



1902 - Serving Our Community for over 120 Years - 2025
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 8, 2025 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/83103669067?pwd=LyZ12ljYBSWhwG5KyjJ4XmhrDY7Vua.1>

Meeting ID: 831 0366 9067 Passcode: 231537

1. Call to Order and Roll Call
2. Communications from the Public
3. Consent Calendar
Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.
 - A. Approval of Minutes for Regular meeting December 18, 2024 Pg. 3A-1
 - B. WBSD Operations and Maintenance Report – December 2024 Pg. 3B-1
 - C. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2024 Pg. 3C-1
 - D. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – December 2024 Pg. 3D-1
 - E. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – December 2024 Pg. 3E-1
4. General Manager's Report Pg. 4-1

5. WBSD Sewer System Management Plan Audit Presentation by Fischer Compliance
Pg. 5-1
6. Consider Approving Master Fee Schedule (2025) Pg. 6-1
7. Discussion and Direction on Public Comment Policy Pg. 7-1
8. Report on Levee Improvement Project Pg. 8-1
9. Discussion and Direction on Sharon Heights Recycled Water Facility Pg. 9-1
10. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 10-1
11. Report, Discussion, and Direction on South Bayside Waste Management Authority (SBWMA)
including Solid Waste Franchise Re-Assignment Pg. 11-1
12. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 12-1
13. Closed Session
 - A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(3): 1 potential
case
 - B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR
NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: General Manager
14. Comments or Reports from Members of the District Board and Consider Items to be Placed on
Future Agenda
15. Adjournment

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



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

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, DECEMBER 18, 2024 AT 7:30 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, Hulsmann, Heydari, Fisher, Beyer, Condotti
Others Present: Joe Riess, Justin Chow – Anderson Pacific

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 December 11, 2024 Pg. 3A-1

Comments: None.

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported the District has been awarded the local CWEA section Collection System of the Year Award and will be considered for the State award in April of 2025. He reported the District delivered Adopt a Family gifts to Menlo Park Fire to give to a family in need. General Manager Ramirez reported he declared an emergency at the District's Flow Equalization Resource Recovery Facility due to king tides and the upcoming storms. This declaration allowed additional resources, such as concrete blocks and sandbags to be put in place to protect the facility from flooding. The next regular meetings are scheduled for Jan. 8th and Jan. 22nd. The Dec. 25th Board meeting will be cancelled. The complete General Manager's written report is in the December 18, 2024, agenda packet.

5. Consider Authorizing the General Manager to Enter into a Purchase Order Agreement For an IBAK CCTV Unit, US Jetter and Ford Maverick Hybrid

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

Discussion/Comments: General Manager Ramirez reported \$712K has been budgeted for these three purchases with a total purchase price not to exceed \$698,086. The Ford Maverick Hybrid was found at Towne Ford \$1600 less than any other vendor.

6. Update of Bayfront Recycled Water Facility Project from Design Build Team

Discussion/Comments: The Anderson Pacific and Water Works design build team reported on construction of the Bayfront Recycled Water Facility. Highlights included reports on the headworks, membrane bio reactors, odor control system, nano filtration, and future considerations. An agreement is expected to be brought to the Board on January 22nd for consideration and approval.

7. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported 4.6MG was processed in November and 530K were delivered to the pond.

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

Discussion/Comments: General Manager Ramirez reported on a BCDC request to continue working on the ecotone levee. In addition, he reported the recycled water facility proposal is \$84.7M and project management proposal is \$1.6M.

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

Discussion/Comments: None.

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

Discussion/Comments: None.

11. Closed Session

- A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(3): 1 potential case

Entered closed session at 8:52 p.m. Left closed session at 9:25 p.m.

Reportable action: None.

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

Discussion/Comments: None.


17. Adjournment Time: The meeting was adjourned at 9:26 PM

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

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

	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	13.1	7.8	0.4	1.9	4	8	69	1	0	0	49	14	0	283
June	15.9	0.2	0.5	3.5	0	13	64	0	0	0	62	11	0	158
July	10.6	2.9	0.1	3.8	3	8	76	1	0	0	45	13	0	152
August	11.3	6.2	0.3	3.7	4	16	71	0	0	0	53	5	0	114
Sept.	13.4	0.2	0.3	3.1	6	2	69	0	0	0	68	3	0	124
Oct.	18.5	2.8	0.3	1.8	5	10	70	0	0	0	71	13	0	99
Nov.	1.6	9.5	0.2	1.4	14	0	70	0	0	0	74	0	2	51
Dec	11.1	0.4	0.6	1.4	7	3	72	1	0	0	67	0	0	208
Yr to date	148.9	45.8	3.6	32.2	63.0	99.0	844.0	4.0	0.0	0.0	741.0	106.0	3.0	1894.0
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														
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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 3C**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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

Town of Los Altos Hills O & M Report 2024										
	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
Jan	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	2	5	0	0	0	0
May	0.4	1.7	0.0	0.8	2	5	0	0	0	0
June	2.6	0.5	0.1	0.5	3	5	0	0	0	0
July	0.0	1.1	0.0	0.0	3	4	0	0	1	0
*August 24	0.0	1.1	0.0	0.2	0	4	0	0	0	0
Sept.	0.6	1.1	0.0	0.9	0	4	0	0	0	0
Oct.	0.4	1.2	0.0	1.3	0	4	0	0	0	0
Nov.	0.0	1.2	0.0	0.6	0	4	0	0	0	0
Dec	0.4	1.4	0.2	0.2	3	5	0	0	0	0
** Yr to date	9.5	13.8	0.8	7.7	15.0	52	0	0	1	0
FY23/24Goals	10.6	14.4	n/a	8.1	n/a	52	n/a	n/a	n/a	n/a
* = August- Start of Contract										
	Goal	Total	Remain							
Cleaning	25	24.1	0.9							
Inspection	8.1	7.7	0.4							

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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



Yearly Summary Report

1/2/2025
11:31 AM

Dates Between 1/1/2023 and 12/31/2024

Month	Basin PM Pipe Cleaning (miles)	High Freq PM Pipe Cleaning (miles)	Unscheduled Pipe Cleaning (miles)	CCTV Inspection (miles)	Pump Stations Preventive Maintenance Qty	Pump Stations Unscheduled Repairs Qty	SSO Cat 1	SSO Cat 2 & 3	Service Calls Call Outs
January	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
March	0.00	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
April	0.00	0.0	0.0	2.2	0.0	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
June	0.00	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
September	0.00	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
December	9.07	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Totals	9.07	1.5	0.0	2.2	0.0	0.0	0.0	0.0	0.0

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: East Palo Alto Sanitary District/City of East Palo Alto - Operations and Maintenance Report for Work Performed by WBSD – December 2024

EPASD O & M Report 2024										
	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un-Sche. Pipe Clean- ing	CCTV Insp.	Pipe Patch Repairs	Open Trench Repair	USA Mark	SSO	SSO	Service Calls
Month								Cat. 1	Cat. 2,3,&	Call Outs
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.			
Jan										
February										
March										
April										
May										
June										
July										
August										
Sept.										
Oct.	0.0	0.0	0.1	0.5	0	0	3	0	0	8
Nov.	0.0	0.0	0.2	0.1	0	1	14	0	1	16
Dec	0.0	0.0	0.1	0.0	0	0	42	1	0	11
*Yr to date	0.0	0.0	0.4	0.6	0.0	1	59	1	1	35

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

1) Administrative:

- a. An emergency was declared at the Flow Equalization Resource Recovery Facility (FERRF) due to the King Tides combined with recent rains. The Menlo Park access road to the facility was breached and the District's original levee was also breached, but is currently under construction. Blocks and sandbags were placed at the entrance to the FERRF to protect the site.

2) Finance:

- a. The Finance Manager continues to process several Capital Improvement Project progress payments from the seven ongoing construction projects.

3) CIP Projects:

a. Capital Improvement Program (CIP):

- i. The Bayfront Recycled Water Facility construction is going well. Now that a fee has been established for the use of the facility, the District will offer the reclaimed water on a first come first serve basis and will resume discussions with local developers and agencies.

b. Levee Improvement Project:

- i. Anderson Pacific continues to work on the second phase of the levee project. The Ecotone portion of the levee will continue as planned.

c. Point Repair Project Phase II:

- i. Casey Construction continues to replace numerous pipe segments as part of the Phase II Point Repair Project and is nearly finished.

d. Telemetry Replacement Project:

- i. Blocka Construction began the Telemetry Replacement Project. The project includes replacing the alarm and remote monitoring systems at twelve pump station sites. Replacement should begin in early 2025.

- 4) **Information Technology (IT):**
 - a. The second-round interviews for the new Engineering Tech. will be held on Tuesday January 7, 2025. The new tech will have 25% shared IT responsibility.
- 5) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. District crews began to maintain the EPASD system on January 2, 2025.
 - b. **Pump Facilities:**
 - i. Field site visits were conducted by Blocka Construction and parts have been ordered for the telemetry project.
 - c. **Training:**
 - i. Five new Maintenance Workers continue their on-board training.
- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. The facility will produce reclaimed water at the lowest level to keep the biology in the plant healthy.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. Phase 1 of the recycled water facility will conclude in early February 2025.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. Staff ordered the new CCTV, Hydro Jetter, and Hybrid Mavrick.
- 8) **Personnel:**
 - i. The Associate Engineering resigned and accepted a position with the City of Sunnyvale.
- 9) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesdays, January 8 and 22, 2025.
- 10) **Misc. Items:**
 - a. **West Bay:** The General Manager will update the Board on miscellaneous items related to District operations including the scanning project.
 - b. **Town of Los Altos Hills:** Staff responded to a spill for the Town on Page Mill Road in Palo Alto. This issue was not related to the Town of Los Altos Hills, but rather the City of Palo Alto. West Bay provided mutual aid assistance to City staff.
 - c. **Town of Woodside:** Staff maintained the Town's high frequency schedule in the downtown area.
 - d. **East Palo Alto:** Staff responded to a Spill on Garden Avenue in East Palo Alto. The cause appears to be related to grease.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager
Jed Beyer, Water Quality Manager*

Subject: *WBSD Sewer System Management Plan Audit Presentation by
Fischer Compliance*

Background:

Jim Fischer of Fischer Compliance will give a presentation on the District's Sewer System Management Plan Audit.

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To: *Board of Directors*

From: *Todd Reese, Office & Communications Manager*

Subject: *Consider Approving Master Fee Schedule (2025)*

Background

The District Board approved an amendment to the Code of General Regulations in August of 2014, removing the Master Fee Schedule from the Code of General Regulations. The change allows the Board to update fees by resolution to keep pace with the true costs of providing such services. The Master Fee Schedule was subsequently updated by resolution for various District permits in September 2014, September 2017, January 2020, June 2023 and January 2024.

Fiscal Impact

A 4% increase (rounded up or down) has been added to all fees in the Master Fee Schedule. A new Flow Equalization Facility Pond Storage Fee and Reclaimed Water Connection Charges were also added to the Master Fee Schedule.

Recommendation

The General Manager recommends the District Board approve the updated Master Fee Schedule for 2025.

Attachments: Resolution ____ (2025)
Master Fee Schedule (2025)

RESOLUTION NO. _____ (2025)

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

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

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 8th day of January 2025, by the following votes:

Ayes:

Noes:

Absent:

Abstain:

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

Attest:

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

Class 1 A - E

The permit and inspection fees for a Class 1 Sewer Permit (open-trench) for service to residential structures shall be \$510.00.

Class 2 A - E

The permit and inspection fees for a Class 2 Sewer Permit (open-trench) for service to non-residential structures shall be \$720.00.

Class 1F and Class 2F

The permit and inspection fees for a Class 1F Sewer Permit (trenchless) for service to residential or non-residential structures shall be \$750.00 plus the San Mateo County recording fee.

Class 3

The permit fee for a Class 3 Sewer Permit for construction of sewer mains, pumping stations and other wastewater facilities, shall be \$ 2770.00.

Class 4A and 4B

The permit and inspection fees for a Class 4 Disconnect Sewer Permit for service to residential or non-residential structures shall be \$230.00.

Class 5 STEP and Grinder

The permit and inspection fees for a Class 5 Sewer Permit for service to residential or non-residential structures shall be \$5825.00 (mainline extension requires additional a Class 3 permit.)

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

The permit and inspection fees for a Class 6 Encroachment Permit for CCTV Sewer Main inspections shall be \$340.00 per project.

Private Job Account: Development and Re-Development Projects

Developers shall submit an initial deposit of \$20,800 for plan submittals and review. Developers may be required to supply an additional deposit when the initial deposit falls below 25%. Once the project is approved a permit will be required as described above.

Additional or Re-Inspections

\$115.00 per additional inspection or re-inspection.

CCTV Review Only

CCTV Inspection reviews for Sewer Lateral shall be \$115.00 per sewer lateral.

Estimated & Metered Volume Permits

Estimation of discharge for commercial customers shall be \$210.00 upon determination by the General Manager.

Private Wastewater Disposal Permits

\$220.00 for maintaining and operating, or proposes to maintain and operate, a private wastewater disposal system.

Wyne Connection Fee

\$460.00 (if you should move or re-route the existing lateral this fee will be applied for labor and material.)

Enforcement Hearing.

\$1560.00 per public hearing.

Plan Review (Projects or Water Quality)

\$145.00 per hour for review by Project Manager or Water Quality Manager.

Charges for Staff Time

Staff salaries multiplied by 1.75%.

Charges for District Materials

Cost of materials multiplied by 10%.

Annexation Fee*.

\$680.00 annexation processing fee per parcel;

\$680.00 annexation into the On-Site Wastewater Disposal Zone per parcel;

\$2500.00 publication fee per parcel (for annexation into the On-Site Wastewater Disposal Zone)

* Additional fees may be due by other agencies.

Review of Proposals for Accidental Discharges & HMBP's

\$475.00 for any accidental spills or discharges that do not conform to the conditions of a facilities permit or the code. Such spills or discharges must be reported immediately to the Publicly Owned Treatment Works (POTW) and the District. Hazardous Material Business Plan (HMBP): A Business Plan is required when businesses handle and/or store hazardous material equal to or greater than the minimum reportable quantities. These quantities are 55 gallons for liquids, 500 pounds for solids and 200 cubic feet (at standard temperature and pressure) for compressed gases. Radioactive materials and extremely hazardous substances are reportable in any amount. The District reviews these plans and inspects facilities to ensure compliance with the District's Code.

Non-Routine Discharge Permit

\$535.00 plus treatment fees based on flow and loadings plus SVCW fee of \$50.00.

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

Ground Water Discharge.

\$535.00 plus treatment fees based on current ccf rate plus SVCW fee of \$436.00 (as of 4/7/14).

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

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

\$815.00 plus SVCW fee of \$1,112.00 (as of 4/7/14). Required for chemically treated wastewater to make acceptable for discharge into the sanitary sewer.

Self-Monitoring Report (Review)

\$280.00 for sampling performed and the results of the sampling indicate a violation. The user shall notify the POTW and the District within 24 hours of becoming aware of the violation.

Discharge Report Review

\$280.00 Discharge report review is defined as a report prepared by industries and other facilities discharging to sanitary sewer. The facilities collect wastewater samples, conduct chemical and/or biological tests of the samples, and submit the reports for review.

Swimming Pool Discharge “Residential”.

\$310.00 plus treatment fees based on current ccf rate for discharge of pool in sanitary sewer.

Swimming Pool Discharge “Commercial”.

\$310.00 plus treatment fees based on current ccf rate for discharge of pool in sanitary sewer.

FOG Non-Compliance Inspection.

\$230.00 Re-inspection fee for facilities in violation of the Districts Code of General Regulations, Sections 602 & 603

Commercial/Industrial Non-Compliance Inspection.

\$230.00 Re-inspection fee for facilities in violation of the Districts Code of General Regulations, Sections 600, 601, 602, & 603

Flow Meter Operations and Maintenance Fee.

\$640.00 monthly.

Payment Processing Fees

Credit Cards: 3% of purchase price plus any additional pass-through fees by cardholder’s bank.

Automatic Clearing House (ACH) / eCheck: \$0.99 per payment.

Flow Equalization Facility Pond Storage Fee

\$34,901.67 monthly

Reclaimed Water Connection Charges

- Upfront Contributions in Aid of Construction (CIAC): Pays a one-time upfront capital payment based on MGD of peak month capacity needed (currently estimated at \$127.67 per gallon of average day peak month demand needed).
- Pays on-going O&M charges based on actual use. The cost of on-going O&M will be shared among the customers of recycled water service.
- No debt-service payments or connection fees will be charged.
- Customers can connect at any time after construction is completed. Capacity will be reserved for such customers until connected.

Customers of reclaimed water projects will be charged for their proportionate use of the recycled water facilities based on the allocated reclaimed water usage capacity.

(032) Purchase of Capacity Post-Construction.

(A) Costs to connect to the District's reclaimed water system shall increase with each stage of the Bayfront Recycled Water Facility project. Subsequent customers who do not make CIAC will be charged, in lieu of a one-time upfront capital payment, in an amount to be established by the Board of Directors (including interest), an appropriate connection fee and will share in the on-going O&M costs. Appropriate O&M charges will be established after a rate study for such charges is performed."

Class 1 A - E

The permit and inspection fees for a Class 1 Sewer Permit (open-trench) for service to residential structures shall be ~~\$510.00~~490.00.

Class 2 A - E

The permit and inspection fees for a Class 2 Sewer Permit (open-trench) for service to non-residential structures shall be ~~\$720.00~~690.00.

Class 1F and Class 2F

The permit and inspection fees for a Class 1F Sewer Permit (trenchless) for service to residential or non-residential structures shall be ~~\$750.00~~49.00 ~~\$720.00~~ plus the San Mateo County recording fee.

Class 3

The permit fee for a Class 3 Sewer Permit for construction of sewer mains, pumping stations and other wastewater facilities, shall be \$ ~~277066.00~~2,660.00.

Class 4A and 4B

The permit and inspection fees for a Class 4 Disconnect Sewer Permit for service to residential or non-residential structures shall be ~~\$23029.00~~220.00.

Class 5 STEP and Grinder

The permit and inspection fees for a Class 5 Sewer Permit for service to residential or non-residential structures shall be ~~\$5824.00~~5,600.00 (mainline extension requires additional a Class 3 permit.)

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

The permit and inspection fees for a Class 6 Encroachment Permit for CCTV Sewer Main inspections shall be ~~\$34038.00~~325.00 per project.

Private Job Account: Development and Re-Development Projects

Developers shall submit an initial deposit of ~~\$20,800~~20,000.00 for plan submittals and review. Developers may be required to supply an additional deposit when the initial deposit falls below 25%. Once the project is approved a permit will be required as described above.

Additional or Re-Inspections

~~\$1154.00~~110.00 per additional inspection or re-inspection.

CCTV Review Only

CCTV Inspection reviews for Sewer Lateral shall be ~~\$1154.00~~110.00 per sewer lateral.

Estimated & Metered Volume Permits

Estimation of discharge for commercial customers shall be ~~\$21098.00~~200.00 upon determination by the General Manager.

Effective January ~~24,~~2025

Private Wastewater Disposal Permits

~~\$22018.00~~~~240.00~~ for maintaining and operating, or proposes to maintain and operate, a private wastewater disposal system.

Enforcement Hearing.

~~\$1560.00~~~~4,500.00~~ per public hearing.

Plan Review (Projects or Water Quality)

~~\$146.00~~~~140.00~~ per hour for review by Project Manager or Water Quality Manager.

Charges for Staff Time

Staff salaries multiplied by 1.75%.

Charges for District Materials

Cost of materials multiplied by 10%.

Annexation Fee*.

~~\$6804.00~~~~655.00~~ annexation processing fee per parcel;

~~\$6804.00~~~~655.00~~ annexation into the On-Site Wastewater Disposal Zone per parcel;

~~\$2500~~~~496.00~~~~2400.00~~ publication fee per parcel (for annexation into the On-Site Wastewater Disposal Zone)

* Additional fees may be due by other agencies.

Review of Proposals for Accidental Discharges & HMBP's

~~\$4753.00~~~~455.00~~ for any accidental spills or discharges that do not conform to the conditions of a facilities permit or the code. Such spills or discharges must be reported immediately to the Publicly Owned Treatment Works (POTW) and the District. Hazardous Material Business Plan (HMBP): A Business Plan is required when businesses handle and/or store hazardous material equal to or greater than the minimum reportable quantities. These quantities are 55 gallons for liquids, 500 pounds for solids and 200 cubic feet (at standard temperature and pressure) for compressed gases. Radioactive materials and extremely hazardous substances are reportable in any amount. The District reviews these plans and inspects facilities to ensure compliance with the District's Code.

Non-Routine Discharge Permit

~~\$5356.00~~~~545.00~~ plus treatment fees based on flow and loadings plus SVCW fee of \$50.00.

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

Ground Water Discharge.

~~\$5356.00~~~~545.00~~ plus treatment fees based on current ccf rate plus SVCW fee of \$436.00 (as of 4/7/14).

Effective January ~~24,~~2025

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

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

~~\$8156.00~~~~785.00~~ plus SVCW fee of \$1,112.00 (as of 4/7/14). Required for chemically treated wastewater to make acceptable for discharge into the sanitary sewer.

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Self-Monitoring Report (Review)

~~\$2804.00~~~~270.00~~ for sampling performed and the results of the sampling indicate a violation. The user shall notify the POTW and the District within 24 hours of becoming aware of the violation.

Discharge Report Review

~~\$2804.00~~~~270.00~~ Discharge report review is defined as a report prepared by industries and other facilities discharging to sanitary sewer. The facilities collect wastewater samples, conduct chemical and/or biological tests of the samples, and submit the reports for review.

Swimming Pool Discharge "Residential"

~~\$31007.00~~~~295.00~~ plus treatment fees based on current ccf rate for discharge of pool in sanitary sewer.

Swimming Pool Discharge "Commercial"

~~\$31007.00~~~~295.00~~ plus treatment fees based on current ccf rate for discharge of pool in sanitary sewer.

FOG Non-Compliance Inspection.

~~\$23029.00~~~~220.00~~ Re-inspection fee for facilities in violation of the Districts Code of General Regulations, Sections 602 & 603

Commercial/Industrial Non-Compliance Inspection.

~~\$23029.00~~~~220.00~~ Re-inspection fee for facilities in violation of the Districts Code of General Regulations, Sections 600, 601, 602, & 603

Flow Meter Operations and Maintenance Fee.

~~\$640.00~~~~595.00~~ monthly.

Payment Processing Fees

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

Automatic Clearing House (ACH) / eCheck: \$0.99 per payment.

Effective January ~~24,~~20254

Flow Equalization Facility Pond Storage Fee

\$34,901.67 monthly

Reclaimed Water Connection Charges

Upfront Contributions in Aid of Construction (CIAC):

- Pays a one-time upfront capital payment based on MGD of peak month capacity needed (currently estimated at \$127.67 per gallon of average day peak month demand needed).
- Pays on-going O&M charges based on actual use. The cost of on-going O&M will be shared among the customers of recycled water service.
- No debt-service payments or connection fees will be charged.
- Customers can connect at any time after construction is completed. Capacity will be reserved for such customers until connected.

Customers of reclaimed water projects will be charged for their proportionate use of the recycled water facilities based on the allocated reclaimed water usage capacity. (032) Purchase of Capacity Post-Construction.

(A) Costs to connect to the District's reclaimed water system shall increase with each stage of the Bayfront Recycled Water Facility project. Subsequent customers who do not make CIAC will be charged, in lieu of a one-time upfront capital payment, in an amount to be established by the Board of Directors (including interest), an appropriate connection fee and will share in the on-going O&M costs. Appropriate O&M charges will be established after a rate study for such charges is performed."

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Discussion and Direction on Public Comment Policy*

General Manager Ramirez and General Counsel Condotti will lead a discussion on a board meeting public comment policy and request Board direction.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To:*Board of Directors*

From:*Sergio Ramirez, General Manager*

Subject:*Report on Levee Improvement Project*

The District Engineer will provide an update on the Levee Improvement Project.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

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:

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

2023	Processed	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
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2022	Processed	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

2021	Total Processed	Total Delivered
Yearly Total	88.2MG	56.26MG (*) (**)
2020	Total Processed	Total Delivered
August-Dec.	34.1MG	19.75MG

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

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

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

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 11**

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 12**

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 January 8, 2025

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