



1902 - Serving Our Community for over 120 Years - 2024

**WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS**

REGULAR MEETING OF THE DISTRICT BOARD

WEDNESDAY, MARCH 13, 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/84283705717?pwd=5P6oXiFKbO7nviOcdeZzq8xiC44n1c.1>
Meeting ID: 842 8370 5717 Passcode: 572011

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 February 28, 2024 Pg. 3A-1
 - B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters through February 29, 2024 Pg. 3B-1
 - C. WBSD Operations and Maintenance Report – February 2024 Pg. 3C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – February 2024 Pg. 3D-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – February 2024 Pg. 3E-1
4. General Manager's Report Pg. 4-1
5. Report and Discussion on STEP and Grinder Systems Pg. 5-1
6. Consider Awarding Bid for Point Repair Project – Phase II to Casey Construction Pg. 6-1
7. Consider Awarding Bid for the Willow Road Pump Station Rehabilitation Project to Casey Construction Pg. 7-1

8. Consultant Activity 2023 – Information Only Pg. 8-1
9. Discussion and Direction on the West Bay and 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 the Solid Waste Franchise Re-Assignment Pg. 11-1
12. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 12-1
13. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
14. 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, FEBRUARY 28, 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:

STAFF MEMBERS PRESENT: Ramirez, AND by Zoom, Hulsmann, Reese, Fisher and General Counsel Condotti

Others Present: by Zoom Gabe Sasser and Rick Simonson – HF&H, Austris Rungis – IEDA, Tony Valdivia – Woodard & Curran

2. Communications from the Public: None.

3. Consent Calendar

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

- A. Approval of Minutes for Regular meeting February 14, 2024
- B. Consider Approving FY 2022-23 Financial Statements, Second Quarter Ending December 31, 2023

Comments: None.

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

4. Consider Establishing a Public Hearing Date for a Proposed Increase in Sewer Service Charges as Required by Proposition 218, Adopt the Draft Sewer Rate Study, and Provide Staff Direction Regarding the Sewer Service Charge Rate Adjustment and the Mailing of the Proposition 218 Notice for a Public Hearing

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

Discussion/Comments: Gabe Sasser of HF& H outlined the rate study. Board consensus was to raise all rates by 5% each year FY 2024-2025, 2025-2026 and 2026-2027.

5. Closed Session

Entered closed session at 7:18 p.m. Left closed session at 8:15 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

Reportable action: None.

6. General Manager's Report

Discussion/Comments: General Manager Ramirez reported there will be a STEP/Grinder pump update at the March 13th Board meeting. He also reported Ranger Pipelines will begin work on the Bayfront Improvement Project on March 25th. He reported testing for the new online permit system will begin after March 17th. The next regular meetings are scheduled for March 13th and March 27th. The complete General Manager's written report is in the February 14th, 2024 agenda packet.

7. Consider Authorizing the General Manager to Execute an Agreement for On-Call Engineering Services

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

Discussion/Comments: General Manager Ramirez reported on-call engineering services are needed and would be 5 hours per week totaling \$44,070, and not to exceed \$50,681.

8. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported the Avy Altschul Pump Station is scheduled for PG&E work in May 2024.

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

Discussion/Comments: General Manager Ramirez reported a pre-proposal meeting for Bayfront Project was held on February 22nd. The team is exploring three .33 process basins vs. .4 process basins for the new recycled water facility. He continued to report Anderson Pacific has completed phase 1 of the levee project and is prepping for phase 2 to begin in September. Board consensus was to proceed with .4 basins.

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

Discussion/Comments: President Dehn reported SBI is continuing the hiring process in order to upstaff and that the transition went well between SBI and the prior contractor. She also reported the conditional permit for tenant improvements was issued for the new administrative building. She continued to report a strategic planning retreat will be on March 28th. Lastly, she reported SBWMA will meet with some property owners and the District regarding use of land for storage of bins and compost.

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

Discussion/Comments: General Manager Ramirez reported he is working with General Counsel to amend the current agreement with SVCW to use the ponds as needed at the Flow Equalization Facility.

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

Discussion/Comments: None.

13. Adjournment Time: The meeting was adjourned at 9:03 PM

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WEST BAY SANITARY DISTRICT

Financial Activity Report

February 2024

Date: *March 13, 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 February 2024.

Receipt Summary:

Commercial Deposits	276,709.40
Deposits in Transit/(Prior Period)	0.00
Returned Checks	0.00
Credit Cards	17,392.40
Franchise Fees	10,013.42
San Mateo County [Tax Roll]	3,040,283.99
Other Receipts	120,297.68
Transfers	0.00
Total Receipts	<u><u>3,464,696.89</u></u>

Withdrawal Summary

Total Checks	2,397,424.93
Total Corp Cards	14,426.57
Total Bank Wires/ACHs	1,117,362.97
External Withdrawals	<u><u>3,529,214.47</u></u>
Total Internal Bank Transfers	-
Total Withdrawals	<u><u>3,529,214.47</u></u>

Fund Expenditure Summary by Budget Category

100	Operations	791,224.74
200	Capital	1,490,508.84
300	Solid Waste	0.00
500	Recycled Water	651,464.89
800	Silicon Valley Clean Water	596,016.00
Expenditures by Fund		<u><u>3,529,214.47</u></u>

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

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

President _____

Secretary _____

Investment Portfolios

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

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Balance 2/29/24</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$14 million	\$14,024,468	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	\$11,020,473	Achieved
Treatment Plant Reserve	8/1/2021	\$12 million	\$12,404,199	Achieved
Capital Project Reserve	11/26/2014	\$8 million	\$28,745,160	Achieved **
Emergency Capital Reserve	10/19/2010	\$6 million	\$6,539,006	Achieved
Recycled Water Cash Flow	11/18/2016	\$8 million	\$6,348,372	Unfulfilled *
Recycled Water SRF Reserve	3/1/2018	\$1.46 million	\$1,518,758	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	\$1,005,453	Achieved

* Some funds held in LAIF for current use.

** 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 2/29/24</u>
Operating Accounts	1,546,347
Local Agency Investment Fund (LAIF)	16,195,016
Unrestricted Reserves	
Investment Portfolios	\$79,081,679
Money Market Account	\$1,005,453
Restricted Reserves	
Recycled Water SRF Reserve	\$1,518,758
Public Agency Retirement Services (PARS)	844,889 **

** Balance as of 1/31/24

**West Bay Sanitary District
Receipts
February 2024**

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
463401	2/1/2024	SMC: SSC 1st Period Clean-up FY 2023-24	3,040,283.99
463402	2/1/2024	Pacific Peninsula Gp: 63 Santiago Ave, ATH, ADU(2) & Permits	11,039.60
463403	2/1/2024	Pacific Peninsula Gp: 53 Santiago Av, ATH, Con/ADU(3)/Permit	24,162.00
463404	2/2/2024	E. Peck Repass Holmes: 215 Grove Dr, PV,SSC FY 2023-24	2,226.00
463405	2/2/2024	Mark Hilderbrand: 140 Meadowood Dr, PV,SSC FY 2023-24	1,113.00
463406	2/2/2024	Dudley Kenworthy: 1234 Los Trancos Rd, PV,SSC FY 2023-24	653.00
463407	2/2/2024	Christie Schmitz: 110 Bear Gulch Dr, PV,SSC FY 2023-24	653.00
463408	2/5/2024	Qing Li: 940 Altschul Ave, MP, Permit	220.00
463409	2/5/2024	Bayshore Plumbers: 435 Cotton Street, MP, Permit	490.00
463409	2/5/2024	Paya: Credit Card Fees Paid to WBSD	21.30
463410	2/5/2024	Coast To Coast Development Inc.: 1026 Cascade Dr, MP, Permit	720.00
463411	2/5/2024	Katherine L. Carroll: 130 Golden Oak Dr, PV,SSC FY 2023-24	1,113.00
463412	2/5/2024	Vincent P Toolan: 1545 Laurel Pl, MP, ADU	8,177.60
463413	2/7/2024	Baycal Construction: 1395 Santa Cruz Ave, MP, ADU & Permits	5,444.40
463414	2/7/2024	Lou Winchell: 18 Arastradero Rd, PV,SSC FY 2023-24	1,113.00
463415	2/7/2024	EJ Plumbing: 670 18th Ave, MP, Permit	230.00
463416	2/7/2024	1204 Los Trancos Rd, PV: 1204 Los Trancos Rd, PV,Conn Fee	8,608.00
463417	2/7/2024	Bayshore Plumbers: 1204 Los Trancos Rd, PV, Permit	490.00
463417	2/7/2024	Paya: Credit Card Fees Paid to WBSD	443.17
463418	2/8/2024	Jennifer Lazich: 1005 Windsor Dr, MP, ADU & Permit	6,085.20
463419	2/8/2024	Town of Los Altos Hills: MSA 9/2023 & 12/2023	67,762.86
463420	2/9/2024	Discount Plumbing: 1270 Hoover St, MP, Permit	490.00
463420	2/9/2024	Paya: Credit Card Fees Paid to WBSD	14.70
463421	2/5/2024	SHGCC: O&M 2/2024, Reim Avy PS & Capital Exp	61,261.71
463422	2/13/2024	CWEA: Reimburse CWEA Lunch 1/2024	285.66
463423	2/14/2024	Greg Alden: 100 Riordan Pl, MP, Permit	3,933.20
463424	2/15/2024	Leah Fine: 20 Toro Ct, PV,SSC FY 2023-24	1,113.00
463425	2/16/2024	Bayshore Plumbers: 1060 Siskiyou Dr, MP, Permit	490.00
463425	2/16/2024	Paya: Credit Card Fees Paid to WBSD	14.70
463426	2/16/2024	In Yong Song: 143 Dunsmuir Way, MP, ADU & Permit	3,933.20
463427	2/19/2024	Guoyong Chen: 198 James Ave, ATH, Permit	220.00
463427	2/19/2024	Paya: Credit Card Fees Paid to WBSD	6.60
463428	2/19/2024	Diane & David Toole: 250 Alamos Rd, PV,SSC FY 2023-24	653.00
463429	2/20/2024	Jyothi Das: 1361 Sherman Ave, MP, ADU & Permit	6,085.20
463430	2/20/2024	Michael & Sharon Brugos: 1850 Stanford Av, MP,SSC FY 2023-24	653.00
463431	2/21/2024	Wescott Construction: 1250 Hermosa Way, MP, Permit	835.17
463432	2/21/2024	1866 Valparaiso: 1866 Valparaiso Ave, MP, ADU & Permit	6,085.20
463433	2/22/2024	Awbrey Development: 1061 Los Trancos Rd,PV, Conn/ADU/RA/Prmt	113,994.34
463434	2/20/2024	Recology: SW Franchise Fees 1/2024	10,013.42
463435	2/22/2024	Peninsula Innovation Fbo Meta: Void: Paid to closed acct.	0.00
463436	2/23/2024	Robert Allen: 211 Nathorst Ave, PV,SSC FY 2023-24	653.00
463437	2/23/2024	Majumdar Arunava Tr: 1065 Cascade Dr, MP, Permit	220.00
463438	2/26/2024	SHGCC: O&M 3/2024 & Exp Reim 10/2023-12/2023	58,535.50
463439	2/27/2024	Shoreway Plumbing, Inc: 875 Partridge Ave, MP, Permit	490.00
463440	2/28/2024	Menlo Country Club: Reimb Facilities Plan Woodside RWF	12,408.00
463441	2/28/2024	US Bank: CalCard Rebate Q4 2023	430.17
463442	2/28/2024	Randall Trust: 4860 Alpine Rd, PV,SSC FY 2023-24	653.00
463443	2/28/2024	Samuel Quezada: 15 Sausal Dr, PV,SSC FY 2023-24	176.00
		Total Receipts	\$3,464,696.89
		Returned Checks	0.00
		Net Receipts	\$3,464,696.89

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

Check	Date	Payee	Purpose	Amount
71454	2/8/2024	Meta Platforms (Facebook)	Menlo Park Community Campus Recycled Water Line	303,966.63
71455	2/8/2024	Action Towing	Unit 220: Towing 1/2024	321.75
71456	2/8/2024	Matheson Tri-Gas	Tank Rentals 1/2024	111.95
71457	2/8/2024	Advanced Laser	Sewer Cleaning Skid Fins & West Bay Logo Steel Cut Out 7/2023	1,169.19
71458	2/8/2024	Airgas USA, LLC	Tank Rentals 1/2024	259.20
71459	2/8/2024	Anderson Pacific	FERRF Levee Improvement Project No. 1762.0 12/2023	1,042,074.00
71460	2/8/2024	Bay Area Paving Co.	Paving: Newbridge & Laurel Ave, 1817 Oakdell Dr	13,595.00
71461	2/8/2024	Bay Reprographic	HP DesignJet XT950-36 MFP Plotter & Scanner 2/2024	7,949.78
71462	2/8/2024	Bayside Equipment Company	Unit 216 Generator Service 1/2024	259.91
71463	2/8/2024	California Water Service	Water Service - Dec 2023 - Jan 2024	72.49
71464	2/8/2024	CalPERS Longterm Care Program	LTC Withholding 2/1/24-2/15/24	67.27
71465	2/8/2024	Cintas	Uniform Service 2/2024	2,453.09
71466	2/8/2024	CleanServ Universal Services	Janitorial Service 2/2024	1,075.00
71467	2/8/2024	Core & Main	Couplers & Supplies 1/2024	377.36
71468	2/8/2024	Corrosion Protection Solutions	Annual Cathodic Protection System Evaluation 2/2024	4,150.00
71469	2/8/2024	Custom Tops, Inc.	Unit 214: Hitch/Towing Accessory & Unit 210 Replacement Side Steps 1/2024	1,136.55
71470	2/8/2024	Navia Benefit Solutions	Commuter & FSA Fees 1/2024 & FSA Contributions PR 2/9/24	1,880.30
71471	2/8/2024	Grainger	Misc Parts & Supplies 2/2024	905.53
71472	2/8/2024	Hadronex	Smartcover Systems 1/2024	11,037.94
71473	2/8/2024	Home Depot Credit Services	Supplies 1/2024	742.62
71474	2/8/2024	Kone Pasadena	Elevator Maintenance 2/2024	319.60
71475	2/8/2024	City Of Menlo Park - Water Svc	Water Service - Dec 2023 - Jan 2024	141.91
71476	2/8/2024	City Of Menlo Park - Fuel	District Vehicles Fuel 1/2024	8,842.73
71477	2/8/2024	Abila	MIP Cloud Subscription 3/4/24-4/3/24	698.36
71478	2/8/2024	ChemsearchFE	Maintenance Floor Sweep 12/2023	876.64
71479	2/8/2024	Occupational Health Centers	Health Screening - Joshua S. 1/19/24	294.00
71480	2/8/2024	Pacific Gas & Electric	Electric Service - Dec-Jan 2024	7,766.76
71481	2/8/2024	Peninsula Battery Inc.	Gate Replacement Batteries 12/2023	195.91
71482	2/8/2024	PBM	Cold Patch Asphalt 60lb Sack 2/2024	1,336.08
71483	2/8/2024	D&J Gardening	Landscaping 2/2024	400.00
71484	2/8/2024	Principal Life Insurance	Dental, Life, AD&D, Disability Ins 2/2024	7,499.26
71485	2/8/2024	Seekzen Systems	IT Consulting Service 1/2024	475.00
71486	2/8/2024	Sharp Business Systems	Copiers Monthly Lease 2/2024	1,279.93
71487	2/8/2024	Spartan Tool	Cable, Splice, Blades 12/2023	110.04
71488	2/8/2024	Sunstate Equipment	Lift Rental 12/2023	2,942.40
71489	2/8/2024	TPX Communications	District VoIP & Fiber Service 1/2024	2,878.55
71490	2/8/2024	Taradigm, Inc.	Bluebeam Core & Complete Plans 2/2024	3,400.00
71491	2/8/2024	Teamsters Local No. 350	Union Dues 2/2024	1,088.00
71492	2/8/2024	Telstar Instruments, Inc.	Endress Hauser Flow Meter Annual Calibrations - SHRWF 1/2024	2,244.00
71493	2/8/2024	Teletrac Navman US	Vehicle GPS Jan & Feb 2024	543.92
71494	2/8/2024	Underground Republic Water	Rehab: Couplers, Pipe and Other Materials 1/2024	3,059.89
71495	2/8/2024	Valley Heating & Cooling	HVAC Maintenance Agreement 2/2023	294.00
71496	2/8/2024	Verizon Wireless	Cellular Service - Verizon - SHRWF Communications 1/2024	65.57
71497	2/8/2024	Vision Communications Co.	Radio Air Time 2/2024	764.15
71498	2/8/2024	Woodard & Curran	Bayfront Project Management & Woodside RWF Plan 12/2023	139,546.13
71499	2/15/2024	Airgas USA, LLC	Tank Rental 1/2024	71.23
71500	2/15/2024	Alpha Analytical Laboratories	Daily Coliform Samples - SHGCC RW Facility 1/2024	360.00
71501	2/15/2024	Veolia Water North America	Water Service - 1805 Purdue Ave 1/2/24-2/1/24	73.32
71502	2/15/2024	Bagg Engineers	FERRF Levee Testing Services 8/23-12/23, Point Repair Testing 1/2024	39,940.00
71503	2/15/2024	Bay Area Paving Co.	Asphalt Paving: 335 Trenton MP 2/2024	3,492.00
71504	2/15/2024	Chavan & Associates	Financial Audit FY 2022-23	7,250.00
71505	2/15/2024	Du-All Safety, LLC	DuAll Safety Maintenance Contract 1/2024	4,635.00
71506	2/15/2024	Freyer & Laureta	Bayfront Park Construction Svc SS Project July-Sept 2023	15,478.75
71507	2/15/2024	Mallory Co.	Fall Protection Equipment 1/2024	46.45
71508	2/15/2024	McCrometer Inc.	Flo-Dar Maintenance Contract 1/2024	12,993.75
71509	2/15/2024	Omega Industrial Supply	Sewer Aide Chemicals 2/2024	2,240.60
71510	2/15/2024	Recology Peninsula Services	Recology Waste 2 Yard Bin - SHGCC 1/2024	249.39
71511	2/15/2024	Silicon Valley Clean Water	Weekend Coliform Sampling - SVCW - SHRWF 12/2023	300.00
71512	2/15/2024	Towne Ford	Unit 220 Engine Oil Leaks Diagnosis, Vehicle Repair Unit 228 & 208 1/2024	13,119.23
71513	2/15/2024	U.S. Jetting, LLC.	U.S. Jetter Pump Repair & Parts 2/2024	53.77
71514	2/15/2024	West Yost & Associates	Bayfront Grant Funding Services 8/5/23-9/8/23	3,427.25
71515	2/22/2024	AT&T	AT&T Telephone Service 1/13/24-2/12/24	1,213.20
71516	2/22/2024	Readyrefresh By Nestle	Water Delivery 1/2024	241.85
71517	2/22/2024	Atchison, Barisone & Condotti	Legal Services 1/2024	13,236.47
71518	2/22/2024	Bay Alarm	Fire & Alarm Monitoring 3/1/24-5/31/24	858.63
71519	2/22/2024	CWEA	CWEA Membership S.Loloha #432577 2/2024	221.00
71520	2/22/2024	California Water Service	Water Service - Jan-Feb 2024	2,434.35
71521	2/22/2024	Cintas	Uniform Service 2/14/24	1,366.75

West Bay Sanitary District

Financial Activity Report

Withdrawals

February 2024

71522	2/22/2024	Comcast	Internet - 2900 Sand Hill Rd 2/18/24-3/17/24	289.84
71523	2/22/2024	Envirozyme	FOG Digester 2/2024	2,712.66
71524	2/22/2024	Navia Benefit Solutions	FSA Contributions PR 2/23/24	1,102.30
71525	2/22/2024	Instrument Technology Corp.	Lateral Camera Repairs 2/2024	149.00
71526	2/22/2024	Mallory Co.	Fall Protection Equipment 1/2024	1,690.57
71527	2/22/2024	City Of Menlo Park - Water Svc	Water Service - Laurel St 1/5/24-2/2/24	464.16
71528	2/22/2024	Orenco Systems, Inc.	PS Panels Grinder Alarm Kits (25)	6,916.30
71529	2/22/2024	Pacific Gas & Electric	Electric Service - Los Trancos Rd 1/16/24-2/13/24	308.89
71530	2/22/2024	Ponton Industries	Hach Flow Meter Parts 2/2024	2,675.75
71531	2/22/2024	Precise Printing And Mailing	Printing and Mailing Services 2/2024	12,835.64
71532	2/22/2024	Preferred Alliance	DOT Testing Admin Fees 1/2024	339.07
71533	2/22/2024	City Of Redwood City	Vehicle Service Aug & Dec 2023	1,391.04
71534	2/22/2024	Redwood City Health & Wellness	DOT Physical H.Santos 2/15/24	85.50
71535	2/22/2024	Rich Voss Trucking	Rock Delivery 2/2024	768.00
71536	2/22/2024	Spartan Tool	Cable, Splice, Blades 7/2023	15.08
71537	2/22/2024	Verizon Wireless	District Cellphones 1/16/24-2/15/24	1,961.26
71538	2/22/2024	Yutian Lei	PE Training & Exam Fees Reim Y.Lei	918.44
71539	2/29/2024	ReadyRefresh By Nestle	Water Delivery 1/11/24-2/10/24	260.47
71540	2/29/2024	Town Of Atherton	Annual Encroachment Permit for the Town of Atherton	3,000.00
71541	2/29/2024	Battery Junction Wholesale	6 Volt Batteries (66) 2/2024	979.78
71542	2/29/2024	Bay Area Air Quality Mgmt Dist	Annual Permit Renewal - 4/1/24-4/1/25	1,031.00
71543	2/29/2024	BidNet	Online Bidding Subscription (Year 1) 2024/2025	9,125.00
71544	2/29/2024	CalPERS Longterm Care Program	LTC Withholding 2/16/24-2/29/24	67.27
71545	2/29/2024	Casey Construction	Point Repair Project 10/7/23-12/8/23, Avy PS 8/7/23-12/8/23	620,305.59
71546	2/29/2024	Cintas	Uniform Service 2/21/24	1,200.30
71547	2/29/2024	Comcast	Internet - Laurel St 2/20/24-3/19/24	354.38
71548	2/29/2024	Core & Main	Couplers & Supplies 2/2024	290.65
71549	2/29/2024	D & L Supply	Manhole Lids 2/2024	2,084.94
71550	2/29/2024	Dolphin Graphics	West Bay Gear 1/2024	2,209.21
71551	2/29/2024	Grainger	Utility Sump Pumps 2/2024; SHRWF Parts 2/2024	1,500.25
71552	2/29/2024	City Of Menlo Park - Water Svc	Water Service - Hamilton Ave 1/19/24-2/16/24	50.68
71553	2/29/2024	Napa Auto Parts	Vehicle Parts 2/2024	191.86
71554	2/29/2024	Pacific Gas & Electric	Electric Service - Jan-Feb 2024	3,034.63
71555	2/29/2024	Precise Printing And Mailing	Printing & Mailing Easement Letters 2/2024	3,661.56
71556	2/29/2024	Principal Life Insurance	Dental, Vision, Life, AD&D, Disability Ins 3/2024	7,516.95
71557	2/29/2024	San Mateo County Assessor	Special Assessment Preliminary Data	305.00
71558	2/29/2024	Stevens Creek Quarry	Base Rock 2/2024	1,660.53
Checks				2,397,424.93

Corporate Cards:

GL	Date	Account Name	Description	Amount
54028	2/27/2024	Commuter Benefits	Fastrak: Commuter Benefits 1/17/24	1,240.00
54091	2/27/2024	Stationary and Office Supplies	Office Supplies	1,140.62
54094	2/27/2024	Subscriptions	Google Nest: Video Storage; Peloton Membership	124.00
54095	2/27/2024	Office Expense	Postable: January Bday Cards; Sympathy Flowers	95.08
54101	2/27/2024	Ops Supplies & Materials	Operating Supplies & Tools	471.39
54106	2/27/2024	Small Tools	Helmet Lamps & Fuse Ouller	68.07
54107	2/27/2024	Personal Protective Equip & Su	Carhartt: Crew Rain Gear 1/13/24	4,987.18
54134	2/27/2024	Printing Maps	San Mateo County Recorder: Deed of Easements 1/16/24	65.00
54135	2/27/2024	Printing Documents	San Mateo County Recorder: Easement Documents 1/2024	108.00
54151	2/27/2024	Fleet/Vehicle R&M	Unit 224: Car Wash; Oil Chance	209.98
54157	2/27/2024	Building Repairs & Maint.	Sp Ghost Controls: Power Cable And Electrical Ends 1/16/24	256.97
54158	2/27/2024	Computer Software R & M	Duo.com: MFA, Zoom: Video Conference Monthly Subscription	79.00
54159	2/27/2024	Computer Hardware R & M	Phone Case, Screen Protectors, Dell Desktop, Wireless Mouse	1,055.96
54173	2/27/2024	Dept Training & EE Development	District Trainings 01/2023	1,086.24
54174	2/27/2024	Mgmt Conf. & District Meetings	District Staff Meetings 1/2024	851.63
54175	2/27/2024	CWEA Conf/Section Mtgs	California Water Environ: Awards Ceremony 1/17/24	560.00
54176	2/27/2024	Business Meetings	District Staff Meetings 1/2024	204.69
54191	2/27/2024	Internet	Comcast California: SHRWF Internet 1/07/24	186.76
54203	2/27/2024	Licenses & Permits	Operating Permits for Pump Stations	1,636.00
US Bank - CalCards				14,426.57

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

Bank Wires/ACH

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
2/2/2024	SVCW	SVCW Monthly Operating Contribution	596,016.00
2/2/2024	NeoPost	Postage	50.00
2/8/2024	ADP	Payroll Taxes - Board	743.77
2/8/2024	ADP	Director Fees Jan 2023	3,809.35
2/8/2024	ADP	Payroll Taxes -2/9/24	42,504.07
2/8/2024	ADP	Employee Payroll - Check Date: 2/9/24	130,751.75
2/9/2024	MissionSquare	Deferred Compensation	17,780.44
2/12/2024	CalPERS	Health Premiums	74,445.82
2/16/2024	ADP	ADP Fees	362.85
2/20/2024	CalPERS	Retirement Contributions PR 2/9/24	29,674.24
2/21/2024	ADP	ADP Fees	340.55
2/22/2024	ADP	Payroll Taxes -2/23/24	41,581.63
2/22/2024	ADP	Employee Payroll - Check Date: 2/23/24	131,829.09
2/23/2024	MissionSquare	Deferred Compensation	15,990.88
2/26/2024	NeoPost	Postage	300.00
2/27/2024	Navia Benefit Solutions	March Commuter Deductions	1,103.60
2/29/2023	CalPERS	Retirement Contributions PR 2/23/24	29,730.34
2/29/2024	Nuvei / Paya	Credit Card Processing Fees	26.54
2/29/2024	ADP	ADP Fees	322.05
Bank Wires/ACH			<u>1,117,362.97</u>

Bank Transfers:

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
Internal Bank Transfers			<u>0.00</u>

Summaries:

Withdrawal Summary

Total Checks	2,397,424.93
Total Corp Card	14,426.57
Total Bank Wires / ACHs	1,117,362.97
Total Internal Bank Transfers	0.00
Total Withdrawals	<u>3,529,214.47</u>

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 02/29/2024

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals February 2024
AAA Fire Protection Services	1,450.00	-
AAA Rentals	9,190.64	-
A-A Lock & Alarm	2,287.90	-
Ace Fire Equipment & Service	-	-
Action Towing	658.75	321.75
Abila	2,131.50	698.36
ADP - Fees	5,965.30	1,025.45
ADP-Wage Garnishment	-	-
Advanced Laser	1,169.19	1,169.19
Aerzen USA Corp.	-	-
Airgas Usa, LLC	736.85	330.43
Allied Crane	-	-
The Almanac	420.00	-
Alpha Analytical Laboratories	24,911.25	360.00
Angel Ambriz	125.00	-
Anderson Pacific	4,333,818.30	1,042,074.00
Aqua Natural Solutions	2,422.08	-
AT&T	9,645.60	1,213.20
Atchison, Barisone & Condotti	94,650.37	13,236.47
Seth Avila	250.00	-
Aztec Consultants	-	-
BAGG Engineers	61,035.00	39,940.00
Backflow Prevention Specialist	-	-
Bank of the West	392.02	-
BMO	484.27	-
Battery Junction Wholesale	2,736.57	979.78
Bay Alarm	11,511.63	858.63
Bay Area Air Quality Mgmt Dist	19,522.00	1,031.00
Bay Area Barricade Service Inc	-	-
Bay Area Paving Co.	18,084.00	17,087.00
Bay Reprographic	8,267.78	7,949.78
Bayside Equipment Company	11,948.94	259.91
Annette Bergeron	340.74	-
Jed M. Beyer	91.54	-
BidNet	9,125.00	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	-	-
CA State Disbursement Unit	-	-
CPS HR Consulting	1,680.00	-
Calgon Carbon Corporation	-	-
Calif. Labor Law Poster Service	-	-
CA Regional Water Quality	-	-
California State Lands Comm	-	-
California Water Service	19,050.12	2,506.84
CalPERS - Retirement	491,430.15	59,404.58
CalPERS - Health Premiums	542,712.23	74,445.82
CalPERS - Unfunded Accrued Liability	-	-
CalPERS - Actuary Fees	1,050.00	-
CalPERS - 1959 Survivor Billing	-	-
CalPERS Longterm Care Program	1,076.32	134.54
California Car Sounds	2,039.80	-
Casey Construction	1,892,928.68	620,305.59
CDW Government	6,349.58	-
Center For Hearing Health	680.00	-
CentralSquare Technologies	54,765.88	-
Chavan & Associates	14,500.00	7,250.00
ChemsearchFE	876.64	876.64
Cintas	39,981.39	5,020.14
City of Foster City	567.00	-
City of Menlo Park	2,359.90	-
City Of Menlo Park - Fuel	58,651.13	8,842.73
City Of Menlo Park - Water Svc	6,848.96	656.75
Clean Earth Environmental	1,675.51	-
Cleanserv Universal Services	7,788.96	1,075.00
Coast To Coast Trucking School	5,000.00	-
Comcast	5,363.53	644.22
The Concept Genie	1,351.25	-
Consolidated Parts	-	-
Core & Main	17,640.13	668.01
Corrosion Protection Solutions	4,150.00	4,150.00
Heath Cortez	-	-
Costco	60.00	-
CSDA	9,275.00	-
CSRMA c/o Alliant Insurance	350,809.86	-
CUES	4,709.69	-
Custom Tops, Inc.	7,357.30	1,136.55

**West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 02/29/2024**

<u>Withdrawals</u>	<u>Total by Vendor YTD FY 2023-24</u>	<u>Withdrawals February 2024</u>
CWEA	6,399.00	221.00
D&J Gardening	4,600.00	400.00
D & L Supply	5,983.96	2,084.94
Dale Scott & Co.	-	-
Daniel Mechanical	-	-
Das Manufacturing, Inc.	-	-
Detection Instruments Corp.	2,448.13	-
Dell Marketing	19,403.82	-
Dewey Pest Control	-	-
Dolphin Graphics	6,463.21	2,209.21
Downtown Ford Sales	129,285.38	-
Du-All Safety, LLC	37,588.05	4,635.00
Duke's Root Control, Inc	259,010.16	-
Embarcadero Media Foundation	5,740.00	-
Employment Development Dept.	-	-
Envirozyme	2,712.66	2,712.66
ESRI	-	-
East Bay Municipal Utility	-	-
Ergoworks	-	-
Fast Response On-Site Testing	2,703.36	-
FedEx	1,253.42	-
Fischer Compliance LLC	-	-
Ford Motor Company	4,074.00	-
Freyer & Laureta	1,079,709.46	15,478.75
Frisch Engineering, Inc.	1,875.00	-
Victor Garcia	246.04	-
Global Equipment, Inc	-	-
Golden Gate Truck Center	461.38	-
Golden State Reprographics LLC	-	-
GoldStreet Design Agency	4,000.00	-
Govconnection, Inc.	-	-
Governmentjobs.Com	4,871.92	-
Grainger	29,670.75	2,405.78
Granite Rock Company	2,934.88	-
John Green	1,175.00	-
Quinten Green	-	-
Grundfos CBS Inc.	1,880.00	-
HF&H Consultants	27,175.00	-
H & R Plumbing & Drain	26,600.00	-
Hach Company	26,384.30	-
Hadronex	58,497.66	11,037.94
Harben California	6,688.51	-
Harrington Industrial Plastics	1,147.71	-
Helix Laboratories	2,764.03	-
Gabriel Hernandez	2,400.00	-
Hillyard/San Francisco	944.89	-
Home Depot Credit Services	12,153.06	742.62
Bob Hulsmann	389.45	-
ICMA	-	-
IEDA	5,698.00	-
Innovyze LLC	10,840.00	-
Institute For Local Government	-	-
Instrument Technology Corp.	1,211.13	149.00
Interstate Traffic Control	45.94	-
Ironhouse Sanitary District	-	-
Kaz & Associates	7,550.00	-
Parisa Khorsand	-	-
Kimball Midwest	6,901.70	-
Justin Kinder	75.00	-
Kone Pasadena	2,237.20	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	918.44
Livermore Auto Group	-	-
Sione Lolohea	-	-
Eric Madrigal	-	-
Mallory Co.	39,876.74	1,737.02
Lisandro Marquez	250.00	-
Matheson Tri-Gas	752.41	111.95
Maxx Metals	-	-
McCrometer Inc.	90,956.25	12,993.75
Medco Supply Company	1,518.91	-
Menlo Park Fire Protection	-	-
Menlo Park Hardware Co. #14016	-	-
Meta Platforms (Facebook)	303,966.63	303,966.63
Mid Peninsula Abstracts	-	-
Mid State Container Sales, Inc	-	-
MiscoWater	2,612.24	-
Mission Clay Products, LLC	5,566.66	-

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 02/29/2024

Withdrawals	Total by Vendor YTD FY 2023-24	Withdrawals February 2024
MissionSquare	237,358.07	33,771.32
Mission Valley Ford	-	-
Morse Hydraulics	1,385.41	-
Motion Industries	-	-
Multiquip Inc	-	-
Municipal Maintenance Equip.	15,367.30	-
Dominic Nanni	-	-
Napa Auto Parts	1,499.46	191.86
Nassco Pacp	-	-
National Auto Fleet Club	-	-
Navia Benefit Solutions	30,401.07	4,086.20
NeoPost	1,550.00	350.00
Carrie Nevoli	225.00	-
Carrie Nevoli - Petty Cash	108.32	-
NorCal Materials, Inc.	2,456.18	-
North Bay Pensions	-	-
Nuvei / Paya	484.11	26.54
Occasions, Etc.	250.17	-
Occupational Health Centers	493.00	294.00
Ogasawara Landscape Maint.	-	-
Omega Industrial Supply	7,209.30	2,240.60
Orengo Systems, Inc.	26,761.21	6,916.30
Ovivo Usa, LLC	11,171.24	-
Owen Equipment Sales	3,178.73	-
P&F Distributers	1,010.85	-
Paxxo (USA) Inc	-	-
PBM	6,184.47	1,336.08
Pacific Gas & Electric	228,116.76	11,110.28
Paytrace	5,375.55	-
Peninsula Battery Inc.	195.91	195.91
Peninsula Truck Repair	2,145.43	-
Pier 2 Marketing	1,000.00	-
Charles A. Planje	-	-
Ponton Industries	5,125.75	2,675.75
Precise Concrete Sawing, Inc.	2,208.40	-
Precise Printing And Mailing	20,843.11	16,497.20
Precision Engineering	933,530.04	-
Preferred Alliance	2,269.39	339.07
PrimePay Fees	-	-
Principal Life Insurance	65,985.32	15,016.21
Project Ergonomics	1,264.21	-
Quadient Leasing USA	805.11	-
Quincy Compressor	3,491.32	-
R.A. Nosek Investigations	625.00	-
R.D. Kincaide, Inc.	16,049.56	-
Raco Mfg & Eng, Co	2,679.69	-
Sergio Ramirez	26,128.20	-
Ranger Pipelines	174,911.61	-
Readyrefresh By Nestle	3,326.16	502.32
Recology Peninsula Services	1,995.12	249.39
Red Wing Shoe Store	4,554.98	-
Redwood City Health & Wellness	427.00	85.50
Redwood General Tire Co	11,400.58	-
City Of Redwood City	1,391.04	1,391.04
Todd Reese	62.52	-
Registrar Of Voters	-	-
Rich Voss Trucking	2,013.00	768.00
Roadsafe Traffic Systems, Inc.	9,220.85	-
Samuel M. Rose	1,409.40	-
George Sanchez	300.00	-
SVCW - Monthly Operating Contribution	4,768,128.00	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	300.00
Chamber San Mateo County	475.00	-
County of San Mateo	(67.00)	-
San Mateo County Assessor	305.00	305.00
San Mateo County Tax Collector	1,013.24	-
San Mateo County Health	2,645.78	-
County of San Mateo - LAFCO	21,739.00	-
San Mateo Lawn Mower Shop	412.09	-
County of Santa Clara	-	-
SWRCB	25,191.00	-
Secretary Of State	40.00	-
Seekzen Systems	24,250.00	475.00
Sensera Systems	6,295.00	-
Shape, Inc.	8,206.25	-
Sharp Business Systems	10,223.51	1,279.93
Siemens Industry, Inc.	2,087.97	-
Signa Mechanical	2,248.45	-
Sonsray Machinery LLC	4,258.77	-
Spartan Tool	3,094.10	125.12

West Bay Sanitary District
Expenditures By Vendor
7/01/2023 to 02/29/2024

<u>Withdrawals</u>	<u>Total by Vendor YTD FY 2023-24</u>	<u>Withdrawals February 2024</u>
SPL Laboratories	-	-
Staples Credit Plan	1,354.53	-
State Board Of Equalization	7,900.00	-
Stevens Creek Quarry	3,698.42	1,660.53
Streamline	6,600.00	-
Sturdy Fence Company	690.00	-
Sunstate Equipment	2,942.40	2,942.40
Sutter EAP	437.00	-
Syneco Systems, Inc.	796.50	-
TPC Training	-	-
TPX Communications	25,663.49	2,878.55
Taradigm, Inc.	3,400.00	3,400.00
Teamsters Local No. 350	8,426.00	1,088.00
Teletrac Navman US	2,447.64	543.92
Telstar Instruments, Inc.	2,244.00	2,244.00
Thomas & Associates	-	-
Total Equipment Of Fremont	5,091.34	-
Town Of Atherton	3,000.00	3,000.00
Towne Ford	30,502.80	13,119.23
Trojan Technologies Group ULC	33,020.18	-
Uline	2,452.56	-
Underground, Inc.	-	-
Underground Republic Water	14,166.98	3,059.89
Underground Service Alert	14,084.29	-
United Rentals (North America)	1,671.00	-
Univar Solutions USA	5,799.89	-
US Bank - CalCards	79,859.08	14,426.57
U.S. Jetting, LLC.	53.77	53.77
US Standard Products Corp	2,984.76	-
V & A Consulting Engineers	28,234.00	-
V.W. Housen & Associates	309,627.45	-
Valley Heating & Cooling	1,176.00	294.00
Valley Power Systems North	566.92	-
Vallombrosa Center	-	-
Veolia Water North America	533.94	73.32
Verizon Wireless	14,837.48	2,026.83
Video Voice Data Communication	-	-
Vision Communications Co.	12,959.02	764.15
Weco Industries	40,564.96	-
The Weed Solution	-	-
West Yost & Associates	27,208.25	3,427.25
Western States Tool & Supply	-	-
Western Truck Fabrication, Inc	-	-
Woodard & Curran	666,509.41	139,546.13
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	23,997,958.18	3,177,994.81
Wages & Payroll Taxes		
Salaries/Wages - Net Pay	2,365,888.62	262,580.84
Directors Fees - Net Pay	26,282.90	3,809.35
Payroll Taxes	748,350.98	84,829.47
Performance Merit Program - Net Pay	44,071,362.60	-
Total Payroll	47,211,885.10	351,219.66
Total External Withdrawals	71,209,843.28	3,529,214.47
WBSD Transfers:		
WBSD LAIF Account	17,700,000.00	-
WBSD Investment Accounts	-	-
Public Agency Retirement Services (PARS)	75,000.00	-
Other Transfers	20,000,000.00	-
Total Transfers	37,775,000.00	-
Total Withdrawals	108,984,843.28	3,529,214.47



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

To: Board of Directors
From: Bob Hulsmann, Operations Superintendent
Subject: WBSD Operations and Maintenance Report – February 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														
April														
May														
June														
July														
August														
Sept.														
Oct.														
Nov.														
Dec														
Yr to date	26.1	11.0	0.5	5.1	14.0	16.0	144.0	0.0	0.0	0.0	149.0	24.0	1.0	382.0
2024 Goals	120.0	50.0	n/a	45-50	50-65	90	n/a	<10	<	4	n/a	n/a	n/a	n/a
2023 Results	127.7	47.1	8.5	**45.4	52	94	821	0	0	2	832	85	11	3416
2022 Results	120.9	53.6	7.5	**40.3	**92	100	774	0	1	2	858	97	2	3161
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4	944	n/a	n/a	2294
2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0	1012	89	5	2362
2019 Results	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525

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

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – February 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 Repair	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	0.8	0.9	0.0	1.1	0	4	3	1	0	0
April	0.0	1.6	0.1		0	4	0	0	0	0
May	0.0	1.8	0.2	1.4	0	5	0	1	0	0
June	0.7	0.5	0.0	1.0	0	4	0	0	0	0
July	0.0	1.3	0.0	0.1	2	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	2	4	0	0	0	0

Report to the District Board for the Regular Meeting of March 13, 2024

** Yr to date	7.8	13.7	1.2	10.8	12.0	49	3	2	0	0
FY23/24Goals	10.6	14.4	n/a	8.1	n/a	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

	Goal	Total	Remain
Pipe Cleaning	25	22.7	2.3
CCTV Inspection	8.1	10.8	-2.7



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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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



Yearly Summary Report

3/4/2024
2:46 PM

Dates Between 3/1/2023 and 2/29/2024

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	0.0	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
March	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
April	0.00	0.0	0.0	1.1	8	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
June	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
December	4.52	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
Totals	4.52	0.8	0.0	1.1	96	0.0	0.0	0.0	0.0

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

1) Administrative:

- a. Staff met regarding the CSRMA property insurance coverage and deductibles, specifically real property versus personal property. Some adjustments will be made to the policy in an effort to manage insurance costs. The District's current deductible is \$2,500 while most agencies have a \$5,000 to \$10,000 deductible. Some agencies have \$100k deductibles while one agency has a \$250k deductible. Property insurance covers real property such as the District's administration buildings, pump stations, and the West Bay Sharon Height's reclaimed water facilities. In 2022 the Board increased the deductibles to the Liability and Equipment insurance plans.
- b. Staff is exploring ideas for future uses of the FERFF.
- c. Staff continues to work on the scanning project. Thousands of documents and development tract maps have been scanned. The General Manager will give an update to the Board on March 13th during the Regular Board Meeting.

2) Finance:

- a. Staff began the budget process for FY2024/25. An increase in material supplies and outside labor costs should be expected.
- b. The District has been spending the capital budget for the levee improvements and pipe rehabilitation projects. An update will be provided to the Board at the budget workshop in May.
- c. The proposed FY2024/25 – FY2026/27 Sewer Service Charge rate increases Notice of a Public Hearing will be delivered on or about March 13th. The Public Hearing is scheduled for May 8th.

3) CIP Projects:

a. Capital Improvement Program (CIP):

- i. The first bids were advertised and administered on the new Bidnet Direct platform. two contractors bid for the Willow Pump Station Project while eight contractors bid for the Point Repair Project Phase II. The Point Repair Project came in well below the original engineers estimate.
- ii. The District has three Board of Directors positions up for election in 2024.

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.

4) Information Technology (IT):

- a. Staff continues to work on the online permitting system and the testing period has begun.

- 5) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. The Redwood City Vehicle Maintenance interagency agreement labor rates will increase effective July 1, 2024 by \$27.88 per labor hour and by 3% every July 1 beginning in 2025. The current labor rate is \$119.49 while the new rate will be \$147.37. The current rate was established in 2020 and has not been adjusted. For comparison Towne Ford diesel mechanic rate is \$300.
 - b. **Pump Facilities:**
 - i. The Pump Facility Supervisor will give an update on the Private STEP/Grider Systems to the Board during the March 13, 2024 Regular Board Meeting.
 - c. **Training:**
 - i. Staff received Navigating Change training from Sutter EAP Licensed Clinician, Autumn Williams-Hertz. The training included the impact of change in the workplace on us and our relationships with co-workers. Staff discussed practical skills for managing stress and maintaining positive working relationships.
- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. Staff continues to work with PG&E on the installation of electrical services for the Avy Altschul Pump Station.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. The facility's RFP will come to the full Board during the March 27th Regular Board Meeting.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The new mini excavator was received on February 29th.
- 8) **Personnel:**
 - i. General Manager will be on vacation from March 28 through April 6, 2024. The Water Quality Manager and Operations Superintendent will be in charge in his absence.
- 9) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesdays, March 27th and April 10th
 - b. **Menlo Park Spring Festival:** the District will sponsor the event on April 6th.
- 10) **Misc. Items:**
 - a. **West Bay:** the General Manager will update the Board on miscellaneous items related to District operations.
 - b. **Town of Los Altos Hills:** Town staff continues to implement capital improvement projects.
 - c. **Town of Woodside:** crews will CCTV inspect a quarter of the Town's collection system in the month of April.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5**

To: Board of Directors

From: Lisandro Marquez, Pump Facility Supervisor

Subject: Report and Discussion on the STEP & Grinder Systems

Background

Pump Facility Supervisor, Lisandro Marquez will present to the Board of Directors a report on the progress of the light and buzzer project for the STEP & Grinder Systems.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6**

To: Board of Directors

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

Subject: Consideration Awarding Bid for Point Repair Project – Phase II to Casey Construction

Background

On January 24, 2024, the Board authorized the General Manager to issue the call for bids for Point Repair Project Phase II (High Frequency Pipeline Replacement and Repairs) project No. 1767.0.

Point Repair Phase II Project will replace approximately 13,500 feet of pipes of varied sizes and ninety eight (98) manholes. This was determined to be in line with the budget established for Pipeline Replacement and Rehabilitation Construction.

Analysis

The anticipated cost for construction of the project was approximately \$7,500,000. Staff for the first time implemented online bidding using BidNet Direct and we received eight (8) bids compared to four (4) bids District received for Phase I Project last February. The online bidding resulted in more contractors knowing about this project and therefore increased number of bidders, and a favorable bid for the District. The bid opening for this project was on March 5, 2024, at 2:00 PM. The District received a total of eight (8) bids, which were as follows:

Bidder	City	Bid Total
Casey Construction, Inc.	Emerald Hills	\$6,472,937.10
Precision Engineering, Inc.	San Francisco	\$7,112,271.50
KJ Woods Construction Inc.	South San Francisco	\$7,938,000.00
C2R Engineering, Inc.	Los Altos	\$8,337,885.00
Devaney Engineering, Inc.	San Francisco	\$8,976,390.00
Pacific Underground Construction, Inc.	San Jose	\$9,271,940.00
Cratus Inc.	San Francisco	\$9,318,677.00
Mitchell Engineering	San Francisco	\$13,348,089.00

The project shall be awarded to the lowest responsible bidder Casey Construction, Inc.

Fiscal Impact

The Capital Assets Fund for Fiscal Year 2023-2024 had an approved budget of \$4.3 million. The Board at its regular meeting on January 24, 2024 appropriated additional \$5.7 million to this year's budget for Miscellaneous Point repairs (High Frequency List Repairs) for a total of \$10 million.

Due to the favorable bids, staff is requesting the appropriation of approximately 15% contingency for additional work to the bid price. Therefore, an additional \$970,000 for additional work and construction support services would need to be allocated for a total project amount of \$7,443,000.00 (rounded up to \$1,000).

Recommendation

The Project Manager recommends that the Board: 1) adopt the attached Resolution and authorize the General Manager to award the contract for the Point Repair Project, Phase II to the low bidder, Casey Construction for \$6,472,937.10; 2) apportion an additional \$970,000.00 for 15% contingency for additional work and construction support services for a total project amount of \$7,443,000.00 (rounded up to \$1,000); 3) record Notice of Exemption with San Mateo County.

Attachment: Resolution
 Notice of Exemption

Notice of Exemption

To: County Clerk
County of San Mateo
555 County Center
Redwood City CA 94063

From: West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025

Project Title: West Bay Sanitary District Point Repair Project – Phase II

Project Location – Specific: Miscellaneous areas throughout the District.

Project Location – City/Town/Areas: Menlo Park, Atherton, San Mateo County

Project Location – County: San Mateo

Description of Project: The Work will include the furnishing of all labor, materials and equipment, and other appurtenances for rehabilitation and replacement of sanitary sewer mains by Open Trench Construction, Pipe Bursting, Pipe Patches and Cured-in-Place Pipe.

Name of Public Agency Approving Project: West Bay Sanitary District

Name of Person or Agency Carrying Out Project: West Bay Sanitary District

Exempt Status:

CEQA Guidelines Section 15601(b)(3), General Rule;
Categorical Exemption: Class 1 – Section 15301(b), Existing Facilities, and Class 2 – Section 15302(c), Replacement or Reconstruction.

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 past experience with numerous sewer construction and rehabilitation projects of this nature, and the mitigated measures included in all such projects to alleviate any impacts.

Most project elements also are exempt as minor alteration and repair of existing public facilities or topographical features involving negligible or no expansion of use beyond that previously exist.

Lead Agency: West Bay Sanitary District

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

Signature

Date: _____

Title: General Manager

“PRELIMINARY REVIEW”

WEST BAY SANITARY DISTRICT POINT REPAIR PROJECT - PHASE II

March 13, 2024

INTRODUCTION. The West Bay Sanitary District Board approved the design and bidding of this Project.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the West Bay Sanitary District Point Repair Project- Phase II 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 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 the design of many miles of sewer construction projects throughout San Mateo County. 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 and will be required in the project plans and specifications. The measures address dust control; erosion control; noise control; protection of soils; provision for adequate drainage; protection and restoration of structures; public health and safety precautions; community notifications; traffic control; and preservation of cultural resources.

Staff has concluded that most project elements are “categorically exempt” under CEQA Guidelines Section 15301(b) (existing facilities); or Section 15302(c)

(replacement or reconstruction). These exemptions require repair, maintenance, or minor alteration of existing structures or facilities.

This project is being implemented to replace and repair problematic sewer mains throughout the District. Due to the number of sewer mains, point repairs will be phased.

CONCLUSION. Based on the information presented herein, staff has concluded that the subject project 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 15301(b), (existing facilities) or Section 15302(c), (replacement or reconstruction).

RESOLUTION NO. _____(2024)

RESOLUTION AWARDING A CONSTRUCTION CONTRACT FOR THE POINT REPAIR PROJECT PHASE II SEWER PROJECT TO CASEY CONSTRUCTION, INC., AND ALLOCATE FUNDS FOR CONSTRUCTION

WHEREAS, The Point Repair Project Phase II Sewer Project plans and specifications were prepared by Freyer & Laureta, Inc. of San Mateo, California, and

WHEREAS, Casey Construction, Inc. is the lowest bidder for the project, and

WHEREAS, There was no informality in Casey Construction, Inc.'s bid package, and

WHEREAS, Casey Construction, Inc.'s base bid amount was \$6,472,937.10 and

WHEREAS, this was the lowest responsible base bid, and

WHEREAS, Based on available funds, that the Bid be awarded to Casey Construction, Inc. for \$6,472,937.10, and

WHEREAS, The total project cost, if awarded to Casey Construction, Inc. with contingencies and construction support services is estimated at \$7,443,00.00; and

WHEREAS, There will be no fiscal impact to the General Fund. The Capital Assets Fund for Fiscal Year 2023-2024 projects was proposed for \$10,000,000.00 of which \$7,443,000.00 is allocated to this project.

NOW, THEREFORE, BE IT RESOLVED that the District Board of the West Bay Sanitary District, County of San Mateo, State of California, does hereby award a construction contract to Casey Construction, Inc. in the amount of \$6,472,937.10 for the Point Repair Project Phase II Sewer Project and authorizes the General Manager to execute the construction contract, and allocate an additional \$970,000.00 for construction contingencies.

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 13th day of March, 2024, by the following votes:

Ayes:

Noes:

Absent:

Abstain:

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

Attest:

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: Board of Directors

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

Subject: Consideration Awarding Bid for the Willow Road Pump Station Rehabilitation Project to Casey Construction

Background

The Willow Road Pump Station was constructed in 1981. The District had a new MCC (Control Panel) installed in December 2012 and a new fuel tank in 2022. No other improvements have been made to the pump station since it was constructed.

On December 13, 2023, the Board authorized the General Manager to issue the call for bids for the Willow Road Pump Station Rehabilitation Project No. 1765.0.

The Willow Road Pump Station Wet Well Rehabilitation and Discharge Piping Replacement Project includes the recoating of the pump station wet well and valve pit to extend the operational life of the existing structure, replacement of the discharge pipelines of each pump through the valve pit, and replacement of the pump station generator set. Safety features addressed as part of the project include improved lighting, fall protection access hatches, passive wet well ventilation odor control, replacement of fencing with 8-foot-high perimeter fencing, and provisions for security cameras.

Analysis

The anticipated cost for construction of the project was approximately \$907,000. The bid opening for this project was on March 6, 2024, at 2:00 PM. The District received a total of two (2) bids, which were as follows:

<u>Bidder</u>	<u>City</u>	<u>Bid Total</u>
Casey Construction, Inc.	Emerald Hills	\$1,060,800.00
Valentine Corporation	San Rafael	\$1,347,369.00

The project shall be awarded to the lowest responsible bidder Casey Construction, Inc.

Fiscal Impact

On June 14, 2023, the District adopted FY 2023-24 Budget. The Pipeline Replacement & Rehab Construction summary table on Page 14 of the FY 2023-24 Budget shows \$1.7 million allocated towards construction of Willow Road Pump Station in 2024.

Due to the favorable bids, staff is requesting the appropriation of approximately 30% contingency due to the complexity of the project for additional unforeseen work to the bid price. Therefore, an additional \$320,000 for additional work and construction support services would need to be allocated for a total project amount of \$1,380,000.00 (rounded up to \$1,000).

Recommendation

The Project Manager recommends that the Board: 1) adopt the attached Resolution and authorize the General Manager to award the contract for the Willow Road Pump Station Rehabilitation Project to the low bidder, Casey Construction for \$1,060,800.00; 2) apportion an additional \$320,000 for 30% contingency for additional unforeseen work and construction support services for a total project amount of \$1,380,000.00 (rounded up to \$1,000); 3) record Notice of Exemption with San Mateo County.

Attachment: Resolution
 Notice of Exemption

RESOLUTION NO. _____(2024)

RESOLUTION AWARDING A CONSTRUCTION CONTRACT FOR THE WILLOW ROAD PUMP STATION REHABILITATION PROJECT TO CASEY CONSTRUCTION, INC.

WHEREAS, The Willow Road Pump Station Rehabilitation Project plans and specifications were prepared by Freyer & Laureta, Inc. of San Francisco, California, and

WHEREAS, Casey Construction, Inc. is the lowest bidder for the project, and

WHEREAS, There was no informality in Casey Construction, Inc.'s bid package, and

WHEREAS, Casey Construction, Inc.'s base bid amount was \$1,060,800.00, and

WHEREAS, this was the lowest responsible base bid, and

WHEREAS, Based on available funds, that the Bid be awarded to Casey Construction, Inc. for \$1,060,800.00, and

WHEREAS, The total project cost, if awarded to Casey Construction, Inc. with 30% contingencies for \$320,000.00 is estimated at \$1,380,00.00; and

WHEREAS, There will be no fiscal impact to the General Fund. The Capital Assets Fund for Fiscal Year 2023-2024 for this project is \$1,700,000.00 of which \$1,380,000.00 is allocated towards construction and construction support services of Willow Road Pump Station Rehabilitation Project.

NOW, THEREFORE, BE IT RESOLVED that the District Board of the West Bay Sanitary District, County of San Mateo, State of California, does hereby award a construction contract to Casey Construction, Inc. in the amount of \$1,060,800.00 for the Willow Road Pump Station Rehabilitation Project and authorizes the General Manager to execute the construction contract, and allocate an additional \$320,000.00 for construction contingencies.

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 13th day of March, 2024, by the following votes:

Ayes:

Noes:

Absent:

Abstain:

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

Attest:

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

Notice of Exemption

To: County Clerk
County of San Mateo
555 County Center
Redwood City CA 94063

From: West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025

Project Title: Willow Road Pump Station Reconstruction Project

Project Location – Specific: Willow Road and O'Brien Drive Intersection

Project Location – City: Menlo Park

Project Location – County: San Mateo

Description of Project: Reconstruct the sanitary sewer pumping station (known as Willow Road Pump Station). The Willow Road Pump Station Wet Well Rehabilitation and Discharge Piping Replacement Project includes the recoating of the pump station wet well and valve pit to extend the operational life of the existing structure, replacement of the discharge lines of each pump through the valve pit, and replacement of the pump station generator set located at the intersection of Willow Road and O'Brien Drive in Menlo Park.

Name of Public Agency Approving Project: West Bay Sanitary District

Name of Person or Agency Carrying Out Project: West Bay Sanitary District

Exempt Status:

CEQA Guidelines Section 15601(b)(3), General Rule;
Categorical Exemption: Class 1 – Section 15301(b), Existing Facilities, and Class 2 – Section 15302(c), Replacement or Reconstruction.

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 past experience with numerous sewer construction and rehabilitation projects of this nature, and the mitigated measures included in all such projects to alleviate any impacts.

Most project elements also are exempt as minor alteration and repair of existing public facilities or topographical features involving negligible or no expansion of use beyond that previously exist.

Lead Agency: West Bay Sanitary District

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

Signature

Date: _____

Title: General Manager

“PRELIMINARY REVIEW”

WILLOW ROAD PUMP STATION RECONSTRUCTION PROJCT SAN MATEO COUNTY

March 13, 2024

INTRODUCTION. At the March 13, 2024 District Board Meeting, the Board considered approving the bidding of this Project and authorization for the filling of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. The District proposes this project.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the Willow Road Pump Station Reconstruction Project at Willow Road 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 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 the construction of many miles of sewer pipeline and pump station construction projects throughout San Mateo County. 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 and will be required in the project plans and specifications. The measures address dust control; erosion control; noise control; protection of soils; provision for adequate drainage; protection and restoration of structures; public health and safety precautions; community notifications; traffic control; and preservation of cultural resources.

Staff has concluded that most project elements are “categorically exempt” under CEQA Guidelines Section 15301(b) (existing facilities); or Section 15302(c) (replacement or reconstruction). These exemptions require repair, maintenance, or minor alteration of existing structures or facilities.

The pump station has reached its expected life and is in need of repair. This project is being implemented to reconstruct the sanitary sewer pumping station (known as Willow Road Pump Station). The Willow Road Pump Station Wet Well Rehabilitation and Discharge Piping Replacement Project includes the recoating of the pump station wet well and valve pit to extend the operational life of the existing structure, replacement of the discharge pipelines of each pump through the valve pit, and replacement of the pump station generator set. Safety features addressed as part of the project include improved lighting, fall protection access hatches, passive wet well ventilation odor control, replacement of fencing with 8-foot-high perimeter fencing, and provisions for security cameras located at the intersection of Willow Road and O’Brien Drive in Menlo Park. The project shall reduce operations and maintenance costs, energy consumption, and risk of pump failure.

CONCLUSION. Based on the information presented herein, staff has concluded that the subject project 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 15301(b), (existing facilities) or Section 15302(c), (replacement or reconstruction).

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WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

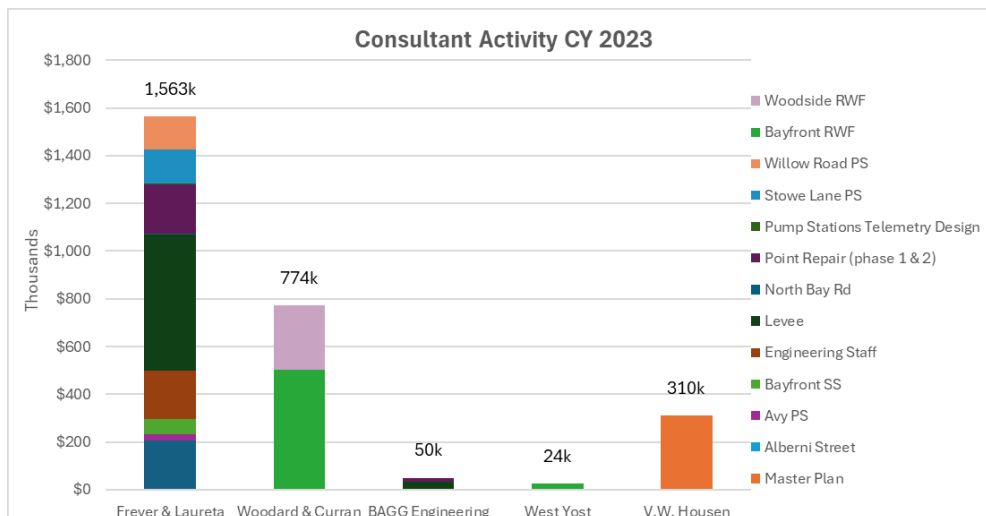
Subject: *Consultant Activity 2023 – Information Only*

Background

At the February 28, 2024, regular board meeting, the District board requested information on activity with consultants or contractors engaged on multiple projects for the District.

There are five consultants who had major contracts with the district in calendar year 2023. They are listed below with the total of all current contracts and the total charges in 2023. The chart shows the activity by project.

	Contracts	2023
Freyer & Laureta	2,663,908	1,562,744
Woodard & Curran	1,426,812	773,695
BAGG Engineering	166,306	49,955
West Yost	60,000	23,781
V.W. Housen	324,732	309,627



Analysis

The General Manager will share a power point at the regular board meeting showing a breakdown of the contracts.

Fiscal Impact

None.

Recommendation

Information only.

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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:

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

* 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 March 13, 2024

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