewer service charge for fiscal year July 1, 2024 through June 30, 2025 for residential customers shall be One Thousand Three Hundred Seventy-One dollars and no cents (\$1,371.00) per Single Family Residence.

The flat rate sewer service charge for fiscal year July 1, 2025 through June 30, 2026 for residential customers shall be One Thousand Four Hundred Forty dollars and no cents (\$1,440.00) per Single Family Residence.

The flat rate sewer service charge for fiscal year July 1, 2026 through June 30, 2027 for residential customers shall be One Thousand Five Hundred Twelve dollars and no cents (\$1,512.00) per Single Family Residence.

(B) Septic Tank Effluent Pumping System and Grinder Pump System (STEP/Grinder System) Residential Customers Rate included in the On-Site Wastewater Disposal Zone (OWDZ).

The sewer service charge for residential customers served by a STEP/Grinder System for fiscal year July 1, 2024 through June 30, 2025 shall be Two Thousand Three Hundred Thirty-Seven Dollars and no cents (\$2,337.00) per Single Family Residence.

The sewer service charge for residential customers served by a STEP/Grinder System for fiscal year July 1, 2025 through June 30, 2026 shall be Two Thousand Four Hundred Fifty-Four Dollars and no cents (\$2,454.00) per Single Family Residence.

The sewer service charge for residential customers served by a STEP/Grinder System for fiscal year July 1, 2026 through June 30, 2027 shall be Two Thousand Five Hundred Seventy-Seven Dollars and no cents (\$2,577.00) per Single Family Residence.

Section 2.

Article IX, Section 900 (04) (A), (AB), (AC), (AD), and (D) are hereby amended in their entirety to read as follows:

(04) Non-Residential Customers Sewer Service Charge.

(A) The rates for customers in the non-residential category for fiscal year July 1, 2024 through June 30, 2025 shall be computed on the basis of:

(1) A flow rate charge of \$8.15 per hundred cubic feet of metered water consumption in accordance with the formula set forth for non-residential customers, **PROVIDED** that District may make adjustments where it appears to District that water consumption is not a reasonably accurate measure of wastewater discharge.

(2) A biochemical oxygen demand rate of \$1.44 per pound per hundred cubic feet of water consumption;
and,

(3) A suspended solids loading rate of \$1.64 per pound per hundred cubic feet of water consumption.

(B) The rates for customers in the non-residential category for fiscal year July 1, 2025 through June 30, 2026 shall be computed on the basis of:

(1) A flow rate charge of \$8.56 per hundred cubic feet of metered water consumption in accordance with the formula set forth for non-residential customers, **PROVIDED** that District may make adjustments where it appears to District that water consumption is not a reasonably accurate measure of wastewater discharge.

(2) A biochemical oxygen demand rate of \$1.51 per pound per hundred cubic feet of water consumption;
and,

(3) A suspended solids loading rate of \$1.72 per pound per hundred cubic feet of water consumption.

(C) The rates for customers in the non-residential category for fiscal year July 1, 2026 through June 30, 2027 shall be computed on the basis of:

(1) A flow rate charge of \$8.99 per hundred cubic feet of metered water consumption in accordance with the formula set forth for non-residential customers, **PROVIDED** that District may make adjustments where it appears to District that water consumption is not a reasonably accurate measure of wastewater discharge.

(2) A biochemical oxygen demand rate of \$1.59 per pound per hundred cubic feet of water consumption;
and,

(3) A suspended solids loading rate of \$1.81 per pound per hundred cubic feet of water consumption.

(D) STEP/Grinder System Non-Residential Customer Rate (Non-Residential Customers included in the On-Site Wastewater Disposal Zone – OWDZ).

The sewer service charge for non-residential customers served by a Septic Tank Effluent Pumping System or Grinder Pump System for fiscal year July 1, 2024 through June 30, 2025 shall be Two Thousand Three Hundred Thirty-Seven Dollars and no cents (\$2,337.00) for each 200 gallons per day, average annual daily flow rate, discharged to the District's sewer system.

The sewer service charge for non-residential customers served by a Septic Tank Effluent Pumping System or Grinder Pump System for fiscal year July 1, 2025 through June 30, 2026 shall be Two Thousand Four Hundred Fifty-Four Dollars and no cents (\$2,454.00) for each 200 gallons per day, average annual daily flow rate, discharged to the District's sewer system.

The sewer service charge for non-residential customers served by a Septic Tank Effluent Pumping System or Grinder Pump System for fiscal year July 1, 2026 through June 30, 2027 shall be Two Thousand Five Hundred Seventy-Seven Dollars and no cents (\$2,577.00) for each 200 gallons per day, average annual daily flow rate, discharged to the District's sewer system.

Section 3.

In accordance with the California Environmental Quality Act ("CEQA") Public Resources Code Sec. 2100 et seq., and the regulations promulgated pursuant to CEQA, the District Board finds that this Regulation establishes rates and/or charges for the purpose of meeting operating expenses of the District, meeting financial reserves needs and requirements of the District, and obtaining funds for capital projects which are necessary to maintain services within existing sewer service areas in the District.

Passed and approved by the District Board of the West Bay Sanitary District on May 8, 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



1902 - Serving Our Community for Over 120 Years - 2022

**WEST BAY SANITARY DISTRICT
MINUTES OF THE SPECIAL MEETING OF THE DISTRICT BOARD
WEDNESDAY, MAY 1, 2024 AT 12:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 12:00 PM.

2. Roll Call

BOARD MEMBERS PRESENT: Dehn, Thiele-Sardiña, Moritz, Otte

BOARD MEMBERS ABSENT: Walker

STAFF MEMBERS PRESENT: Ramirez, Reese, Heydari, Fisher, Beyer, Hulsmann,
Scheidt

Others Present: None

3. Communications from the Public: None

4. Fiscal Year 2024/25 Budget Workshop – Discussion on General, Capital, Recycled Water, and Solid Waste Funds and the District’s Reserves

Comments: General Manager Ramirez and staff presented the FY 2024-25 proposed budget to the Board and discussed each item. The budget included a 1.4% increase in total revenue to \$34,400,803. Sewer Service rates increased 5%, although reductions in non-residential flows resulted in a 10% reduction in these revenues. Combined Operating expenditures in all funds increased 21%, to \$35,762,999. The District direct expenses increased 5%, while the SVCW treatment plant increased 43%, due to cash contributions for capital and the beginning of the RESCU SRF loan payments. The total decreased Change in Net Position of \$4,999,710. Staff detailed the revenue projections, showing a 2% increase in sewer service revenue, 83% reduction in Flow Equalization revenues, since the annual contract expired and SVCW only expects to continue a month-to-month amendment agreement for two additional months. Other revenues increased 4%, with Franchise fees increasing 6%. Budgets included year-to-date actuals through March 31, 2024, FY 2023-24 annual projection, and the approved FY 2023-24 Budget, for a comparison with the FY 2024-25 proposed budget.

General Manager Ramirez explained the 3% increase for salaries and benefits. Salaries included only merit steps increasing 1.7%, as the current Memorandum of Understanding with represented employees will expire at year-end and a new agreement has yet to be reached. Benefit costs increased 7%, as medical costs increased 11.8% in 2024 and averaged 8% over three years. CalPERS rates and employee cost sharing of employer contributions was also discussed in detail, explaining a 1.4% increase in average employer cost for retirement benefits. The increase in PEPRAs employees and possible retirements were discussed.

Collection Operating revenues of \$34,277,503, Operating expenditures of \$34,219,129, non-operating income of \$500,000, and contributions of \$250,000 for connection fees were also provided with comparatives for FY 2023-24, explaining the Collection Budget Net Change in Position of \$808,374, which would be available for capital expenditures. Staff explained the proposed collection budget in detail. Staff explained significant changes in direct expenditures and change in each budget category.

Silicon Valley Clean Water (SVCW) expense for operations, capital, and debt service were also shown to increase.43% to \$18,540,559 for the year. SVCW capital contributions and debt was discussed and the board requested that SVCW representatives attend a future board meeting to discuss their capital budget.

The current District Capital Budget balance was shown, with projections through the end of the current year and FY 2024-25 with an expected balance of \$16,895,327 balance as of June 30, 2025. The District's 10 year Master Plan, completed in FY 2023-24, provides an aggressive construction budget over the next four years. Proposed Capital expenditures of \$26,681,500 from the Capital Fund and \$15,750,000 for Recycled Water Fund.

The Board directed staff to clarify new budget items for professional services.

Reserve funding of \$3,725,922 was explained, for additional Operating Reserves needed for six months operating expenses, a 3% increase in the equipment replacement reserve, and continued funding for pension and other post-employment benefits.

Staff provided separate budgets for the Solid Waste and Recycled Water Funds. The proposed Budget for the Solid Waste Fund, results in a net increase of \$6,380. The Sharon Heights Recycled Water Facility results in a net decrease of \$241,601, including \$755,000 in depreciation.

Other Board comments included:

- Edit the Budget Report and delete the \$350K Master Plan reference.
- Edit Budget Slides (Levee to include the total of \$15.1M project cost plus expenditures, carry over, and balance.) and remove master plan reference from slide.
- Develop Slide deck by Tuesday May 5th (Show history of rates compared to SVCW needs.) and include history of reserves and Rate Stabilization reserves. Lastly, slide deck to show rates from other nearby agencies.
- Meet with Directors Moritz and Thiele-Sardiña to discuss slide deck.
- Bring Water Code topic to the Board in June.
- Schedule Finance Committee meeting after Memorial Day.
- Confirm Board Members who are up for election in 2024.
- Send Thank You letter to residents who have submitted protest letters.

After some discussion and consideration, the consensus of the Board was to present the proposed budget in June.

5. Adjournment Time: The meeting was adjourned at 1:52 p.m.

Secretary



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

**WEST BAY SANITARY DISTRICT
CHECKLIST OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, APRIL 24, 2024 AT 7:00 P.M.**

1. Call to Order

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

Roll Call

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

BOARD MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Ramirez, Heydari AND Sam Humy by Zoom

Others Present: Austris Rungis - IEDA

2. Communications from the Public: None.

3. Consent Calendar

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

A. Approval of Minutes for Regular Meeting April 10, 2024

B. Consider Approving District Treasury Report Third Quarter FY 2023-24

Comments: None.

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the rehab unit 209 is undergoing repairs. He also reported he recently met with SFPUC regarding the repair of a 6-inch ACP near Alpine Road near Potola Valley. He reported the LAFCO East Palo Alto Sanitary District protest hearing is scheduled for May 22nd. He also reported to the Board about a HDPE pipe defect in a storm drain that crosses under Hwy. 101. Next regular meetings are scheduled for May 8th and May 22nd, and the budget workshop on May 1st. The complete General Manager's written report is in the April 24th, 2024 agenda packet.

5. Closed Session

Entered closed session at 7:28 p.m. Left closed session at 8:26 p.m.

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives:
General Manager, General Counsel, IEDA
Employee Organization: Exempt Employees, Unrepresented Employees, &
Teamsters Local 350

- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(2)
(one potential cases)

Reportable action: None.

6. Consider Accepting the District’s 2023 Performance Measurement Report

Discussion/Comments: General Manager Ramirez reported a vast majority of measures rated satisfactory or above. He also reported there was zero Category 1 Sanitary Sewer Overflows (SSOs) in 2023. The Board provided feedback and questions on the report. The Board approved the report by consensus.

7. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager reported 6.5MG was produced and 1.5MG delivered in April. He continued to report the Avy Altschul Pump Station is scheduled with PG&E for May 17th at which time the pump station will be powered.

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

Discussion/Comments: General Manager Ramirez reported two meetings have been held for the RFP preliminary design of the Bayfront Project. He also reported on a recent meeting with Cal Water regarding the District supplying recycled water to them for Flood Park and other locations.

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

Discussion/Comments: General Manager Ramirez reported there has been no movement from the County and LAFCo regarding solid waste re-assignment. The Board directed General Manager Ramirez to request a LAFCo hearing to discuss solid waste re-assignment and submit a formal application for the divestiture.

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

Discussion/Comments: None.

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

Discussion/Comments: None.

12. Adjournment Time: The meeting was adjourned at 9:09 PM

Secretary

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WEST BAY SANITARY DISTRICT
Financial Activity Report
April 2024

Date: *May 8, 2024*

To: *Board of Directors*

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

Subject: *Approve Monthly Financial Activity Report*

Financial Activity for the month of April 2024.

Receipt Summary:

Commercial Deposits	265,703.43
Deposits in Transit/(Prior Period)	2,092.40
Returned Checks	0.00
Credit Cards	28,008.19
Franchise Fees	10,063.38
San Mateo County [Tax Roll]	8,248,754.42
Other Receipts	244,258.42
Transfers	0.00
Total Receipts	<u>8,798,880.24</u>

Withdrawal Summary

Total Checks	923,800.92
Total Corp Cards	16,875.31
Total Bank Wires/ACHs	1,102,389.50
External Withdrawals	<u>2,043,065.73</u>
Total Internal Bank Transfers	8,000,000.00
Total Withdrawals	<u>10,043,065.73</u>

Fund	<u>Expenditure Summary by Budget Category</u>	
100	Operations	8,665,326.46
200	Capital	547,256.19
300	Solid Waste	1,138.75
500	Recycled Water	233,328.33
800	Silicon Valley Clean Water	596,016.00
	Expenditures by Fund	<u>10,043,065.73</u>

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

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

President _____

Secretary _____

Investment Portfolios

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

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Balance 4/30/24</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$14 million	\$14,024,468	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	\$11,115,896	Achieved
Treatment Plant Reserve	8/1/2021	\$12 million	\$12,461,169	Achieved
Capital Project Reserve	11/26/2014	\$8 million	\$28,920,825	Achieved *
Emergency Capital Reserve	10/19/2010	\$6 million	\$6,556,175	Achieved
Recycled Water Cash Flow	11/18/2016	\$8 million	\$6,366,899	Unfulfilled
Recycled Water SRF Reserve	3/1/2018	\$1.46 million	\$1,519,037	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	\$1,005,755	Achieved

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

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

<u>Investments by Type</u>	<u>Balance 4/30/24</u>
Operating Accounts	\$2,172,062
Local Agency Investment Fund (LAIF)	\$20,868,581
Unrestricted Reserves	
Investment Portfolios	\$65,420,963
Money Market Account	\$1,005,755
Restricted Reserves	
Recycled Water SRF Reserve	\$1,519,037
Public Agency Retirement Services (PARS)	\$875,969 **

** Balance as of 3/31/24 (current statements unavailable)

The Operating account had a higher than usual balance due to \$713 thousand in outstanding checks at monthend.

West Bay Sanitary District
Receipts
April 2024

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
463485	4/1/2024	Bell Plumbing of San Mateo: 108 Clover Lane, MP, Permit	490.00
463486	4/1/2024	William A. Juarez: 3249 Alpine Road, PV, Permit	200.00
463487	4/1/2024	Goldsilverisland Prop: 661-667 Partridge Ave, MP, 6 Conns	52,628.00
463488	4/2/2024	Designco: 3641 Haven Ave, Suite B, MP, Permit	200.00
463489	4/2/2024	Thomas James Homes: 440 University Dr, MP, Permit	490.00
463490	4/2/2024	Bay Demo: 63 Amino PorLos Arboles, Ath, Permit	463.37
463491	4/2/2024	Handy Plumbing Man: 32 Maple Ave, Ath, Permit	490.00
463492	4/2/2024	Bell Plumbing of San Mateo: 560 Kenwood Dr, MP, Permit	720.00
463493	4/2/2024	TJH Re Properties Iv: 1815 Altschul Ave, MP, ADU Conn	3,933.20
463494	4/3/2024	Delgado Construction: 167 Mckendry Dr, MP, Permit	220.00
463495	4/3/2024	Rashmi Kapur: 1251 Orange Ave, MP, Permit	490.00
463496	4/3/2024	OHC of CA: Refunds for J.Shotwell 1/19/24	122.00
463497	4/4/2024	ADP: Refund Overpayment CA-SUI ER Tax 1st Qtr 2024	239.31
463498	4/4/2024	Pacific Peninsula Custom Group: 92 Inglewood Lane, At, ADU	8,026.80
463499	4/4/2024	Pacific Peninsula Custom Group: 39 Barry Lane, Ath, ADU	7,376.40
463500	4/5/2024	Menlo Circus Club: 190 Park Ln., Ath, Permit	200.00
463501	4/5/2024	Jason Phuong Inc.: 1039 El Camino Real, MP, Permit	200.00
463502	4/5/2024	Ap & T Auto Services Inc.: 701 Marsh Rd., MP, Permit	200.00
463503	4/5/2024	St. Bede's Episopal Church: 2625 Sand Hill Rd, MP, Permit	200.00
463504	4/8/2024	Bayshore Plumbers: 2020 Sharon Rd, MP, Permit	490.00
463505	4/8/2024	Caccia Plumbing: 278 Catalpa Dr, ATH, Permit	490.00
463506	4/9/2024	Precise: Refund Printing & Mailing Svc	191.72
463507	4/9/2024	JP Quan: 630 Menlo Ave., MP, Permit	200.00
463508	4/9/2024	Mehi Jazayeri: 89 Mandarin Way, Ath., Permit	220.00
463509	4/9/2024	EJ Plumbing: 96 Faxon Rd, ATH, Permit	490.00
463510	4/9/2024	Roto Rooter: 139 James Ave, ATH, Permit	490.00
463511	4/11/2024	Recology: SW Franchise Fee 3/2024	10,063.38
463512	4/11/2024	Void	0.00
463513	4/11/2024	GHG Builders: 317 Princeton Rd, MP, ADU & Permit	6,085.20
463514	4/12/2024	Adolfo Araica: 940 Monte Rosa Dr, MP, Permit	490.00
463515	4/15/2024	Matthew Juelsgaard: 1165 Los Trancos Rd, PV, Conn, Permit,RA	72,565.91
463516	4/15/2024	Jose Karwash: 1211 Willow Rd, MP, Permit	200.00
463517	4/15/2024	Melinda Christopherson: 50 Terminal Ave, MP,EVP	200.00
463518	4/15/2024	King Kong Plumbing: 24 Iris Ln, MP, Permit	490.00
463519	4/17/2024	Paya: Refund Fees 3/2024	16.74
463520	4/16/2024	SMC: SSC 2nd Period FY 2023-24, Less Svc Fees \$22,194.90	8,248,754.42
463521	4/16/2024	Tan I, Lic: 1010 El Camino Real, MP, Permit	200.00
463522	4/16/2024	Alpine Hills Swim & Tennis Club: 4139 Alpine Rd, PV, Permit	200.00
463523	4/16/2024	Town of Woodside: MSA 1/2024-3/2024	16,864.43
463524	4/16/2024	Paymac, Inc.: Public Auction 2011 Ford Expedition Unit 225	4,050.00
463525	4/16/2024	Mary Wong: 2575 Sand Hill Road, MP, Permit	200.00
463526	4/17/2024	An Construction: 1285 Altschul Ave, MP, Permit	490.00
463527	4/17/2024	Aruna Joshi: 1065 Cascade Dr, MP, Permit	640.29
463528	4/17/2024	Kpish Goyal: 154 Greenoaks Dr, Ath, ADUs (3) & Permit	12,110.80
463529	4/17/2024	Liberty Prime: 2035 Liberty Park Ave, MP, ADU & Permit	5,224.40
463530	4/17/2024	Tosun Yusuf: 1352 Madera Ave, MP, ADU & Permit	8,667.60
463531	4/17/2024	Vincent Toolan: 1545 Laurel Pl., MP,Partial Pmt C1A \$200 Due	290.00
463532	4/18/2024	Nitin Handa: 1170 May Brown Ave, MP, ADU & Permit	6,085.20
463533	4/18/2024	Ramona Huizar: 2792 Hunter St, EPA, Permit	490.00
463534	4/18/2024	Roto-Rooter: 2615 Alpine Rd, MP, Permit	490.00
463535	4/18/2024	St. Denis Parish: 2250 Avy Ave, MP, Permit	200.00
463536	4/18/2024	Town of Los Altos Hills: MSA 2/2024	47,220.11
463537	4/19/2024	BG Plumbing: 260 W Floresta Way, PV, Permit	490.00
463538	4/12/2024	ADP: Refund Excess CA SUI 1st Qtr 2024	12.22
463539	4/22/2024	Mikhail Siliin: 751 Partridge Ave, MP, ADU & Permit	5,224.40
463540	4/23/2024	Thomas James Homes (Norcal Home Builders, Lic): 894 Ringwood	220.00
463541	4/23/2024	Menlo Park Fire Protection District: 300 Middlefield Rd, MP,	200.00
463542	4/23/2024	Trellis Restaurant: 1077 El Camino Real, MP, Permit	200.00
463543	4/23/2024	Sean Amiri: 520 Grace Drive, MP, Permit	220.00
463544	4/23/2024	Michael & Janeen Poutre: 315 Grove Dr, PV, Conn, ADU, C5P	22,385.60
463545	4/24/2024	Heath Cortez: Reimburse CalCard Personal Expense 4/2024	44.29
463546	4/24/2024	Anuj Suri: 854 Cambridge Ave, MP, Permit	220.00
463547	4/22/2024	SHGCC: O&M 5/2024, SRF Loan # 2, Reim Avy PS PG&E Fee	122,412.09
463548	4/23/2024	Peninsula Innovation Partners fbo Meta: BFRWF 9/30-12/29/23	116,353.66
463549	4/24/2024	Void	0.00
463550	4/26/2024	Caccia Plumbing: 278 Catalpa Dr, ATH,1F TL Permit	230.00
463551	4/30/2024	Rebuild Green: 180 Greenoaks Dr, ATH, Permit	220.00
463552	4/30/2024	Alfredo Ochoa: 1105 Hollyburne Ave, MP, Permit	490.00
463553	4/30/2024	Maiyra Zamora: 180 Greenoaks Dr, ATH, Permit	401.90
463554	4/30/2024	Mike Wescott: 1285 Middle Ave, MP, Permit	490.00
463555	4/30/2024	Wescott Construction: 1285 Middle Ave, MP,ADU Fee	7,316.80

Total Receipts

\$8,798,880.24

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

Check	Date	Payee	Purpose	Amount
71668	4/4/2024	Matheson Tri-Gas	Tank Rentals 3/2024	111.95
71669	4/4/2024	Aqua Natural Solutions	Microbe Lift 3/2024	1,614.72
71670	4/4/2024	CDW Government	APC Replacement Battery (30) 3/2024	2,735.91
71671	4/4/2024	California Water Service	Water Service - Feb-March 2024	61.34
71672	4/4/2024	Comcast	Internet - 500 Laurel St 3/20/24-4/19/24	354.38
71673	4/4/2024	CPS HR Consulting	HR Consulting Services 11/26/24-2/24/24	200.00
71674	4/4/2024	Navia Benefit Solutions	FSA Contributions PR 4/5/24	1,102.30
71675	4/4/2024	City Of Menlo Park - Water Svc	Water Service - Hamilton Ave 2/16/24-3/15/24	50.68
71676	4/4/2024	Pacific Gas & Electric	Electric Service - Feb-March 2024	20,738.03
71677	4/4/2024	Recology Peninsula Services	Recology Waste 2 Yard Bin - SHGCC 3/2024	249.39
71678	4/4/2024	Samuel M. Rose	SERP/WDR Training - Sam Rose 3/2024	2,500.00
71679	4/4/2024	Seekzen Systems	IT Consulting Service 3/2024	475.00
71680	4/4/2024	Sharp Business Systems	Copiers Monthly Lease 4/2024	1,279.93
71681	4/10/2024	Abila	MIP Cloud Subscription 5/4/24-6/3/24	698.36
71682	4/10/2024	Angel Ambriz	Boot Reim A.Ambriz 4/2024	190.50
71683	4/10/2024	Bay Area Paving Co.	Paving: 195 Atherton Ave 3/2024	3,889.00
71684	4/10/2024	Cintas	Uniform Service 3/2024	2,424.20
71685	4/10/2024	City Of Menlo Park - Fuel	District Vehicles Fuel 3/2024	6,896.44
71686	4/10/2024	City Of Menlo Park - Water Svc	Water Service - Feb-March 2024	91.23
71687	4/10/2024	City Of Redwood City	Vehicle Service Unit 214, 1/2024	3,180.53
71688	4/10/2024	Deborah Peres	Landscaping 4/2024	400.00
71689	4/10/2024	FedEx	FedEx Delivery 3/2024	348.22
71690	4/10/2024	HF&H Consultants	SSC Rate & Solid Waste Rate Study 12/2023	1,927.50
71691	4/10/2024	Home Depot Credit Services	Supplies 3/27/24	3,479.85
71692	4/10/2024	Mallory Co.	PPE Supplies 3/2024	1,459.19
71693	4/10/2024	Navia Benefit Solutions	FSA 10% Deposit CY 2024	2,866.00
71694	4/10/2024	Occupational Health Centers	Health Screenings - Christopher T. 3/18/24	207.00
71695	4/10/2024	Pacific Gas & Electric	Electric Service - Georgia Ln 2/29/24-3/28/24	818.98
71696	4/10/2024	R.A. Nosek Investigations	Background Check FJK. 4/4/2024	368.00
71697	4/10/2024	Ranger Pipelines	Bayfront Park Sanitary Sewer Improvement Project 1761.8 3/20	95,570.00
71698	4/10/2024	Readyrefresh By Nestle	Water Delivery 2/11/24-3/10/24	274.91
71699	4/10/2024	Seekzen Systems	Anti-Spam Service License 100 users 3/2024	720.00
71700	4/10/2024	TPX Communications	District VoIP & Fiber Service 3/2024	2,474.72
71701	4/10/2024	Verizon Wireless	Cellular Service - Verizon - SHRWF Communications 3/2/24-4/1/24	65.57
71702	4/10/2024	Woodard & Curran	Bayfront Project Management Services Contract B 2/2024	86,663.24
71703	4/18/2024	Aesculus Aboricultural	Bayfront Arborist Report	1,500.00
71704	4/18/2024	All American Sewer Tools	Unit 220: Deutz Starter Motor 12/2023	968.36
71705	4/18/2024	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 3/2024	1,170.00
71706	4/18/2024	Angel Ambriz	A.Ambriz Engineering Class Reimb 4/2024	171.00
71707	4/18/2024	Bay Alarm	Alarm System Monitoring 5/1/2024-7/31/2024	902.70
71708	4/18/2024	Bay Area Air Quality Mgmt Dist	Annual Permit Renewals (3) 4/2024	1,666.00
71709	4/18/2024	California State Lands Comm	FERRF Levee Oyster Reef App. No.A0000004542	2,025.00
71710	4/18/2024	California Water Service	Water Service - Seminary Dr 3/8/24-4/5/24	30.67
71711	4/18/2024	CalPERS Longterm Care Program	LTC Witholding 4/1/24-4/15/24	67.27
71712	4/18/2024	Cintas	Uniform Service 4/10/2024	1,359.05
71713	4/18/2024	City Of Redwood City	Vehicle Service 4/2024	59.74
71714	4/18/2024	Cleanserv Universal Services	Janitorial Service 4/2024	1,206.98
71715	4/18/2024	Coast To Coast Trucking School	Driving School D Andres White 4/2024	5,000.00
71716	4/18/2024	Dolphin Graphics	West Bay Gear 2/2024	1,127.00
71717	4/18/2024	Du-All Safety, LLC	Safety Maintenance Contract & Standard Operating Procedures Development 3/2024	2,070.00
71718	4/18/2024	Embarcadero Media Foundation	Advertising - Newsletter & Ad	4,086.58
71719	4/18/2024	Grainger	Misc Parts & Supplies 4/2024	1,240.08
71720	4/18/2024	Hillyard/San Francisco	Admin Office Paper Towels (8 cases) 4/2024	591.06
71721	4/18/2024	IEDA	Labor Relations Consulting 4/2024	814.00
71722	4/18/2024	Kimball Midwest	Tools 4/2023	568.68
71723	4/18/2024	Mccrometer Inc.	Flo-Dar Maintenance Contract 3/2024	12,993.75
71724	4/18/2024	Microix, Inc.	Annual Fee PO Software Maintenance & Support Renewal 2024	2,111.25
71725	4/18/2024	Navia Benefit Solutions	Commuter & FSA Fee 3/2024 & FSA Contributions PR 4/19/24	1,502.30
71726	4/18/2024	Orenco Systems, Inc.	PS & Grinder Panels Stock & Replacement 4/2024	14,614.02
71727	4/18/2024	Owen Equipment Sales	Skid Plate Vector 2100i 2/2024	188.62
71728	4/18/2024	Red Wing	Safety Boots	1,129.43
71729	4/18/2024	Spartan Tool	Cable, Splice, Blades 3/2024	315.60
71730	4/18/2024	Teletrac Navman US	District Vehicles GPS 4/2024	271.96
71731	4/18/2024	Towne Ford	Vehicle Repair	5,206.43
71732	4/18/2024	US Standard Products Corp	PPE Stock Hand Sanitizer (5) 1/2024	1,423.52
71733	4/18/2024	Vallombrosa Center	Lodging - V.Garcia 4/14/2024	75.00
71734	4/18/2024	Vision Communications Co.	Replacement Walkie Talkie Radios (6) 1/2024 & Radio Air Time 4/2024	6,711.60
71735	4/18/2024	Weco Industries	Sewer Cleaning Equipment Repairs 3/2024	5,363.06

**West Bay Sanitary District
Financial Activity Report**

**Withdrawals
April 2024**

71736	4/18/2024	West Yost & Associates	Bayfront Grant Funding Services - USBR Title XVI WIIN 11/4/2	32,725.75
71737	4/24/2024	AAA Rentals	Equipment Rental 4/2024	154.00
71738	4/24/2024	AT&T	Telemetry & Alarms 3/13/24-4/12/24	1,211.34
71739	4/24/2024	Matheson Tri-Gas	Tank Rentals 2/2024	182.24
71740	4/24/2024	Airgas Usa, LLC	Tank Rental 3/2024	117.53
71741	4/24/2024	Aerzen USA Corp.	Aerzen Blower Maintenance Supplies - SHRWF 4/2024	162.57
71742	4/24/2024	Veolia Water North America	Water Service - 1805 Purdue Ave 3/2/24-4/1/24	64.55
71743	4/24/2024	ReadyRefresh By Nestle	Water Delivery 3/2024	76.13
71744	4/24/2024	Atchison, Barisone & Condotti	Legal Services 3/2024	10,041.61
71745	4/24/2024	Bagg Engineers	Point Repair PI Testing 3/2024	2,910.00
71746	4/24/2024	CWEA	Technical Certification Application R.Sandova 4/2024	222.00
71747	4/24/2024	California Water Service	Water Service - March-April 2024	1,902.56
71748	4/24/2024	CalPERS Longterm Care Program	LTC Withholding 4/16/24-4/30/24	67.27
71749	4/24/2024	Casey Construction	Point Repair Project 1761.9 Phase 1 1/24/24-3/29/24	294,368.23
71750	4/24/2024	Cintas	Uniform Service 4/17/24	1,197.00
71751	4/24/2024	Core & Main	Couplers & Supplies 4/2024	777.23
71752	4/24/2024	DES Architects & Engineers	Reclaimed Water Design O'Brien Dr. 10/30/23-3/31/2024	39,273.45
71753	4/24/2024	Fedex	HR Shipping Charges 4/9/24	91.28
71754	4/24/2024	Void	Void Check	0.00
71755	4/24/2024	Freyer & Laureta	On-call, PS Telemetry Design, Point Repair Support, Levee, Bayfront Park Services	135,309.30
71756	4/24/2024	Grainger	Misc Parts & Supplies 4/2024	345.20
71757	4/24/2024	Kaz & Associates	FERRF Levee Improvements 4/2024	350.00
71758	4/24/2024	Kone Pasadena	Elevator Maintenance 4/2024	319.60
71759	4/24/2024	Damian Madrigal	D.Madrigal CWEA AC24 Travel Expense	291.76
71760	4/24/2024	Quadient Leasing USA	Postage Meter Lease 5/10/24-8/9/24	268.37
71761	4/24/2024	Pacific Gas & Electric	Electric Service - March-April 2024	526.59
71762	4/24/2024	Ditch Witch West	Replacement Hose & Nozzle 4/2024	709.14
71763	4/24/2024	Deborah Peres	Landscaping 4/2024	400.00
71764	4/24/2024	Preferred Alliance	DOT Testing Admin Fees 3/2024	353.60
71765	4/24/2024	Roadsafe Traffic Systems, Inc.	Road Safety Signs 3/2024	1,610.40
71766	4/24/2024	County Of San Mateo	Emotional Intelligence Training F.Heydari 3/2024	125.00
71767	4/24/2024	Teamsters Local No. 350	Union Dues 4/2024	1,088.00
71768	4/24/2024	Total Equipment Of Fremont	Mini Excavator Trailer & Accessories	26,747.66
71769	4/24/2024	Woodard & Curran	Bayfront Project Management Services Contract B 3/2024	43,994.50
71770	4/24/2024	Bob Hulsmann	B.Hulsmann CWEA AC24 Travel Expense	241.50
71771	4/24/2024	D'Andre White	D.White CWEA AC24 Travel Expense	312.24
71772	4/24/2024	Andres Garcia	A.Gracia CWEA AC24 Travel Expense	245.54
Checks				923,800.92

Corporate Cards:

GL	Date	Account Name	Description	Amount
54028	4/12/2024	Commuter Benefits	Fastrak: Commuter Exp 3/20/24	1,240.00
54063	4/12/2024	Diesel Pump Stations Fuel	Chargepoint: Unit 233 Charging 3/04/24	30.00
54077	4/12/2024	Notary Public - Bond	San Mateo County Recorder: Notary Bond Filing 3/15/24	42.00
54080	4/12/2024	Memberships	Google Storage, Peloton, CWEA Memberships, ENR Renewal	535.70
54091	4/12/2024	Stationary and Office Supplies	Office Supplies	2,948.75
54095	4/12/2024	Postage	Shredding, Dropbox Services, B-Day Cards 3/2024	442.00
54101	4/12/2024	Ops Supplies & Materials	Operating Supplies	2,305.97
54103	4/12/2024	Vehicle & Equipment Supplies	Blackburn Manufacturing: Utility Marking Flags 3/14/24	232.82
54104	4/12/2024	Cleaners, Paint, & Chemicals	Amazon: Limeaway Chemicals SHRWF 3/14/24	673.28
54107	4/12/2024	Personal Protective Equip & Su	Brunt Workwear: Work Boots H.Cortez 3/08/24	220.61
54126	4/12/2024	Safety Training	Safeway: Safety Committee Gift Cards 2/27/24	275.00
54151	4/12/2024	Fleet/Vehicle R&M	Oil Changer: Unit 227 Service 3/19/24	115.94
54157	4/12/2024	Building Repairs & Maint.	R&M Tools and Compressor Repair	227.29
54158	4/12/2024	Computer Software R & M	Duo MFA and Zoom Subscriptions	79.00
54159	4/12/2024	Computer Hardware R & M	Laptop and Accessories	1,830.70
54173	4/12/2024	Dept Training & EE Development	Employee Development Trainings	631.45
54174	4/12/2024	Mgmt Conf. & District Meetings	District Meetings	291.74
54175	4/12/2024	CWEA Conf/Section Mtgs	CWEA AC24 Conference	3,390.00
54176	4/12/2024	Business Meetings	General Manager Meetings	254.96
54191	4/12/2024	Internet	Comcast California: Internet SHRWF 3/07/24	140.10
54203	4/12/2024	Licenses & Permits	City of Menlo Park: Stormwater Inspection	968.00
US Bank - CalCards				16,875.31

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

Bank Wires/ACH

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
4/3/2024	SVCW	SVCW Monthly Operating Contribution	596,016.00
4/4/2024	ADP	Payroll Taxes - Board	695.41
4/4/2024	ADP	Director Fees March 2024	3,569.24
4/4/2024	ADP	Payroll Taxes -4/5/24	39,463.95
4/4/2024	ADP	Employee Payroll - Check Date: 4/5/24	129,573.34
4/5/2024	MissionSquare	Deferred Compensation	14,816.70
4/9/2024	CalPERS	Retirement Contributions PR 4/5/24	29,760.35
4/11/2024	CalPERS	Health Premiums	74,602.67
4/12/2024	ADP	ADP Fees	368.05
4/18/2024	ADP	Payroll Taxes -4/19/24	39,405.25
4/18/2024	ADP	Employee Payroll - Check Date: 4/19/24	128,675.42
4/19/2024	MissionSquare	Deferred Compensation	14,214.03
4/25/2024	Navia Benefit Solutions	May Commuter Benefits	1,184.10
4/26/2024	ADP	ADP Fees	322.05
4/29/2024	CalPERS	Retirement Contributions PR 4/19/24	29,406.69
4/29/2024	NeoPost	Postage	300.00
4/30/2024	Nuvei / Paya	Credit Card Processing Fees	16.25
Bank Wires/ACH			<u>1,102,389.50</u>

Bank Transfers:

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
4/16/2024	WBSD LAIF Account	Transfer from BofW Checking to LAIF	8,000,000.00
Internal Bank Transfers			<u>8,000,000.00</u>

Summaries:

Withdrawal Summary

Total Checks	923,800.92
Total Corp Card	16,875.31
Total Bank Wires / ACHs	1,102,389.50
Total Internal Bank Transfers	8,000,000.00
Total Withdrawals	<u>10,043,065.73</u>

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 04/30/2024

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals April 2024
AAA Fire Protection Services	1,450.00	-
AAA Rentals	9,359.09	154.00
A-A Lock & Alarm	2,287.90	-
Ace Fire Equipment & Service	1,295.84	-
Action Towing	658.75	-
Abila	3,528.22	698.36
ADP - Fees	7,324.70	690.10
ADP-Wage Garnishment	-	-
Advanced Laser	1,169.19	-
Aerzen USA Corp.	359.85	162.57
Aesculus Aboricultural	1,500.00	1,500.00
Airgas Usa, LLC	948.39	117.53
All American Sewer Tools	968.36	968.36
Allied Crane	11,926.32	-
The Almanac	420.00	-
Alpha Analytical Laboratories	26,711.25	1,170.00
Angel Ambriz	486.50	361.50
Anderson Pacific	4,644,267.38	-
Aqua Natural Solutions	4,036.80	1,614.72
AT&T	12,087.67	1,211.34
Atchison, Barisone & Condotti	126,346.34	10,041.61
Seth Avila	250.00	-
Aztec Consultants	-	-
BAGG Engineers	85,440.00	2,910.00
Backflow Prevention Specialist	-	-
Bank of the West	392.02	-
BMO	484.27	-
Battery Junction Wholesale	2,736.57	-
Bay Alarm	18,127.78	902.70
Bay Area Air Quality Mgmt Dist	21,188.00	1,666.00
Bay Area Barricade Service Inc	-	-
Bay Area Paving Co.	27,085.00	3,889.00
Bay Reprographic	8,267.78	-
Bayside Equipment Company	11,948.94	-
Annette Bergeron	340.74	-
Jed M. Beyer	91.54	-
BidNet	9,125.00	-
Blackburn Manufacturing Co	-	-
Bluebeam, Inc.	800.00	-
Bonny Doon Environmental	1,344.51	-
Bosco Oil Inc DBA Valley Oil	-	-
Brilliant Homes, Inc.	9,547.00	-
CA Dept Of Tax & Fee Admin	-	-
CASA	14,730.00	-
CA State Disbursement Unit	-	-
CPS HR Consulting	1,880.00	200.00
Calgon Carbon Corporation	-	-
Calif. Labor Law Poster Service	-	-
CA Regional Water Quality	-	-
California State Lands Comm	2,025.00	2,025.00
California Water Service	23,706.08	1,994.57
CalPERS - Retirement	639,518.08	59,167.04
CalPERS - Health Premiums	691,599.42	74,602.67
CalPERS - Unfunded Accrued Liability	-	-
CalPERS - Actuary Fees	1,050.00	-
CalPERS - 1959 Survivor Billing	-	-
CalPERS Longterm Care Program	1,345.40	134.54
California Car Sounds	2,039.80	-
Casey Construction	3,088,050.10	294,368.23
CDW Government	9,085.49	2,735.91
Center For Hearing Health	680.00	-
CentralSquare Technologies	54,765.88	-
Chavan & Associates	14,500.00	-
ChemsearchFE	876.64	-
Cintas	49,981.78	4,980.25
City of Foster City	567.00	-
City of Menlo Park	4,555.20	-
City Of Menlo Park - Fuel	72,619.01	6,896.44
City Of Menlo Park - Water Svc	7,449.01	141.91
Clark Equipment Company	30,703.92	-
Clean Earth Environmental	1,675.51	-
Cleanserv Universal Services	10,070.94	1,206.98
Coast To Coast Trucking School	10,000.00	5,000.00
Comcast	5,717.91	354.38
The Concept Genie	1,351.25	-
Consolidated Parts	-	-
Core & Main	18,417.36	777.23
Corrosion Protection Solutions	4,150.00	-
Heath Cortez	-	-
Costco	60.00	-
CSDA	9,275.00	-
CSRMA c/o Alliant Insurance	350,809.86	-
CUES	5,365.94	-
Custom Tops, Inc.	7,357.30	-

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 04/30/2024

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals April 2024
CWEA	7,156.00	222.00
Deborah Peres	5,800.00	800.00
D & L Supply	5,983.96	-
Dale Scott & Co.	-	-
Daniel Mechanical	-	-
Das Manufacturing, Inc.	-	-
DES Architects & Engineers	39,273.45	39,273.45
Detection Instruments Corp.	2,448.13	-
Dell Marketing	19,403.82	-
Dewey Pest Control	-	-
Ditch Witch West	709.14	709.14
Dolphin Graphics	9,654.27	1,127.00
Downtown Ford Sales	129,285.38	-
Du-All Safety, LLC	41,728.05	2,070.00
Duke's Root Control, Inc	259,010.16	-
Embarcadero Media Foundation	9,826.58	4,086.58
Employment Development Dept.	-	-
Envirozyme	2,712.66	-
ESRI	11,300.00	-
East Bay Municipal Utility	2,528.00	-
Ergoworks	-	-
Fast Response On-Site Testing	2,703.36	-
FedEx	1,730.42	439.50
Fischer Compliance LLC	-	-
Ford Motor Company	4,074.00	-
Freyer & Laureta	1,431,296.25	135,309.30
Frisch Engineering, Inc.	1,875.00	-
Andres Garcia	245.54	245.54
Victor Garcia	496.04	-
Global Equipment, Inc	-	-
Golden Gate Truck Center	461.38	-
Golden State Reprographics LLC	-	-
GoldStreet Design Agency	4,000.00	-
Govconnection, Inc.	-	-
Governmentjobs.Com	4,871.92	-
Grainger	34,526.59	1,585.28
Granite Rock Company	2,934.88	-
John Green	1,175.00	-
Quinten Green	-	-
Grundfos CBS Inc.	1,880.00	-
HF&H Consultants	47,846.25	1,927.50
H & R Plumbing & Drain	26,600.00	-
Hach Company	26,384.30	-
Hadronex	58,497.66	-
Harben California	6,688.51	-
Harrington Industrial Plastics	1,147.71	-
Helix Laboratories	2,764.03	-
Gabriel Hernandez	2,400.00	-
Hillyard/San Francisco	1,535.95	591.06
Home Depot Credit Services	17,611.60	3,479.85
Bob Hulsmann	949.46	241.50
ICMA	-	-
IEDA	8,140.00	814.00
Innovyze LLC	10,840.00	-
Institute For Local Government	-	-
Instrument Technology Corp.	1,211.13	-
Interstate Traffic Control	304.06	-
Ironhouse Sanitary District	-	-
Kaz & Associates	10,000.00	350.00
Parisa Khorsand	-	-
Kimball Midwest	12,792.61	568.68
Justin Kinder	75.00	-
Kone Pasadena	2,876.40	319.60
Las Lomas Elementary Sd	49,000.00	-
Lasky Trade Printing	164.06	-
Leaf Capital Funding	2,824.24	-
Learn It	-	-
Aurora Ledesma	150.00	-
Yutian Lei	918.44	-
Livermore Auto Group	-	-
Sione Lolohea	-	-
Damian Madrigal	291.76	291.76
Eric Madrigal	-	-
Mallory Co.	47,988.73	1,459.19
Lisandro Marquez	250.00	-
Matheson Tri-Gas	1,046.60	294.19
Maxx Metals	-	-
McCrometer Inc.	116,943.75	12,993.75
Medco Supply Company	1,518.91	-
Menlo Park Fire Protection	-	-
Menlo Park Hardware Co. #14016	-	-
Meta Platforms (Facebook)	303,966.63	-
Microix, Inc.	2,111.25	2,111.25
Mid Peninsula Abstracts	-	-
Mid State Container Sales, Inc	-	-

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 04/30/2024

<u>Withdrawals</u>	<u>Total by Vendor</u> <u>YTD FY 2023-24</u>	<u>Withdrawals</u> <u>April 2024</u>
MiscoWater	2,612.24	-
Mission Clay Products, LLC	5,566.66	-
MissionSquare	298,109.33	29,030.73
Mission Valley Ford	-	-
Morse Hydraulics	1,752.68	-
Motion Industries	-	-
Multiquip Inc	-	-
Municipal Maintenance Equip.	20,792.70	-
Dominic Nanni	-	-
Napa Auto Parts	1,912.23	-
Nassco Pacp	-	-
National Auto Fleet Club	-	-
Navia Benefit Solutions	40,946.17	6,654.70
NeoPost	1,850.00	300.00
Carrie Nevoli	225.00	-
Carrie Nevoli - Petty Cash	108.32	-
NorCal Materials, Inc.	2,456.18	-
North Bay Pensions	-	-
Nuvei / Paya	517.10	16.25
Occasions, Etc.	250.17	-
Occupational Health Centers	700.00	207.00
Ogasawara Landscape Maint.	-	-
Omega Industrial Supply	8,474.50	-
Orenco Systems, Inc.	41,375.23	14,614.02
Ovivo Usa, LLC	11,545.14	-
Owen Equipment Sales	3,367.35	188.62
P&F Distributers	1,010.85	-
Paxxo (USA) Inc	-	-
PBM	6,939.59	-
Pacific Gas & Electric	276,795.79	22,083.60
Paytrace	5,375.55	-
Peninsula Battery Inc.	195.91	-
Peninsula Truck Repair	2,145.43	-
Pier 2 Marketing	1,000.00	-
Charles A. Planje	-	-
Ponton Industries	7,619.50	-
Precise Concrete Sawing, Inc.	2,208.40	-
Precise Printing And Mailing	20,843.11	-
Precision Engineering	933,530.04	-
Preferred Alliance	2,899.06	353.60
PrimePay Fees	-	-
Principal Life Insurance	73,492.14	-
Project Ergonomics	1,264.21	-
Quadient Leasing USA	1,073.48	268.37
Quincy Compressor	6,302.89	-
R.A. Nosek Investigations	1,308.00	368.00
R.D. Kincaide, Inc.	16,049.56	-
Raco Mfg & Eng, Co	2,679.69	-
Sergio Ramirez	26,128.20	-
Ranger Pipelines	270,481.61	95,570.00
Readyrefresh By Nestle	3,769.94	351.04
Recology Peninsula Services	2,493.90	249.39
Red Wing	6,167.88	1,129.43
Redwood City Health & Wellness	427.00	-
Redwood General Tire Co	11,705.14	-
City Of Redwood City	4,631.31	3,240.27
Todd Reese	62.52	-
Registrar Of Voters	-	-
Repcor	20,822.51	-
Rich Voss Trucking	2,013.00	-
Roadsafe Traffic Systems, Inc.	13,140.47	1,610.40
Samuel M. Rose	3,909.40	2,500.00
George Sanchez	300.00	-
SVCW - Monthly Operating Contribution	5,960,160.00	596,016.00
SVCW - Debt Reserve Contribution	-	-
SVCW - 2018 Bonds	1,836,301.05	-
SVCW - 2021 A&B Bonds	2,728,945.85	-
SVCW - SRF Debt	506,765.20	-
Silicon Valley Clean Water	1,650.00	-
Chamber San Mateo County	475.00	-
County of San Mateo	58.00	125.00
San Mateo County Assessor	305.00	-
San Mateo County Tax Collector	1,013.24	-
San Mateo County Health	3,265.70	-
County of San Mateo - LAFCO	21,739.00	-
San Mateo Lawn Mower Shop	412.09	-
County of Santa Clara	-	-
SWRCB	688,101.88	-
Secretary Of State	40.00	-
Seekzen Systems	30,439.45	1,195.00
Sensera Systems	6,295.00	-
Shape, Inc.	8,206.25	-
Sharp Business Systems	12,783.37	1,279.93
Siemens Industry, Inc.	2,087.97	-
Signa Mechanical	2,248.45	-
Sonsray Machinery LLC	4,951.46	-
Spartan Tool	3,409.70	315.60

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 04/30/2024

<u>Withdrawals</u>	<u>Total by Vendor YTD FY 2023-24</u>	<u>Withdrawals April 2024</u>
SPL Laboratories	-	-
Staples Credit Plan	1,354.53	-
State Board Of Equalization	7,900.00	-
Stevens Creek Quarry	3,698.42	-
Streamline	6,600.00	-
Sturdy Fence Company	690.00	-
Sunstate Equipment	2,942.40	-
Sutter EAP	437.00	-
Syneco Systems, Inc.	796.50	-
TPC Training	-	-
TPX Communications	31,070.36	2,474.72
Taradigm, Inc.	5,250.00	-
Teamsters Local No. 350	10,602.00	1,088.00
Teletrac Navman US	2,719.60	271.96
Telstar Instruments, Inc.	2,244.00	-
Thomas & Associates	-	-
Total Equipment Of Fremont	33,595.19	26,747.66
Town Of Atherton	3,000.00	-
Towne Ford	35,709.23	5,206.43
Trojan Technologies Group ULC	33,864.78	-
Uline	2,452.56	-
Underground, Inc.	-	-
Underground Republic Water	17,558.87	-
Underground Service Alert	14,084.29	-
United Rentals (North America)	1,671.00	-
Univar Solutions USA	5,799.89	-
US Bank - CalCards	112,747.49	16,875.31
U.S. Jetting, LLC.	1,956.19	-
US Standard Products Corp	4,408.28	1,423.52
V & A Consulting Engineers	28,234.00	-
V.W. Housen & Associates	309,627.45	-
Valley Heating & Cooling	1,176.00	-
Valley Power Systems North	566.92	-
Vallombrosa Center	225.00	75.00
Veolia Water North America	663.04	64.55
Verizon Wireless	16,604.99	65.57
Video Voice Data Communication	-	-
Vision Communications Co.	20,434.77	6,711.60
Weco Industries	45,928.02	5,363.06
The Weed Solution	-	-
West Yost & Associates	59,934.00	32,725.75
Western States Tool & Supply	-	-
Western Truck Fabrication, Inc	-	-
D'Andre White	312.24	312.24
Woodard & Curran	797,167.15	130,657.74
Young's Auto Supply Center	288.71	-
Zenon Environmental	-	-
Zip's AW Direct	-	-
Zoll Medical Corporation	1,895.12	-
Cole Erskine	12,769.01	-
Andrew & Bonnie Sterngold	-	-
Rebecca Flynn & Alexander Moissis	9,046.24	-
William F. Kelly	9,046.24	-
Tedd Corman	-	-
Scott Mitic	17,988.30	-
Elizabeth Holmes	42,718.94	-
Craig M. Buschbaum	48,845.85	-
John Ciancutti	52,157.11	-
Martin & Emiko Kim	52,157.11	-
George Tidmarsh & Courtney Moulds	48,845.85	-
Total Vendor Withdrawals	28,905,994.98	1,701,683.12
Wages & Payroll Taxes		
Salaries/Wages - Net Pay	2,887,895.89	258,248.76
Directors Fees - Net Pay	33,213.68	3,569.24
Payroll Taxes	907,591.00	79,564.61
Performance Merit Program - Net Pay	44,071,362.60	-
Total Payroll	47,900,063.17	341,382.61
Total External Withdrawals	76,806,058.15	2,043,065.73
WBSD Transfers:		
WBSD LAIF Account	25,700,000.00	8,000,000.00
WBSD Investment Accounts	-	-
Public Agency Retirement Services (PARS)	75,000.00	-
Other Transfers	20,500,000.00	-
Total Transfers	46,275,000.00	8,000,000.00
Total Withdrawals	123,081,058.15	10,043,065.73



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

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

WEST BAY SANITARY DISTRICT	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean-ing	Un-Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pipe Patch Repairs	Open Trench Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls- Unit 208			
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Qty.	Cat. 1	Cat. 2,3,4	Call Outs	Sch PM	Unsch. PM	USA's
January	13.9	4.4	0.1	2.8	5	12	80	0	0	0	94	13	1	208
February	12.2	6.6	0.4	2.3	9	4	64	0	0	0	55	11	0	174
March	18.0	0.2	0.1	3.0	0	11	69	0	0	0	54	14	0	139
April	9.3	4.6	0.3	3.5	6	12	70	1	0	0	49	9	0	184
May														
June														
July														
August														
Sept.														
Oct.														
Nov.														
Dec														
Yr to date	53.4	15.8	0.9	11.6	20.0	39.0	283.0	1.0	0.0	0.0	252.0	47.0	1.0	705.0
2024 Goals	120.0	50.0	n/a	45-50	50-65	90	n/a	<10	<	4	n/a	n/a	n/a	n/a
2023 Results	127.7	47.1	8.5	**45.4	52	94	821	0	0	2	832	85	11	3416
2022 Results	120.9	53.6	7.5	**40.3	**92	100	774	0	1	2	858	97	2	3161
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4	944	n/a	n/a	2294
2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0	1012	89	5	2362
2019 Results	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525

* = Including TOW
 **= Including LAH and TOW

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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

Town of Los Altos Hills O & M Report 23/24										
	Basin PM Pipe Cleaning	High Freq. PM Pipe Cleaning	Un-Sche. Pipe Cleaning	WBSD CCTV Insp.	Pipe Patch Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Cat. 1	Cat. 2&3s	Call Outs
January-24	1.0	1.3	0.2	1.0	0	4	0	0	0	0
February	2.2	0.2	0.0	1.1	2	4	0	0	0	0
March	1.4	1.2	0.0	1.0	0	4	0	0	0	0
April	0.5	1.8	0.3	0.1	0	5	0	0	0	0
May	0.0	1.8	0.2	1.4	0	5	0	0	0	0
June	0.7	0.5	0.0	1.0	0	4	0	0	0	0
July	0.0	1.3	0.0	0.1	12	4	0	0	0	0
*August 23	1.0	0.8	0.0	0.5	0	4	0	0	0	0
Sept.	0.7	1.0	0.5	0.8	0	4	0	0	0	0
Oct.	0.0	1.3	0.2	0.9	0	4	0	0	0	0
Nov.	0.4	1.4	0.0	1.0	0	4	0	0	0	0
Dec	1.0	1.6	0.0	0.9	0	4	0	0	0	0
** Yr to date	8.9	14.2	1.4	9.8	14.0	50	0	0	0	0
FY23/24Goals	10.6	14.4	n/a	8.1	n/a	52	n/a	n/a	n/a	n/a

* = August-
Start of
Contract

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WEST BAY SANITARY DISTRICT
AGENDA ITEM 5F

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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



Yearly Summary Report

5/2/2024
7:19 AM

Dates Between 5/1/2023 and 4/30/2024

Month	Basin PM Pipe Cleaning (miles)	High Freq PM Pipe Cleaning (miles)	Unscheduled Pipe Cleaning (miles)	CCTV Inspection (miles)	Pump Stations Preventive Maintenance Qty	Pump Stations Unscheduled Repairs Qty	SSO Cat 1	SSO Cat 2 & 3	Service Calls Call Outs
January	0.0	0.0	0.0	0.0	8	1	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
March	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
April	0.00	0.0	0.0	1.0	8	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
June	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
December	4.52	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
Totals	4.52	0.8	0.0	1.0	96	1	0.0	0.0	0.0

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

To: Board of Directors

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

Subject: Consider Authorizing the General Manager to Issue Class 5 Sewer Permit No. 18290 for the Construction of Wastewater Facilities for 315 Grove Drive, Portola Valley, California

Background

This permit request is for the construction of a Grinder Pump System that will connect to WBSD's existing force main (FM) on Grove Drive for this project located at 315 Grove Drive in Portola Valley.

Analysis

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

Recommendation

The Project Manager recommends that the Board direct and authorize the General Manager to issue Class 5 Sewer Permit No. 18290.

Attachments: Resolution ____ (2024)
Notice of Exemption
Class 5 Permit (18290)
Site Map

RESOLUTION NO. _____ (2024)

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

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: 315 Grove Drive, Portola Valley, California –
Grinder Pump System

Location: 315 Grove Drive, Portola Valley, California

Entity or Person Undertaking Project: Michael William Poutre and Janeen Michelle Poutre

Determination of the District Board:

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

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

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

N/A

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

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

N/A

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

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

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

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

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

_____ Approved

_____ Disapproved

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

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 8th day of May, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

Notice of Exemption

To: County Clerk
County of San Mateo

From: West Bay Sanitary District

Project Title: 315 Grove Drive, Portola Valley, California – Grinder pump system

Project Location – Specific: 315 Grove Drive, Portola Valley, California 94028

Project Location – Town: Town of Portola Valley

Project Location – County: San Mateo

Description of Project: Abandonment of Existing Onsite Wastewater Treatment System, and Installation of New Onsite Grinder Pump System

Name of Public Agency Approving Project: West Bay Sanitary District

Name of Person or Agency Carrying Out Project: Michael William Poutre and Janeen Michelle Poutre

Exempt Status:

CEQA Guidelines Section 15601(b)(3), General Rule;

Categorical Exemption. Class 3 – Section 15303 (a) (d) of the State CEQA Guidelines.

(a) Single-family residences not in conjunction with the building of two or more units.

(d) Water main, sewage, electrical, gas and other utility extensions of reasonable length to serve such construction.

Reasons why project is exempt:

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

Lead Agency: West Bay Sanitary District

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

Signature Date: _____ Title: General Manager

“PRELIMINARY REVIEW”

315 Grove Drive, Portola Valley, California – Grinder Pump System
May 8, 2024

INTRODUCTION. At the May 8, 2023, District Board Meeting, the Board will consider the approval of the Class 5 sewer permit for the Grinder pump system for 315 Grove Drive, Portola Valley; and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by the property owner, Michael William Poutre and Janeen Michelle Poutre.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the Grinder System Project at 315 Grove Drive, Portola Valley, California was conducted to determine whether the project is exempt from CEQA. Based on this review, staff has concluded that the project is exempt from CEQA under several sections of the guidelines. In summary, the project would not have any significant impacts on the environment because it includes little or no expansion of capacity, and will employ mitigation measures to alleviate any impacts.

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

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

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

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

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

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

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

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

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

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

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



WEST BAY SANITARY DISTRICT

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

Connection Record: 18290

Status:

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

Connection Record

LEGAL DESCRIPTION	TYPE OF WORK TO BE DONE														
315 GROVE DR	Connection Type: Other														
	Permit Type:														
APN: 079-020-030 Permit : 5 STEP & GRINDER	Bld Permit No: Jurisdiction:														
<table border="1" style="width: 100%;"> <tr> <td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg); text-align: center;">OWNER</td> <td>Name: MICHAEL & JANEEN POUTRE</td> <td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg); text-align: center;">SEWER CONTRACTOR</td> <td>Contact:</td> </tr> <tr> <td>C/O :</td> <td>E-Mail:</td> </tr> <tr> <td>E-Mail: michaelpoutre@gmail.com</td> <td>Company:</td> </tr> <tr> <td>Address: 315 GROVE DRIVE</td> <td>Address:</td> </tr> <tr> <td>City: PORTOLA VALLEY CA 94028-</td> <td>City:</td> </tr> <tr> <td>Phone/Cell: (408) 857-4299</td> <td>Phone/Cell:</td> </tr> </table>	OWNER	Name: MICHAEL & JANEEN POUTRE	SEWER CONTRACTOR	Contact:	C/O :	E-Mail:	E-Mail: michaelpoutre@gmail.com	Company:	Address: 315 GROVE DRIVE	Address:	City: PORTOLA VALLEY CA 94028-	City:	Phone/Cell: (408) 857-4299	Phone/Cell:	
OWNER		Name: MICHAEL & JANEEN POUTRE		SEWER CONTRACTOR	Contact:										
		C/O :			E-Mail:										
		E-Mail: michaelpoutre@gmail.com			Company:										
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	Phone/Cell: (408) 857-4299	Phone/Cell:													
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	Phone/Cell: (925) 980-7100	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>Fees Due:</p> <p>Connection Fee: \$8,608.00</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;">\$8,608.00</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;">\$8,177.60</td> </tr> <tr> <td>Total Fees Due</td> <td style="text-align: right;">\$22,385.60</td> </tr> </table>	Subtotal (Conn. Fee)	\$8,608.00	Reimbursement Fee:	\$0.00	Permit Fee:	\$5,600.00	TV Inspection Fee:	\$0.00	Misc:	\$8,177.60	Total Fees Due	\$22,385.60
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Misc:	\$8,177.60													
Total Fees Due	\$22,385.60													



WEST BAY SANITARY DISTRICT AGENDA ITEM 5H

To: *Board of Directors*

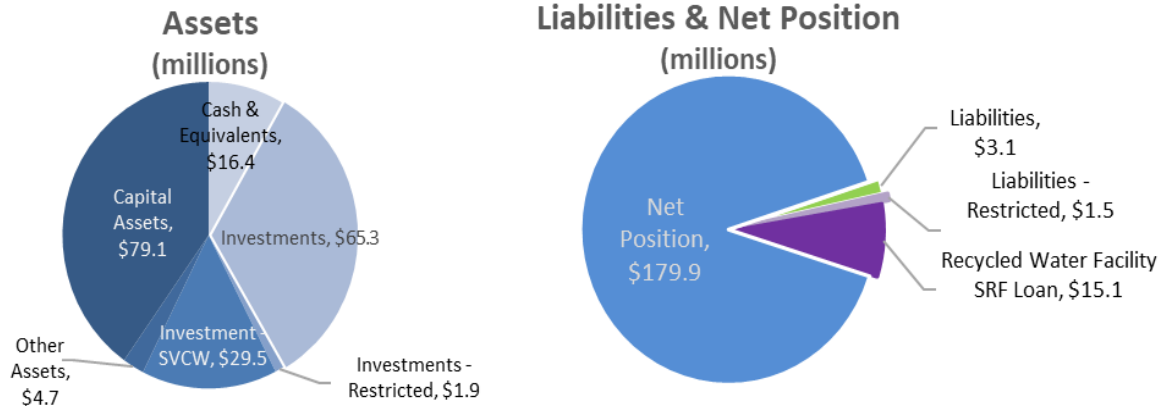
From: *Debra Fisher, Finance Manager*

Subject: *Consider Approving FY 2023-24 Financial Statements, Third Quarter Ending March 31, 2024*

Background

Attached for the Board’s review is the District’s Third Quarter, Fiscal Year 2023-24 Unaudited Financial Statements, ending March 31, 2024. The Statement of Revenue, Expenses, and Changes in Net Position is reported by fund to better view the primary operations and other activities; General, Capital, Treatment Plan, Solid Waste, and Recycled Water Funds.

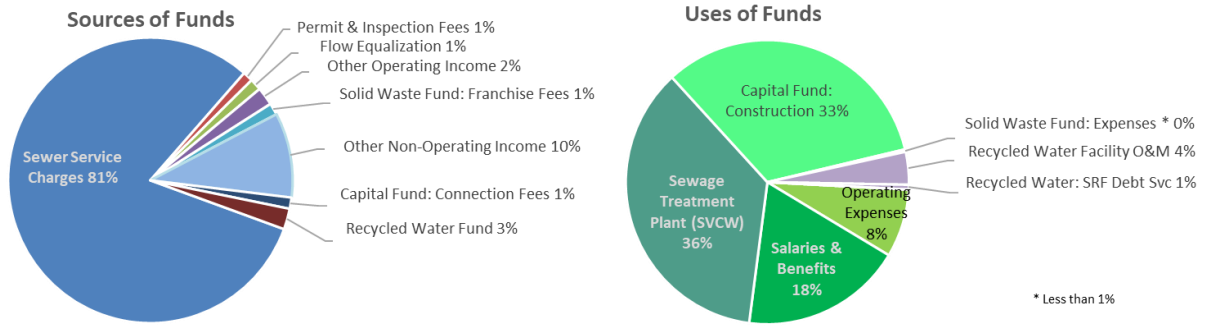
Fiscal Impact



The District had \$197 million in total assets as of March 31, 2024, with total liabilities of \$19.7 million, for a Net Position of \$179.9 million.

The District recognized gross Revenue of \$30.5 million and gross Expenditures of \$21.7 million, for a combined \$8.9 million increased Change in Net Position in all Funds.

The District recognized \$9.5 million in capital project expenditures, including \$1.8 million in recycled water projects.



Collections; General, Capital, & Treatment Plant Funds:

General, Capital, and Treatment Plant Funds are combined to show total collection system operations. Operating Revenue was \$25.8 million, 76% of the annual budget. Operating Expense was \$20.3 million, 73% of the annual budget. This includes direct Operating Expenses of \$7.6 million, 64% of the annual budget, Capital Depreciation of \$2.3 million, and Sewer Treatment Plant expense and debt, managed by Silicon Valley Clean Water (SVCW) of \$10.4 million, 80% of the annual budget. SVCW accounts for 58% of total operating expenses, excluding depreciation. The Net Operating Income for Collection operations was a net increase of \$5.5 million for the period.

Non-Operating Revenues and Expenses of \$2.6 million net increase, from Interest Income, Gains, and Losses on Investments, less investment fees. \$384 thousand in Connection fees are recognized as Capital Contributions. Collection has an \$8.4 million increase in Net Position for the period.

Solid Waste Fund:

The Solid Waste Fund recognized \$86 thousand in Franchise Fees, 62% of the annual budget, from Recology, which manages solid waste collection for the District.

Solid Waste Expenditures of \$113.7 thousand, 69% of the annual budget, was recognized. The budget includes rate studies, annual notification mailing, and overhead allocation. A surplus of \$317.8 thousand from 2022 was received in January 2024. The Solid Waste Fund increased \$325 thousand, to a Net Position of \$880.5 thousand.

Recycled Water Fund:

The Recycled Water Fund includes the Sharon Heights Recycled Water Facility (SHRWF) and the Bayfront Recycled Water Facility, under design. All income in this fund is recognized as Non-Operating. The District recognized \$1.1 million in total expenses and a net positive \$556 thousand in Non-Operating Income and Expense. The District recognized \$647 thousand in Capital Contributions.

SHRWF had Operating Expenditures of \$1 million, including \$566 thousand in depreciation. Non-Operating Revenue from Sharon Heights Golf & Country Club (SHGCC) of \$504.7 thousand was recognized for operations and maintenance (O&M). SHGCC pays the estimated O&M in equal monthly installments, with a reconciliation by calendar year. \$69 thousand was recognized for 2023 O&M reconciliation.

The Bayfront Recycled Water Facility had \$63 thousand in uncapped expenditures.

The District recognized \$207 thousand in interest, net of gains, loss, and fees on the Recycled Water Cash Flow Reserve.

Financial Statements Summary:

The following is a summary of the Statement of Changes in Revenue, Expenses, and Net Position, for the quarter ending December 31, 2023 and June 30, 2023, compared to the approved budget for fiscal year 2023-24.

Statement of Revenue, Expense, & Change in Net Position				
	Prior Year FY 2022-23	Actual 3/31/2024	Budget FY 2022-23	Budget v Actual
Operating Revenues	32,096,441	25,904,636	32,096,441	81%
Operating Expenses	(13,507,324)	(11,060,137)	(13,507,324)	82%
Sewage Treatment Plant (SVCW)	(12,846,366)	(10,436,156)	(12,846,366)	81%
Operating Income (Loss)	5,742,751	4,408,343	5,742,751	77%
Non-Operating Rev / Exp	2,784,843	3,451,819	2,784,843	124%
Income Before Contributions & Special Items	8,527,594	7,860,162	8,527,594	92%
Pension Adjustment (GASB 68)	(4,912,677)	-	(4,912,677)	0%
Capital Fund: Connection Fees	277,426	383,744	277,426	138%
Recycled Water Fund: Capital Contribution	1,146,513	647,002	1,146,513	56%
Change in Net Position	5,038,855	8,890,908	5,038,855	176%
Prior Period Adjustment	6,005,723	-	6,005,723	0%
Change in Net Position - Adjusted	11,044,578	8,890,908	11,044,578	81%

Recommendation

The Finance Manager recommends the Board approve the Third Quarter, Fiscal Year 2023-24 Unaudited Financial Statements, ending March 31, 2024.

Attached: Financial Report 3rd Quarter FY 2023-24

West Bay Sanitary District



Unaudited Financial Statements

Fiscal Year 2023-2024

Third Quarter Ending

March 31, 2024

Financial Report

Fiscal Year 2023-2024

Third Quarter Ending March 31, 2024

The West Bay Sanitary District (District) provides wastewater collection and conveyance services to the City of Menlo Park, Atherton, and Portola Valley, and areas of East Palo Alto, Woodside and unincorporated San Mateo and Santa Clara counties. The District conveys raw wastewater, via the Menlo Park Pump Station and force main, to Silicon Valley Clean Water (SVCW) for treatment and discharge to the San Francisco Bay. The District was originally formed in December 1902 as the Menlo Park Sanitary District under the Sanitary Sewer Act of 1891. The District operated as the Menlo Park Sanitary District from 1902 until 1981 when its name was changed to the West Bay Sanitary District to reflect the service area more accurately. The powers of the District are established by the State of California Health and Safety Code. The District serves a population of 20,673 households and commercial establishments. The District additionally participates, as a member of the South Bayside Waste Management Authority (SBWMA), in the collection and processing of solid waste, recyclable material, and organic material. The District owns and operates the Sharon Heights Recycled Water Facility (SHRWF), through a 2017 long term agreement with Sharon Heights Golf & Country Club (SHGCC) to deliver recycled water.

The District issues unaudited financial statements for the fiscal year 2023-24, quarter ended December 31, 2023 in conformity with the format prescribed by the provisions of Governmental Accounting Standards. This report is an overview of the District’s financial activities for the period. Detailed statement by Fund is included in the Combining Statements and included as supplemental data. Separate statements of revenues and expenditures, which do not conform with generally accepted accounting principles (GAAP) reporting, are also included to providing a concise statement of operating and non-operating transactions.

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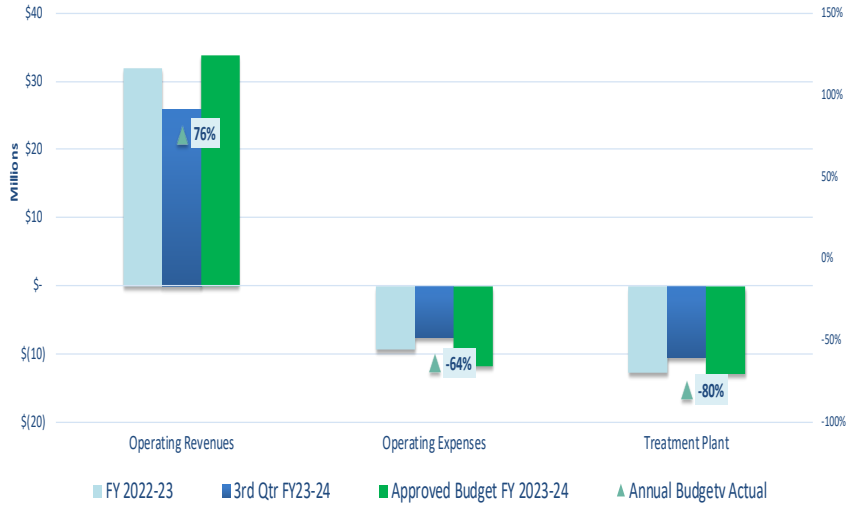
**West Bay Sanitary District
Statement of Net Position
Fiscal Year 2023-24
March 31, 2024**

	Prior Year FY 2022-23	Unaudited March 31, 2024
Assets		
Current Assets		
Cash & Equivalents	42,165,110	16,396,400
Investments	23,638,054	23,638,054
Cash & Investments - Restricted	1,517,643	1,518,900
Accounts Receivable	240,232	347,238
Accrued Revenue		3,674,980
Interest Receivable	442,682	511,315
Prepaid Expenses	77,979	144,652
Total Current Assets	68,081,700	46,231,540
Non-Current Assets		
Investments	19,942,535	41,617,900
Restricted Investments	273,634	349,244
Investment in SVCW	29,484,894	29,484,894
Net Pension Asset	-	
Net OPEB Asset	34,366.0000	34,366
Capital Assets:		
Property, Plant & Equipment	117,230,095	126,779,970
Accumulated Depreciation	(44,812,224)	(47,707,734)
Total Capital Assets	72,417,871	79,072,236
Total Non-Current Assets	122,153,300	150,558,639
Total Assets	190,234,999	196,790,179
Deferred Outflows of Resources	5,659,380	5,725,409
Liabilities		
Current Liabilities		
Accounts Payable	2,913,390	957,246
Accrued Payroll & Taxes	466,570	665,515
Customer Deposits	891,291	885,522
SRF Note Payable	506,732	506,732
Total Current Liabilities	4,777,983	3,015,015
Non-Current Liabilities		
OPEB Liability		
Net Pension Liability	620,100	620,100
SRF Deposit - SHGCC	1,458,404	1,458,404
SRF Note Payable	15,111,188	14,604,457
Total Liabilities	21,967,675	19,697,976
Deferred Inflows of Resources	2,942,351	2,942,351
Net Position		
Net Investment in Capital Assets	56,799,950	56,799,950
Capital Fund Budget	44,218,570	44,890,754
Investment In SVCW	29,484,894	29,484,894
Operation Reserve	11,111,437	14,024,468
Unrestricted Fund Balance	23,363,779	34,675,195
Total Net Position	164,978,631	179,875,262
Prior Period Adjustment	6,005,723	
Total Net Position	170,984,354	179,875,262

**West Bay Sanitary District
Statement of Revenues, Expenses & Changes in Net Position
Fiscal Year 2023-24
March 31, 2024**

	Prior Year <u>FY 2022-23</u>	Unaudited Actual <u>3rd Qtr FY23-24</u>	Approved Budget <u>FY 2023-24</u>	Budget v Actual <u>FY 2023-24</u>	Budget v Actual <u>FY 2023-24</u>
Operating Revenues					
Sewer Service Charges	30,508,147	24,445,593	32,477,617	8,032,024	75%
Flow Equalization	436,915	403,165	403,165	-	100%
Permit & Inspection Fees	203,036	346,106	200,000	(146,106)	173%
Other Operating Revenue	948,343	709,773	833,686	123,913	85%
Operating Revenues	<u>32,096,441</u>	<u>25,904,636</u>	<u>33,914,468</u>	<u>8,009,832</u>	<u>76%</u>
Operating Expenses					
Salaries & Benefits	6,330,473	5,332,063	7,247,613	1,915,551	74%
Materials & Supplies	657,069	467,942	790,000	322,058	59%
Insurance	331,064	195,430	327,900	132,470	60%
Contract Services	763,708	614,670	916,400	301,730	67%
Professional Services	824,391	649,330	1,546,800	897,470	42%
Repairs & Maintenance	389,911	343,561	671,100	327,539	51%
Utilities	405,452	347,920	497,250	149,330	70%
Other Operating Expenses	286,721	213,710	527,200	313,490	41%
Depreciation	3,518,536	2,895,510	3,955,000	1,059,490	73%
Total WBSD Operating Expenses	<u>13,507,324</u>	<u>11,060,137</u>	<u>16,479,263</u>	<u>5,419,126</u>	<u>67%</u>
Sewage Treatment Plant (SVCW)	12,846,366	10,436,156	12,990,848	2,554,692	80%
Total Operating Expenses	<u>26,353,690</u>	<u>21,496,293</u>	<u>29,470,111</u>	<u>7,973,818</u>	<u>73%</u>
Operating Income (Loss)	<u>5,742,751</u>	<u>4,408,343</u>	<u>4,444,356</u>	<u>36,013</u>	<u>99%</u>
Non-Operating Revenues (Expenses)					
Investment Income	1,367,580	2,517,487	501,600	(2,015,887)	502%
Other Non-Operating Income	1,589,411	1,090,511	(156,179)	(1,246,690)	-698%
Interest Expense	(161,196)	(156,179)	532,475	688,654	-29%
Other Non-Operating Expenses	(10,951)	-	-	-	
Total Non-Operating Revenues (Expenses)	<u>2,784,843</u>	<u>3,451,819</u>	<u>877,896</u>	<u>(2,573,923)</u>	<u>393%</u>
Change in Net Position before Contributions & Special Items	8,527,594	7,860,162	5,322,252	(2,537,910)	148%
Increase (Decrease) in Pension (GASB 68)	(4,912,677)	-	-	-	
Capital Contributions			-	-	
Capital Fund: Connection Fees	277,426	383,744	250,000	(133,744)	153%
Recycled Water Fund	1,146,513	647,002	662,900	15,898	98%
Change in Net Position	<u>5,038,855</u>	<u>8,890,908</u>	<u>6,235,152</u>	<u>(2,655,756)</u>	<u>143%</u>
Beginning Net Position	159,939,775	170,984,354	170,984,354		
Prior Period Adjustment	6,005,723	-	-		
Ending Net Position	170,984,354	179,875,262	177,219,506		

**West Bay Sanitary District
Collection
Statement of Revenues, Expenses & Changes in Net Position
Fiscal Year 2023-24
March 31, 2024**



	Prior Year FY 2022-23	Unaudited Actual 3rd Qtr FY23-24	Approved Budget 3rd Qtr FY23-24	Budget v Actual 3rd Qtr FY23-24	Approved Budget FY 2023-24	Budget v Actual FY 2023-24	YTD % Budget
Operating Revenues	31,977,857	25,818,559	25,449,792	368,767	33,798,668	(7,980,109)	76%
Operating Expenses							
General Fund Expense	9,309,608	7,574,022	8,940,416	(1,366,394)	11,858,088	(4,284,066)	64%
Sewage Treatment Plant (SVCW)	12,846,366	10,436,156	9,591,708	844,448	12,990,848	(2,554,692)	80%
Depreciation	2,765,731	2,329,334	2,400,000	(70,666)	3,200,000	(870,666)	73%
Total Operating Expenses	24,921,706	20,339,512	20,932,124	(592,613)	28,048,936	(7,709,424)	73%
Operating Income (Loss)	7,056,152	5,479,048	4,517,668	961,380	5,749,732	(270,684)	95%
Non-Operating Revenues (Expenses)							
Non-Operating Revenues	2,357,491	2,577,987	375,000	2,202,987	500,000	2,077,987	516%
Non-Operating Expenses	(10,951)	-	-	-	-	-	-
Total Non-Operating Revenues (Expenses)	2,346,540	2,577,987	375,000	2,202,987	500,000	2,077,987	516%
Change in Net Position							
Change in Net Position, before Capital Contributions	9,402,691	8,057,035	4,892,668	3,164,367	6,249,732	1,807,303	129%
Other Adjustment							
Pension Adjustment (GASB 68)	(4,912,677)	-	-	-	-	-	-
Capital Contributions							
Capital Contribution - Connection Fees	277,426	383,744	187,500	196,244	250,000	133,744	153%
Change in Net Position	4,767,440	8,440,779	5,080,168	3,360,611	6,499,732	1,941,047	130%

Collection includes the General, Capital, and Treatment Plant Funds, representing the District’s wastewater services.

Revenues:

For the quarter ending March 31, 2024, total combined revenues are \$30.5 million including Operating & Non-Operating Income for the General, Capital, Treatment Plant, Solid Waste, and Recycled Water Funds. Collection, which includes the General, Capital, and Treatment Plant Funds, is explained below. Solid Waste is detailed on page 12. Recycled Water is detailed commencing on page 13.

Collection: General, Capital, & Treatment Funds:**General Fund Revenues:**

The General Fund had \$25.8 million in Operating Revenue and \$1.7 million in Non-Operating Revenue, for a combined \$27.57 million, 80% of the annual budget.

- **Sewer Service Charges.** Total revenue of \$24.4 million for 75% of the annual budget; \$19.7 million for residential customers and \$4.7 million for non-residential customers. 99.8% of all charges are made through the County of San Mateo (SMC) tax roll, with the remaining billed manually. The District accrues revenue monthly, while SMC collects in two installments annually and remits approximately 50% in December and April.
- **Permit Fees.** Permit & Inspection Fees of \$346 thousand, 173% of the annual budget.
- **Flow Equalization.** The District received \$403 thousand on the contract with Silicon Valley Clean Water (SVCW) for use of the Flow Equalization Facility Pond in fiscal year 2023-24.
- **Other Operating Income.** A total of \$624 thousand was recognized through quarter end, 87% of the annual budget.
 - Revenue for Los Altos Hills' maintenance service agreement was \$405 thousand.
 - Revenue for Town of Woodside's maintenance service agreement was \$77 thousand.
 - An additional \$1.3 thousand was from other sources; \$240 bid fees and \$1,485 CalCard rebates.
 - Revenue from HACH Contract for private pump station maintenance is billed through the SMC tax roll and accrued monthly; \$140 thousand is recognized. This is a pass-through expense, charged to customers in arrears of coverage.
- **Other Non-Operating Revenues:** The District recognized total non-operating revenue of \$1.7 million, represents interest income, and changes in investment's market values, as required by GAAP.

West Bay Sanitary District
 General Fund
 Fiscal Year 2022-23
 March 31, 2024

General Fund	Prior Year FY 2022-23	Unaudited Actual 3/31/2024	Approved Budget FY 2023-24	Budget v Actual FY 2023-24	YTD % Annual Budget
Revenue					
Sewer Service Charges					
Residential	25,026,547	19,738,032	26,200,870	(6,462,838)	75%
Non-Residential	5,481,600	4,707,560	6,276,747	(1,569,187)	75%
Total Sewer Service Charges	30,508,147	24,445,593	32,477,617	(8,032,024)	75%
Permit & Inspection Fees	203,036	346,106	200,000	146,106	173%
Flow Equalization	436,915	403,165	403,165	-	100%
Other Operating Income	829,759	623,696	717,886	(94,190)	87%
Total Operating Revenues	31,977,857	25,818,559	33,798,668	(7,980,109)	76%
Non-Operating Revenues					
Interest Income	1,230,231	1,122,795	500,000	622,795	225%
Gain/Loss on Securities	(121,064)	513,687		513,687	
Gain/Loss on PARS Trust	39,294	66,638		66,638	
Gain/Loss on Equity in SVCW				-	
Other Non-Op. Inc.	2,720	-		-	
Total Non-Operating Revenues	1,151,180	1,703,120	500,000	1,203,120	341%
Revenue Prior Years	-	-		-	
Total General Fund Revenue	33,129,038	27,521,680	34,298,668	(6,776,988)	80%

Capital Fund Revenues:

The Capital Fund recognized \$814 thousand in Non-Operating Revenue for interest income, net of gains, losses, and investments fees. The District recognized \$60.5 thousand as a gain from the sale of fleet assets. Connection fees of \$384 thousand are recognized as a capital contribution.

Expenditures:

Through the quarter ending March 31, 2024, total expenditures were \$21.65 million including the General, Capital, Treatment Plant, Solid Waste, and Recycled Water Funds. Collection expenditures are explained below. Solid Waste is detailed on page 12. Recycled Water is detailed commencing on page 13.

Collection: General, Capital, & Treatment Funds:

Total Collection Operating Expenditures were \$20.3 million, 73% of the annual budget. Sewer Treatment Plant expense and debt, managed by Silicon Valley Clean Water (SVCW), accounts for 58% of all wastewater operating expenditures, excluding depreciation.

General Fund Operating Expenses:

General Fund Operating Expenses were \$7.6 million, 64% of the annual budget. Expenses are shown on the Expense Analysis on the following page, with overhead allocations to the Solid Waste and Recycled Water Fund deducted.

- Salaries and Benefits account for 67% of actual expenses and 73% of the annual budget.
- The other expenditures account for 21% of actual expenses and average 51% of the annual budget.

Capital Fund Operating Expenses:

- Depreciation was \$2.3 million, 73% of the annual budget. The District had \$5.7 million in completed Construction In Progress (CIP) that started depreciating September 2023.

Treatment Plant Fund Operating Expenses:

These include \$10.4 million paid for the SVCW treatment plant, which is 80% of the annual budget and 58% of total Operating Expenses year-to-date. The District has a 22.99% share of SVCW based on their Unaudited Analysis of Net Position, as of June 30, 2023, valued at \$29.5 million. Expenses are recognized as Sewage Treatment Plant under Operating Expenses on the audited financial statements, including debt. The District tracks internally in a separate Treatment Plant Fund.

- SVCW Operating Contributions were \$4.6 million, 75% of the annual budget.
- SVCW Capital & Reserve Contributions were \$737 thousand, 42% of the annual budget.
- SVCW Debt payments were \$5.1 million, 100% of the annual budget.

Non-Operating Income (Expenses):

The District recognized a \$2.66 million increase in Collection non-operating revenue and expenses.

- Net revenue on investments was \$2.6 million.
 - Interest Income of \$1.6 million.
 - \$932 thousand Gain in Fair Market Value of Investments and fees, which District plans to hold until maturity.
- Gain on sale of assets was \$60.5 thousand.

Change in Net Position:

Collection: General, Capital, and Treatment Plant Funds combined had an increase Change in Net Position of \$8.4 million through the quarter ending March 31, 2024, including \$5.5 million in Operating Income.

The District reports separately the Solid Waste Fund and Recycled Water Fund. The total Change in Net Position for the District is a \$8.95 million increase. The total Net Position was \$179.9 million as of March 31, 2024. Details of all Funds are included on the Combining Statement on page 18.

West Bay Sanitary District
Collection Expenditures
Fiscal Year 2023-24
March 31, 2024

General Fund

	Prior Year	Unaudited Actual	Budget	Budget v Actual	Approved Budget	Budget v Actual	YTD %
	FY 2022-23	3rd Qtr FY23-24	3rd Qtr FY23-24	3rd Qtr FY23-24	FY 2023-24	FY 2023-24	Annual Budget
Salaries & Wages	4,372,141	3,760,007	3,688,292	(71,714)	4,917,723	(1,157,716)	76%
Employee Benefits	1,620,422	1,304,359	1,521,818	217,459	2,029,090	(724,731)	64%
Directors- Fees	39,390	32,760	34,350	1,590	45,800	(13,040)	72%
Election Expense	2,524	-	-	-	-	-	-
Gasoline, Oil & Fuel	129,566	66,077	96,000	29,923	128,000	(61,923)	52%
Insurance	236,993	154,270	215,925	61,655	287,900	(133,630)	54%
Memberships	64,666	43,800	66,000	22,200	88,000	(44,200)	50%
Office Expense	37,113	25,314	36,525	11,211	48,700	(23,386)	52%
Operating Supplies	386,759	295,306	347,025	51,719	462,700	(167,394)	64%
Contract Services	713,937	520,794	636,975	116,181	849,300	(328,506)	61%
Professional Services	742,071	579,698	1,023,675	443,977	1,364,900	(785,202)	42%
Printing & Publications	28,247	36,484	57,900	21,416	77,200	(40,716)	47%
Rents & Leases	43,871	38,524	50,325	11,801	67,100	(28,576)	57%
Repairs & Maintenance	355,518	331,337	484,575	153,238	646,100	(314,763)	51%
Research & Monitoring	-	-	20,700	20,700	27,600	(27,600)	-
Training, Meetings & Travel	69,301	47,564	108,975	61,411	145,300	(97,736)	33%
Utilities	233,645	185,974	216,000	30,026	288,000	(102,026)	65%
LAFCo	22,323	29,639	27,825	(1,814)	37,100	(7,461)	80%
Other Operating Expenses	136,732	45,091	183,225	138,134	244,300	(199,209)	18%
Equipment Expense	78,331	68,284	112,400	44,116	112,400	(44,116)	61%
Pension Contributions	50,000	50,000	50,000	-	50,000	-	100%
OPEB Expense	25,000	25,000	25,000	-	25,000	-	100%
Admin: Solid Waste	(59,490)	(46,950)	(46,950)	0	(62,600)	15,650	75%
Admin: Recycled Water	(19,452)	(19,308)	(16,144)	3,165	(21,525)	2,217	90%
General Fund Operating Expenses	9,309,608	7,574,022	8,940,416	1,366,394	11,858,088	(4,284,066)	64%

Treatment Plant Fund

Treatment Plant Fund	Unaudited Actual	Unaudited Actual	Budget	Budget v Actual	Approved Budget	Budget v Actual	YTD %
	FY 2022-23	3rd Qtr FY23-24	3rd Qtr FY23-24	3rd Qtr FY23-24	FY 2023-24	FY 2023-24	Annual Budget
SVCW - Operating Fund	6,027,936	4,588,236	4,588,236	-	6,117,648	(1,529,412)	75%
SVCW - Operating Reserve	22,908	36,432	36,432	-	48,576	(12,144)	75%
SVCW - Capital Contributions	1,047,840	96,624	96,624	-	128,832	(32,208)	75%
SVCW: Line of Credit	-	38,952	-	(38,952)	51,936	(12,984)	-
SVCW: Capital Reserves	-	603,900	603,900	-	805,200	(201,300)	75%
SVCW - 2018 Bond	1,833,999	1,836,301	1,837,963	1,662	1,837,963	(1,662)	100%
SVCW - 2021 Bonds (\$55.6m)	2,736,917	2,728,946	2,048,480	(680,466)	2,731,306	(2,360)	100%
SVCW - SRF WWTP Debt C-06-5216-120	506,765	506,765	380,074	(126,691)	506,765	0	100%
SVCW: Debt Reserves	670,000	-	571,967	571,967	762,622	(762,622)	-
Total Treatment Plant Fund Expenses	12,846,366	10,436,156	10,163,675	(272,481)	12,990,848	(2,554,692)	80%

Capital Assets:

For quarter ending March 31, 2024, total Capital expenditures were \$9.5 million, 21% of the total annual budget; \$7.8 million for the Capital Fund and \$1.8 million for the Recycled Water Fund. A detailed schedule of Capital Fund Expenditures is included on page 11. The Recycled Water Fund expenditures are shown separately beginning on page 13.

West Bay Sanitary District
Capital Expenditures
Fiscal Year 2023-24
March 31, 2024

	Prior Year FY 2022-23	Actual 3rd Qtr FY23-24	Budget FY 2023-24	Variance Budget Balance	YTD % Annual Budget
Capital Fund					
Administration	-	-	173,000	173,000	0%
Collection Facilities	15,722	-	600,000	600,000	0%
Fleet & Equipment	978,603	30,704	445,000	414,296	7%
Pump Stations	109,991	37,430	440,000	402,570	9%
Subsurface Lines	337,741	-	100,000	100,000	0%
Construction Projects	2,939,177	7,700,462	22,155,000	14,116,798	35%
Total Capital Fund	4,381,234	7,768,596	23,913,000	16,144,404	32%
Disposal: Vehicles & Equipment	(57,885)	-	-	-	-
Write-Off: Assets	(61,991)	-	-	-	-
Net Capital Fund	4,261,358	7,768,596	23,913,000	16,144,404	32%
Recycled Water Fund					
Recycled Water - Sharon Heights RWF	316,121	733,380	2,450,000	1,716,621	30%
Recycled Water - Bayfront RWF	169,525	704,660	17,299,485	16,594,825	4%
O'Brian Reclaimed Water Pipelines	-	39,273	2,500,000	2,460,727	2%
Meta Reclaimed Water Pipelines	-	303,967	-	(303,967)	-
Total Recycled Water Fund	485,647	1,781,280	22,249,485	20,468,205	8%
Total Capital Expenditures	4,866,881	9,549,875	46,162,485	36,612,610	21%

Capital Fund Assets:

Capital spending was \$7.8 million, 32% of the \$23.9 million annual budget.

- **Vehicle & Equipment.**
 - A mini excavator was purchased for \$30,704, 51% of the original budget.
- **Subsurface Lines and Other.**
 - Pump Station costs were \$37,430, just 9% of the annual budget. The telemetry project, with a \$400 thousand budget, is not complete.
- **Construction in Progress (CIP).** These are new or continuing constructions projects that are recorded separately and capitalized when completed. CIP is not depreciated until completed
 - **Levee Project.** \$5 million was expended for levee, 51% of budget.
 - **Pipeline Replacement & Rehab Design.** \$437 thousand was expended, 30% of budget.
 - **Pipeline Replacement & Rehab Construction.** \$2.5 million was expended, 24% of budget.
 - The Gilbert, North Bay, Ringwood project for \$5.7 million, initiated in 2020, was completed with the final retention distribution of \$265 thousand in October 2023.

The District was awarded a \$4,884,112 million grant to fund a portion of the Ecotone Levee Project, for a living shoreline to protect the site from flooding and sea level rise by the National Fish and Wildlife Foundation (NFWF). The funds are matching, requiring a 112% contribution by the District of \$5.5 million. No funds have been received.

West Bay Sanitary District
 Capital Expenditures
 Fiscal Year 2023-24
 March 31, 2024

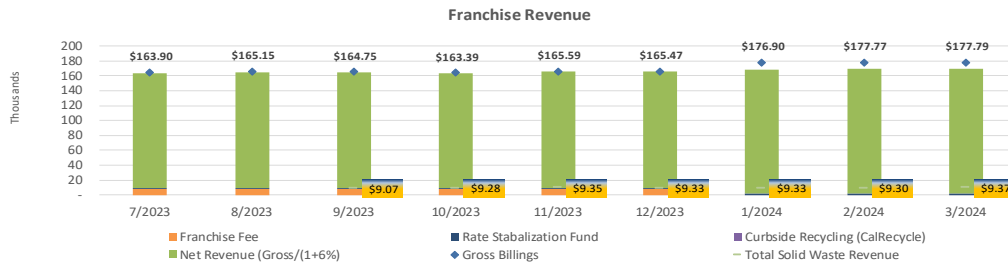
	Actual FY 2022-23	Actual 3rd Qtr FY23-24	Budget FY 2023-24	Variance Budget Balance	YTD % Annual Budget
Plant & Administration					
Server Replacement Program			23,000	23,000	0%
Software Purchases			150,000	150,000	0%
Write-Off: Assets	(23,763)	-			
Total Administration	(23,763)	-	173,000	173,000	0%
Collection Facilities - FERRF/Buildings					
FERRF Improvements	-	-	500,000	500,000	0%
Metal Storage Building - Phase 1 & 2	15,722	-	-	-	
Allowance For Unanticipated Capital Expenditures	-	-	100,000	100,000	0%
Total Collection Facilities	15,722	-	600,000	600,000	0%
Equipment Replacement - Funded From The Equipment Replacement Fund					
Equipment					
CCTV Transporter & Track Module	20,575		-	-	
Vehicles					
Dump Truck (Deferred since 2020)			250,000	250,000	0%
Source Control - Ford F250 Lightning EV (Replace Unit	64,643		-	-	
Replace Unit 211: F150 Lightning EV	70,509				
F150 Lightning EV (2)	64,643		135,000	135,000	0%
Jet Truck, Superduty F550 4x4, 1/2in Jetter - Unit 228	139,838		-	-	
Combo Vacuum/Jetter Truck - Unit 229 (Replace Unit :	562,690		-	-	
2022 Ford Mach E - GM Vehicle Unit 230	55,706		-	-	
Mini Excavator		30,704	60,000	29,296	51%
Destroyed Vehicle	(34,635)				
Write-Off Prior Period Disposable Parts	(23,250)				
Total Vehicle & Equipment	920,718	30,704	445,000	414,296	7%
Subsurface Lines and Other					
Pump Stations					
Pump & Valve Replacement Program (PP Adj)	109,991	2,200	40,000	37,800	6%
Pump Station Telemetry		35,230	400,000	364,770	9%
Total Pump Stations	109,991	37,430	440,000	402,570	9%
Other Subsurface Lines					
Manhole Raising (Paving Projects)			100,000	100,000	0%
Meta: MP Community Center Upsize RW Svc Line	337,741				
Total Subsurface Lines	337,741	-	100,000	100,000	0%
Construction In Progress					
Levee Survey & GPS Update	-		60,000	60,000	
Levee Improvement	581,162	-	3,000,000	3,000,000	
Levee Improvement Project (Carryover)		5,091,748	7,000,000	1,908,252	51%
Pipeline Replacement & Rehab Engineering					
Corporate Yard Renovation Design (Carryover)			350,000	350,000	0%
Construction Projects Environmental Review			20,000	20,000	0%
Spot Repair Design-High Frequency List					
Spot Repair Design-High Frequency List (Carryover)		148,539	350,000	201,461	42%
Pipeline Replacement Design			-	-	
Pipeline Replacement Design (Carryover)			350,000	350,000	0%
Stowe Lane Design (Carryover)		160,875	200,000	39,125	80%
Willow Pump Station Rehabilitation Design		127,568	200,000	72,433	64%
Pipeline Replacement & Rehab Construction					
Stowe Lane			3,000,000	3,000,000	0%
Willow Pump Station Rehabilitation			1,000,000	1,000,000	
Willow Pump Station Rehabilitation (Carryover)			700,000	700,000	0%
Misc Point Repairs-High Freq. List Repairs	352,337	358,881	2,703,200	2,344,319	
Misc Point Repairs-High Freq. List Repairs (Carryover)		2,000,000	1,621,800	(378,200)	55%
Bayfront Park Sanitary Sewer Improvements	144,709		549,485	549,485	
Bayfront Park Sanitary Sewer Improvements (Carryover)		150,593	1,050,515	899,922	9%
Write-off CIP	(38,228)				
Total Construction In Progress	2,900,950	8,038,202	22,155,000	14,116,798	36%
Prior Period Adjustment		(337,741)			
Total Capital Expenditures	4,261,358	7,768,596	23,913,000	16,144,404	32%

Solid Waste Fund:

The District is a member of South Bayside Waste Management Authority (SBWMA), a joint powers authority which contracts with Recology to provide recycling, compost, and garbage collection services. The Solid Waste Fund had a net increase of \$325 thousand, to a Net Position of \$549 thousand, as of December 31, 2023.

- **Solid Waste Fund Revenue.** Franchise fees were \$86 thousand, 74% of the annual budget. This represents 6% of the Net Revenue of Recology; 5% in Franchise Fees and 1% from Rate Stabilization Fund.
- **Solid Waste Fund Expense.** Allocated expenses for the Solid Waste program of \$79 thousand were recognized for rate studies, annual notification and public hearing mailings, and overhead allocation, 69% of the annual budget.
- **Solid Waste Fund Non-Operating Income & Expense.** A surplus of \$317.8 thousand from 2022 was received in January 2024.

Solid Waste Fund
Fiscal Year 2023-24
March 31, 2024



	Prior Year FY 2022-23	Actual 3rd Qtr FY23-24	Approved Budget FY 2023-24	Budget v Actual FY 2023-24	YTD % Annual Budget
Income					
Operating Income					
Franchise Fees	91,729	71,731	115,800	(44,069)	62%
Rate Stabilization Fund	18,346	14,346		14,346	
Curbside Supplemental	4,310	0		0	
Total Income	118,584	86,077	115,800	(29,723)	74%
Expenditures					
Allocated Operating Expense					
Rate Studies	20,891	28,314	44,200	(15,886)	64%
Mailings	2,076	3,600	5,300	(1,700)	68%
Public Relations	0	0	1,600	(1,600)	0%
Overhead Expense Allocation	59,490	46,950	62,600	(15,650)	75%
Total Allocated Operating Expense	82,457	78,864	113,700	(34,836)	69%
Total Non-Operating Income	36,127	7,213	2,100	5,113	343%
Non-Operating Income & Expenditures					
Surplus	0	317,824	0	317,824	
Total Non-Operating Income & Expenditures	0	317,824	0	317,824	
Change in Net Position	36,127	325,037	2,100	322,937	15478%
Beginning Balance	519,319	555,446	555,446		
Ending Balance	555,446	880,483	557,546		

Recycled Water Fund:

The Recycled Water Fund includes the Sharon Heights Recycled Water Facility (SHRWF) and the Bayfront Recycled Water Facility (BFRWF) project. SHRWF is a public/private partnership with Sharon Heights Golf & Country Club (SHGCC) to deliver recycled water. Details follow on page 14-16.

Each recycled water project is maintained separately withing the Recycled Water Fund.

- **Sharron Heights Recycled Water Facility.** The final project was capitalized for \$22,780,298 in fiscal year 2020-21. In FY 2022-23, two supporting projects were started, with the solar project cancelled in FY 2022-23 and Avy Altschul Pump Station scheduled for completion in FY 2023-24.
- **Bayfront Recycled Water Facility.** The District completed an initial BFRWF Plan in February 2019, with Board approval on May 12, 2021, completion is scheduled for early 2026. Details follow on page 16.
- **Recycled Water Subsurface Lines.** Separate expenditures for the District and in partnership with customers to install recycled water lines for shared public use.

**Recycled Water Fund
Capital Expenditures**

	Actual FY 2022-23	Actual 3rd Qtr FY23-24	Budget FY 2023-24	Variance Budget Balance	YTD % Annual Budget
Recycled Water Fund					
Recycled Water Facility - SHGCC	-	-	-	-	
Sharon Heights RWF - Avy Pump Station	316,121	733,380	950,000	216,621	77%
Sharon Heights RWF - Solar Project Lease	-	-	1,500,000	1,500,000	0%
Bayfront Recycled Water Facility - Project Mgmt	88,312	-	1,000,000	1,000,000	0%
Bayfront Recycled Water Facility		554,067	15,750,000	15,195,933	4%
Bayfront - Reclaimed Water Pipelines	81,214	150,593	549,485	398,892	27%
O'Brian Reclaimed Water Pipelines		39,273	2,500,000	2,460,727	2%
Meta Reclaimed Water Pipelines		303,967	-	(303,967)	
Total Recycled Water	485,647	1,781,280	22,249,485	20,468,205	8%

The District maintains separate reporting for each recycled water project, including any expenses or income not associated with an individual project. This allows for accountability and transparency to all District stakeholders. WBSD column accounts for unallocated income and expenses.

West Bay Sanitary District
Recycled Water Fund
Fiscal Year 2023-24
March 31, 2024

Recycled Water Fund	WBSD	SHRWF	BFRWF	Total
Salaries & Benefits	-	(158,570)	(1,367)	(159,937)
Other Operating Expense	-	(289,809)	(61,995)	(351,804)
Depreciation	-	(566,176)	-	(566,176)
Operating Income (Expense)	-	(1,014,556)	(63,362)	(1,077,918)
Non-Operating Income	207,497	504,691	-	712,187
Non-Operating Expense	-	(156,179)	-	(156,179)
Capital Contributions	-	397,747	249,255	647,002
Net Change in Position	207,497	(268,298)	185,893	125,092

Sharon Heights Recycled Water Facility

The Sharon Heights Recycled Water Facility (SHRWF) project was completed in FY 2020-21 and accepted effective July 27, 2020, for a total of \$22,647,052 to build the 0.5 MGD plant. \$22,267,257 was received from the California Clean Water State Revolving Fund (SRF), including a \$5,259,800 Water Recycling Funding Program Construction Grant and a net SRF Loan of \$17,117,420. The first SRF loan payment was made in March 2021, with annual payments thereafter. The SRF loan balance is \$15,111,188, as of March 31, 2024, with the next payment due March 31, 2025.

The District was working with SHGCC on a Solar Project, to install solar panels for the SHRWF, to reduce energy costs. SHGCC was working with a leasing company, who would retain ownership. All costs incurred by the District are passed along to SHGCC. This project is currently inactive.

The District is working with SHGCC on installation of another pump station to feed the SHRWF. The Avy Altschul Pump Station (Avy PS) is funded by SHGCC through a combination of SRF loan, grant funds, and direct contributions. SHGCC will reimburse the District for all costs, including SRF loan payments.

The District assumed full management of the SHRWF beginning January 27, 2021. Operation & Maintenance (O&M) expenses are paid by the District. Sharon Heights Golf & Country Club (SHGCC) pays an estimated calendar year budget amount monthly. Summary Recycled Water Fund statements is below, with detailed expenditure schedule on page 15.

- **Expense.** Total expenditures were \$1 million, including depreciation of the facility.
 - Operating Expenses were \$448 thousand, 84% of the annual budget.
 - Depreciation Expense was \$566 thousand, 75% of the annual budget.
- **Non-Operating Income & Expenses.**
 - Non-Operation Income from SHGCC of \$503 thousand was recognized from SHGCC. This represents estimated billing for O&M and the calendar year 2023 O&M reconciliation.
 - Interest Income was \$1,257
 - Interest Expense was \$156,179, included in the annual SRF Loan payment of \$662,911.
- **Capital Contributions**
 - SHGCC makes ten equal payments each year to prepay the SRF loan, with a reconciliation after the calendar yearend. The payments begin each April for the March SRF loan payment in the following year. The payments are considered contributions as received.

West Bay Sanitary District
 Recycled Water Fund
 Sharron Heights Recycled Water Facility
 Fiscal Year 2023-24
 March 31, 2024

Expenditures	Actual FY 2022-23	Actual 3rd Qtr FY23-24	Approved Budget FY 2023-24	Budget v Actual FY 2023-24	YTD % Annual Budget
<u>Operating Expense</u>					
District Wages					
Plant Operator	122,305	80,991	85,000	(4,009)	95.3%
Indirect Labor	13,544	5,740	-	5,740	
Overtime	26,317	13,088	20,000	(6,912)	65.4%
Standby	20,170	14,820	20,000	(5,180)	74.1%
Total District Wages	182,336	114,639	125,000	(10,361)	91.7%
Employee Benefits	41,184	43,930	35,000	8,930	125.5%
Total Salaries, Wages & Benefits	223,520	158,570	160,000	(1,430)	99.1%
<u>Other Operating Expense</u>					
Gasoline, Oil & Fuel	347	46	-	46	
Insurance	33,241	41,052	40,000	1,052	102.6%
Memberships	0	0	-	-	
Office Expense	0	0	-	-	
Operating Supplies	24,626	12,916	38,200	(25,284)	33.8%
Contractual Services	5,900	11,926	-	11,926	
Professional Services	25,064	11,601	11,000	601	105.5%
Printing & Publications	0	0	-	-	
Rents & Leases	0	0	-	-	
Repairs & Maintenance	34,393	12,224	25,000	(12,776)	48.9%
Research & Monitoring	22,664	14,319	15,000	(681)	95.5%
Training, Meetings & Travel	0	0	-	-	
Utilities	171,807	161,946	209,250	(47,304)	0.0%
Licenses & Permits	21,681	4,471	12,500	(8,029)	0.0%
Other Operating Expenses	0	0	-	-	
Operations & Maintenance (Contract)	0	0	-	-	
Administrative Expense	19,452	19,308	21,525	(2,217)	2630.3%
Subtotal Operation & Maintenance	582,695	448,379	532,475	(84,096)	190.5%
Depreciation	752,805	566,176	755,000	(188,824)	75.0%
Total Operating Expense	1,335,500	1,014,556	1,287,475	(272,919)	78.8%
<u>Non-Operating Income & Expense</u>					
Non-Operating Income					
Sharon Heights Golf & County Club	530,040	503,433	532,475	(29,042)	0.0%
Interest Income	1,668	1,257	1,600	(343)	78.6%
Gain/Loss on Reserves	0	0	0	0	
Other Non-Operating Income	0	0	0	0	
Total Non-Operating Income	531,708	504,691	534,075	(29,384)	94.5%
Non-Operating Expense					
Interest Expense (SRF Loan)	(161,196)	(156,179)	(156,179)	(0)	100.0%
Total Non-Operating Expense	(161,196)	(156,179)	(156,179)	(0)	100.0%
Total Non-Operating Income & Expense	370,512	348,511	377,896	(29,385)	92.2%
Capital Contributions					
SHGCC SRF Loan	265,164	397,747	662,900	(265,153)	60.0%
SRF Loan Payments	662,911	-	0	0	
Avy Pump Station Contributions	218,437	-	0	0	
Total Capital Contributions	1,146,513	397,747	662,900	(265,153)	60.0%
Net Change in Position	181,524	(268,298)	(246,679)	(21,619)	108.8%

Recycled Water:

Bayfront Recycled Water Facility (BFRWF)

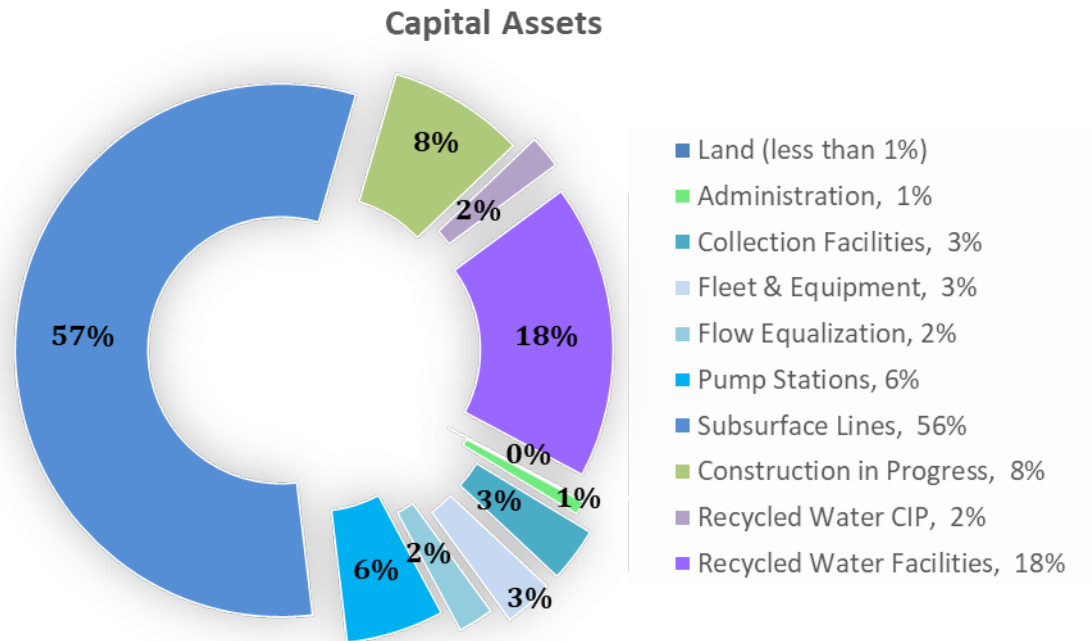
The District completed an initial BFRWF Plan in February 2019. After completing required Environmental Impact Report (EIR) and other regulatory requirements, on May 12, 2021, the District Board approved the project to build a 0.6 million gallons per day (MGD) recycled water facility at the District’s Flow Equalization and Resource Recovery Facility (FERRF) site. The District is exploring expanding the facility from 0.6MGD to as much as 1MGD. Construction completion is scheduled for early 2026. BFRWF will be a public project with contributions in aid of construction from several developers, for a guaranteed share of capacity, with the District maintaining extra capacity to offer to prospective customers.

In FY 2023-24 the BFRWF project had \$63 thousand in expenditures for allocated costs and professional services working towards receiving grant funding, permits, and other implementation costs.

BFRWF had \$705 thousand in capital expenditures in FY 2023-24, for total project Construction in Progress (CIP) expenditures of \$1.6 million. The current projected construction cost is \$56.6 million.

The District was originally awarded a \$14.7 million grant from the California State Water Recycling Funding Program (WRFP), with a \$41.9 million SRF loan. Due to state budget deficits the grant was recently reduced to \$5 million and the SRF loan increased to \$53 million. The District will contribute the land and additional funding, with other partners, such as Meta contributing for guaranteed recycled water delivery.

Recycled Water Fund represents 20% of all District assets, including SHRWF and Bayfront CIP.



Reserves:

The District budgeted \$3.3 million in total transfers for FY 2023-24. An additional \$2.9 million is allocated to the Operating Reserve and \$401.6 thousand for the Vehicle & Equipment Reserve. An additional temporary transfer was discussed by the Board and Finance Committee in December 2023. On January 10, 2024 the Board approved transferring \$20 million to short-term investments until funds were needed for capital projects.

Reserves. The District originally budgeted \$3.3 million for unrestricted reserve contributions.

- **Operating Reserve:** The Operating Reserve, which is held in Local Agency Investment Fund (LAIF), is budgeted for six months of operations to provide cash flow from the beginning of the year until funds are received from San Mateo County for the tax roll.
 - **Rate Stabilization Reserve:** Was created in 2015 to provide relief if large rate increases were necessary.
 - **Treatment Plant Reserve:** Was created in 2021 to set aside funds for future large debt requirements from SVCW.
 - **Capital Reserves:** The Emergency Capital Reserve was created in 2010, with the Capital Project Reserve following in 2014.
 - **Recycled Water Reserves:** The Recycled Water Cash Flow Reserve, which was initially created for the SHRWF in 2018 to cover expenditures which were reimbursed through a State of California State Revolving Fund (SRF) loan, is continuing to serve for the BFRWF Project. Some funds are held in LAIF to fund the Bayfront project, until its SRF loan is approved and other funding is received.
- **Restricted Reserves.**
 - The Recycled Water SRF Reserve are funds deposited by SHGCC, as required by the SRF loan agreement.
 - The District has two accounts with Public Agency Retirement Services (PARS) for post-employment benefits trusts. \$75 thousand was transferred to PARS in December 2023.

	Reserve Target	Actual 3rd Qtr FY23-24	Approved Budget FY 2023-24	Variance Budget Balance	YTD % Annual
Reserve Transfers					
Contributions To Reserves					
Operating Reserves Transfers (Target 6mo/Ops)	14,024,468	2,913,031	2,913,031	-	100%
Rate Stabilization	10,000,000	-	-	-	
Treatment Plant Reserve	12,000,000	-	-	-	
Capital Reserves					
Capital Project Reserves Transfers	8,000,000	-	-	-	
Emergency Capital Reserves Transfer	6,000,000	-	-	-	
Vehicle & Equip Replacement Reserve	1,000,000	401,577	401,577	-	100%
Recycled Water Reserves					
Recycled Water Facility Cash Flow Reserve	8,000,000	-	-	-	
Recycled Water SRF Reserve - Restricted					
Reserve Transfers	59,024,468	3,314,608	3,314,608	-	100%
Other Reserve Contributions					
PARS Irrevocable Trust - Retirement		50,000	50,000	-	100%
PARS Irrevocable Trust - OPEB		25,000	25,000	-	100%
Self-Insurance Reserve		73,300	73,300	-	100%
Total Contributions To Reserves		3,462,908	3,462,908	-	100%

**West Bay Sanitary District
Statement of Revenues, Expenses & Changes in Net Position
Combining Statements by Fund
Fiscal Year 2023-24
March 31, 2024**

	General Fund	Capital Fund	Treatment Plant Fund	Solid Waste Fund	Recycled Water Fund	Unaudited Actual
	3rd Qtr FY23-24	3rd Qtr FY23-24	3rd Qtr FY23-24	3rd Qtr FY23-24	3rd Qtr FY23-24	3rd Qtr FY23-24
Operating Revenues						
Sewer Service Charges	24,445,593	-	-	-	-	24,445,593
Flow Equalization	403,165	-	-	-	-	403,165
Permit & Inspection Fees	346,106	-	-	-	-	346,106
Other Operating Revenue	623,696	-	-	86,077	-	709,773
Operating Revenues	25,818,559	-	-	86,077	-	25,904,636
Operating Expenses						
Salaries & Benefits	5,172,126	-	-	-	159,937	5,332,063
Materials & Supplies	454,980	-	-	-	12,962	467,942
Insurance	154,378	-	-	-	41,052	195,430
Contract Services	559,317	-	-	-	55,353	614,670
Professional Services	579,698	-	-	28,314	41,318	649,330
Repairs & Maintenance	331,337	-	-	-	12,224	343,561
Utilities	185,974	-	-	-	161,946	347,920
Other Operating Expenses	136,212	-	-	50,550	26,949	213,710
Depreciation	-	2,329,334	-	-	566,176	2,895,510
Total WBSD Operating Expenses	7,574,022	2,329,334	-	78,864	1,077,918	11,060,137
Sewage Treatment Plant (SVCW)			10,436,156			10,436,156
Total Operating Expenses	7,574,022	2,329,334	10,436,156	78,864	1,077,918	21,496,293
Operating Income (Loss)	18,244,538	(2,329,334)	(10,436,156)	7,213	(1,077,918)	4,408,343
Non-Operating Revenues (Expenses)						
Investment Income	1,703,120	874,867	-	-	-	2,577,987
Other Non-Operating Income	-	60,500	-	317,824	712,187	1,090,511
Interest Expense	-	-	-	-	(156,179)	(156,179)
Other Non-Operating Expenses	-	-	-	-	-	-
Total Non-Operating Revenues (Expenses)	1,703,120	935,367	-	317,824	556,008	3,512,319
Change in Net Position by Fund	19,947,658	(1,393,967)	(10,436,156)	325,037	(521,910)	7,920,662
Pension Adjustment (GASB 68)	-	-	-	-	-	-
Capital Contributions						
Interfund Contributions	(20,000,000)	20,000,000	-	-	-	-
Capital Fund: Connection Fees	-	383,744	-	-	-	383,744
Recycled Water Fund	-	-	-	-	647,002	647,002
Change in Net Position	(52,342)	18,989,777	(10,436,156)	325,037	125,092	8,951,408
Beginning Net Position	51,479,171	76,198,905	29,484,894	555,446	13,265,938	170,984,354
Prior Period Adjustment	-	-	-	-	-	-
Ending Net Position	51,426,829	95,188,682	19,048,738	880,483	13,391,030	179,935,762

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

1) Administrative:

- a. The General Manager will represent the District at the May 6th hearing regarding the property on Olive Street.
- b. RESCU project grand opening will be held on Monday, May 13th at Silicon Valley Clean Water (SVCW.)
- c. A draft amendment to the Flow Equalization Facility agreement was sent to SVCW for review.
- d. Staff met with the HACH flowmeter service representatives. They reported that the service will require a 10% increase as of July 1, 2024. The service cost is a passthrough charge collected from certain commercial customers using HACH flowmeters.
- e. Staff will obtain the East Palo Alto Sanitary District survey that has been sent to residents.
- f. Staff met with CPS HR Services and will be consulting with them to update the District's succession plan.

2) Finance:

- a. Staff prepared the FY2024/25 preliminary budget and presented the budget to the Board of Directors on May 1st. The Board of Directors provided feedback during the meeting. Staff will present the final budget during the June 12th board meeting.

3) CIP Projects:

a. Capital Improvement Program (CIP):

- i. A meeting was held with SFPUC regarding an emergency repair to an asbestos pipe near Alpine Road and Stowe Lane in unincorporated Menlo Park. The defect is in an easement that crosses a Hetch Hetchy pipe.

b. Levee Improvement Project:

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

c. Bayfront Park Sanitary Sewer Improvement Project:

- i. Ranger Pipelines mobilized on March 25 and construction has begun.

d. Point Repair Project Phase I:

- i. Casey Construction completed Phase I of the High Frequency Spot Repair Project.

4) Information Technology (IT):

- a. The testing period of the new online permit system is ongoing.

- 5) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. Crews found a defect in a High-density Polyethylene (HDPE) pipe that travels under the 101 freeway. More will be reported during the board meeting.
 - b. **Pump Facilities:**
 - i. The pump station telemetry project design is nearly complete and will go out for bid in June.
 - c. **Training:**
 - i. Staff is hosting the annual Hands-on Bypass training sponsored by the California Water Environment Association.
- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. PG&E is scheduled to install electrical services for the Avy Altschul Pump Station on May 17th.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. A meeting with CalWater was held on Tuesday, April 23rd. The purpose of the meeting was to discuss the reclaimed water project.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The Rehab Crew's service truck will be repaired for approximately \$8,000.
- 8) **Personnel:**
 - i. The second temporary worker position is out for recruitment.
- 9) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesdays, May 8th and May 22nd.
 - b. **SVCW Ribbon Cutting Ceremony:** Monday May 13th.
- 10) **Misc. Items:**
 - a. **West Bay:** The General Manager will update the Board on miscellaneous items related to District operations.
 - b. **Town of Los Altos Hills:** Town staff continues to replace the oversized manhole lids.
 - c. **Town of Woodside:** Operations Superintendent is assisting the Town with updating their Sewer System Management Plan.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

Recycled Water Facility Production Data:

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

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

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

2024	Treated	Delivered
January	5.8MG	175K gallons
February	5.6MG	464K
March	6.5MG	1.5MG
April	8.1MG	4.4MG

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

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

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

To:*Board of Directors*

From:*Sergio Ramirez, General Manager*

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

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

Report to the District Board for the Regular Meeting of May 8, 2024

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