



1902 - Serving Our Community for over 120 Years - 2024

**WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS**

SPECIAL MEETING OF THE DISTRICT BOARD

WEDNESDAY, DECEMBER 4, 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/82066722969?pwd=vfZdyby2MYfc4LWh0r9xwZpHt3X7bl.1>

Meeting ID: 820 6672 2969 Passcode: 090372

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 November 13, 2024 Pg. 3A-1
- B. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1616 for the Construction of Wastewater Facilities at 104 Constitutional Drive (Menlo Portal, old addresses 110 Constitution Drive and 115 Independence Drive), Menlo Park, California Pg. 3B-1
- C. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permits No. 1617 and 1619 for the Sewer Improvements for Menlo Uptown at 141 Jefferson Drive and 180 & 186 Constitution Drive, Menlo Park, California Pg. 3C-1
- D. Consider Authorizing the General Manager to Issue Class 3 Permit 24-198 for 6-inch Sewer Main Replacement at 811 Bay Road, Menlo Park, California Pg. 3D-1
- E. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 24-198 for Proposed Sewer Easement for 811 Bay Road, Menlo Park, California Pg. 3E-1
- F. Consider Resolution Accepting Deed of Easement Pursuant to Class 5 Sewer Permit No. 18033 for the Construction of Wastewater Facilities for 35 Possum Lane, Portola Valley, California Pg. 3F-1

G. Consider Accepting Wastewater Facilities Constructed Pursuant to Class 3 Sewer Permit No. 18032 for the Construction of Force Main Extension, and Class 5 Permit No. 18033 for the Construction of Wastewater Facilities for 35 Possum Lane, Portola Valley, California Pg. 3G-1

4. General Manager's Report Pg. 4-1
5. Consider Approving Resolution Adopting FY 2024-25 Updated Budget Pg. 5-1
6. Consider Approving FY 2023-24 Financial Statements, Ending June 30, 2024 Pg. 6-1
7. Report and Discussion on Finance Committee Pg. 7-1
8. Discussion and Direction on the West Bay and Sharon Heights Recycled Water Facility Pg. 8-1
9. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 9-1
10. Report, Discussion, and Direction on South Bayside Waste Management Authority (SBWMA) including the Solid Waste Franchise Re-Assignment Pg. 10-1
11. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 11-1
12. Closed Session

A. PUBLIC EMPLOYMENT

Title: Finance Manager

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, NOVEMBER 13, 2024 AT 7:30 P.M.

1. Call to Order

President Dehn called the meeting to order at 7:02 PM

Roll Call

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Heydari AND Condotti by Zoom

Others Present: None

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 October 23, 2024
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salary and Consideration of Other Financial Matters through October 31, 2024
- C. WBSD Operations and Maintenance Report – October 2024
- D. Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – October 2024
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – October 2024
- F. City of East Palo Alto/East Palo Alto Sanitary District Operations and Maintenance Report for Work Performed by WBSD – October 2024

Comments: None.

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

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported on responding to an EPASD spill due to a collapsed pipe and the repair of the damaged pipe. He also reported the District has auctioned six vehicles which earned a total of approximately \$114k. He continued to report that onboarding for the four new maintenance workers is underway. He reported the District received the first NFWF reimbursement for \$739k. Next regular meetings are scheduled for December 11th and 18th with special board meeting on December 4th. The complete General Manager's written report is in the November 18th, 2024, agenda packet.

5. Consider Authorizing the General Manager to Execute a No-Cost Change Order (CCO #2) with Casey Construction, Inc. to incorporate the Davis-Bacon Act Terms and Conditions and Federal Wage Determination in the Contract Documents for Avy-Altschul Pump Station Project No. 1761.7

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

Discussion/Comments: General Manager Ramirez reported the item is a requirement by the State's SRF program.

6. Consider Authorizing the General Manager to Execute Contract Change Order No. 1 (CCO #1) in the amount of \$48,843.07 with Anderson Pacific Engineering Construction, Inc. for the Design- Build Agreement – Phase 1 for Site Demolition and Preparation Work

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

Discussion/Comments: General Manager Ramirez reported the change order is to move the conduit for the new headworks and odor control system. The change order cost is \$48,843.07 while the new odor control system savings will be approximately \$500k.

7. Consider Authorizing the General Manager to Execute an Entitlement Transfer Agreement with MP Oak Gardens Associates, L.P. ("MidPen") and the U.S. Department of Veterans Affairs ("VA")

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

Discussion/Comments: General Manager Ramirez reported the unused entitlement transfer will be from the VA Hospital to Mid-Pen Housing for a 62-unit veteran housing project. The new housing will bring in \$89,280 in revenue in FY 2025-26.

8. Discussion and Direction of the Electric Vehicle Plan

Discussion/Comments: General Manager Ramirez outline the Electric Vehicle (EV) Plan which included transitioning to an EV fleet for light and medium duty vehicles. Items discussed included day-to-day procedures, total cost of ownership, fuel consumption metrics, vehicle availability, and suitability.

9. Establish December 11, 2024, as the Date of a Public Hearing to Consider Amending the Code of General Regulations to Add Recycled Water Charges

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

Discussion/Comments: General Manager Ramirez reported a Code update is necessary to incorporate recycled water language and charges.

10. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported 8.8 MG was processed and 5.4 MG delivered to Sharon Heights Golf and Country Club in September. He also reported the proposed annual O&M budget will increase by 10.5%. The next facility O&M meeting will be held on November 19th.

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

Discussion/Comments: General Manager Ramirez reported that Meta's Willow Village project plans are currently under review. When the Will-Serve letter is issued for the project, it will include capital contribution fees for recycled water. The Board's consensus was that recycled water fees from Meta are necessary to ensure the Bayfront Recycled Water Project moves forward. The fees must be paid in 2025 to maintain cashflow.

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

Discussion/Comments: None.

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

Discussion/Comments: Director Otte reported acceptance of the tunnel construction project, and the front of the plant construction project acceptance is scheduled for next month. He continued to report on a proposed interim project to improve the existing levee.

14. Closed Session

- A. PUBLIC EMPLOYMENT/CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Representatives: General Manager; General Counsel
Employees: Represented and Unrepresented Employees

Entered closed session at 9:11 p.m. Left closed session at 9:51 p.m.

Reportable action: None.

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

Discussion/Comments: General Manager Ramirez reported the November 27th Board meeting will be cancelled. The next Board meeting will be a special board meeting on December 4th followed by two regular meetings on December 11th and December 18th.

16. Adjournment Time: The meeting was adjourned at 9:52 PM

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

To: Board of Directors

From: Fariborz Heydari, P.E. District Engineer

Subject: Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No.1616 for the Construction of Wastewater Facilities at 104 Constitutional Drive (Menlo Portal, old addresses 110 Constitution Drive and 115 Independence Drive), Menlo Park, California

Background

This permit was for rerouting an existing lateral to two new main extensions; one along Constitution Drive and the other along Independence Drive to the existing 54-inch main that can accommodate this development.

Analysis

The Board issued this Permit at the Regular Meeting of March 23, 2022.

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

Recommendation

The District Engineer recommends that the Board accepts these facilities and directs the General Manager to approve Class 3 Permit No. 1616.

Attachments: Class 3 Permit (1616)
Exhibit A: Site Map

WEST BAY SANITARY DISTRICT

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

Permit Number
1616

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

110 Constitution Drive & 115 Independence drive, Menlo Park, CA

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

Residential Non-residential Development at said location.

ENGINEER'S

BKF

Name

1730 N. First Street, Suite 600

Address

San Jose CA 95112

CONTRACTOR'S

Greystar, LP

Name

750 Bering Drive, Suite 200

Address

Houston, TX 77057

OWNER'S

Chad Zaksorn

Name

450 Sansome St, Suite 500, San Francisco, CA 94111

Address

[Signature]

Applicant's Signature

XAVIER JOHNSON

Signed by - Please Print Name

750 Bering Drive Suite 200

Address

Houston TX 77057

Receipt of \$ 585 Application Fee is hereby acknowledged [Signature] 12/15/2021
Date

Receipt of \$ 2000 Cash Deposit or Performance Bond

Comments Install (2) - New 8" Sewer Mains, New Sewer Manholes,
connections to an existing 54" main & connections to existing
sewer man holes

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Sergio Ramirez, District Manager

Date _____

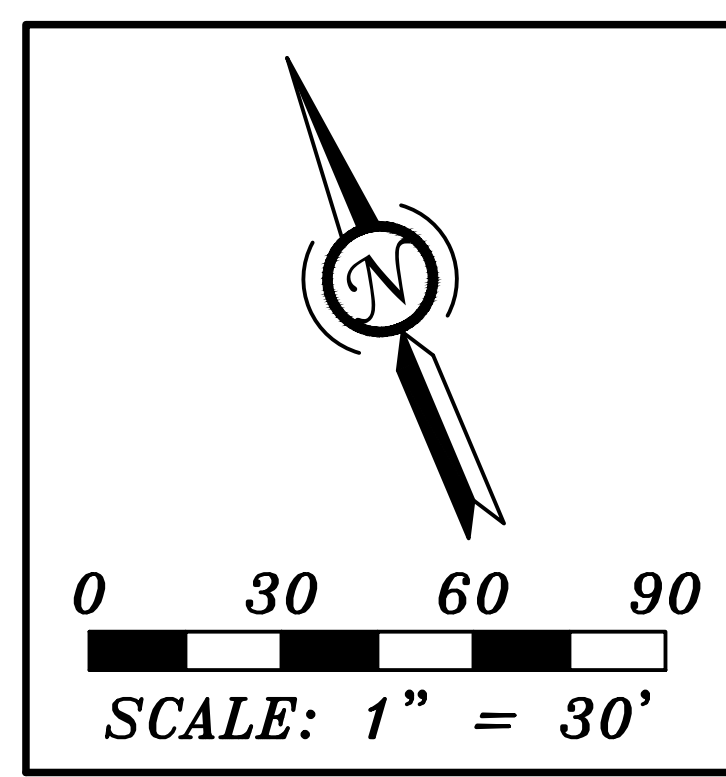
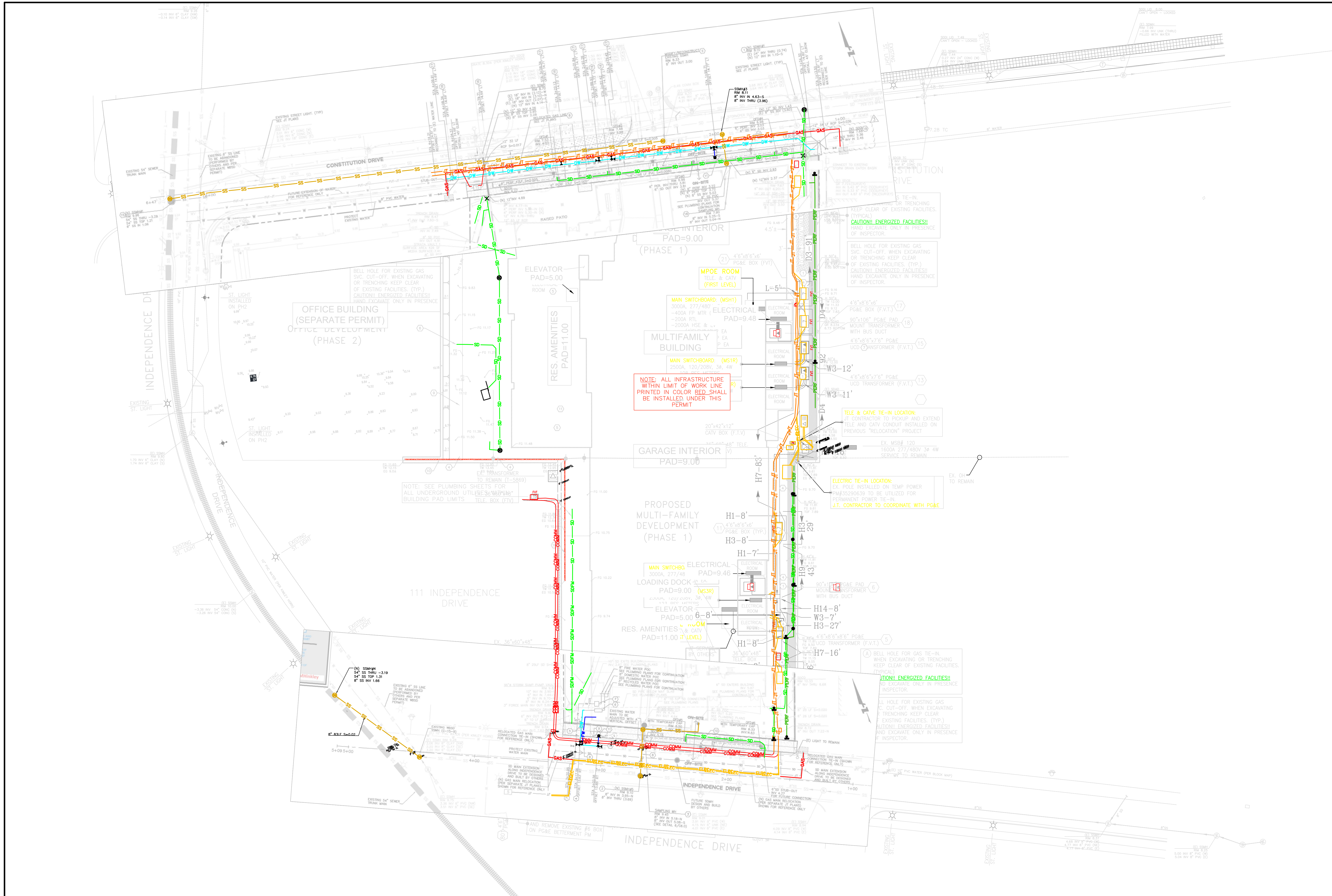
By _____

Final Acceptance by the District Board on _____

MENLO PORTAL AS BUILT

MENLO PARK, CALIFORNIA

UNDERGROUND UTILITY GPS AS-BUILT / GPS DATA COMPILED AND DRAWN BY PRESTON PIPELINES



LINETYPE LEGEND

	STORM DRAIN
	SANITARY SEWER
	DOMESTIC WATER
	FIRE SERVICE
	NATURAL GAS
	ENGINEERED PLAN

SYMBOLS LEGEND

	CATCH BASIN (SDCB)		SANITARY SEWER CLEANOUT		FIRE HYDRANT		CHECK VALVE
	JUNCTION BOX		PIPE STUB		POST-INDICATOR VALVE		ANODE TEST STATION
	AREA DRAIN		STORM DRAIN CLEANOUT		WATER VALVE		BLOW-OFF VALVE
	BUBBLER		WATER LINE REDUCER		DOUBLE DETECTOR CHECK VALVE		AIR RELIEF VALVE
	STORM DRAIN MANHOLE		AUTOMATIC SPRINKLER RISER		BACKFLOW PREVENTION DEVICE		DOMESTIC WATER METER
	SANITARY SEWER MANHOLE		FIRE DEPARTMENT CONNECTION		SINGLE DETECTOR CHECK VALVE		

Preston Pipelines Infrastructure, LLC ("PPI") grants permission to **Greystar ("User")** to use PPI's CAD/CIV files and any PPI provided (collectively the "PPI Files") for reference purposes only. The "PPI Files" were incidental and/or supplementary to PPI's work. User understands and agrees that PPI is not the project warranty, that while the "PPI Files" reflect PPI's understanding of site conditions, they may not depict actual conditions. PPI expressly and unambiguously does not warrant or guarantee the information in the "PPI Files", and that PPI is not responsible for omissions or errors. Once PPI has completed its scope of work, the "PPI Files" may not be used to plan, design, construct and/or remodel any other project or further work. User is solely liable for any damages arising from use of the "PPI Files" and shall defend and indemnify PPI against any claims involving the "PPI Files". Use and/or continued retention of the "PPI Files" by User constitutes acceptance of these terms.

Responsible Charge Engineer
Daniel F. Condon, C 45147
Construction Manager
Director Engineering/Surveying
dcondon@prestonco.com

SCALE = 1" : 30'	
PPI JOB: 21-223	DRAWN BY: JPH
DATE: 10-16-2024	AB-1

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

To: Board of Directors

From: Fariborz Heydari, P.E. District Engineer

Subject: Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permits No. 1617 and 1619 for the Sewer Improvements for Menlo Uptown at 141 Jefferson Drive and 180 & 186 Constitution Drive, Menlo Park, California

Background

The Developer installed a manhole at the connection to the main for Constitution Drive site under Class 3 Permit No. 1617. In addition, the Developer upsized two sections of main sewer, one along Jefferson Drive and one along Chrysler Drive, due to bottlenecks to accommodate the additional flows under Class 3 Permit No. 1619.

Analysis

The Board issued these Permits at the Regular Meeting of April 13, 2022.

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

Recommendation

The District Engineer recommends that the Board accepts these facilities and directs the General Manager to approve Class 3 Permits No. 1617 and 1619.

Attachments: Class 3 Permits (1617 and 1619)
Exhibit A: Site Map

WEST BAY SANITARY DISTRICT

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

Permit Number
1617

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

180 AND 186 CONSTITUTION DRIVE MENLO PARK CA 94025

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

Residential Non-residential Development at said location.

ENGINEER'S

BLF
Name

1730 N. FIRST STREET, SUITE 600
Address SAN JOSE, CA 95112

CONTRACTOR'S

GREYSTAR LP
Name

750 BERKING DRIVE, SUITE 200
Address HOUSTON TX 77057

OWNER'S

CHAD ZAKSKORN CLIFF CPT TH MENLO PARK, LLC
Name

450 SANSOME STREET, SUITE 500
Address SAN FRANCISCO CA 94111

[Signature]
Applicant's Signature

BREAN POOLEE
Signed by - Please Print Name

750 BERKING DRIVE, SUITE 200
Address HOUSTON TX 77057

Receipt of \$ 2,585.00 Application Fee is hereby acknowledged T. Neely 3/23/22
Date

Receipt of \$ 2,000.00 Cash Deposit or Performance Bond

Comments INSTALL ~~XXXXXXXXXXXX~~ NEW SEWER MANHOLE AND CONNECTION
TO SEWER MAIN.

Approved by the District Board on _____.

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Sergio Ramirez, District Manager

Date _____

By _____

Final Acceptance by the District Board on _____.

WEST BAY SANITARY DISTRICT

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

Permit Number
1619

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

141 JEFFERSON DRIVE, MENLO PARK, CA 94025

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

Residential Non-residential Development at said location.

ENGINEER'S

BKF

Name

1730 N. FIRST STREET, SUITE 600
Address SAN JOSE CA 95112

CONTRACTOR'S

GREYSTAR LP

Name

750 BERENGA DRIVE SUITE 200
Address HOUSTON TX 77057

OWNER'S

CHAD ZAKSKORN CLIFF GRP UPTOWN MENLO PARK LLC

Name

450 SANSOME ST. SUITE 500
Address SAN FRANCISCO CA 94111

[Signature]

Applicant's Signature

BRIAN ROOZEE

Signed by - Please Print Name

750 BERENGA DRIVE SUITE 200
Address HOUSTON TX 77057

Receipt of \$ 3,585.00 Application Fee is hereby acknowledged 7. Roozee 3/23/22
Date

Receipt of \$ 2,000.00 Cash Deposit or Performance Bond

Comments INSTALLING (2) NEW 10" SEWER, NEW SEWER MANHOLES AND CONNECTIONS

TO SEWER MAIN. UPSIZING SANITARY SEWER AT CHEVYER DRIVE REMOVE/REPLACE

EXISTING 10" SEWER MAIN WITH 12" SEWER MAIN. UPSIZING SANITARY SEWER AT JEFFERSON DRIVE REMOVE/REPLACE EXISTING 8" MAIN WITH NEW 10" MAIN.

Approved by the District Board on _____.

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Sergio Ramirez, District Manager

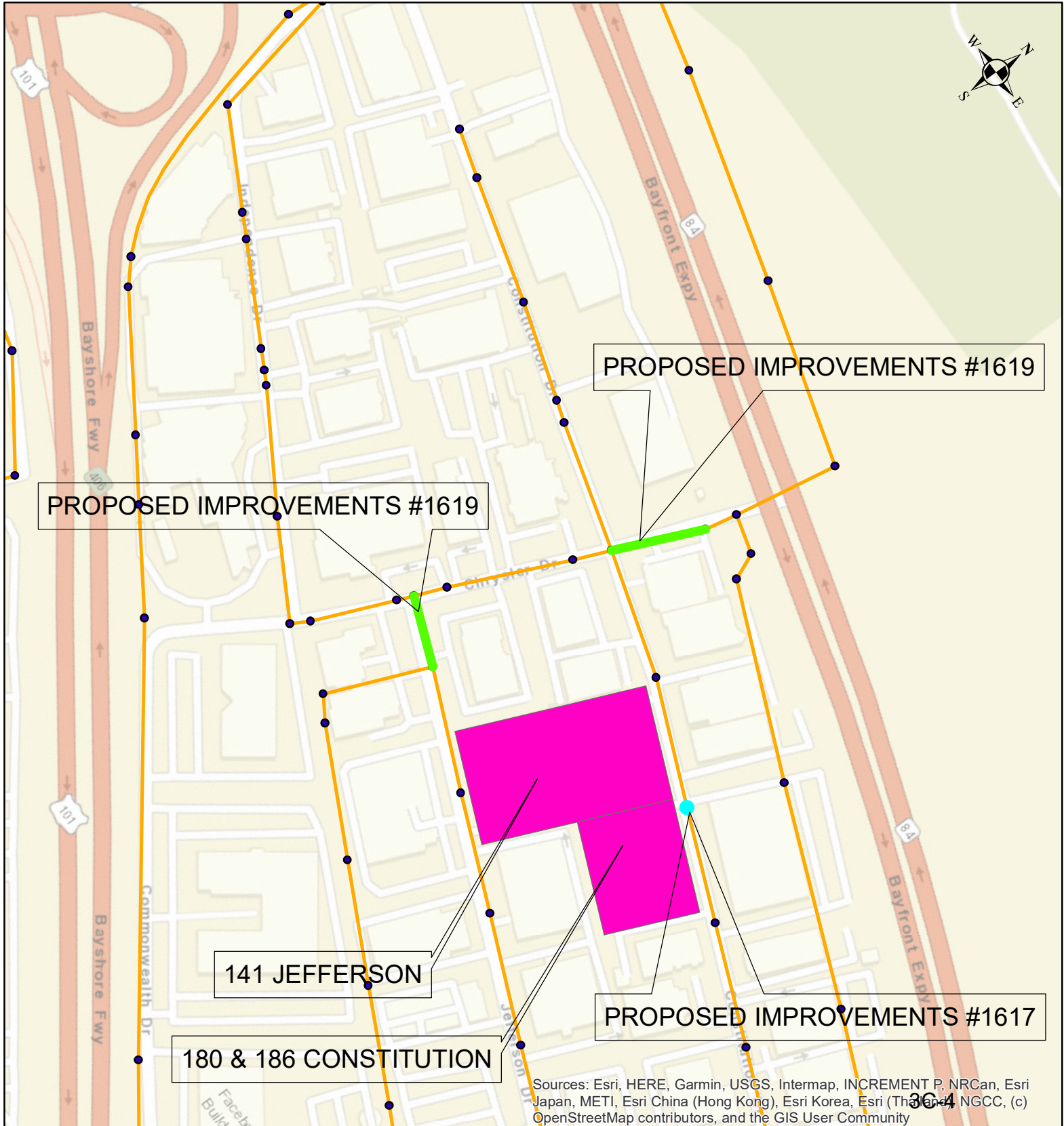
Date _____

By _____

Final Acceptance by the District Board on _____.



WEST BAY SANITARY DISTRICT SITE LOCATION - CLASS 3 #1617 & 1619 180 AND 186 CONSTITUTION DRIVE (#1617) 141 JEFFERSON DRIVE (#1619) MENLO PARK, CA



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (The Netherlands), Esri NGCC, (c) OpenStreetMap contributors, and the GIS User Community



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

To: Board of Directors

From: Fariborz Heydari, P.E. District Engineer

Subject: Consider Authorizing the General Manager to Issue Class 3 Permit 24-198 for 6-inch Sewer Main Replacement at 811 Bay Road, Menlo Park, California

Background

The District has an existing 6-inch mainline along the back side of property line at 811 Bay Road without an easement. The Applicant submitted a Two-Lot Condominium Map to the City of Menlo Park for approval to subdivide this property. As part of approval for this project, the District staff conditioned the project to dedicate a 10' sewer easement to the District and replace the existing 6-inch mainline with a new 6-inch PVC C900.

Analysis

District staff reviewed the plans, profiles, and engineering calculations for the proposed sewer main and it conforms to District requirements. The owner has paid all associated fees.

Fiscal Impact

No impact to the District.

Recommendation

The District Engineer recommends that the District Board direct and authorize the General Manager to issue Class 3 Sewer Permit No. 24-198.

Attachments: Resolution ____ (2024)
Notice of Exemption
Class 3 Permit (24-198)
Pipeline Replacement Plan

RESOLUTION NO. _____ (2024)

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

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: 811 Bay Road Public Sewer Pipeline Replacement

Location: Within a proposed easement along the rear side of property line at 811 Bay Road, Menlo Park, California.

Entity or Person Undertaking Project: Bay Development Investment LLC.

Determination of the District Board:

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

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

N/A

The Board certifies that the Preliminary Review and Notice of Exemption has been prepared and completed in compliance with the California Environmental Quality Act and the State Guidelines.

The Board finds that the project Preliminary Review and Notice of Exemption identifies the following significant effects:

N/A

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

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

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

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

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

_____ Approved

_____ Disapproved

The General Manager of West Bay Sanitary District is directed to prepare a Notice of Exemption pursuant to the provisions of the State Guidelines Implementing the California Environmental Quality Act adopted by Resolution No. 1105 of this District Board. The General Manager is not directed to prepare and file a Statement of Overriding Consideration pertaining to the approval of this project pursuant to the provisions of the same Guidelines.

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 4th day of December 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

Notice of Exemption

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

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

Project Title: 811 Bay Road Public Sewer Pipeline Replacement

Project Location – Specific: Within a proposed easement along the westerly portion of 811 Bay Road, Menlo Park, California.

Project Location – City: Menlo Park **Project Location – County:** San Mateo

Description of Project: Replacement of gravity public sewer pipeline

Name of Public Agency Approving Project: West Bay Sanitary District

Name of Person or Entity Carrying Out Project: Bay Development Investment LLC.

Exempt Status:

CEQA Guidelines Section 15601(b)(3), General Rule;
Categorical Exemption. Class 1 – Section 15301 (b) of the State CEQA Guidelines.
(b) Existing facilities of both investor and publicly-owned utilities used to provide electric power, natural gas, sewerage, or other public utility services.

Reasons why project is exempt:

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

Lead Agency: West Bay Sanitary District

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

Signature Date: _____ Title: General Manager

“PRELIMINARY REVIEW”

811 Bay Road Public Sewer Pipeline Replacement
December 4, 2024

INTRODUCTION. At the December 4, 2024 District Board Meeting, the Board will consider the approval of the Class 3 Sewer Permit for the replacement of a gravity public sewer pipeline within a new easement at 811 Bay Road, Menlo Park; and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by the District at 811 Bay Road, Menlo Park and by Bay Development Investment LLC.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the gravity public sewer pipeline realignment within an easement at 811 Bay Road, Menlo Park was conducted to determine whether the project is exempt from CEQA. Based on this review, staff has concluded that the project is exempt from CEQA under several sections of the guidelines. In summary, the project would not have any significant impacts on the environment because it includes little or no expansion of capacity, and will employ mitigation measures to alleviate any impacts.

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

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

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

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

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

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

near sensitive and unique vegetation, protection and restoration of vegetation, landscaping, and improvements; public health and safety precautions; community notifications; traffic control; and preservation of cultural resources.

Most project elements also are exempt as minor alteration of existing public utilities with negligible or no expansion of use.

Staff has concluded that most project elements are “categorically exempt” under CEQA Guidelines Section 15301 (b) of the State CEQA Guidelines. (b) Existing facilities of both investor and publicly-owned utilities used to provide electric power, natural gas, sewerage, or other public utility services.

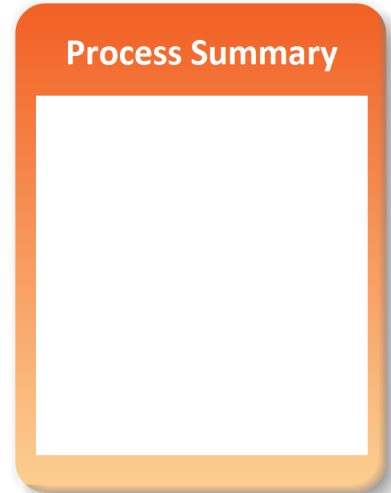
CONCLUSION. Based on the information presented herein, staff has concluded that all of the replacement of the gravity sewer main line is exempt from CEQA under the CEQA Guidelines Section 15061(b)(3) (the General Rule), and that most project elements are also exempt under CEQA Guideline Section 15301 (b).

Permit Details

West Bay Sanitary District

PERMIT NUMBER
24-198

Description: 811 Bay Road / Yuitne Lei			
Type: CLASS 1A SINGLE FAMILY RESIDENCE SFR OPEN TRENCH	Subtype: FULL OPEN TRENCH REPAIR	Status: PAYMENT DUE	Applied: 10/29/2024 EPRS
Parcel No: 062065050	Site Address: 811 BAY RD MENLO PARK,CA		Approved:
Subdivision:	Block:	Lot:	Issued:
Lot Sq Ft: 0	Building Sq Ft: 0	Zoning:	Finalized:
Valuation: \$0.00	Occupancy Type:	Construction Type:	Expired:
No. Buildings: 0	No. Stories: 0	No. Unites: 0	
Details: 811 Bay Road / Yuitne Lei			



ADDITIONAL SITES

CHRONOLOGY

CONDITIONS

CONTACTS

NAME TYPE	NAME	ADDRESS1	CITY	STATE	ZIP	PHONE	FAX	EMAIL
APPLICANT	Vincent Joutain	400 Concar Dr	San Mateo	CA	94402	(415)823-6307		vjoutain@bayredev.us
BUSINESS NAME PAYING FEES	Bay Development Investments LLC	400 Concar Dr	San Mateo	CA	94402	(415)823-6307		vjoutain@bayredev.us
GENERAL CONTRACTOR	Mission Development Group	2310 Homestead Road Ste C1 #128	Los Altos	CA	94024	(408)464-5030		tracy_hsu@yahoo.com
OWNER	BAY DEVELOPMENT INVESTMENTS LLC	400 CONCAR DR	SAN MATEO	CA	94402268 1	(415)823-6307		vjoutain@bayredev.us

FINANCIAL INFORMATION

Permit Details

West Bay Sanitary District

PERMIT NUMBER
24-198

DESCRIPTION	ACCOUNT	QTY	AMOUNT	PAID	PAID DATE	RECEIPT #	CHECK #	METHOD	PAID BY	CLTD BY
CLASS 1A PERMIT	41020100R100101	0	\$490.00	\$0.00						
Total Paid for CLASS 1A PERMIT:			\$490.00	\$0.00						
RESIDENTIAL CONNECTION FEE	41030200R100120	0	\$8,608.00	\$0.00						
Total Paid for RESIDENTIAL CONNECTION FEE:			\$8,608.00	\$0.00						
TOTALS:			\$9,098.00	\$0.00						

INSPECTIONS

INSPECTION TYPE	INSPECTOR	SCHEDULED DATE	COMPLETED DATE	RESULT	REMARKS	NOTES
PROPERTY LINE CLEANOUT 1:00-3:00PM	GSAN					
LATERAL 1:00-3:00PM	GSAN					
SPOT REPAIR 1:00-3:00PM	GSAN					

PARENT PROJECTS

REVIEWS

REVIEW TYPE	REVIEWER	SENT DATE	DUE DATE	RETURNED DATE	STATUS	REMARKS	NOTES

BOND INFORMATION

ATTACHMENTS



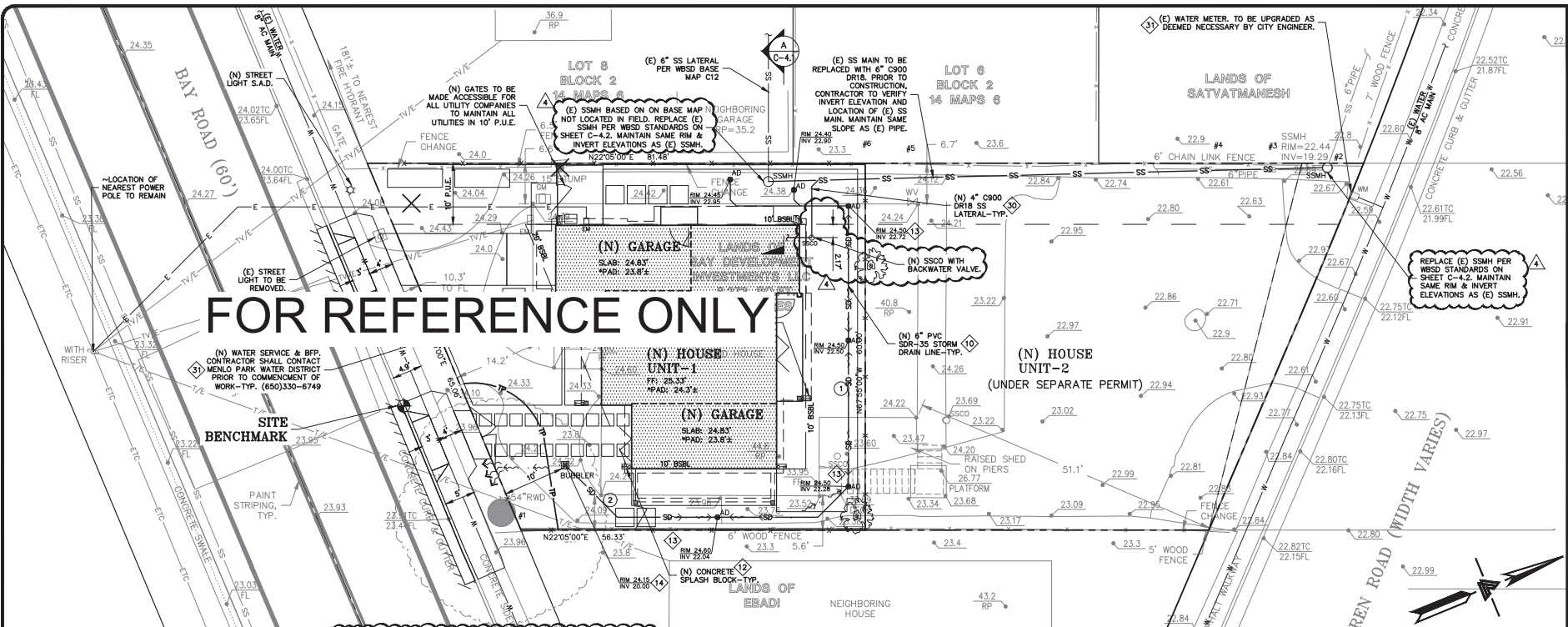
LEA & BRAZE ENGINEERING, INC.
 CIVIL ENGINEERS | LAND SURVEYORS
 REGISTERED PROFESSIONAL ENGINEERS
 1500 INDUSTRIAL PARK WEST
 HAWAII, CALIFORNIA 94545
 (916) 887-4086
 WWW.LEABRAZE.COM

BAY DEVELOPMENT
 811 BAY ROAD
 MENLO PARK, CALIFORNIA
 SAN MATEO COUNTY
 APR. 082-056-050

UTILITY PLAN
 UNIT 1

PLAN CHECK/ISSUE	DATE	BY
PLAN CHECK	2023-02-01	JG
WEST PC	2023-06-13	WA
WEST PC	2024-01-17	WA
WEST PC	2024-04-17	WA

REVISIONS BY
 JOB NO: 2220969
 DATE: 08-23-22
 SCALE: AS NOTED
 DESIGN BY: WA
 CHECKED BY: BY
 SHEET NO:



FOR REFERENCE ONLY

- 10 STORM DRAIN KEYNOTES 10 TO 14
 INSTALL (N) ON-SITE STORM DRAIN SYSTEM. USE MINIMUM 6" PVC (SDR 35) OR HDPE (ADS N-12 W/ SMOOTH INTERIOR WALLS). MAINTAIN 24" MINIMUM COVER AND SLOPED AT 1% MINIMUM AT ALL TIMES UNLESS OTHERWISE NOTED. PROVIDE CLEANOUT TO GRADE AT MAJOR CHANGES IN DIRECTION. AVOID USING 90° BENDS AND INSTEAD USE (2) 45° BENDS AND WYE CONNECTIONS.
- 11 CONSTRUCT (N) EARTHEN SWALE SLOPED AT 1% MINIMUM TOWARDS POSITIVE OUTFALL. SEE DETAIL 3 ON SHEET C-4.2.
- 12 DIRECT DOWNSPUTS TO 24-LONG PRECAST CONCRETE SPLASHBLOCKS OR OTHER HARD SURFACE. DIRECT AWAY FROM ANY STRUCTURE AND TOWARDS POSITIVE DRAINAGE. SEE DETAIL 1 ON SHEET C-4.1.
- 13 INSTALL (N) 4" DIAMETER HEAVY DUTY PLASTIC BLACK GRATE IN LANDSCAPE OR PLANTER AREAS (NDS PART 78 OR 90 FOR 6" DIAMETER HEAVY DUTY PLASTIC BLACK GRATE). SEE DETAIL 2 ON SHEET C-4.1.
- 14 INSTALL (N) 4" CHRISTY V-24-BUBBLER BOX. SEE DETAIL DR-18 ON SHEET C-4.1.

- 30 UTILITIES KEYNOTES 30 TO 32
 INSTALL (N) SANITARY SEWER LATERALS. USE 4" C900 (DR-18) SLOPED AT 2% MINIMUM. CONNECT TO (E) SEWER MAIN AS SHOWN. PROVIDE CLEANOUT TO GRADE AT BUILDING AND BEHIND PROPERTY LINE AND AT MAJOR CHANGES IN DIRECTION AS SHOWN. CONNECT PER DISTRICT STANDARDS. SEE DETAIL 6 ON SHEET C-4.2.
- 31 CONNECT (N) WATER SERVICE PER WATER DISTRICT STANDARDS. UPGRADE (E) WATER METER PER WATER DISTRICT STANDARDS AS APPLICABLE.
- 32 INSTALL (N) 2" MINIMUM SERVICE LINE TO (N) RESIDENCE OR AS DIRECTED BY FIRE SPRINKLER DESIGNER.
- 33 INSTALL (N) JOINT TRENCH FOR SERVICES INCLUDING GAS, CATV & ELECTRIC FROM NEAREST POINT OF CONNECTION. DESIGN BY OTHERS.

- ### STORM DRAIN PIPES
- 1 ~46' LF 6" PVC SD PIPE AT 1.0% MIN SLOPE.
 - 2 ~52' LF 6" PVC SD PIPE AT 1.0% MIN SLOPE.
 - 3 ~46' LF 6" PVC SD PIPE AT 1.0% MIN SLOPE.
 - 4 ~50' LF 6" PVC SD PIPE AT 1.0% MIN SLOPE.

ENCROACHMENT PERMIT FOR CONSTRUCTION IN THE STREET REQUIRED
 CONSTRUCTION CONDUCTED IN THE CITY RIGHT-OF-WAY MUST HAVE A PERMIT FOR CONSTRUCTION IN THE STREET THAT MUST BE OBTAINED FROM THE PUBLIC WORKS DEPARTMENT PRIOR TO COMMENCEMENT OF WORK. ANY CONSTRUCTION WITHIN THE PUBLIC RIGHT-OF-WAY, EASEMENTS, OR OTHER PROPERTY CONTROLLED BY THE CITY/TOWN/COUNTY MUST CONFORM TO STANDARDS ESTABLISHED IN THE CITY STANDARD SPECIFICATIONS FOR THE UTILITIES DEPT. AND THE PUBLIC WORKS DEPT.

CONTRACTOR TO CONTACT USA 48 HOURS PRIOR TO CONSTRUCTION/EXCAVATION IN THE RIGHT-OF-WAY.

ANY/ALL PUBLIC IMPROVEMENTS THAT ARE DAMAGED BY THE OWNER OR HIS/HER CONTRACTOR WHILE WORKING ON THIS PROJECT WILL BE THE RESPONSIBILITY OF THE OWNER TO REPAIR, RESTORE, OR REPLACE IN KIND. REPLACEMENT, REPAIR, OR RESTORATION WORK MUST BE IN COMPLIANCE WITH THE CITY STANDARD SPECIFICATIONS FOR CONSTRUCTION IN THE PUBLIC RIGHT-OF-WAY.

NOTE:
 ALL EARTHWORK AND SITE DRAINAGE, INCLUDING EXCAVATION FOR THE BASEMENT, EXCAVATIONS FOR DRILLED PIER FOUNDATIONS, PLACEMENT OF ENGINEER FILL, PREPARATION OF SUBGRADE BENEATH THE BASEMENT MAT AND ANY AT GRADE SLAB, BASEMENT RETAINING WALL, BACKFILL AND FINAL SURFACE DRAINAGE INSTALLATION SHOULD BE PERFORMED IN ACCORDANCE WITH THE GEOTECHNICAL REPORT. THE SOIL ENGINEER SHOULD BE PROVIDED AT LEAST 48 HOURS ADVANCE NOTIFICATION OF ANY EARTHWORK OPERATIONS AND SHOULD BE PRESENT TO OBSERVE AND TEST, AS NECESSARY, THE EARTHWORK AND FOUNDATION INSTALLATION PHASES OF THE PROJECT.

ARBORIST NOTE:
 THE PROJECT ARBORIST SHALL BE PRESENT AT ALL TIMES DURING CONSTRUCTION OF IMPROVEMENTS ADJACENT TO EXISTING HERITAGE TREES. ADDITIONAL RECOMMENDATIONS FOR TREE PROTECTION WILL FURNISHED IN THE FIELD AND SUBJECT TO PUBLIC WORKS WHERE REQUIRED.

WATER NOTE
 PRIOR TO CONSTRUCTION, CLIENT/CONTRACTOR TO CONTACT MENLO PARK MUNICIPAL WATER (MPMW) @ 650-330-6750 TO DETERMINE SUFFICIENCY OF SIZE OF THE EXISTING SERVICE LATERAL.

SEWER NOTE
 PRIOR TO CONSTRUCTION, CLIENT/CONTRACTOR TO VERIFY LOCATION OF (E) SANITARY SEWER. INVERT, SIZE, & MATERIAL. PROVIDE VIDEO TAPE TO VERIFY INTEGRITY. CONTACT WEST BAY SANITARY SEWER DISTRICT @ 650-321-0384 AS NECESSARY. A WBSD PERMIT SHALL BE PROCURED PRIOR TO CONNECTING PRIVATE SERVICES TO THE PUBLIC SEWER MAINS.

REQUIRED DRAINAGE INSPECTIONS
 THE CITY OF MENLO PARK REQUIRES LEA & BRAZE ENGINEERING, INC. TO INSPECT ALL STORM DRAINAGE AS IT IS INSTALLED. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT LEA & BRAZE ENGINEERING, INC. PRIOR TO START OF CONSTRUCTION TO SET UP A PRE-CONSTRUCTION MEETING, AND TO CALL AT LEAST 48 HOURS IN ADVANCE OF ANY INSPECTIONS. PIPES ARE TO REMAIN UNCOVERED UNTIL AN INSPECTION OCCURS.

POINT OF CONTACT:
 PETER CARLINO
 (510)887-4086 pcarlino@leabraze.com

NOTE:
 FOR CONSTRUCTION STAKING SCHEDULING OR QUOTATIONS PLEASE CONTACT ALEX ASABA AT LEA & BRAZE ENGINEERING (510)887-4086 EXT 116.
 aasaba@leabraze.com

BUILDING PAD NOTE:
 ADJUST PAD LEVEL AS REQUIRED. REFER TO STRUCTURAL PLANS FOR SLAB SECTION OR CRAWL SPACE DEPTH TO ESTABLISH PAD LEVEL.



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

To: Board of Directors

From: Fariborz Heydari, P.E. District Engineer

Subject: Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 24-198 for Proposed Sewer Easement for 811 Bay Road, Menlo Park, California

Background

The District has an existing 6-inch mainline along the westerly portion of property line at 811 Bay Road without an easement. The Applicant submitted a Two-Lot Condominium Map to the City of Menlo Park for approval to subdivide this property. As part of approval for this project, the District staff conditioned the project to dedicate a 10' sewer easement to the District and replace the existing 6-inch mainline with a new 6-inch PVC C900.

Recommendation

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

Attachments: Resolution _____ (2024)
Grant Deed of Easement

RESOLUTION NO. ____ (2024)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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

Bay Development Investment LLC.

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 4th day of December, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

RECORDING REQUESTED BY:
WEST BAY SANITARY DISTRICT

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

Title Order No. N/A
Escrow No. N/A
Parcel No. 062-065-050

GRANT DEED OF EASEMENT

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

- DOCUMENTARY TRANSFER TAX is \$0 CITY TAX is \$0 DEED TO PUBLIC AGENCY
- computed on the full value of the property conveyed, or
- computed on full value less value of liens or encumbrances remaining at the time of sale,
- this is a conveyance of an easement and the consideration and value is less than \$100, R & T 11911 & R&T 11922.
- Unincorporated area of San Mateo County City/Town of _____

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

Bay Development Investment LLC.

Hereby GRANT(S) to:

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

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

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

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

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

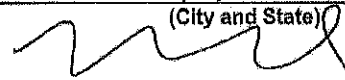
LEGAL DESCRIPTION ATTACHED HERETO AS EXHIBITS "A" AND "B" MADE A PART HEREOF

Also Known As: **811 Bay Road, Menlo Park**

Assessor's Parcel Number: **062-065-050**

Executed on November 6, 2024 at Redwood City, CA

Melinda Kao
Printed Name


Signature

Executed on _____ at _____
(City and State)

Printed Name

Signature(s)

(ATTACH NOTARY CERTIFICATE)

CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

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

State of California

County of SAN MATEO

On 6 NOV 2024 before me, KENT CHU, Notary Public,
(Here insert name and title of the officer)

personally appeared MELINDA KAO,

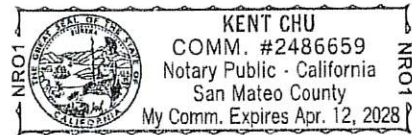
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s),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

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

WITNESS my hand and official seal.

Signature of Notary Public

(Notary Seal)



ADDITIONAL OPTIONAL INFORMATION

INSTRUCTIONS FOR COMPLETING THIS FORM

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

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

DESCRIPTION OF THE ATTACHED DOCUMENT

GRANT DEED OF EASEMENT
(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

(Additional information)

CAPACITY CLAIMED BY THE SIGNER

Individual (s)
 Corporate Officer

(Title)

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



**County of San Mateo
TRANSFER TAX AFFIDAVIT**

DTT AFFIDAVIT

Per San Mateo County Ordinance Code 2.93.050

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

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

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

1. LOCATION OF PROPERTY: Assessor's Parcel Number: 062 - 065 - 050 City: Menlo Park
Street Address: 811 Bay Rd Document To Be Recorded: EASEMENT

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

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

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

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

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

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

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

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

Name of the Donor: _____

Name of the Donee: _____

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

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

Signature of Donor: _____ Print Donor Name: _____ Donor Phone: _____
SIGNATURE ON REVERSE STILL REQUIRED.

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

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

TRANSFER TAX AFFIDAVIT, pg. 2

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

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

c. Name of Trustor(s): _____

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

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

Attach additional page(s) if necessary.

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

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

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

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

Entity ownership documentation is required if you are a:

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

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

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

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

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

A) Consideration paid or value. \$ _____

B) Full cash value. Less liens.

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

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

E) Tax due. \$ N/A

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

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

Signature of Transferee: _____

Print Name: _____

Address of Transferee: _____

Phone Number of Transferee: ()

Signature of Transferor: Melinda Kao

Print Name: Melinda Kao

Address of Transferor: 400 Concar Drive

Phone Number of Transferor: (510) 828-9156

Place of Execution: (City, County, State where executed.) San Mateo, San Mateo county, CA

Date of Execution: 11/6/2024

EXHIBIT "A"
LEGAL DESCRIPTION FOR
WEST BAY SANITARY SEWER EASEMENT
811 BAY ROAD, MENLO PARK

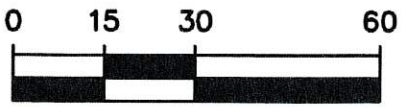
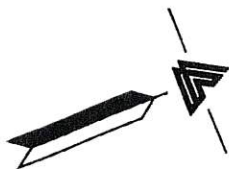
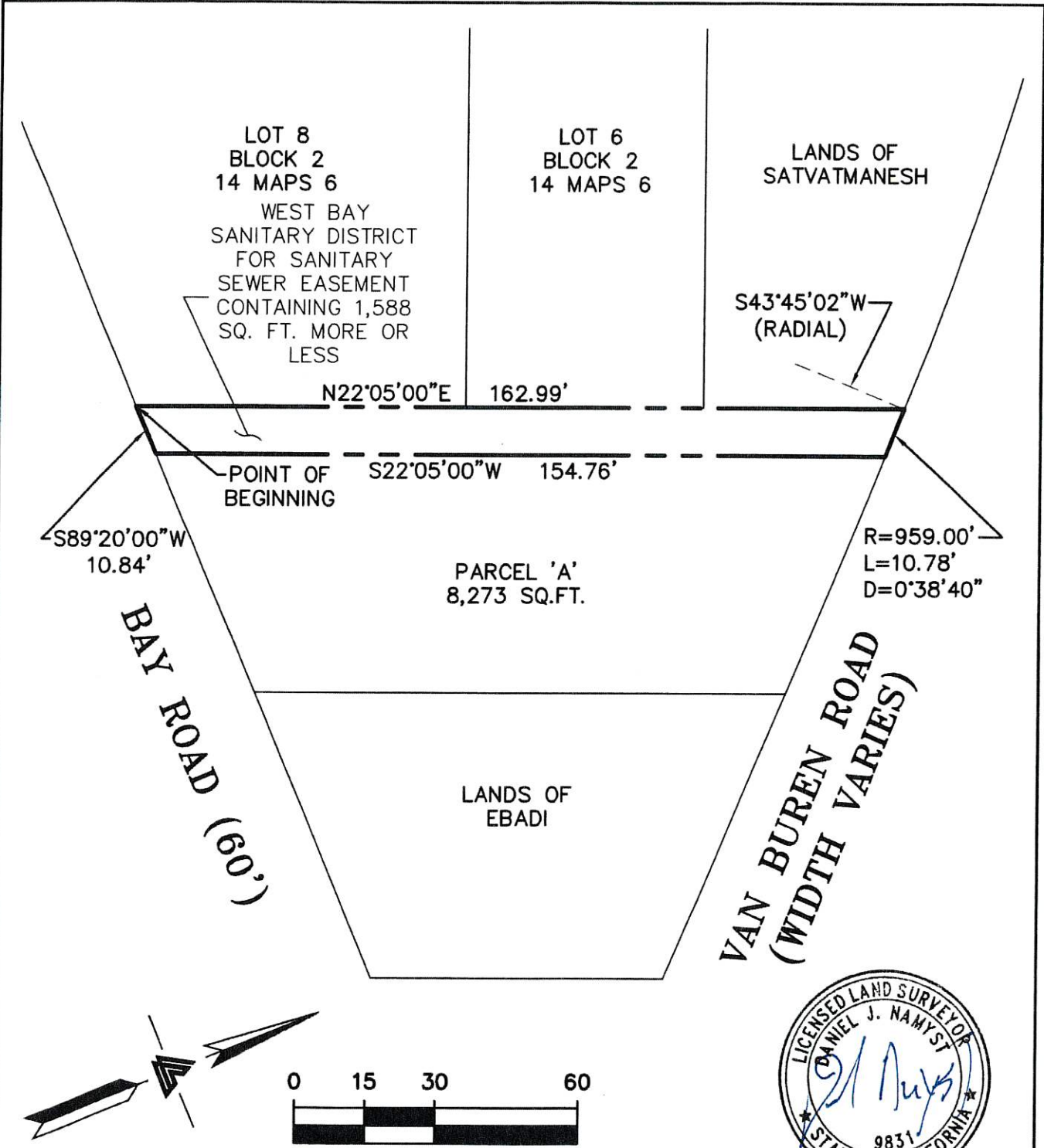
All that certain real property, situate in the City of Menlo Park, County of San Mateo, State of California, being a portion of Parcel A, as shown on that certain Parcel Map, filed for record _____, 2024 in Book _____, of Parcel Maps _____, of San Mateo County Records, as shown on Exhibit "B", attached hereto and made a part hereof, more particularly described as follows:

Beginning at the Southwest corner of said Parcel A on the northerly right of way of Bay Road (60 feet wide), as shown on said map, thence along the westerly line of Parcel A, North 22°05'00" East, 162.99 feet to the northwest corner of Parcel A, said corner also being on the curved southerly line of Van Buren Road (width varies), thence along a non-tangent curve to the right having a radius of 959 feet, bears a radial of South 43°45'02" West, through a central angle of 0°38'40" and an arc distance of 10.78 feet; thence leaving said right of way South 22°05'00" West, 154.76 feet to the said northerly right of way of Bay Road, thence along said right of way South 89°20'00" West, 10.84 feet to the **Point of Beginning**.

Containing 1,589 square feet, more or less.

END OF DESCRIPTION





SCALE: 1" = 30'



10-18-2024



LEA & BRAZE ENGINEERING, INC.

CIVIL ENGINEERS • LAND SURVEYORS
 BAY AREA REGION 2495 INDUSTRIAL PKWY WEST HAYWARD, CALIFORNIA 94545 (P) (510) 887-4086 (F) (510) 887-3019 WWW.LEABRAZE.COM
 SACRAMENTO REGION 3017 DOUGLAS BLVD, # 300 ROSEVILLE, CA 95661 (P) (916)966-1338 (F) (916)797-7363

EXHIBIT "B"
PLAT TO ACCOMPANY LEGAL DESCRIPTION FOR WEST BAY SANITARY SEWER EASEMENT 811 BAY ROAD MENLO PARK, CALIFORNIA

JOB NO 2221199

SCALE: 1" = 30'



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

To: Board of Directors

From: Fariborz Heydari, P.E. District Engineer

Subject: Consider Resolution Accepting Deed of Easement Pursuant to Class 5 Sewer Permit No. 18033 for the Construction of Wastewater Facilities for 35 Possum Lane, Portola Valley, California

Background

The District requires an easement to maintain the flow from a grinder pump system that serves 35 Possum Lane. The easement includes ingress and egress to the location of the grinder pump system and is conforming to District specifications.

Recommendation

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

Attachments: Resolution _____(2024)
Grant Deed of Easement

RESOLUTION NO. ____ (2024)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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

Alon Krashinsky and Jennifer Liu

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 4th day of December, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

RECORDING REQUESTED BY:
WEST BAY SANITARY DISTRICT

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

Title Order No. N/A
Escrow No. N/A
Parcel No. 077-051-030

GRANT DEED OF EASEMENT

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

- DOCUMENTARY TRANSFER TAX is \$0 CITY TAX is \$0 DEED TO PUBLIC AGENCY
- computed on the full value of the property conveyed, or
- computed on full value less value of liens or encumbrances remaining at the time of sale,
- this is a conveyance of an easement and the consideration and value is less than \$100, R & T 11911 & R&T 11922.
- Unincorporated area of San Mateo County City/Town of _____

FOR NO CONSIDERATION, receipt of which is hereby acknowledged, I (we)
Alon Krashinsky and Jennifer Liu

Hereby GRANT(S) to:

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

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

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

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

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

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

Also Known As: **35 Possum Ln**
Assessor's Parcel Number: **077-051-030**

Executed on August 29, 2024 at Portola Valley, CA
(City and State)
Alon Krashinsky _____
Printed Name Signature

Executed on August 29, 2024 at Portola Valley, CA
(City and State)
Jennifer Liu _____
Printed Name Signature(s)

(ATTACH NOTARY CERTIFICATE)

→ See Attached Acknowledgement 3F-3T

ACKNOWLEDGMENT

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

State of California)
County of San Mateo)

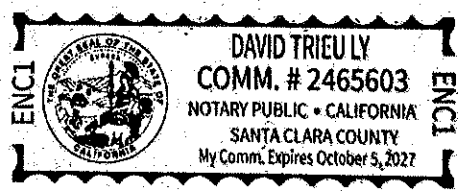
On August 29, 2024 before me, David Trieu Ly, Notary Public
(insert name and title of the officer)

personally appeared Alon Ralph Krashinsky, Jennifer Lin Liu
who proved to me on the basis of satisfactory evidence to be the person(s) whose
name(s) ~~is~~ are subscribed to the within instrument and acknowledged to me that
~~he~~ ~~she~~ they executed the same in ~~his~~ ~~her~~ their authorized capacity(ies), and that by
~~his~~ ~~her~~ their signature(s) on the instrument the person(s), or the entity upon behalf
of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

David Trieu Ly
Notary Public Signature



(Seal)

OPTIONAL INFORMATION

DOCUMENT

Grant Deed of Easement
(name or type of document)

(number of pages)

(document date)

SIGNER CAPACITY

(capacity claimed by the signer)

NOTICE
THE NOTARY PUBLIC DOES NOT
CERTIFY THE AUTHORIZED
CAPACITY OF THE SIGNER



**County of San Mateo
TRANSFER TAX AFFIDAVIT**

DTT AFFIDAVIT

Per San Mateo County Ordinance Code 2.93.050

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

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

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

1. LOCATION OF PROPERTY: Assessor's Parcel Number: 077 - 051 - 030 City: Portola Valley
Street Address: 35 Possum Ln Document To Be Recorded: EASEMENT

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

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

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

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

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

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

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

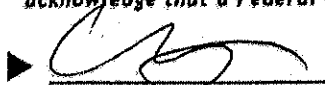
4. IS THIS A GIFT IN WHOLE OR IN PART? Yes No (If yes, give a complete explanation.)

Name of the Donor: _____

Name of the Donee: _____

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

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



Signature of Donor:
SIGNATURE ON REVERSE STILL REQUIRED.

Alon Krashinsky

Print Donor Name:

408 3489272

Donor Phone:

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

Initial here: AK

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

TRANSFER TAX AFFIDAVIT, pg. 2

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

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

c. Name of Trustor(s): _____

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

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

Attach additional page(s) if necessary.

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

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

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

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

Entity ownership documentation is required if you are a:

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

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

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

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

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

A) Consideration paid or value. \$ _____

B) Full cash value. Less liens.

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

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

E) Tax due. \$ N/A

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

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

Signature of Transferee: _____

Print Name: _____

Address of Transferee: _____

Phone Number of Transferee: _____

Signature of Transferor: _____

Alou Krashinsky
Print Name

35 Possum Lane, Portola Valley, CA 94028
Address of Transferor:

(415) 348 9272
Phone Number of Transferor:

Portola Valley, Santa Mateo, CA
Place of Execution: (City, County, State where executed.)

August 29, 2024
Date of Execution

→ See Attached Acknowledgement

ACKNOWLEDGMENT

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

State of California)

County of San Mateo)

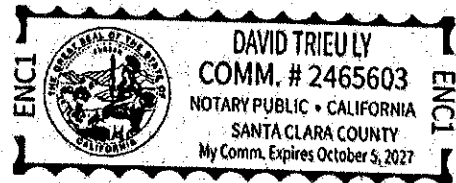
On August 29, 2024 before me, David Trieu Ly, Notary Public
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

David Trieu Ly
Notary Public Signature



(Seal)

OPTIONAL INFORMATION

DOCUMENT

Transfer Tax Affidavit
(name or type of document)

(number of pages)

(document date)

SIGNER CAPACITY

(capacity claimed by the signer)

NOTICE
THE NOTARY PUBLIC DOES NOT
CERTIFY THE AUTHORIZED
CAPACITY OF THE SIGNER



EXHIBIT "A"
LEGAL DESCRIPTION FOR
INGRESS/EGRESS AND MAINENANCE EASEMENT

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, being a portion of Lot 8 as shown on that certain Tract Map No. 871 entitled "Corte Madera Acres", filed for record on September 1, 1959, in Book 52 of Maps, at page 11, San Mateo County Records, State of California, and being more particularly described as follows:

COMMENCING at the northwesterly corner of said Lot 8, said corner being on the southerly right of way line of Possum Lane, as shown on said map;

Thence along said right of way line, South 74°50'00" East, 122.58 feet to the **POINT OF BEGINNING**;

Thence continuing along said right of way line, South 74°50'00" East, 50.00 feet;

Thence leaving said right of way line along the following three (3) courses:

1. South 15°10'00" West, 50.00 feet;
2. North 74°50'00" West, 50.00 feet;
3. North 15°10'00" East, 50.00 feet to said right of way line and the **POINT OF BEGINNING**.

Containing a total 2,500 square feet, more or less.

A plat showing the above described parcel is attached hereto and made a part hereof.

David C. Jungmann, PLS 9267



08/30/2024

Date

END OF DESCRIPTION

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

To: Board of Directors

From: Fariborz Heydari, P.E. District Engineer

Subject: Consider Accepting Wastewater Facilities Constructed Pursuant to Class 3 Sewer Permit No. 18032 for the Construction of Force Main Extension, and Class 5 Permit No. 18033 for the Construction of Wastewater Facilities for 35 Possum Lane, Portola Valley, California

Background

These permits requests were for the extension of the existing force main, and construction of a Grinder Pump System connected to a WBSD force main (FM) constructed as part of this project located on Possum Lane in Portola Valley.

Analysis

The Board issued these Permits at the Regular Meeting of August 9, 2023.

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

Recommendation

The District Engineer recommends that the Board accepts these facilities and directs the General Manager to approve Class 3 Permit No. 18032 and Class 5 Permit No. 18033.

Attachments: Class 3 Permit (18032)
Class 5 Permit (18033)
Site Map



WEST BAY SANITARY DISTRICT

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

Connection Record:
18032

Status:

Connection Record

CONNECTION RECORD FOR A CLASS 3 SEWER PERMIT

LEGAL DESCRIPTION		TYPE OF WORK TO BE DONE	
35	Possum Ln.	Connection Type: Other	
Portola Valley		Permit Type: New - Open Trench	
APN: 077-051-030	Permit : 3 Class 3 Construction	Bld Permit No:	Jurisdiction: Portola Valley
OWNER	Name: Alon Krashinsky	SEWER CONTRACTOR	Contact: Hal Nelson
	C/O :		E-Mail:
	E-Mail		Company: O. Nelson & Son
	Address: 35 Possum Ln.		Address: 3355 Tripp Road
	City: Portola Valley CA 94028-		City: Woodside CA 94062-
	Phone/Cell: (408) 348-9272		Phone/Cell: (650) 444-3600 () -
GENERAL CON.	Contact: Dennis Balling	E-Mail:	
	Company DJ Balling Construction		
	Address: 37530 Enterprise Ct. #1	City: Newark CA 94555-3624	
	Phone/Cell: (510) 713-3624 (510) 714-2022	Fax: () -	

Comments:
 Mainline extension.

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



WEST BAY SANITARY DISTRICT

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

Connection Record: 18033

Status:

Connection Record

CONNECTION RECORD FOR A CLASS 5 SEWER PERMIT

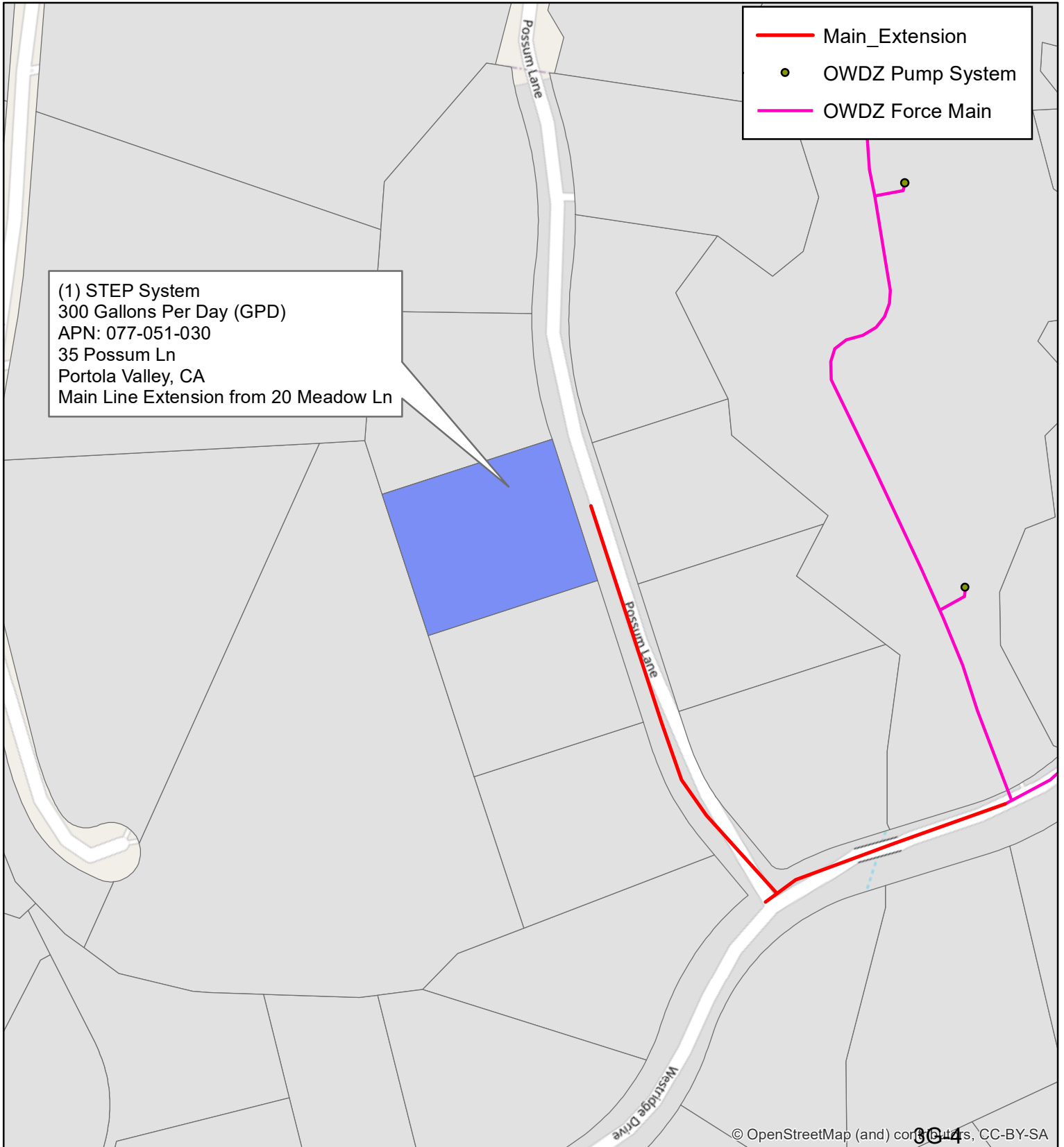
LEGAL DESCRIPTION	TYPE OF WORK TO BE DONE														
35 Possum Ln. Portola Valley	Connection Type: Other Permit Type: New - Open Trench														
APN: 077-051-030 Permit : 5 STEP & GRINDER	Bld Permit No: Jurisdiction: Portola Valley														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg); text-align: center;">OWNER</td> <td>Name: Alon Krashinsky</td> </tr> <tr> <td>C/O :</td> </tr> <tr> <td>E-Mail</td> </tr> <tr> <td>Address: 35 Possum Ln.</td> </tr> <tr> <td>City: Portola Valley CA 94028-</td> </tr> <tr> <td>Phone/Cell: (408) 348-9272</td> </tr> </table>	OWNER	Name: Alon Krashinsky	C/O :	E-Mail	Address: 35 Possum Ln.	City: Portola Valley CA 94028-	Phone/Cell: (408) 348-9272	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg); text-align: center;">SEWER CONTRACTOR</td> <td>Contact: Hal Nelson</td> </tr> <tr> <td>E-Mail:</td> </tr> <tr> <td>Company: O. Nelson & Son</td> </tr> <tr> <td>Address: 3355 Tripp Road</td> </tr> <tr> <td>City: Woodside CA 94062-</td> </tr> <tr> <td>Phone/Cell: (650) 444-3600 () -</td> </tr> </table>	SEWER CONTRACTOR	Contact: Hal Nelson	E-Mail:	Company: O. Nelson & Son	Address: 3355 Tripp Road	City: Woodside CA 94062-	Phone/Cell: (650) 444-3600 () -
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GENERAL CON.		Contact: Dennis Balling	E-Mail:												
		Company DJ Balling Construction													
		Address: 37530 Enterprise Ct. #1	City: Newark CA 94555-3624												
	Phone/Cell: (510) 713-3624 (510) 714-2022	Fax: () -													

Comments:
STEP System installation

For Non-residential Calculations Only	Fees Due:	Subtotal (Conn. Fee)
Commercial = 0.00 gpd	Connection Fee: \$12,910.00	\$12,910.00
Code:	Less Conn. Fee Credit: \$0.00	Reimbursement Fee: \$130,066.40
Rate: \$0.00	Agreement Name: Carano	Permit Fee: \$5,660.00
I/I Fee \$0.00		TV Inspection Fee: \$0.00
Subtotal (Non-residential) \$0.00		Misc: \$0.00
		Total Fees Due \$148,636.40



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
35 POSSUM LANE
PORTOLA VALLEY, CA
STEP SYSTEM





**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4**

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: General Manager's Report

1) Administrative:

- a. The Succession Plan conducted by CPS HR Consulting was discussed on November 13, 2024 during the Board meeting.
- b. The draft EV plan was presented to the Board on November 13, 2024 during the Board meeting.

2) Finance:

- a. The District received the first Bayfront Recycled Water Facility reimbursement check for \$832,801.00 from State's SRF program.
- b. The draft Financial Audit report will be reviewed by the Finance Committee on December 3, 2024 prior to bringing it to the full Board.

3) CIP Projects:

a. Capital Improvement Program (CIP):

- i. Casey Construction continues to rehabilitate Willow Road Pump Station. Most of the work has been completed. The remaining item to be done is the installation of the new standby generator.

b. Levee Improvement Project:

- i. Anderson Pacific is working on the second phase of the levee project.

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 completed.

d. Telemetry Replacement Project:

- i. Blocka Construction has begun the Telemetry Replacement Project. The project includes replacing the alarm and remote monitoring systems at twelve pump station sites.

4) Information Technology (IT):

- a. Staff continues to work with the City of East Palo Alto to update its database for their sanitary district.

- 5) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. District Crews responded to a service call on Santa Cruz Ave. in Menlo Park regarding a PG&E pole inside of a fifteen-inch Asbestos Cement Sewer main.
 - b. **Pump Facilities:**
 - i. Field site visits have been conducted by Blocka Construction and parts have been ordered for the telemetry project.
 - c. **Training:**
 - i. Harassment training is scheduled for December.
- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. The annual 2025 O&M budget projections were submitted to SHGCC on November 19. The O&M costs are expected to rise 10.5% approximately or from \$671,950 to \$742,100 per year. The 10.5% increase is due to PG&E increases and insurance costs.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. The Parkline - SRI developer inquired about the recycled water pipeline for their project. The District may consider fast tracking the design.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. Staff will draft a staff report to add vehicles to the fleet to support the East Palo Alto interagency agreement.
- 8) **Personnel:**
 - i. Recruitment for an Engineering Technician has begun. The recruitment is on several platforms including CalOpps.org, GovernmentJobs.com, and Indeed.
- 9) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesdays, December 11 and December 18, 2024.
- 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:** Staff continue to maintain the collection system and contribute to CIP recommendations.
 - c. **Town of Woodside:** Staff continues to maintain the Town's pump stations and collection system.
 - d. **East Palo Alto:** On November 7, West Bay crews responded to a sewer spill at the corner of Clark Avenue and Donohoe Street. When they arrived, they found a six-inch clay sewer main pipeline to be collapsed. They immediately began to repair the pipe in order to reinstate sewer service for the neighborhood.



WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*
Sergio Ramirez, General Manager

Subject: *Consider Approving Resolution Adopting FY 2024-25 Budget*

Background

The District held a Budget Workshop on May 1, 2024 to work on the development of the fiscal year 2024-2025 (FY 2024-25) Budget. Based on initial District estimates and updated information the Budget Report was developed, in conformity with the format prescribed by the provisions of Governmental Accounting Standards. On June 12, 2024 the Board approved the FY 2024-25 budget.

On July 24, 2024 the District signed a five year agreement with the City of East Palo Alto to provide services for the East Palo Alto Sanitary District's (EPASD) 35 miles of gravity sewer pipelines. In October 2024, District staff began performing services included in the agreement. At the November 13, 2024 board meeting, the Board requested the budget be revised to include the contract with EPASD. A preliminary budget was reviewed by the Finance Committee on November 19, 2024.

The revised detailed FY 2024-25 Budget Report is included for the Board's review and approval. Each fund is recorded separately to better view the primary operations and other activities in the; General, Capital, SVCW, Solid Waste, and Recycled Water Funds. The consolidated budget includes all District Funds. The General, Capital, and SVCW Funds combined comprise Collections Operations and are reported in the aggregate. Only the General and Capital Funds have been revised, since the original budget approval.

The District has received more current information on budget items. Below is a summary of the changes made since the Board approved the initial proposed budget at the Budget Workshop.

- **Collections: General, Capital, SVCW Funds**
 - **Revenue:**
 - Total revenue increased 3% from the original approved budget FY 2024-25. The revised budget revenue is 5% greater than FY 2023-24 budget.
 - Other Services increased \$1,090,449 for nine months of services, increasing Other Services by 134%.

○ **Expenditures:**

- Total expenditures increased \$1,089,631 or 6% from the original approved budget.
 - Salaries and benefits increased 6% from the original budget, with the addition of seven staff.
 - 5 Maintenance Workers
 - 2 Supervisors (CCTV & Maintenance)
 - 1 CCTV Technician
 - 2 Maintenance Workers
 - 1 Engineer Technician
 - 1 Construction Inspector
 - Materials & Supplies increased 12% from the original budget. This includes fuel and operating supplies.
 - Other Operating Expenses, including personal protective equipment, staff development, and training, increased 2%.
 - Other items were flat or had 1% increases.

○ **Capital**

- Three vehicles for \$712,000 were added for the additional staff, increasing the fleet budget by 88% and the overall capital budget by 3%. The \$27,396,500 in total new capital for FY 2024-25, is a 15% increase from FY 2023-24 budget.
 - Ford Maverick, \$35k, for Construction Inspector
 - US Jetter, \$200k, for new Maintenance Crew
 - CCTV Unit, \$480, for CCTV Crew

Financial Statements Summary:

The following is a summary of the FY 2024-25 Revised Budget, compared with the FY 2023-24 Budget.

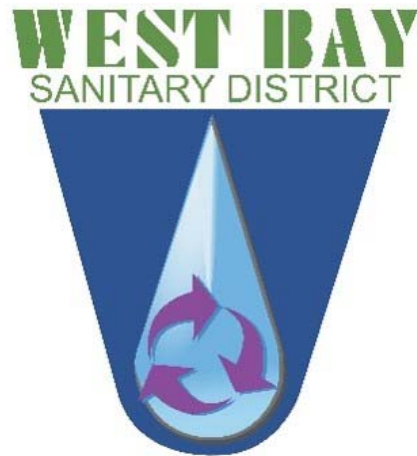
Combining Statements	Revised Combined Budget FY 2024-25	Original Approved Budget FY 2024-25	Change Original Budget	Change Prior Year
Operating Revenues	35,667,468	34,577,019	1,090,449	1,753,001
Operating Expenses	(18,583,448)	(17,493,817)	(1,089,631)	(2,104,185)
SVCW	(18,540,559)	(18,540,559)	-	(5,549,711)
Operating Income (Loss)	(1,456,539)	(1,457,357)	818	(5,900,895)
Non-Operating Rev/Exp	1,021,838	1,021,838	-	143,942
Items	(434,701)	(435,518)	818	(5,756,953)
Pension Adjustment (GASB 68)	-	-	-	-
Recycled Water Fund: Capital Contribution	662,900	662,900	-	-
Capital Fund: Connection Fees	250,000	250,000	-	-
Change in Net Position	478,199	477,382	818	(5,756,953)
Prior Period Adjustment	-	-	-	-
Change in Net Position - Adjusted	478,199	477,382	818	(5,756,953)

Recommendation

The Finance Manager recommends the Board approve the Revised Budget for Fiscal Year 2024-25.

Attachment: Revised Budget FY 2024-25

WEST BAY SANITARY DISTRICT



Revised Budget

Fiscal Year 2024-25

Presented

December 4, 2024

Financial Report Revised Budget Fiscal Year 2024-25

The West Bay Sanitary District (the District) provides wastewater collection and conveyance services to the City of Menlo Park, Atherton, and Portola Valley, and areas of East Palo Alto, Woodside and unincorporated San Mateo and Santa Clara counties. The District conveys raw wastewater, via the Menlo Park Pump Station and force main, to Silicon Valley Clean Water (SVCW) for treatment and discharge to the San Francisco Bay. The District was originally formed in December 1902 as the Menlo Park Sanitary District under the Sanitary Sewer Act of 1891. The District operated as the Menlo Park Sanitary District from 1902 until 1981 when its name was changed to the West Bay Sanitary District to more accurately reflect the service area. The powers of the District are established by the State of California Health and Safety Code. The District currently serves a population of 20,707 households and commercial establishments.

A Budget Workshop was held May 1, 2024, to review and develop the fiscal year budget with the full District board. On June 12, 2024 the Board approved the FY 2024-25 budget. On July 24, 2024 the District signed a five year agreement with the City of East Palo Alto to provide services for the East Palo Alto Sanitary District’s (EPASD) 35 miles of gravity sewer pipelines. In October 2024, District staff began performing services included in the agreement. At the November 13, 2024 board meeting, the Board requested the budget be revised to include the contract with EPASD.

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

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**West Bay Sanitary District
Revised Consolidated Budget
Fiscal Year 2024-25**

	Unaudited Actuals FY 2023-24	Approved Budget FY 2023-24	Approved Budget FY 2024-25	Revised Budget FY 2024-25	Budget Variance	% Var
Operating Revenues						
Residential	26,291,518	26,200,870	27,643,947	27,643,947	1,443,077	6%
Non-Residential	5,936,125	6,276,747	5,801,413	5,801,413	(475,334)	-8%
Sewer Service Charges	32,227,643	32,477,617	33,445,360	33,445,360	967,743	3%
Permit & Inspection Fees	403,165	200,000	200,000	200,000	-	0%
Flow Equalization	447,140	403,165	69,210	69,210	(333,955)	-83%
Other Operating Revenue	949,127	833,686	862,449	1,952,898	1,119,212	134%
Operating Revenues	34,027,074	33,914,468	34,577,019	35,667,468	1,753,001	5%
Operating Expenses						
Salaries & Benefits	7,022,123	7,247,613	7,789,559	8,539,513	1,291,900	18%
Materials & Supplies	638,382	790,000	813,800	961,912	171,912	22%
Insurance	329,736	327,900	368,560	371,058	43,158	13%
Contract Services	726,126	916,400	1,009,652	1,031,620	115,220	13%
Professional Services	736,059	1,546,800	1,671,800	1,701,275	154,475	10%
Repairs & Maintenance	495,971	671,100	719,615	729,365	58,265	9%
Utilities	480,754	497,250	544,430	546,455	49,205	10%
Other Operating Expenses	254,635	527,200	621,401	640,001	112,801	21%
Depreciation	3,821,663	3,955,000	3,955,000	4,062,250	107,250	3%
Total WBSD Operating Expenses	14,505,450	16,479,263	17,493,817	18,583,448	2,104,185	13%
Sewage Treatment Plant (SVCW)	12,984,204	12,990,848	18,540,559	18,540,559	5,549,711	43%
Total Operating Expenses	27,489,654	29,470,111	36,034,376	37,124,007	7,653,896	26%
Operating Income (Loss)	6,537,421	4,444,356	(1,457,357)	(1,456,539)	(5,900,895)	-133%
Non-Operating Revenues (Expenses)						
Investment Income	3,818,656	501,600	501,000	501,000	(600)	0%
Other Non-Operating Income	1,288,059	532,475	671,950	671,950	139,475	26%
Interest Expense	(156,179)	(156,179)	(151,112)	(151,112)	5,067	-3%
Other Non-Operating Expenses	(311,963)	-	-	-	-	-
Total Non-Operating Revenues (Expenses)	2,805,959	877,896	1,021,838	1,021,838	143,942	16%
Change in Net Position by Fund	9,343,379	5,322,252	(435,518)	(434,701)	(5,756,953)	-108%
Pension Adjustment (GASB 68)	(1,489,456)					
Capital Contributions						
Capital Fund: Connection Fees	617,021	250,000	250,000	250,000	-	0%
Recycled Water Fund	941,226	662,900	662,900	662,900	-	0%
Change in Net Position	9,412,171	6,235,152	477,382	478,199	(5,756,953)	-92%
Beginning Net Position	170,984,354	170,984,354	182,213,591	180,396,525		
Prior Period Adjustment	-					
Ending Net Position	180,396,525	177,219,506	182,690,972	180,874,724		

Consolidated Statement:

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

West Bay Sanitary District
Collections Budget
General, Capital, & SVCW Funds
Fiscal Year 2024-25

	Unaudited Actuals FY 2023-24	Collections Budget FY 2023-24	Approved Collections Budget FY 2024-25	Revised Collections Budget FY 2024-25	Budget Variance	% Var
Operating Revenues						
Residential	26,291,518	26,200,870	27,643,947	27,643,947	1,443,077	6%
Non-Residential	5,936,125	6,276,747	5,801,413	5,801,413	(475,334)	-8%
Sewer Service Charges	32,227,643	32,477,617	33,445,360	33,445,360	967,743	3%
Permit & Inspection Fees	447,140	200,000	200,000	200,000	-	
Flow Equalization	403,165	403,165	69,210	69,210	(333,955)	-83%
Other Operating Revenue	829,062	717,886	739,149	1,829,598	1,111,712	155%
Operating Revenues	33,907,010	33,798,668	34,453,719	35,544,168	1,745,500	5%
Operating Expenses						
Salaries & Benefits	6,816,531	7,067,613	7,573,559	8,323,513	1,255,900	18%
Materials & Supplies	622,545	751,800	768,800	916,912	165,112	22%
Insurance	277,914	287,900	322,560	325,058	37,158	13%
Contract Services	668,785	916,400	1,009,652	1,031,620	115,220	13%
Professional Services	649,707	1,469,700	1,572,700	1,602,175	132,475	9%
Repairs & Maintenance	474,360	646,100	694,615	704,365	58,265	9%
Utilities	249,844	288,000	295,180	297,205	9,205	3%
Other Operating Expenses	153,344	430,575	512,881	531,481	100,906	23%
Depreciation	3,066,761	3,200,000	3,200,000	3,307,250	107,250	3%
Total WBSD Operating Expenses	12,979,792	15,058,088	15,949,947	17,039,578	1,981,490	13%
Sewage Treatment Plant (SVCW)	12,984,204	12,990,848	18,540,559	18,540,559	5,549,711	43%
Total Operating Expenses	25,963,996	28,048,936	34,490,506	35,580,137	7,531,201	27%
Operating Income (Loss)	7,943,014	5,749,731	(36,787)	(35,969)	(5,785,701)	-101%
Non-Operating Revenues (Expenses)						
Investment Income	3,528,764	500,000	500,000	500,000	-	
Other Non-Operating Income	175,521	-	-	-	-	
Interest Expense	-	-	-	-	-	
Other Non-Operating Expenses	(161,963)	-	-	-	-	
Increase (Decrease) in SVCW	(1,832,615)	-	-	-	-	
Total Non-Operating Revenues (Expenses)	1,709,707	500,000	500,000	500,000	-	
Change in Net Position by Fund	9,652,722	6,249,731	463,213	464,031	(5,785,700)	-93%
Pension Adjustment (GASB 68)	(1,489,456)					
Capital Contributions	-					
Capital Fund: Connection Fees	617,021	250,000	250,000	250,000	-	
Recycled Water Fund	-	-	-	-	-	
Change in Net Position	8,780,287	6,499,731	713,213	714,031	(5,785,700)	-89%

Collection Statement:

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

Collections: General, Capital, & SVCW Funds:

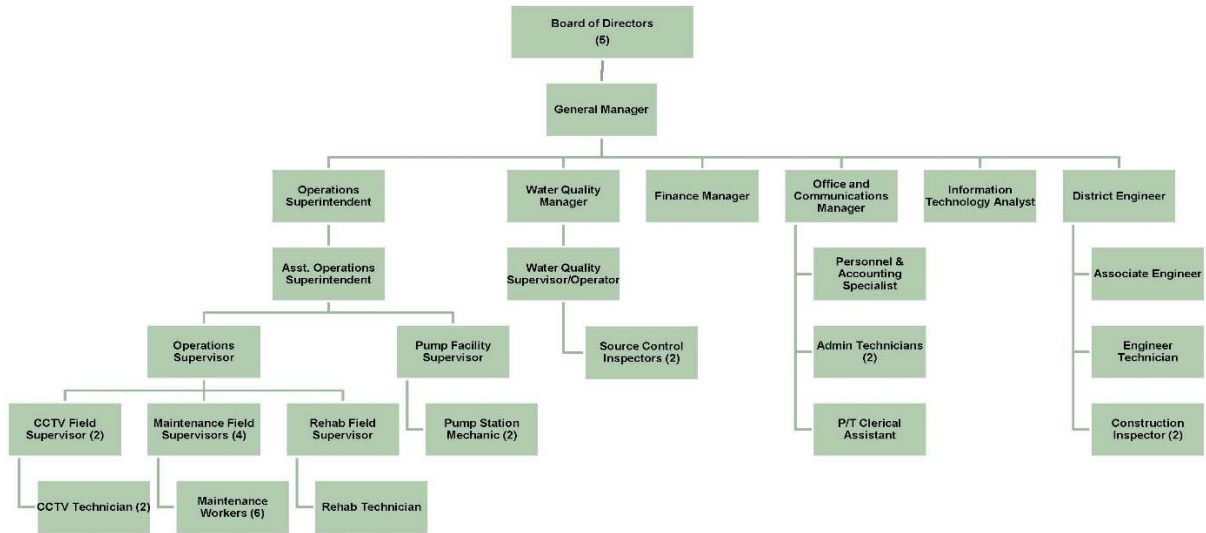
Collection system is comprised of the General Fund, for direct District expenses, Capital Fund for capital expenditures, including depreciation, and the SVCW Fund, for sewage treatment plant activity by Silicon Valley Clean Water (SVCW). These funds represent the sewer service operations. Solid Waste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

Revenues:

The Revised Budget for FY 2024-25 includes total Operating Revenues of \$35.5 million in the General Fund, reflecting a 5% increase from FY 2023-24 annual budget and 3% higher than the original budget. The only revenue change was the Other Operating Revenue increase of \$1.09 million.

- **Sewer Service Charges.** Total revenue of \$ 33.4 million is estimated, reflecting a 5% increase in rates. Residential customers increased 34, to 20,095 households served. Lower flows resulted in an 8% reduction in non-residential sanitary sewer charges, as several commercial customers have reduced staff or moved out of the district. Three years of 5% rate increases are proposed to provide funding for SVCW capital contribution requirements and SVCW Water Infrastructure Finance and Innovation Act (WIFIA) loans payments beginning in 2027-28 for SVCW Regional Environmental Sewer Conveyance Upgrade (RESCU) projects.
- **Permit Fees.** Permit & Inspection Fees budget is \$200,000. These fees are budgeted conservatively, due to the uncertain nature of their timing and the economic environment.
- **Flow Equal.** The total Flow Equalization Cost Sharing with Silicon Valley Clean Water (SVCW) contract expires after FY 2023-24. SVCW has proposed extending for two months, with optional subsequent use billed as needed. Two months is budgeted, based on the current rate with a 3.8% increase, based on the annual Consumer Price Index (CPI) for All Urban Consumers for San Francisco-Oakland-Hayward (Bay Area).
- **Other Operating Income.** A total of \$1,829,598, up from the original budget of \$739,149, for a 155% increase from the prior budget.
 - Revenue from Los Altos Hills = \$466,144, a 4% increase.
 - *4% x 4 years, after 2% equaling over 18% in the 5-year contract.*
 - Revenue from Town of Woodside = \$86,735, a 4% increase.
 - Pass-through revenue from HACH Service Contracts = \$186,300.
 - Revised budget added nine months of new East Palo Alto Sanitary District (EPASD) contract for \$ 1,090,449.
- **Other Non-Operating Revenues:** The District budgets for Interest Income of \$500,000.

Organization Chart 2024-25



Expenditures:

Total Operating Expenses for all funds is \$37 million, representing a 26% increase from prior year and 4% increase from original approved FY 2024-25 budget. Collections includes the General, Capital, and SVCW Funds, while the Solid Waste and Recycled Water Funds are reported separately. Only the General Fund operating expense budget increased, due to the EPASD contract.

Collections Expenditures: General, Capital, and SVCW Funds

Collection expenses of \$35.6 million represents a 27% increase over FY 2023-24 and 4% increase from original approved budget. Detailed expenses are shown on the Expense Analysis on page 10. The addition of the EPASD proposal included seven additional employees: a two person cleaning crew, two person CCTV crew, a maintenance worker for emergency response and U.S.A. marking, an additional construction inspector, and an engineer technician. Operating expenses of \$1.09 million and three vehicles for \$715 thousand were added to support the additional staff.

General Fund.

General Fund Expenses are \$13.7 million, increasing 16% from FY 2023-24 and 8% from the original approved budget.

- Salaries and benefit costs are increasing 18% from FY 2023-24. The addition of 7 full time staff members resulted in a 10% increase from the original approved FY 2024-25 budget.
- Salaries increased 17%, based on new projected staffing, with annual merit step increases and the 4% increase proposed in the one year Memorandum of Understanding (MOU) extension with represented employees for July 1, 2024 through June 30, 2025.

- Benefits increased 17% from FY 2023-24, including 10% increase for additional staff.
 - Cafeteria benefits will be unchanged in FY 2024-25, per the new MOU. The cafeteria allowance for all employees covers health, dental, and vision benefits, even while health benefits increased 11.8% in 2024, with an average 8% increase over the last three years.
 - Pension costs increase relative to salaries for covered employees. Employer pension contributions are increasing an average of 0.1%, over the three pension plans. The District's average employer rate is 10.5%, factoring in the Classic rate of 13.41, Tier II rate of 10.15%, and PEPRA rate of 7.87%. The employer net rate average rate is 9.2%, after the 1.25% employee contribution of the employer's rate. Employer pension rates will continue to decline, as 64% of employees are now in PEPRA and 42% of Classic employees are eligible to retire. The District does not participate in social security for covered employees, making the PEPRA rate just 1.67% above the non-PERS rate.
- Material and Supplies is increasing 22% from FY 2023-24, including 19% for the new contract with EPASD..
 - Fuel costs are increasing 25%.
 - Office Expense, 9% increase.
 - Operating Supplies, 31% increase.
 - Equipment Expense decreased 14%, to \$96,400. These represent replacement of small tools and equipment or one-time purchases under the \$20,000 capitalization policy.
 - CCTV Cameras, 2 at \$6,500 each; Digital Radios, \$20,000; Small Equipment; \$17,300, Small Pumps and STEP & Grinder Parts, \$21,100; and Monitoring Equipment \$25,000.
- Insurance costs are expected to increase approximately 13%; 10-15% for liability, 10-20% for property, and 5% for workers' compensation. The District is a member of California Sanitation Risk Management Authority (CSRMA), which provides self-insured and excess insurance. Final rates will not be available until late June 2024. The District will continue to evaluate deductible options to reduce costs. The District's experience modification factor for workers' compensation increased slightly to 0.83, from 0.8. Below 1.0 is indicative of good claim history.
- Contractual Services are increasing 13% from FY 2023-24. This category includes contract expenses to HACH, which are passed through to customers of \$186,300. It also includes rents and leases.
 - Contracts expenses are increasing 8%.
 - Rents and leases are increasing 67%.
 - New Gas Monitor Program I-Net Contract, \$40,000.
 - Radio airtime, increasing \$10,300.

- Professional services, which includes printing, publications, research, and monitoring costs, are increasing 9%. Professional services includes engineering, attorney fees, studies, technology consulting, and other outside professional services. FY 2023-24 included one-time costs, which were not all completed, two software installations are carried over to FY 2024-25.
 - Engineering costs are \$618,400, with \$413,000 currently under contract for project assistance, including \$106,600 for on-call engineering services.
 - IT Services are \$501,600, a 20% increase. Software installation costs of \$338,000 are carried over for Finance and Tax Roll software, with an additional \$50 thousand for the tax roll software, based on the latest quote.
 - Health screening, safety training, and recruitment costs are \$108,100.
 - Printing & Publications is \$91,675, a 19% increase.
 - Research and Monitoring is unchanged, at \$27,600.
- Repairs and maintenance expenses include fleet, safety equipment, lift stations, and other equipment maintenance crucial to operations and computer software and hardware (under \$20,000 capitalization limit). Costs are increasing 9% to \$704,365.
 - New Cloud Based Software:
 - Finance Enterprise, \$82,000, will replace MIP Accounting and Microix Workflow PO system, currently \$13,000 annually, and Access Cash Receipt Log.
 - Tax Roll software, \$35,000
 - Telemetry System, \$10,000
 - Digital Bidding Software, \$9,000
 - Office 365, \$6,100 and Bluebeam, \$3,000
- Utilities are \$297,205, increasing 3% from FY 2023-24. Costs in FY 2023-24 were under budget, indicating the current budget amounts are adequate, with a 5% increase for water and 15% increase for electricity.
- Other Operating Expenses, which includes Election expenses, Memberships, Training, Meetings, Travel, LAFCo, and miscellaneous expenses, are increasing 23% to \$531,481.
 - Election expense of \$70,000 is included in FY2024-25, for bi-annual elections for three current board members reaching the end of their current term.
 - Training, meetings, and travel are increasing 18%, up 7% from original approved budget, for new and promoted staff. Costs were original increased as in-person training resumes and costs increased for safety training.
- **Capital Fund Depreciation.** Depreciation of \$3.3 million, increased 3% for additional vehicles from the FY 2023-24 annual budget. Three vehicles were added in the Revised Budget for \$715,000, depreciated over the five year contract with EPASD.

- **SVCW Operating Expenses/Debt.** This includes contributions and debt payments for the benefit of SVCW. Total Expenditures are \$ 18,540,559, a 42.7% increase for the District’s share of SVCW budget in FY 2024-25. SVCW expenditures represent 60% of the Collection Operating Expenses, excluding capital and depreciation. The District holds a 22.66% share of SVCW’s Net Position according to the SVCW’s annual Unaudited Analysis of Net Position, as of June 30, 2024. SVCW is reported as a separate Fund, to better identify direct District Operations and those for SVCW.
 - SVCW Operating expenses is \$6,579,079, a 7% increase. Monthly payments also include revenue-funded capital, which is increasing 212% to \$402,502 and SVCW Reserve contributions are decreasing 42% to \$939,400.
 - SVCW Debt payments are \$6,963,243 for 2018 bonds, 2021A&B bonds, WWTP SRF loan, and RESCU loans, increasing 37% from prior year. In 2024-25, three additional SRF loans begin repayment for an additional \$1.7 million. WIFIA loans will begin repayment in 2027-28 for an approximate \$3 million increase.
 - SVCW has added \$3,656,334 for cash in lieu of additional debt. Additional cash was originally scheduled for FY 2025-26.
 - A Debt Service Reserve was initiated in June 2023, with the District’s share \$1.43 million, to fulfill the SVCW’s Maximum Annual Debt Service (MADS) requirement of 1.2 times, with four SRF loans on a five-year look-forward debt coverage test covenant. These funds are held with SVCW and may be used to offset future debt when released.



Change in Net Position:

The Collections Budget: General, Capital, and SVCW Funds, Net Operating Loss is \$35,969, with a Net Change in Position of \$714,031. This is the estimated amount that will be transferred to the Capital budget for capital projects.

The Combined Net Operating Income is a loss of \$1,456,539 for all Funds, with a total positive Change in Net Position of \$478,199 for FY 2024-25, a \$818 increase from the original approved budget.

**Budget
Collections Budget
Fiscal Year 20243-25
Expense Analysis**

	Unaudited Actuals FY 2023-24	Collections Budget FY 2023-24	Approved Collections Budget FY 2024-25	Revised Collections Budget FY 2024-25	Budget Variance	% Var
Operating Expenses						
Salaries & Wages	4,900,964	4,917,723	5,143,007	5,758,631	840,907	17%
Employee Benefits	1,817,237	2,029,090	2,246,352	2,380,683	351,593	17%
Directors- Fees	46,540	45,800	93,600	93,600	47,800	104%
Election Expense	-	-	70,000	70,000	70,000	-
Gasoline, Oil & Fuel	90,337	128,000	128,000	160,025	32,025	25%
Insurance	277,914	287,900	322,560	325,058	37,158	13%
Memberships	49,007	88,000	88,741	96,241	8,241	9%
Office Expense	36,856	48,700	50,550	53,100	4,400	9%
Operating Supplies	403,713	462,700	493,850	607,387	144,687	31%
Contract Services	619,781	849,300	901,222	919,275	69,975	8%
Professional Services	649,707	1,364,900	1,466,400	1,482,900	118,000	9%
Printing & Publications	38,529	77,200	78,700	91,675	14,475	19%
Rents & Leases	49,004	67,100	108,430	112,345	45,245	67%
Repairs & Maintenance	474,360	646,100	694,615	704,365	58,265	9%
Research & Monitoring	-	27,600	27,600	27,600	-	-
Training, Meetings & Travel	74,496	145,300	160,800	171,900	26,600	18%
Utilities	249,844	288,000	295,180	297,205	9,205	3%
Other Operating Expenses	80,646	281,400	288,860	288,860	7,460	3%
Equipment Expense	91,639	112,400	96,400	96,400	(16,000)	-14%
Pension Expense	-	50,000	50,000	50,000	-	-
OPEB Expense	51,790	25,000	40,600	40,600	15,600	62%
Solid Waste Overhead Allocation	(62,600)	(62,600)	(65,820)	(65,820)	(3,220)	5%
Recycled Water Overhead Allocation	(26,733)	(21,525)	(29,700)	(29,700)	(8,175)	38%
Depreciation	3,066,761	3,200,000	3,200,000	3,307,250	107,250	3%
Total WBSD Operating Expenses	12,979,792	15,058,088	15,949,947	17,039,578	1,981,490	13%
SVCW - Operating Fund	6,117,648	6,117,648	6,579,079	6,579,079	461,431	8%
SVCW - Capital Contributions	128,832	128,832	402,502	402,502	273,670	212%
SVCW - Operating Reserves	48,576	48,576	-	-	(48,576)	-100%
SVCW - Capital Reserves	805,200	805,200	939,400	939,400	134,200	17%
SVCW - Line of Credit	51,936	51,936	-	-	(51,936)	-100%
SVCW - Debt Service Reserves	760,000	762,622	-	-	(762,622)	-100%
SVCW - 2018 Bond	1,836,301	1,837,963	1,834,963	1,834,963	(3,000)	0%
SVCW: 2021 Bonds (\$55.6m)	2,728,946	2,731,306	2,742,354	2,742,354	11,048	0%
SVCW - SRF WWTP Debt C-06-5216-120	506,765	506,765	506,765	506,765	0	0%
SVCW - SRF Debt C-06-8069-110	-	-	143,482	143,482	143,482	-
SVCW - SRF RESCU	-	-	1,735,680	1,735,680	1,735,680	-
SVCW - Cash in Lieu of Debt	-	-	3,656,334	3,656,334	3,656,334	-
Total External Operating Expenses	12,984,204	12,990,848	18,540,559	18,540,559	5,549,711	42.7%
Total Operating Expenses	25,963,996	28,048,936	34,490,506	35,580,137	7,531,201	27%

Capital Fund:

The Capital Fund is financed with any Net Increase in Position from the Collection Operations revenue, Connection Charges by customers, and Interest Income. The District had \$43.5 million Capital Budget balance available as of June 30, 2024. There is \$27.4 million in budgeted capital expenditures, resulting in an ending balance of \$16.8 million after FY 2024-25 for future capital expenditures.

Capital Budget Summary	Unaudited Actuals FY 2023-24	Budget FY 2023-24	Approved Budget FY 2024-25	Revised Budget FY 2024-25
Transfer from Operations	4,634,502	4,818,703	(36,787)	(35,969)
Interest Income	3,528,764	500,000	500,000	500,000
Connection Charges	617,021	250,000	250,000	250,000
Capital Expenditures	(9,475,114)	(23,913,000)	(26,681,500)	(27,396,500)
Change in Capital Asset Fund	(694,827)	(18,344,297)	(25,968,287)	(26,682,469)
Beginning Fund Balance	44,218,570	44,218,570	43,523,744	43,523,744
Capital Budget, Ending Balance	43,523,744	25,874,274	17,555,457	16,841,275

Capital Fund Revenue:

Connection Fees of \$250,000 are budgeted; no change from FY 2023-24.

Capital Fund Expenses:

Total Capital Expenditures budget for FY 2024-25 is \$27,396,500; a 15% increase from FY 2023-24. \$11,112,784 is carried over from FY 2023-24. Three additional vehicles were added for the EPASD contract for \$715,000. A detailed schedule of Capital Expenditures is included on page 13-14.

Capital Assets:

	Unaudited Actuals FY 2023-24	Capital Budget FY 2023-24	Approved Budget FY 2024-25	Revised Budget FY 2024-25	Budget Variance	% Var
Capital Expenditures						
Administration	-	173,000	80,000	80,000	(93,000)	-54%
Collection Facilities	-	600,000	600,000	600,000	-	0%
Vehicles & Equipment	120,249	445,000	813,000	1,528,000	1,083,000	243%
Pump Stations	47,715	440,000	1,639,000	1,639,000	1,199,000	273%
Subsurface Lines & Other Capital	5,365,192	100,000	100,000	100,000	-	0%
Construction Projects	3,941,958	22,155,000	23,449,500	23,449,500	1,294,500	6%
Capital Adjustments	(1,112,879)					
Total Capital Expenditures	8,362,235	23,913,000	26,681,500	27,396,500	3,483,500	15%

- **Administration.** \$80,000 is budgeted for heating, ventilation, and air conditioning (HVAC) replacement for the administration building.
- **Collection Facilities - Buildings.** The budget for Collection includes FERRF Improvements and Allowance for Unanticipated Capital Expenditures of \$600,000, no increase from the FY 2024-25 budget.

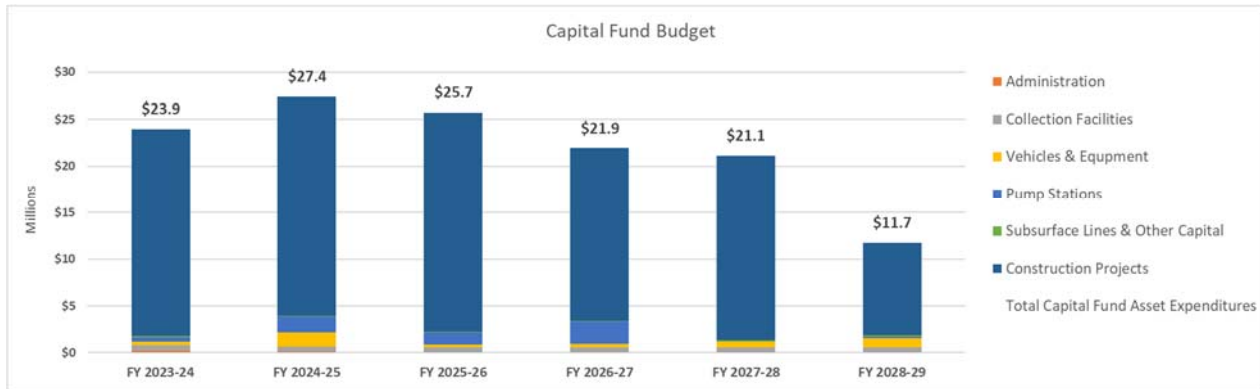
- **Vehicle & Equipment.** The budget for vehicles and equipment is \$1,528,000, a 243% increase from the FY 2023-24 budget. \$715,000 was added for three additional vehicles since the original approved budget.
 - Equipment: \$453,000 for a new closed circuit television (CCTV) unit and equipment.
 - Vehicles:
 - Electric Vehicle, \$80,000.
 - Pipe Hunter / Jetter, \$280,000.
 - Ford Maverick, \$35,000 for new Construction Inspector
 - US Jetter, \$200,000 for additional maintenance crew
 - CCTV Unit, \$480,000 for additional CCTV crew
 - Contribution to Equipment Replacement Reserve: Increased 3% to \$413,625.
- **Pump Stations.** The budget is increasing 273%, to \$1,639,000.
 - Additional Pump & Valve Replacement, \$40,000.
 - Pump Station Telemetry, \$560,000, with \$332,050 carried over from FY 2023-24.
- **Subsurface Lines & Other Capital.**
 - No change in \$100,000 for Manhole Raising on paving projects.
 - Subsurface lines projects often span fiscal year, so are budgeted in construction in progress.
- **Construction in Progress (CIP).** These are new construction projects that are recorded separately and capitalized when completed. CIP is not depreciated until completed. \$23,449,500 is budgeted for CIP, with \$11,112,784 estimated carryover from FY 2023-24 capital budget and \$12,336,716 in new projects.
 - Levee Project:
 - \$5 million budget, with \$4,908,252 carried over from FY 2023-24.
 - The District received a \$4,884,112 grant from the National Fish and Wildlife Foundation for the construction of a living shoreline. These are matching funds requiring a 112% contribution by the District (\$5.5 million).
 - Pipeline Replacement & Rehab Engineering, \$1,050,000.
 - Carryover \$350,000 from FY 2023-24.
 - New funding \$700,000.
 - Pipeline Replacement & Rehab Construction, \$17,399,500.
 - Carryover \$5,854,532 from FY 2023-24.
 - New funding \$11,544,968.
- **Resource Recovery.** Recycled water facilities projects recorded under the Recycled Water Fund.

Revised Budget
Fiscal Year 2024-25
Capital Fund

	Actual	Budget	Approved Budget	Revised Budget
Capital Expenditure - Detail	6/30/2024	FY 2023/24	FY 2024/25	FY 2024/25
Plant & Administration				
District Office HVAC System			80,000	80,000
District Office Exterior				
Server Replacement Program		23,000	0	0
Software Purchases		150,000	0	0
10 Year Master Plan		0	0	0
Write-Off Assets	(385,027)			
Total Administration	(385,027)	173,000	80,000	80,000
Collection Facilities - FERRF/Buildings				
FERRF Improvements	0	500,000	500,000	500,000
Allowance For Unanticipated Capital Expenditures	0	100,000	100,000	100,000
Write-Off Assets	(49,012)			
Subtotal Collection Facilities	(49,012)	600,000	600,000	600,000
Equipment Replacement - Funded From The Equipment Replacement Fund				
Equipment				
CCTV Equipment: Transporter, Track Module, Camera			28,000	28,000
CCTV Unit			425,000	425,000
Vehicles				
Dump Truck (Deferred since 2020 to 2023-24)		250,000	0	0
Jet Truck, Superduty F550 4x4, 1/2in Jetter				
Combo Vacuum/Jetter Truck - Jetter Truck				
Electric Vehicles (2 Add per BOD, 5/10/23)		135,000	80,000	80,000
Pipe Hunter / Jetter			280,000	280,000
Mini Excavator	57,452	60,000		
2023 Ford E-Transit Van 6/2024	62,798			
Ford Maverick				35,000
US Jetter				200,000
CCTV Unit				480,000
Total Equipment Replacement	120,249	445,000	813,000	1,528,000
Sales of Vehicles	(561,526)			
Net Vehicles & Equipment Expense	(441,276)	445,000	813,000	1,528,000
Equipment Replacement Reserve	(401,577)	(401,577)	(401,577)	(413,625)
Net Vehicles & Equipment Activity	(842,854)	43,423	411,423	1,114,375
Subsurface Lines & Other Capital				
Pump Stations				
Pump Equipment Replacement Program	2,200	40,000	40,000	40,000
Pump Station Telemetry	45,515	400,000	227,950	205,515
Pump Station Telemetry (carryover)			332,050	354,485
Willow, University, and Illinois Foreman Replacements			1,039,000	1,039,000
Pump Station Repair & Replacements				
Write-Off: Assets	(117,315)			
Total Pump Stations	(69,600)	440,000	1,639,000	1,639,000
Other Subsurface Lines				
Manhole Raising (Paving Projects)	0	100,000	100,000	100,000
Meta: MP Community Center Upsize RW Svc Line	(337,741)			
Completed CIP: North Bay / Ringwood / Gilbert	5,702,932			
Total Subsurface Lines & Other Capital	5,365,192	100,000	100,000	100,000
Total Pump Station, Subsurface Lines, & Other Capital	(69,600)	540,000	1,739,000	1,739,000

Revised Budget
Fiscal Year 2024-25
Capital Fund

Capital Expenditure - Detail	Actual 6/30/2024	Budget FY 2023/24	Budget FY 2024/25	Budget FY 2024/25
<u>Construction in Progress</u>				
Levee Survey & GPS Update		60,000		
Levee Improvement Project		3,000,000	148,214	148,214
Levee Improvement Project (Carryover)	5,148,214	7,000,000	4,851,786	4,851,786
Corporate Yard Construction				
Corporate Yard Renovation Design (Carryover)		350,000		
<u>Pipeline Replacement & Rehab Design & Engineering</u>				
Construction Projects Environmental Review		20,000		
Spot Repair Design-High Frequency List			350,000	-
Spot Repair Design-High Frequency List (Carryover)		350,000		350,000
Pipeline Replacement Design			350,000	478,350
Pipeline Replacement Design (Carryover)	128,350	350,000	350,000	221,650
Stowe Lane Design		-		
Stowe Lane Design (Carryover)	179,650	200,000		
Willow Pump Station Rehabilitation Design	153,723	200,000		
<u>Pipeline Replacement & Rehab Construction</u>				
Stowe Lane		3,000,000	3,000,000	-
Stowe Lane (Carryover)	-		-	3,000,000
Willow Pump Station Rehabilitation		1,000,000	1,700,000	-
Willow Pump Station Rehabilitation (Carryover)		700,000	-	1,700,000
Misc Point Repairs-High Freq. List Repairs (LAMP 1)	1,818,144	2,325,000	10,214,444	10,214,444
Misc Point Repairs-High Freq. List Repairs (Carryover)	1,621,800	2,000,000	885,056	885,056
Bayfront Park Sanitary Sewer Improvements	-	494,709	1,348,603	595,010
Bayfront Park Sanitary Sewer Improvements (Carryover)	595,010	1,105,291	251,398	1,004,990
Other Projects				
Total Construction in Progress	9,644,890	22,155,000	23,449,500	23,449,500
Completed Projects:				
North Bay / Ringwood / Gilbert	(5,702,932)			
Total Construction in Progress	3,941,958	22,155,000	23,449,500	23,449,500
Other Capital Adjustments	(561,526)			
Total Capital Fund Expenditures	8,362,235	23,913,000	26,681,500	27,396,500



Revised 5 Year Budget
Fiscal Year 2024-25
Capital Fund

	Budget FY 2023-24	Budget FY 2024-25	Budget FY 2025-26	Budget FY 2026-27	Budget FY 2027-28	Budget FY 2028-29
Capital Expenditures						
Administration	173,000	80,000	0	0	0	0
Collection Facilities	600,000	600,000	600,000	600,000	600,000	600,000
Vehicles & Equipment	445,000	1,528,000	300,000	389,000	571,000	935,000
Pump Stations	440,000	1,639,000	1,258,000	2,317,000	40,000	200,000
Subsurface Lines & Other Capital	100,000	100,000	100,000	100,000	100,000	100,000
Construction Projects	22,155,000	23,449,500	23,421,600	18,515,700	19,780,500	9,878,400
Total Capital Expenditures	23,913,000	27,396,500	25,679,600	21,921,700	21,091,500	11,713,400
Recycled Water Capital Expenditures						
Sharon Heights Recycled Water Facility	2,450,000	0	0	0	0	0
Bayfront Recycled Water Facility	17,299,485	25,500,000	25,450,000	2,328,600	2,328,600	2,328,600
Total Recycled Water Capital Expenditures	19,749,485	25,500,000	25,450,000	2,328,600	2,328,600	2,328,600
Total Capital Expenditures	43,662,485	52,896,500	51,129,600	24,250,300	23,420,100	14,042,000
Grant Funding						
National Fish and Wildlife Foundation Grant, living shoreline.		4,884,112				
California State Water Recycling Funding Program (WRFP)			5,000,000			
Total Grant Funding	-	4,884,112	5,000,000	-	-	-
Net Capital Expenditures	23,913,000	22,512,388	25,679,600	21,921,700	21,091,500	11,713,400
Net Recycled Water Capital Expenditures	19,749,485	25,500,000	20,450,000	2,328,600	2,328,600	2,328,600

Reserves:

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

Budget
Fiscal Year 2024-25
Reserve Contributions

<i>Reserve Contributions</i>	Current Target	Actual YTD 3/31/2024	Projected 6/30/24	Budget FY 2023-24	Budget FY 2024-25
Collection Reserves					
Operating Reserves Transfers (6mo/Ops)	14,024,468	2,913,031	2,913,031	2,913,031	3,220,785
Rate Stabilization/Bond Reserve	10,000,000	-	-	-	-
Treatment Plant Reserve	12,000,000	-	-	-	-
Restricted Reserves					
PARS Irrevocable Trust - Retirement		50,000	50,000	50,000	50,000
PARS Irrevocable Trust - OPEB		25,000	25,000	25,000	25,000
Capital Fund Reserves					
Capital Project Reserves Transfers	8,000,000	20,000,000	20,000,000	-	-
Emergency Capital Reserves Transfer	6,000,000	-	-	-	-
Equipment Replacement Reserves Transfer		-	401,577	401,577	413,625
Recycled Water Fund Reserves					
Recycled Water Cash Flow Reserve	8,000,000	-	-	-	-
Recycled Water SRF Reserve - Restricted	1,475,734				
Total Reserve Contributions	59,500,202	22,988,031	23,389,608	3,389,608	3,709,410

Reserves:

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

- **Reserves.** Total reserve designations and transfers are \$3.6 million.
 - **Operating Reserve:** Designate \$3,220,785.
 - Six months of operations provides cash flow between July and December, when the first sewer service charges are received.
 - Operating Reserves will be held in LAIF, where they are available for cash flow.
 - **Vehicle & Equip Replacement Reserve:** \$413,625, increased 3% annually.

- **Restricted Reserves.**
 - **Public Agency Retirement Services (PARS) Trust:**
 - **Retirement:** \$50,000 to reserve for possible CalPERS unfunded liability.
 - **Other Post-Employment Benefits:** \$25,000 to keep pace with increasing liability.

Solid Waste:

The Solid Waste Fund has a projected net increase of \$6,380 for FY 2024-25, a \$4,370 increase from FY 2023-24. The Net Position is estimated at \$899,905 through FY 2024-25.

- **Solid Waste Fund Revenue.** Franchise fees are received from Recology, which manages solid waste collection for the District. The budget is estimated at a 12% increase from FY 2023-24. Recology may have other changes, which are uncertain at this time; additional costs associated with implementation of California’s Short-Lived Climate Pollutant (SLCP) Reduction Strategy, SB1383 and disposal costs at the Shoreway Environmental Center.
- **Solid Waste Fund Expense.** Allocated expenses for the Solid Waste program of \$116,920 is budgeted for rate studies, annual notification mailing, and overhead allocation, a combined 8% increase.

Budget
Fiscal Year 2024-25
Solid Waste Fund

	YTD 3/31/2024	Projected 6/30/24	Budget FY 2023-24	Budget FY 2024-25	Budget Variance	% Var
Operating Income						
Franchises	86,077	114,769	110,000	123,300	13,300	12%
Total Income	86,077	114,769	110,000	123,300	13,300	12%
Expenditures						
Rate Studies	28,314	28,314	42,000	44,200	2,200	5%
Mailings	3,600	3,600	5,000	5,300	300	6%
Public Relations	0	0	1,500	1,600	100	7%
Overhead Expense Allocation - General	46,950	62,600	59,490	65,820	6,330	11%
Total Allocated Operating Expense	78,864	94,514	107,990	116,920	8,930	8%
Non-Operating Income & Expense						
Surplus	317,824	317,824	0	0	0	0%
Change in Net Position	325,037	338,079	2,010	6,380	4,370	217%
Solid Waste Fund Beginning Balance	555,446	555,446	555,446	893,525		
Solid Waste Fund Balance	880,483	893,525	557,456	899,905		

Recycled Water:***Sharon Heights Recycled Water Facility***

The Sharon Heights Recycled Water Facility (SHRWF) was completed in FY 2021-22, for a project total of \$22,647,052. \$22,267,257 was received from the State Revolving Fund, including a \$5,259,800 Water Recycling Funding Program Construction Grant and a State Revolving Fund (SRF) Loan of \$17,117,420. The District assumed full management of the facility beginning January 27, 2021.

The SHRWF budget is based on the approved 2024 calendar year operations and maintenance budget agreed upon with Sharon Heights Golf & Country Club (SHGCC) representatives. The detailed SHRWF statement is included on page 18.

- **Revenue.** Revenue is recognized as non-operating income, as all costs of the facility are paid by the District and ultimately reimbursed by Sharon Heights Golf & Country Club (SHGCC). The District provides SHGCC with a projected budget in January 2024, which estimated annual operations and maintenance and is billed in twelve equal monthly installments. The difference is reconciled annually and billed or credited to SHGCC.
- **Expense.** Total Operating expenditures are estimated at \$1,426,950 for FY 2024-25, including \$755,000 in depreciation of the recycled water facility.
 - Operating Expenses were \$671,950.
 - Direct District expenses budget is \$642,250, 20% higher than FY 2023-24. Operating costs are expected to return to normal after SHGCC shut down in FY 2023-24 for renovations, requiring less water.
 - Indirect Administration is \$29,700, 27% higher than FY 2023-24, as these fees are based on direct costs.
 - Depreciation is expensed on the straight-line method, \$755,000 annually.
- Non-Operating Income & Expenses.
 - Non-Operating Income
 - Income for FY 2024-25 is \$671,950, which represents the calendar year budget agreement with SHGCC for operations and maintenance.
 - \$1,600 in estimated interest income on the SRF deposit.
 - Non-Operating Expenses
 - Although \$662,911 represents the principal and interest on the SRF loan payment, only the interest of \$151,112 is expensed. The principal amount reduces the loan balance.
- Contributions.
 - SHGCC pays \$662,900 in ten equal installments over ten months for the SRF loan payments, due March 30 each year. Recorded as a contribution by SHGCC.

West Bay Sanitary District
 Recycled Water Fund
 Sharron Heights Recycled Water Facility
 Budget
 Fiscal Year 2024-25

Fund Expenditures - Detail	Actual YTD 3/31/2024	Projected 6/30/24	Budget FY 2023/24	Budget FY 2024/25	Budget Variance	% Var
Operating Expense						
Salaries & Wages	80,991	107,988	85,000	130,000	45,000	35%
Employee Benefits	43,930	58,574	35,000	40,000	5,000	13%
Indirect Labor	5,740	7,654	0	0	-	
Overtime	13,088	13,088	20,000	25,000	5,000	20%
Standby	14,820	19,760	20,000	21,000	1,000	5%
Total Salaries, Wages & Benefits	158,570	207,064	160,000	216,000	56,000	26%
Other Operating Expense						
Fuel	0	0	0	0	0	
Insurance	46	61	40,000	46,000	6,000	13%
Memberships	41,052	54,736	0	0	0	
Office Expense	0	0	0	0	0	
Operating Supplies	0	0	38,200	45,000	6,800	15%
Contractual Services	10,824	14,431	0	0	0	
Professional Services	11,926	15,902	11,000	25,000	14,000	56%
Printing & Publications	11,601	15,467	0	0	0	
Rents & Leases	0	0	0	0	0	
Repairs & Maintenance	0	0	25,000	25,000	0	0%
Research & Monitoring	11,997	15,995	15,000	23,000	8,000	35%
Training, Meetings & Travel	13,149	17,532	0	0	0	
Utilities	0	0	209,250	249,250	40,000	16%
Licenses & Permits	161,806	215,741	12,500	13,000	500	4%
Other Operating Expenses	4,471	5,961	0	0	0	
Subtotal Operating Expenses	425,441	562,891	510,950	642,250	131,300	20%
Administrative Expense	444,749	592,999	21,525	29,700	8,175	27.5%
Direct Expenditures	870,190	1,155,890	532,475	671,950	139,475	21%
Depreciation	822,200	1,096,267	755,000	755,000	0	0%
Total Operating Expense	1,692,390	2,252,157	1,287,475	1,426,950	139,475	10%
Non-Operating Income & Expense						
Other Non-Operating Income						
SHGCC O&M Revenue	503,433	671,245	532,475	671,950	139,475	21%
Interest Income, Gains on Investment:	1,257	1,676	1,600	1,600	0	0%
Total Non-Operating Income	504,691	672,921	534,075	673,550	139,475	21%
Other Non-Operating Expense						
SRF Loan Payment - Principal	(506,732)	(506,732)	(506,732)	(511,799)	(5,067)	1%
SRF Loan Payment - Interest	(156,179)	(156,179)	(156,179)	(151,112)	5,067	-3%
Total Non-Operating Expense	(156,179)	(156,179)	(156,179)	(151,112)	5,067	-3%
Total Non-Operating Income & Expense	348,511	516,742	377,896	522,438	144,542	28%
Contributions						
SHGCC Contributions: SRF Loan	397,747	596,620	662,900	662,900	0	0%
Net Change in Position	(946,132)	(1,138,795)	(246,679)	(241,612)	5,067	-2%

Recycled Water Capital Projects:

West Bay Sanitary District
Recycled Water Fund
Fiscal Year 2024-25

Recycled Water Capital Expenditures	Budget FY 2022/23	YTD 3/31/2024	Projected 6/30/2024	Budget FY 2023/24	Budget FY 2024/25	Budget Variance	% Var
Recycled Water Fund							
Bayfront Recycled Water Facility	1,000,000	554,067	950,890	16,750,000	-		
Bayfront Recycled Water Facility (Carryover)					15,750,000	(1,000,000)	94%
Bayfront - Reclaimed Water Pipelines	1,250,000	150,593	1,105,291	549,485		(549,485)	-100%
O'Brien - Reclaimed Water Pipelines *		39,273	106,560	2,500,000			
<i>Menlo Park Community Center: Upsize RW Service Line</i>		303,967	303,967			-	
Sharon Heights Recycled Water Facility (SHRWF)							
SHRWF - Avy Pump Station	500,000	733,380	733,380	766,121			
SHRWF - Avy PS (Carryover)				183,879		(950,000)	0%
SHRWF - Solar Project Lease	1,500,000		-	1,500,000		(1,500,000)	-100%
Recycled Water Facilities	4,250,000	1,781,280	3,200,087	22,249,485	15,750,000	(3,999,485)	-0.18

Sharon Heights Recycled Water Facility

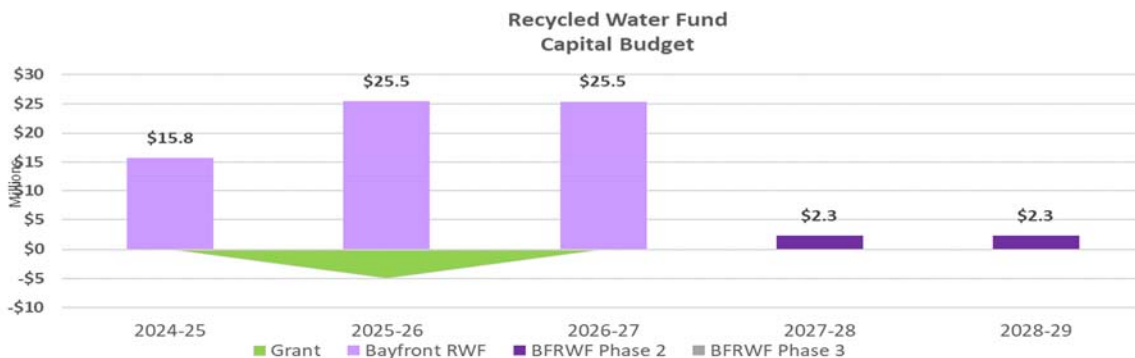
The SHRWF has two capital projects.

- Avy Altscheul Pump Station (Avy PS), which is expected to be completed in FY 2023-24.
 - Will provide additional flow to SHRWF
 - All costs reimbursed by SHGCC to District
- Solar Project Lease, which has been delayed.
 - SHGCC is pursuing a lease for solar power for the SHRWF through a lease agreement.
 - The District owns the SHRWF, so the lease will be in the District’s name
 - All costs reimbursed by SHGCC to District

Bayfront Recycled Water Project

The Bayfront Project has a \$15,750,000 capital budget for the recycled water facility.

- Project Management
- Recycled Water Facility
- Reclaimed Water Pipelines to Menlo Park Pump Station



West Bay Sanitary District
Budget
Fiscal Year 2024-25
By Fund

	General Fund	Capital Fund	Silicon Valley Clean Water Fund	Solid Waste Fund	Recycled Water Fund	Revised Combined Budget
	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25	FY 2024-25
Operating Revenues						
Sewer Service Charges	33,445,360	-	-	-	-	33,445,360
Permit & Inspection Fees	200,000	-	-	-	-	200,000
Flow Equalization	69,210	-	-	-	-	69,210
Other Operating Revenue	1,829,598	-	-	123,300	-	1,952,898
Operating Revenues	35,544,168	-	-	123,300	-	35,667,468
Operating Expenses						
Salaries & Benefits	8,323,513	-	-	-	216,000	8,539,513
Materials & Supplies	916,912	-	-	-	45,000	961,912
Insurance	325,058	-	-	-	46,000	371,058
Contract Services	1,031,620	-	-	-	-	1,031,620
Professional Services	1,602,175	-	-	51,100	48,000	1,701,275
Repairs & Maintenance	704,365	-	-	-	25,000	729,365
Utilities	297,205	-	-	-	249,250	546,455
Other Operating Expenses	531,481	-	-	65,820	42,700	640,001
Depreciation	-	3,307,250	-	-	755,000	4,062,250
Total WBSD Operating Expenses	13,732,328	3,307,250	-	116,920	1,426,950	18,583,448
Sewage Treatment Plant (SVCW)			18,540,559			18,540,559
Total Operating Expenses	13,732,328	3,307,250	18,540,559	116,920	1,426,950	37,124,007
Operating Income (Loss)	21,811,840	(3,307,250)	(18,540,559)	6,380	(1,426,950)	(1,456,539)
Non-Operating Revenues (Expenses)						
Investment Income	500,000	-	-	-	1,000	501,000
Interest Expense	-	-	-	-	(151,112)	(151,112)
Other Non-Operating Income	-	-	-	-	671,950	671,950
Other Non-Operating Expenses	-	-	-	-	-	-
Total Non-Operating Revenues (Expenses)	500,000	-	-	-	521,838	1,021,838
Change in Net Position by Fund	22,311,840	(3,307,250)	(18,540,559)	6,380	(905,112)	(434,701)
Pension Adjustment (GASB 68)	-					-
Capital Contributions						
Recycled Water Fund					662,900	662,900
Capital Fund: Connection Fees		250,000				250,000
Change in Net Position by Fund	22,311,840	(3,057,250)	(18,540,559)	6,380	(242,212)	478,199
Beginning Net Position (Budget)	55,409,251	94,202,030	16,500,690	893,525	13,391,030	180,396,525
Prior Period Adjustment	-	-	-	-	-	-
Ending Net Position	77,721,091	91,144,780	(2,039,869)	899,905	13,148,818	180,874,724



WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

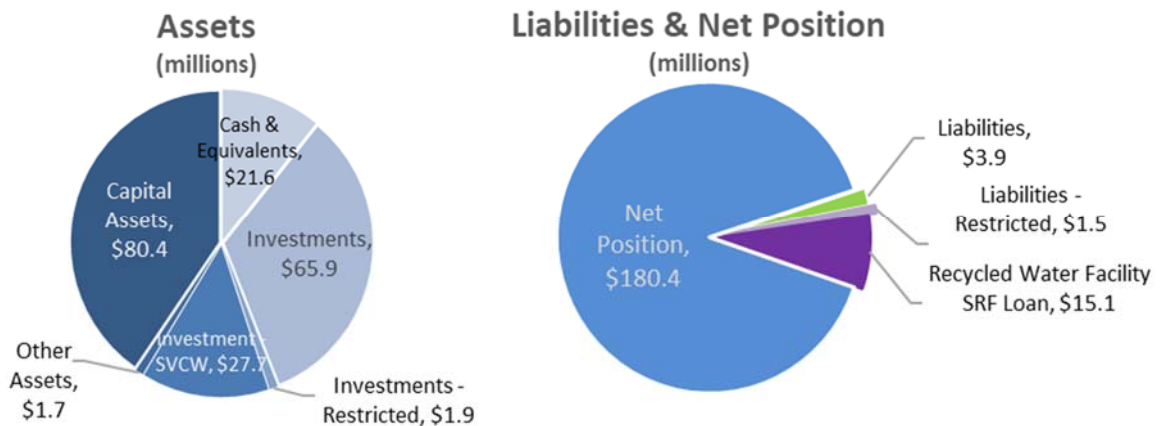
From: *Debra Fisher, Finance Manager*

Subject: *Consider Approving FY 2023-24 Financial Statements, Ending June 30, 2024*

Background

Attached for the Board’s review is the District’s Unaudited Financial Statements for the year ending June 30, 2024. The Statement of Net Position and Statement of Revenue, Expenses, and Changes in Net Position are prepared in accordance with the policies and procedures for California special districts, conforming to generally accepted accounting principles and as prescribed by the Governmental Accounting Standards Board. Additional tables and statements are provided to better view the primary operations and other activities; General, Capital, Treatment Plan, Solid Waste, and Recycled Water Funds. Capital expenditures are detailed to provide transparency to the board and public for the use of funds for capital assets, which is critical to maintain and improve the District’s infrastructure.

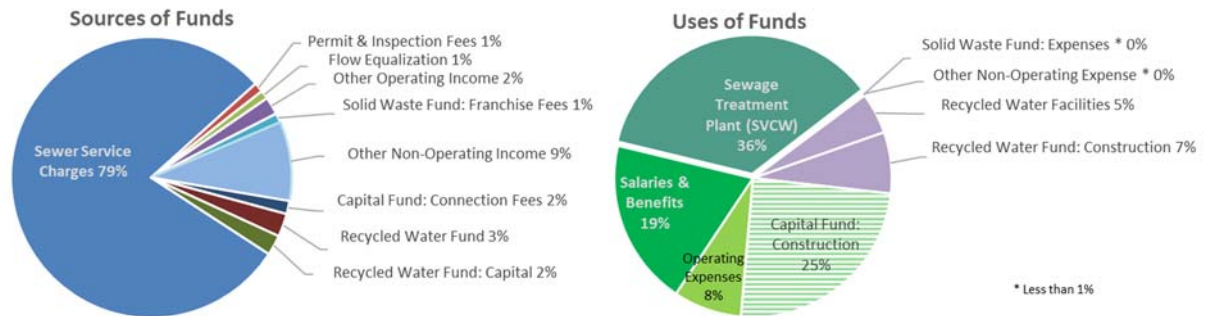
Fiscal Impact



The District had \$199.2 million in total assets as of June 30, 2024, with total liabilities of \$20.5 million, for a Net Position of \$180.4 million.

The District recognized gross Revenue of \$40.7 million and gross Expenditures of \$31.3 million, for a combined \$9.4 million increased Net Position in all Funds.

The District recognized \$10.9 million in capital project expenditures; \$8.36 million for collection assets and \$2.58 million in recycled water projects.



Collections; General, Capital, & Treatment Plant Funds:

General, Capital, and Treatment Plant Funds are combined to show total collection system operations. Operating Revenue was \$33.9 million, 100.3% of the annual budget. Operating Expense was \$26 million, 93% of the annual budget. This includes direct Operating Expenses of \$9.9 million, 84% of the annual budget, Capital Depreciation of \$3.1 million, and Sewer Treatment Plant expense and debt, managed by Silicon Valley Clean Water (SVCW) of \$13 million, 100% of the annual budget. SVCW accounts for 57% of total operating expenses, excluding depreciation. The Net Operating Income for Collection operations was a net increase of \$7.9 million for the fiscal year.

Non-Operating Revenues and Expenses of \$1.7 million net increase, from Interest Income, Gains, and Losses on Investments, less investment fees and loss on the District’s net position with SVCW. \$617 thousand in Connection fees are recognized as Capital Contributions and are applied to system capacity projects. Collection has an \$8.8 million increase in Net Position.

Increases in the Net Position are transferred to the Capital budget for capital asset maintenance and improvement. The Capital Budget, funds available for capital improvement and maintenance, was \$43.5 million, as of June 30, 2024, with \$14.8 million in capital projects carried over to the subsequent year.

Solid Waste Fund:

The Solid Waste Fund recognized \$120 thousand in Franchise Fees, 104% of the annual budget, from Recology, which manages solid waste collection for the District.

Solid Waste Expenditures of \$94 thousand, 83% of the annual budget, was recognized. The budget includes rate studies, annual notification mailing, and overhead allocation. A surplus of \$317.8 thousand from 2022 was received in January 2024. The Solid Waste Fund increased \$343 thousand, to a Net Position of \$899 thousand.

Recycled Water Fund:

The Recycled Water Fund includes the Sharon Heights Recycled Water Facility (SHRWF), the Bayfront Recycled Water Facility, and any recycled water design and pipe installation. All income in this fund is recognized as Non-Operating. The District recognized \$1.7 million in total expenses and a net positive \$778 thousand in Non-Operating Income and Expense. The District recognized \$941 thousand in Capital Contributions, for a \$288.5 thousand increase in Net Position.

SHRWF had Operating Expenditures of \$1.37 million, including \$755 thousand in depreciation. Non-Operating Revenue from Sharon Heights Golf & Country Club (SHGCC) of \$646 thousand was recognized for operations and maintenance (O&M). SHGCC pays the estimated O&M in equal monthly installments, with a reconciliation by calendar year. \$69 thousand was recognized for the 2023 O&M reconciliation.

The Bayfront Recycled Water Facility (BFRWF) had \$63 thousand in uncapitalized expenditures. Meta contributed \$344.6 thousand in capital contributions, representing 43.3% of the BFRWF outsourced project management.

The District recognized \$288 thousand in interest, net of gains, loss, and fees on the Recycled Water Cash Flow Reserve. The District received a State of California Recycled Water Planning Grant of \$150 thousand for the Woodside Recycled Water Facility, which was credit to Menlo County Club, who funded the \$330 thousand in expenses on this project.

Financial Statements Summary:

The following is a summary of the Statement of Changes in Revenue, Expenses, and Net Position, for the prior year ending June 30, 2023 and the year ending June 30, 2024, compared to the approved budget for fiscal year 2023-24.

Statement of Revenue, Expense, & Change in Net Position

	FY 2023-24	FY 2022-23	Change	Percentage
Operating Revenues	34,027,074	32,096,441	1,930,633	6%
Operating Expenses	(14,505,450)	(13,507,324)	(998,125)	7%
Sewage Treatment Plant (SVCW)	(12,984,204)	(12,846,366)	(137,838)	1%
Operating Income (Loss)	6,537,421	5,742,751	794,669	14%
Non-Operating Rev / Exp	2,805,959	2,784,843	21,116	1%
Income Before Contributions & Special Items	9,343,379	8,527,594	815,785	10%
Pension Adjustment (GASB 68)	(1,489,456)	(4,912,677)	3,423,221	
Recycled Water Fund: Capital Contribution	941,226	1,146,513	(205,286)	-18%
Capital Fund: Connection Fees	617,021	277,426	339,596	122%
Change in Net Position	9,412,171	5,038,855	4,373,316	87%
Prior Period Adjustment	-	6,005,723	(6,005,723)	-100%
Change in Net Position - Adjusted	9,412,171	11,044,578	(1,632,407)	-15%

Recommendation

The Finance Manager recommends the Board approve the Fiscal Year 2023-24 Unaudited Financial Statements, ending June 30, 2024.

Attached: Financial Report FY 2023-24

West Bay Sanitary District



Unaudited Financial Statements

Fiscal Year 2023-2024

Year Ending

June 30, 2024

**Financial Report
Fiscal Year 2023-2024**

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

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

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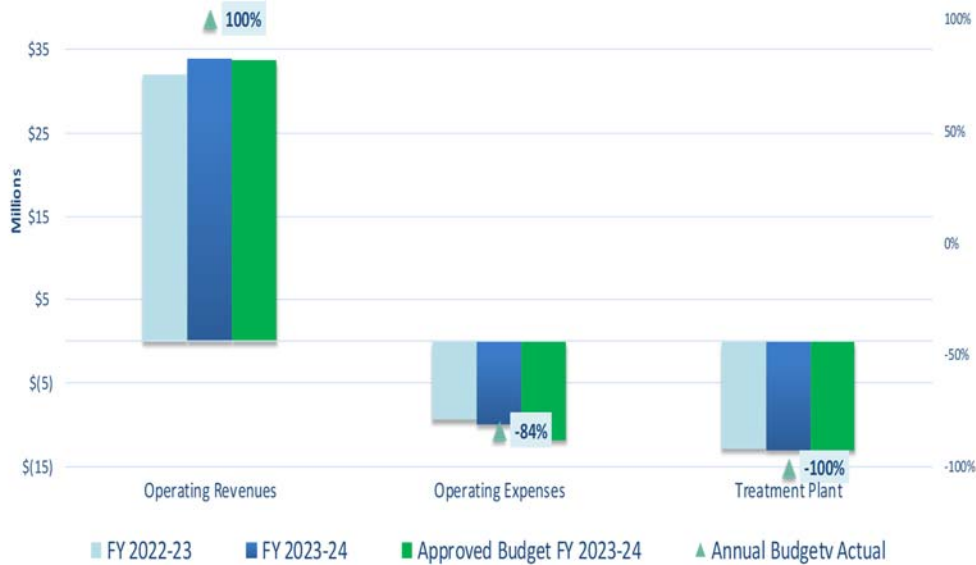
**West Bay Sanitary District
Statement of Net Position
Fiscal Year 2023-24**

	Prior Year FY 2022-23	Unaudited FY 2023-24
Assets		
Current Assets		
Cash & Equivalents	42,165,110	21,580,943
Investments	23,638,054	27,293,136
Cash & Investments - Restricted	1,517,643	1,519,315
Accounts Receivable	240,232	270,169
Accrued Revenue		443,358
Interest Receivable	442,682	750,762
Prepaid Expenses	77,979	82,039
Total Current Assets	68,081,700	51,939,722
Non-Current Assets		
Investments	19,942,535	38,634,273
Restricted Investments	273,634	352,067
Investment in SVCW	29,484,894	27,652,279
Net Pension Asset	-	
Net OPEB Asset	34,366,000	154,944
Capital Assets:		
Property, Plant & Equipment	117,230,095	128,175,811
Accumulated Depreciation	(44,812,224)	(47,732,536)
Total Capital Assets	72,417,871	80,443,276
Total Non-Current Assets	122,153,300	147,236,839
Total Assets	190,234,999	199,176,561
Deferred Outflows of Resources	5,659,380	3,569,846
Liabilities		
Current Liabilities		
Accounts Payable	2,913,390	1,477,905
Accrued Payroll & Taxes	466,570	477,867
Customer Deposits	891,291	775,123
SRF Note Payable	506,732	511,799
Total Current Liabilities	4,777,983	3,242,694
Non-Current Liabilities		
OPEB Liability		
Net Pension Liability	620,100	1,193,844
SRF Deposit - SHGCC	1,458,404	1,458,404
SRF Note Payable	15,111,188	14,599,389
Total Liabilities	21,967,675	20,494,331
Deferred Inflows of Resources	2,942,351	1,855,551
Net Position		
Net Investment in Capital Assets	56,799,950	65,332,087
Capital Fund Budget	44,218,570	43,680,280
Investment In SVCW	29,484,894	27,652,279
Operation Reserve	11,111,437	14,024,468
Unrestricted Fund Balance	23,363,779	29,707,411
Total Net Position	164,978,631	180,396,525
Prior Period Adjustment	6,005,723	
Total Net Position	170,984,354	180,396,525

**West Bay Sanitary District
Statement of Revenues, Expenses & Changes in Net Position
Budget versus Actual
Fiscal Year 2023-24**

	Prior Year FY 2022-23	Unaudited Actual FY 2023-24	Approved Budget FY 2023-24	Budget v Actual FY 2023-24	Budget v Actual FY 2023-24
Operating Revenues					
Sewer Service Charges	30,508,147	32,227,643	32,477,617	249,974	99%
Flow Equalization	436,915	403,165	403,165	-	100%
Permit & Inspection Fees	203,036	447,140	200,000	(247,140)	224%
Other Operating Revenue	948,343	949,127	833,686	(115,441)	114%
Operating Revenues	32,096,441	34,027,074	33,914,468	(112,607)	100%
Operating Expenses					
Salaries & Benefits	6,330,473	7,022,123	7,247,613	225,490	97%
Materials & Supplies	657,069	638,382	790,000	151,618	81%
Insurance	331,064	329,736	327,900	(1,836)	101%
Contract Services	763,708	726,126	916,400	190,274	79%
Professional Services	824,391	736,059	1,546,800	810,741	48%
Repairs & Maintenance	389,911	495,971	671,100	175,129	74%
Utilities	405,452	480,754	497,250	16,496	97%
Other Operating Expenses	286,721	254,635	527,200	272,565	48%
Depreciation	3,518,536	3,821,663	3,955,000	133,337	97%
Total WBSD Operating Expenses	13,507,324	14,505,450	16,479,263	1,973,814	88%
Sewage Treatment Plant (SVCW)	12,846,366	12,984,204	12,990,848	6,644	100%
Total Operating Expenses	26,353,690	27,489,654	29,470,111	1,980,457	93%
Operating Income (Loss)	5,742,751	6,537,421	4,444,356	(2,093,064)	147%
Non-Operating Revenues (Expenses)					
Investment Income	1,367,580	3,818,656	501,600	(3,317,056)	761%
Other Non-Operating Income	1,589,411	1,288,059	(156,179)	(1,444,239)	-825%
Interest Expense	(161,196)	(156,179)	532,475	688,654	-29%
Other Non-Operating Expenses	(10,951)	(311,963)	-	311,963	
Increase (Decrease) in SVCW	-	(1,832,615)	-	1,832,615	
Total Non-Operating Revenues (Expenses)	2,784,843	2,805,959	877,896	(1,928,063)	320%
Change in Net Position before Contributions & Special Items	8,527,594	9,343,379	5,322,252	(4,021,127)	176%
Increase (Decrease) in Pension (GASB 68)	(4,912,677)	(1,489,456)	-	1,489,456	
Capital Contributions					
Capital Fund: Connection Fees	277,426	617,021	250,000	(367,021)	247%
Recycled Water Fund	1,146,513	941,226	662,900	(278,326)	142%
Change in Net Position	5,038,855	9,412,171	6,235,152	(3,177,019)	151%
Beginning Net Position	159,939,775	170,984,354	170,984,354		
Prior Period Adjustment	6,005,723	-	-		
Ending Net Position	170,984,354	180,396,525	177,219,506		

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



	Prior Year FY 2022-23	Unaudited Actual FY 2023-24	Approved Budget FY 2023-24	Budget v Actual FY 2023-24	YTD % Budget
Operating Revenues	31,977,857	33,907,010	33,798,668	108,342	100%
Operating Expenses					
General Fund Expense	9,309,608	9,913,031	11,858,088	(1,945,057)	84%
Sewage Treatment Plant (SVCW)	12,846,366	12,984,204	12,990,848	(6,644)	100%
Depreciation	2,765,731	3,066,761	3,200,000	(133,239)	96%
Total Operating Expenses	24,921,706	25,963,996	28,048,936	(2,084,940)	93%
Operating Income (Loss)	7,056,152	7,943,014	5,749,732	2,193,283	138%
Non-Operating Revenues (Expenses)					
Non-Operating Revenues	2,357,491	3,704,285	500,000	3,204,285	741%
Non-Operating Expenses	(10,951)	(1,994,578)	-	(1,994,578)	
Total Non-Operating Revenues (Expenses)	2,346,540	1,709,707	500,000	1,209,707	342%
Change in Net Position					
Change in Net Position, before Capital Contributions	9,402,691	9,652,722	6,249,732	3,402,990	154%
Other Adjustment					
Pension Adjustment (GASB 68)	(4,912,677)	(1,489,456)	-	-	
Capital Contributions					
Capital Contribution - Connection Fees	277,426	617,021	250,000	367,021	247%
Change in Net Position	4,767,440	8,780,287	6,499,732	3,770,011	135%

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

Revenues:

For the year ending June 30, 2024, total combined revenues are \$40.7 million including Operating & Non-Operating Income for the General, Capital, Treatment Plant, Solid Waste, and Recycled Water Funds. Collection, which includes the General, Capital, and Treatment Plant Funds, representing the District's core wastewater collection and conveyance services, is explained below. Solid Waste is detailed on page 12. Recycled Water is detailed commencing on page 13.

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

The General Fund had \$33.9 million in Operating Revenue and \$2.3 million in Non-Operating Revenue, for a combined \$36.2 million, 106% of the annual budget.

- **Sewer Service Charges.** Total revenue of \$32.2 million for 99% of the annual budget; \$26.3 million for the 20,433 residential customers and \$5.9 million for the 612 non-residential customers. 99.8% of all charges are made through the County of San Mateo (SMC) tax roll, with the remaining billed manually. The SMC collects in two installments annually and remits approximately 50% in December and April, with smaller reconciling payments during the fiscal year.
- **Permit Fees.** Permit & Inspection Fees of \$447 thousand, 224% of the annual budget.
- **Flow Equalization.** The District received \$403 thousand on the contract with Silicon Valley Clean Water (SVCW) for use of the Flow Equalization Facility Pond in fiscal year 2023-24.
- **Other Operating Income.** A total of \$829 thousand was recognized through year end, 115% of the annual budget.
 - Revenue for Los Altos Hills' maintenance service agreement was \$537 thousand.
 - Revenue for Town of Woodside's maintenance service agreement was \$101.7 thousand.
 - An additional \$4.1 thousand was from other sources; \$240 bid fees, \$2,687 in CalCard rebates and \$1,586 in late fees.
 - Revenue from HACH Contract for private pump station maintenance is billed through the SMC tax roll; \$186.3 thousand for the fiscal year. This is a pass-through expense, charged to customers in arrears of coverage.
- **Other Non-Operating Revenues:** The District recognized total non-operating revenue of \$2.3 million, representing \$2.2 million in interest income and changes in investment market values, as required by GAAP and \$156 thousand in other non-operating income.

West Bay Sanitary District
General Fund
Fiscal Year 2022-23

General Fund	Prior Year FY 2022-23	Unaudited Actual FY 2023-24	Budget FY 2023-24	Budget v Actual FY 2023-24	YTD % Annual Budget
Revenue					
Sewer Service Charges					
Residential	25,026,547	26,291,518	26,200,870	90,648	100%
Non-Residential	5,481,600	5,936,125	6,276,747	(340,622)	95%
Total Sewer Service Charges	30,508,147	32,227,643	32,477,617	(249,974)	99%
Permit & Inspection Fees	203,036	447,140	200,000	247,140	224%
Flow Equalization	436,915	403,165	403,165	-	100%
Other Operating Income	829,759	829,062	717,886	111,177	115%
Total Operating Revenues	31,977,857	33,907,010	33,798,668	108,342	100%
Non-Operating Revenues					
Interest Income	1,230,231	1,457,993	500,000	957,993	292%
Gain/Loss on Securities	(121,064)	590,467	-	590,467	
Gain/Loss on PARS Trust	39,294	73,721	-	73,721	
Gain on Equity in SVCW					
Other Non-Op. Inc.	2,720	156,536	-	156,536	
Total Non-Operating Revenues	1,151,180	2,278,717	500,000	2,278,717	456%
Total General Fund Revenue	33,129,038	36,185,727	34,298,668	2,387,059	106%

Capital Fund Revenues:

The Capital Fund recognized \$1.4 million in Non-Operating Revenue for interest income, net of gains, losses, and investments fees. The District recognized \$19 thousand in net gain from the sale of four fleet vehicles. Connection fees of \$617 thousand are recognized as a capital contribution.

The District was awarded a \$4,884,112 million grant to fund a portion of the Ecotone Levee Project, for a living shoreline to protect the site from flooding and sea level rise by the National Fish and Wildlife Foundation (NFWF). The funds are matching, requiring a 112% contribution by the District of \$5.5 million. No funds were received through June 30, 2024.

Expenditures:

Through the year ending June 30, 2024, total expenditures were \$31.3 million including the General, Capital, Treatment Plant, Solid Waste, and Recycled Water Funds. Collection expenditures are explained below and on tables on page 9. Solid Waste is detailed on page 12. Recycled Water is detailed commencing on page 13.

Collection: General, Capital, & Treatment Funds:

Total Collection Operating Expenditures were \$26 million, 93% of the annual budget. Sewer Treatment Plant expense and debt, managed by Silicon Valley Clean Water (SVCW), accounts for 57% of all wastewater operating expenditures, excluding depreciation.

General Fund Operating Expenses:

General Fund Operating Expenses were \$9.9 million, 84% of the annual budget. Expenses are shown on the Expense Analysis on the following page, with overhead allocations to the Solid Waste and Recycled Water Fund deducted.

- Salaries and benefits is 59% of the total General Fund budget, 3% under budget for the fiscal year, with actual expenses at 68% or actual operating expenses.
- The other expenditures account for 41% of the total budget and 32% of actual expenses, with actual expenses averaging 56% of the budget.

Capital Fund Operating Expenses:

- Depreciation was \$3.1 million, 96% of the annual budget. The District had \$5.7 million in completed Construction In Progress (CIP) during fiscal year.
- \$901 thousand in assets were removed due to sales, disposal, or obsolescence. A loss of \$162 thousand was recorded for the net book value of the \$389 thousand in assets written off. The four vehicles sold during the fiscal year resulted in a gain of \$19 thousand.

Treatment Plant Fund Operating Expenses:

These include \$13 million paid for the SVCW treatment plant, which is 100% of the annual budget and 57% of total Operating Expenses, excluding depreciation. The District has a 22.66% share of SVCW based on their Unaudited Analysis of Net Position, as of June 30, 2024, valued at \$27.65 million, down from a 22.99% share June 30, 2023. Expenses are recognized as Sewage Treatment Plant under Operating Expenses on the audited financial statements, including debt. The District tracks internally in a separate Treatment Plant Fund.

- SVCW Operating Contributions were \$6.1 million, 100% of the annual budget.
- SVCW Capital & Reserve Contributions were \$1.7 million, 100% of the annual budget.
- SVCW Debt payments were \$5.1 million, 100% of the annual budget.

Non-Operating Income (Expenses):

The District recognized \$2.8 million in non-operating revenue and expenses in all Funds. Collections had a net increase of \$1.7 million in non-operating revenue and expenses.

- Net revenue on investments was \$3.5 million. Interest Income of \$2.1 million and \$1.4 million gain in the fair market value of investments, less fees, which District plans to hold until maturity.
- Gain on sale of assets was \$19 thousand.
- The District recognized \$156.5 thousand in prior year revenue.
- A loss of \$1.8 million was recognized on the District's investment in SVCW.
- There was a net \$1.5 million pension adjustment expense recognized per GASB 68.

Change in Net Position:

Collection: General, Capital, and Treatment Plant Funds had a combined \$8.78 million increase in Net Position for the fiscal year, including \$7.9 million in Operating Income.

The District reports separately the Solid Waste Fund and Recycled Water Fund. The total increase in Net Position for the District was \$9.4 million. The total Net Position was \$180.4 million as of June 30, 2024. Details of all Funds are included on the Combining Statement on page 18.

West Bay Sanitary District
Collection Expenditures
Fiscal Year 2023-24

General Fund

	Prior Year FY 2022-23	Unaudited Actual FY 2023-24	Budget FY 2023-24	Budget v Actual FY 2023-24	YTD % Annual Budget
Salaries & Wages	4,372,141	4,900,964	4,917,723	16,759	100%
Employee Benefits	1,620,422	1,817,237	2,029,090	211,853	90%
Directors- Fees	39,390	46,540	45,800	(740)	102%
Election Expense	2,524		-	-	
Gasoline, Oil & Fuel	129,566	90,337	128,000	37,663	71%
Insurance	236,993	277,914	287,900	9,986	97%
Memberships	64,666	49,007	88,000	38,993	56%
Office Expense	37,113	36,856	48,700	11,844	76%
Operating Supplies	386,759	403,713	462,700	58,987	87%
Contract Services	713,937	619,781	849,300	229,519	73%
Professional Services	742,071	649,707	1,364,900	715,193	48%
Printing & Publications	28,247	38,529	77,200	38,671	50%
Rents & Leases	43,871	49,004	67,100	18,096	73%
Repairs & Maintenance	355,518	474,360	646,100	171,740	73%
Research & Monitoring	-	-	27,600	27,600	
Training, Meetings & Travel	69,301	74,496	145,300	70,804	51%
Utilities	233,645	249,844	288,000	38,156	87%
LAFCo	22,323		37,100	37,100	
Other Operating Expenses	136,732	80,646	244,300	163,654	33%
Equipment Expense	78,331	91,639	112,400	20,761	82%
OPEB Expense	25,000	51,790	25,000	(26,790)	207%
Admin: Solid Waste	(59,490)	(62,600)	(62,600)	0	100%
Admin: Recycled Water	(19,452)	(26,733)	(21,525)	5,208	124%
General Fund Operating Expenses	9,309,608	9,913,031	11,808,088	1,895,057	84%
Other Adjustments					
Pension Adjustment (GASB 68)	4,962,677	1,489,456	50,000	(1,439,456)	
Prior Period Adjustments	(6,005,723)		-	-	
Total General Fund Expenses	8,266,562	11,402,487	11,858,088	455,601	96%

Treatment Plant Fund

	Unaudited Actual FY 2022-23	Unaudited Actual FY 2023-24	Budget FY 2023-24	Budget v Actual FY 2023-24	YTD % Annual Budget
Treatment Plant Fund					
SVCW - Operating Fund	6,027,936	6,117,648	6,117,648	-	100%
SVCW - Operating Reserve	22,908	48,576	48,576	-	100%
SVCW - Capital Contributions	1,047,840	128,832	128,832	-	100%
SVCW: Line of Credit		51,936	51,936	-	
SVCW: Capital Reserves		805,200	805,200	-	100%
SVCW - 2018 Bond	1,833,999	1,836,301	1,837,963	1,662	100%
SVCW - 2021 Bonds (\$55.6m)	2,736,917	2,728,946	2,731,306	2,360	100%
SVCW - SRF WWTP Debt C-06-5216-120	506,765	506,765	506,765	(0)	100%
SVCW: Debt Reserves	670,000	760,000	762,622	2,622	100%
Total Treatment Plant Fund Operating Expenses	12,846,366	12,984,204	12,990,848	6,644	100%
Non-Operating Expenses					
Loss on Investment SVCW		1,832,615		(1,832,615)	
Total Treatment Plant Fund Expenses	12,846,366	14,816,819	12,990,848	(1,825,971)	114%

Capital Assets:

For year ending June 30, 2024, total Capital expenditures were \$10.9 million, 24% of the total annual budget; \$9.5 million for the Capital Fund, with \$1.1 million sold or otherwise removed from operations, and \$2.6 million for the Recycled Water Fund. A detailed schedule of Capital Fund Expenditures is included on page 11. The Recycled Water Fund expenditures are shown separately beginning on page 13.

West Bay Sanitary District
Capital Expenditures
Fiscal Year 2023-24

	Prior Year FY 2022-23	Actual FY 2023-24	Budget FY 2023-24	Variance Budget Balance	YTD % Annual Budget
Capital Fund					
Administration	-	-	173,000	724,353	-319%
Collection Facilities	15,722	-	600,000	600,000	0%
Fleet & Equipment	978,603	120,249	445,000	324,751	27%
Pump Stations	109,991	47,715	440,000	392,285	11%
Subsurface Lines	337,741	(337,741)	100,000	437,741	-338%
Construction Projects	2,939,177	9,644,890	22,155,000	12,510,110	44%
Total Capital Fund	4,381,234	9,475,114	23,913,000	14,437,886	40%
Disposal: Vehicles & Equipment	(57,885)	(561,526)	-	561,526	
Write-Off: Assets	(61,991)	(551,353)	-	551,353	
Net Capital Fund	4,261,358	8,362,235	23,913,000	15,550,765	35%
Recycled Water Fund					
Recycled Water - Sharon Heights RWF	316,121	881,237	2,450,000	1,568,763	36%
Recycled Water - Bayfront RWF	169,525	1,336,929	17,299,485	15,962,556	8%
O'Brian Reclaimed Water Pipelines		61,348	2,500,000	2,438,652	2%
Meta Reclaimed Water Pipelines	-	303,967	-	(303,967)	
Total Recycled Water Fund	485,647	2,583,481	22,249,485	19,666,004	12%
Total Capital Expenditures	4,866,881	10,945,717	46,162,485	35,216,768	24%

Capital Fund Assets:

Capital Fund had net capital expenditures of \$9.5 million, 40% of the \$23.9 million annual budget, in addition to \$1.1 million in assets were removed from operations, including sales of four retired vehicles and salvage or one vehicle for \$73.5 thousand, with original costs of \$596 thousand for a net gain of \$8 thousand.

- **Vehicle & Equipment.**
 - A mini excavator was purchased for \$57,452, 96% of the approved budget.
 - An E-Transit Van was purchased for \$62,798, which was not on original budget.
 - Four vehicles were sold a one salvaged with original costs of \$561,526.
- **Subsurface Lines and Other.**
 - Pump Station costs were \$47,715, just 11% of the annual budget. The telemetry project, with a \$400 thousand budget, is not complete.
 - Moved Meta contribution for upsize of recycled water lines to Recycled Water Fund.
- **Construction in Progress (CIP).** These are new or continuing constructions projects that are recorded separately and capitalized when completed. CIP is not depreciated until completed
 - **Levee Project.** \$5.1 million was expended for levee, 51% of budget.
 - **Pipeline Replacement & Rehab Design.** \$437 thousand was expended, 31% of budget.
 - **Pipeline Replacement & Rehab Construction.** \$4 million was expended, 38% of budget.
 - The Gilbert, North Bay, Ringwood project for \$5.7 million, initiated in 2020, was completed with the final retention distribution of \$265 thousand in October 2023.

West Bay Sanitary District
Capital Expenditures
Fiscal Year 2023-24

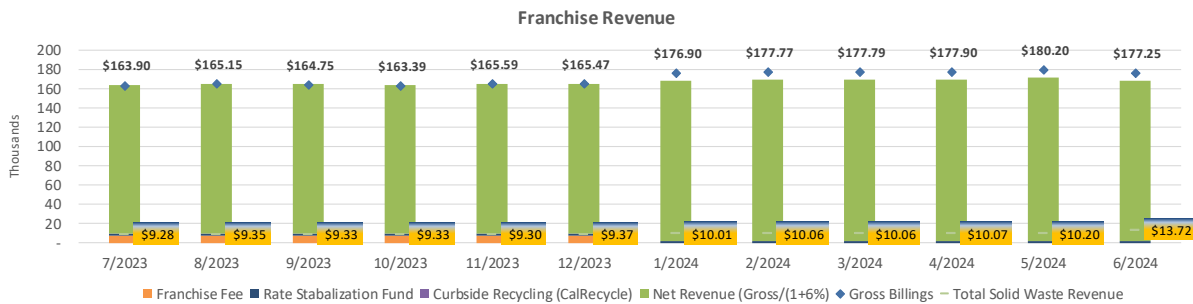
	Actual FY 2022-23	Actual FY 2023-24	Budget FY 2023-24	Variance Budget Balance	YTD % Annual Budget
<u>Plant & Administration</u>					
Server Replacement Program			23,000	23,000	0%
Software Purchases			150,000	150,000	0%
Write-Off: Assets	(23,763)	(385,027)			
Total Administration	(23,763)	(385,027)	173,000	558,027	-223%
<u>Collection Facilities - FERRF/Buildings</u>					
FERRF Improvements	-	-	500,000	500,000	0%
Metal Storage Building - Phase 1 & 2	15,722	-	-	-	
Allowance For Unanticipated Capital Expenditures	-	-	100,000	100,000	0%
Write-Off: Assets		(49,012)			
Total Collection Facilities	15,722	(49,012)	600,000	600,000	-8%
<u>Equipment Replacement - Funded From The Equipment Replacement Fund</u>					
<u>Equipment</u>					
CCTV Transporter & Track Module	20,575		-	-	
<u>Vehicles</u>					
Dump Truck (Deferred since 2020)			250,000	250,000	0%
Source Control - Ford F250 Lightning EV (Replace Unit	64,643		-	-	
Replace Unit 211: F150 Lightning EV	70,509		-	-	
F150 Lightning EV (2)	64,643		135,000	135,000	0%
Jet Truck, Superduty F550 4x4, 1/2in Jetter - Unit 228	139,838		-	-	
Combo Vacuum/Jetter Truck - Unit 229 (Replace Unit	562,690		-	-	
2022 Ford Mach E - GM Vehicle Unit 230	55,706		-	-	
Mini Excavator		57,452	60,000	2,548	96%
2023 Ford E-Transit Van 6/2024		62,798			
Total Vehicle & Equipment Purchases	978,603	120,249	445,000	324,751	27%
Destroyed Vehicle	(34,635)			-	
Sold Vehicles		(561,526)			
Write-Off Prior Period Disposable Parts	(23,250)	-			
Total Vehicle & Equipment	920,718	(441,276)	445,000	324,751	-99%
<u>Subsurface Lines and Other</u>					
<u>Pump Stations</u>					
Pump & Valve Replacement Program	109,991	2,200	40,000	37,800	6%
Pump Station Telemetry		45,515	400,000	354,485	11%
Write-Off: Assets		(117,315)			
Total Pump Stations	109,991	(69,600)	440,000	392,285	-16%
<u>Other Subsurface Lines</u>					
Manhole Raising (Paving Projects)			100,000	100,000	0%
Meta: MP Community Center Upsize RW Svc Line	337,741	(337,741)		337,741	
Completed CIP: North Bay / Ringwood / Gilbert		5,702,932		(5,702,932)	
Total Subsurface Lines	337,741	5,365,192	100,000	(5,265,192)	5365%
<u>Construction In Progress</u>					
Levee Survey & GPS Update	-		60,000	60,000	0%
Sheet Piling Project			-	-	
Levee Improvement	581,162	-	3,000,000	3,000,000	
Levee Improvement Project (Carryover)		5,148,214	7,000,000	1,851,786	51%
<u>Pipeline Replacement & Rehab Engineering</u>					
Corporate Yard Renovation Design (Carryover)			350,000	350,000	0%
Construction Projects Environmental Review			20,000	20,000	0%
Spot Repair Design-High Frequency List			-	-	
Spot Repair Design-High Frequency List (Carryover)			350,000	350,000	0%
Pipeline Replacement Design			-	-	
Pipeline Replacement Design (Carryover)		128,350	350,000	221,650	37%
Stowe Lane Design (Carryover)		179,650	200,000	20,350	90%
Willow Pump Station Rehabilitation Design		153,723	200,000	46,278	77%
<u>Pipeline Replacement & Rehab Construction</u>					
Stowe Lane		-	3,000,000	3,000,000	0%
Willow Pump Station Rehabilitation			1,000,000	1,000,000	0%
Willow Pump Station Rehabilitation (Carryover)			700,000	700,000	0%
Misc Point Repairs-High Freq. List Repairs	352,337	1,818,144	2,703,200	885,056	67%
Misc Point Repairs-High Freq. List Repairs (Carryover)		1,621,800	1,621,800	-	100%
Bayfront Park Sanitary Sewer Improvements	144,709		549,485	549,485	0%
Bayfront Park Sanitary Sewer Improvements (Carryover)		595,010	1,050,515	455,504	57%
Write-off CIP	(38,228)				
Total Construction In Progress	2,900,950	9,644,890	22,155,000	12,510,110	44%
<u>Completed Projects:</u>					
North Bay / Ringwood / Gilbert		(5,702,932)		5,702,932	
Net Construction In Progress	2,900,950	3,941,958	22,155,000	18,213,042	18%
Total Capital Expenditures	4,319,243	8,923,761	23,913,000	14,822,913	37%
Other Capital Adjustments	(119,876)	(561,526)	-	561,526	
Net Capital Expenditures	4,199,367	8,362,235	23,913,000	15,550,765	35%

Solid Waste Fund:

The District is a member of South Bayside Waste Management Authority (SBWMA), a joint powers authority which contracts with Recology to provide recycling, compost, and garbage collection services. The Solid Waste Fund had a net increase of \$343 thousand, to a Net Position of \$899 thousand, as of June 30, 2024.

- **Solid Waste Fund Revenue.** Franchise fees were \$120 thousand, 104% of the annual budget. This represents 6% of the Net Revenue of Recology; 5% in Franchise Fees and 1% from Rate Stabilization Fund.
- **Solid Waste Fund Expense.** Allocated expenses for the Solid Waste program of \$94.5 thousand were recognized for rate studies, annual notification and public hearing mailings, and overhead allocation, 83% of the annual budget.
- **Solid Waste Fund Non-Operating Income & Expense.** A surplus of \$317.8 thousand from 2022 was received in January 2024.

**Solid Waste Fund
Fiscal Year 2023-24**



	Prior Year FY 2022-23	Actual FY 2023-24	Approved Budget FY 2023-24	Budget v Actual FY 2023-24	YTD % Annual Budget
Income					
Operating Income					
Franchise Fees	91,729	96,983	115,800	(18,817)	
Rate Stabilization Fund	18,346	19,397		19,397	
Curbside Supplemental	4,310	3,684		3,684	
Total Income	118,584	120,064	115,800	4,264	104%
Expenditures					
Allocated Operating Expense					
Rate Studies	20,891	28,314	44,200	(15,886)	64%
Mailings	2,076	3,600	5,300	(1,700)	68%
Public Relations	0	0	1,600	(1,600)	0%
Overhead Expense Allocation	59,490	62,600	62,600	0	100%
Total Allocated Operating Expense	82,457	94,514	113,700	(19,186)	83%
Non-Operating Income & Expenditures					
Surplus	0	317,824	0	317,824	
Total Non-Operating Income & Expenditures	0	317,824	0	317,824	
Change in Net Position	36,127	343,375	2,100	341,275	16351%
Beginning Balance	519,319	555,446	555,446		
Ending Balance	555,446	898,820	557,546		

Recycled Water Fund:

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

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

**West Bay Sanitary District
Recycled Water Fund
Fiscal Year 2023-24**

Recycled Water Fund	WBSD	SHRWF	BFRWF	Total
Salaries & Benefits	-	(204,225)	(1,367)	(205,592)
Other Operating Expense	-	(408,911)	(61,739)	(470,650)
Depreciation	-	(754,902)	-	(754,902)
Operating Income (Expense)	-	(1,368,038)	(63,106)	(1,431,144)
Non-Operating Income	438,220	646,387	-	1,084,607
Non-Operating Expense	(150,000)	(156,179)	-	(306,179)
Capital Contributions	-	596,620	344,606	941,226
Net Change in Position	288,220	(281,211)	281,500	288,510

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

- **Sharon Heights Recycled Water Facility.** The final project was capitalized for \$22,780,298 in fiscal year 2020-21. In FY 2022-23, two supporting projects were started, with the solar project deferred in FY 2022-23 and Avy Altschul Pump Station scheduled for completion in FY 2023-24.
- **Bayfront Recycled Water Facility.** The District completed an initial BFRWF Plan in February 2019, with Board approval on May 12, 2021, completion is scheduled for 2027. Details on page 16.
- **Other Recycled Water Projects.** Separate expenditures by the District and in partnership with customers to install recycled water subsurface lines for shared public use.

**Recycled Water Fund
Capital Expenditures**

	Actual FY 2022-23	Actual FY 2023-24	Budget FY 2023-24	Variance Budget Balance	YTD % Annual Budget
<u>Recycled Water Fund</u>					
Sharon Heights RWF - Avy Pump Station	316,121	881,237	950,000	68,763	93%
Sharon Heights RWF - Solar Project Lease	-	-	1,500,000	1,500,000	0%
Bayfront Recycled Water Facility - Project Mgmt	88,312	-	1,000,000	1,000,000	0%
Bayfront Recycled Water Facility		741,919	15,750,000	15,008,081	5%
Bayfront - Reclaimed Water Pipelines	81,214	595,010	549,485	(45,525)	108%
O'Brian Reclaimed Water Pipelines		61,348	2,500,000	2,438,652	2%
Meta Reclaimed Water Pipelines		303,967	-	(303,967)	
Total Recycled Water	485,647	2,583,481	22,249,485	19,666,004	12%

Sharon Heights Recycled Water Facility

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

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

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

The District assumed full management of the SHRWF beginning January 27, 2021. Operation & Maintenance (O&M) expenses are paid by the District. Sharon Heights Golf & Country Club (SHGCC) pays an estimated calendar year budget in monthly installments, which is reconciled annually. Detailed statements is on page 15.

- **Operating Expense.**

- Total expenditures were \$1.4 million, including depreciation of the facility.
 - Operating Expenses were \$613 thousand, 115% of the annual budget.
 - Depreciation Expense was \$755 thousand, 100% of the annual budget.

- **Non-Operating Income & Expenses.**

- Non-Operation Income from SHGCC of \$644.7 thousand was recognized from SHGCC. This represents estimated billing for O&M and the calendar year 2023 O&M reconciliation.
- Interest Income was \$1,673.
- Interest Expense was \$156,179 for the annual SRF Loan payment of \$662,911.

- **Capital Contributions**

- SHGCC makes ten equal payments each year to prepay the SRF loan, with a reconciliation after the calendar yearend. The payments begin each April for the March SRF loan payment in the following year. The payments are considered contributions as received. SHGCC prepaid one installment June 2023, resulting in nine payments in FY 2023-24.

**West Bay Sanitary District
Recycled Water Fund
Sharron Heights Recycled Water Facility
Fiscal Year 2023-24**

Expenditures	Actual FY 2022-23	Actual FY 2023-24	Approved Budget FY 2023-24	Budget v Actual FY 2023-24	YTD % Annual Budget
<u>Operating Expense</u>					
District Wages					
Plant Operator	122,305	101,878	85,000	16,878	119.9%
Indirect Labor	13,544	5,740	-	5,740	
Overtime	26,317	20,021	20,000	21	100.1%
Standby	20,170	19,380	20,000	(620)	96.9%
Total District Wages	182,336	147,020	125,000	22,020	117.6%
Employee Benefits	41,184	57,205	35,000	22,205	163.4%
Total Salaries, Wages & Benefits	223,520	204,225	160,000	44,225	127.6%
<u>Other Operating Expense</u>					
Gasoline, Oil & Fuel	347	46	-	46	
Insurance	33,241	51,823	40,000	11,823	129.6%
Memberships	0	0	-	-	
Office Expense	0	0	-	-	
Operating Supplies	24,626	15,791	38,200	(22,409)	41.3%
Contractual Services	5,900	13,914	-	13,914	
Professional Services	25,064	21,168	11,000	10,168	192.4%
Printing & Publications	0	0	-	-	
Rents & Leases	0	0	-	-	
Repairs & Maintenance	34,393	21,612	25,000	(3,388)	86.4%
Research & Monitoring	22,664	21,727	15,000	6,727	144.8%
Training, Meetings & Travel	0	0	-	-	
Utilities	171,807	230,910	209,250	21,660	0.0%
Licenses & Permits	21,681	5,187	12,500	(7,313)	0.0%
Other Operating Expenses	0	0	-	-	
Operations & Maintenance (Contract)	0	0	-	-	
Administrative Expense	19,452	26,733	21,525	5,208	3507.1%
Subtotal Operation & Maintenance	582,695	613,137	532,475	80,662	256.9%
Depreciation	752,805	754,902	755,000	(98)	100.0%
Total Operating Expense	1,335,500	1,368,038	1,287,475	80,563	106.3%
<u>Non-Operating Income & Expense</u>					
Non-Operating Income					
Sharon Heights Golf & County Club	530,040	644,714	532,475	112,239	0.0%
Interest Income	1,668	1,673	1,600	73	104.5%
Gain/Loss on Reserves	0	0	0	0	
Other Non-Operating Income	0	0	-	-	
Total Non-Operating Income	531,708	646,387	534,075	112,312	121.0%
Non-Operating Expense					
Interest Expense (SRF Loan)	(161,196)	(156,179)	(156,179)	(0)	100.0%
Total Non-Operating Expense	(161,196)	(156,179)	(156,179)	(0)	100.0%
Total Non-Operating Income & Expense	370,512	490,208	377,896	112,312	129.7%
Capital Contributions					
Grant	-	-	-	-	
SRF Loan Payment	662,911	596,620	662,900	(66,280)	90.0%
SRF Loan Payment Advances	265,164	-	-	-	
Avy Pump Station Contributions	218,437	-	-	-	
Total Capital Contributions	1,146,513	596,620	662,900	(66,280)	90.0%
Net Change in Position	181,524	(281,211)	(246,679)	(34,532)	114.0%

Recycled Water:

Bayfront Recycled Water Facility (BFRWF)

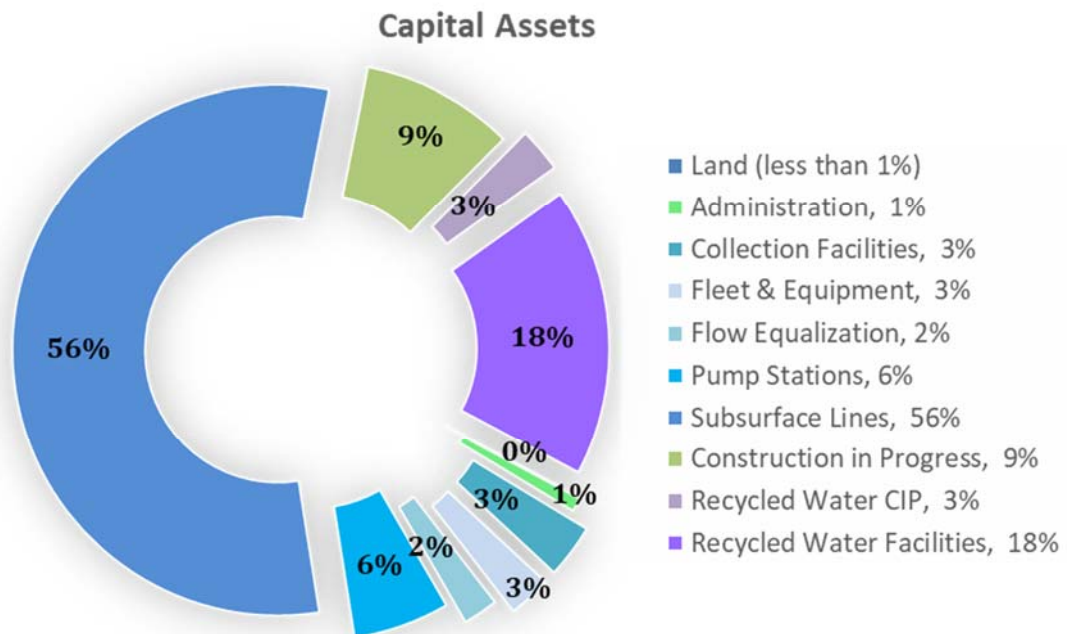
The District completed an initial BFRWF Plan in February 2019. After completing required Environmental Impact Report (EIR) and other regulatory requirements, on May 12, 2021, the District Board approved the project to build a 0.6 million gallons per day (MGD) recycled water facility at the District’s Flow Equalization and Resource Recovery Facility (FERRF) site. The District is expanding the facility from 0.6MGD to 1MGD, to address expected customer demand. Construction completion is scheduled for 2027. BFRWF will be a public project with contributions in aid of construction from several developers, for a guaranteed share of capacity, with the District maintaining extra capacity to offer to prospective customers.

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

BFRWF had \$1.3 million in capital expenditures in FY 2023-24, for total project Construction in Progress (CIP) expenditures of \$2.2 million. The current projected construction budget is \$88 million.

The District was originally awarded a \$14.7 million grant from the California State Water Recycling Funding Program (WRFP), with a \$41.9 million SRF loan. Due to state budget deficits the grant was recently reduced to \$5 million and the SRF loan increased to \$66.6 million. The state has indicated potentially \$3 million in additional grants. The District has contributed the land and additional funding, with other partners contributing for guaranteed recycled water delivery. Meta has contributed 43.3% of initial project management, for a potential 0.26MGD allowance of output. The District is working with Meta on a long-term agreement.

Recycled Water Fund represents 20.3% of all District assets, including SHRWF and Bayfront CIP.



Reserves:

The District budgeted \$3.3 million in total reserve contributions for FY 2023-24. An additional \$2.9 million is allocated to the Operating Reserve and \$401.6 thousand for the Vehicle & Equipment Reserve. On January 10, 2024 the Board approved transferring \$20 million to short-term investments to provide additional yield until funds were needed for capital projects.

- **Reserves.** The District originally budgeted \$3.3 million for unrestricted reserve contributions.
 - **Operating Reserve:** The Operating Reserve, which is held in Local Agency Investment Fund (LAIF), is budgeted for six months of operations to provide cash flow from the beginning of the year until funds are received from San Mateo County for the tax roll.
 - **Rate Stabilization Reserve:** Was created in 2015 to provide relief if large rate increases were necessary.
 - **Treatment Plant Reserve:** Was created in 2021 to set aside funds for future large debt requirements from SVCW.
 - **Capital Reserves:** The Emergency Capital Reserve was created in 2010, with the Capital Project Reserve following in 2014. \$20 million in funds was transferred in January 2024 from LAIF to the Capital Project Reserve to increase yields until funds are needed for capital projects.
 - **Recycled Water Reserves:** The Recycled Water Cash Flow Reserve, which was initially created for the SHRWF in 2018 to cover expenditures which were reimbursed through a State of California State Revolving Fund (SRF) loan, is continuing to serve for the BFRWF Project. Some funds are held in LAIF to fund the Bayfront project, until its SRF loan is approved and other funding is received.

- **Restricted Reserves.**
 - The Recycled Water SRF Reserve are funds deposited by SHGCC, as required by the SRF loan agreement.
 - The District has two accounts with Public Agency Retirement Services (PARS) for post-employment benefits trusts. \$75 thousand was transferred to PARS in December 2023.

Reserve Transfers	Reserve Target	Actual FY 2023-24	Approved Budget FY 2023-24	Variance Budget Balance	YTD % Annual
Contributions To Reserves					
Operating Reserves Transfers (Target 6mo/Ops)	17,245,253	2,913,031	2,913,031	-	100%
Rate Stabilization	10,000,000	-	-	-	
Treatment Plant Reserve	12,000,000	-	-	-	
Capital Reserves					
Capital Project Reserves Transfers	8,000,000	20,000,000	-	(20,000,000)	
Emergency Capital Reserves Transfer	6,000,000	-	-	-	
Vehicle & Equip Replacement Reserve	1,000,000	401,577	401,577	-	100%
Recycled Water Reserves					
Recycled Water Facility Cash Flow Reserve	8,000,000	-	-	-	
Recycled Water SRF Reserve - Restricted			-	-	
Reserve Transfers	62,245,253	23,314,608	3,314,608	(20,000,000)	703%
Other Reserve Contributions					
PARS Irrevocable Trust - Retirement		50,000	50,000	-	100%
PARS Irrevocable Trust - OPEB		25,000	25,000	-	100%
Self-Insurance Reserve		73,300	73,300	-	100%
Total Contributions To Reserves		23,462,908	3,462,908	(20,000,000)	678%

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

	General Fund	Capital Fund	Treatment Plant Fund	Solid Waste Fund	Recycled Water Fund	Unaudited Actual
	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24	FY 2023-24
Operating Revenues						
Sewer Service Charges	32,227,643	-	-	-	-	32,227,643
Flow Equalization	403,165	-	-	-	-	403,165
Permit & Inspection Fees	447,140	-	-	-	-	447,140
Other Operating Revenue	829,062	-	-	120,064	-	949,127
Operating Revenues	33,907,010	-	-	120,064	-	34,027,074
Operating Expenses						
Salaries & Benefits	6,816,531	-	-	-	205,592	7,022,123
Materials & Supplies	622,545	-	-	-	15,837	638,382
Insurance	277,914	-	-	-	51,823	329,736
Contract Services	668,785	-	-	-	57,341	726,126
Professional Services	649,707	-	-	28,314	58,038	736,059
Repairs & Maintenance	474,360	-	-	-	21,612	495,971
Utilities	249,844	-	-	-	230,910	480,754
Other Operating Expenses	153,344	-	-	66,200	35,090	254,635
Depreciation	-	3,066,761	-	-	754,902	3,821,663
Total WBSD Operating Expenses	9,913,031	3,066,761	-	94,514	1,431,144	14,505,450
Sewage Treatment Plant (SVCW)			12,984,204			12,984,204
Total Operating Expenses	9,913,031	3,066,761	12,984,204	94,514	1,431,144	27,489,654
Operating Income (Loss)	23,993,979	(3,066,761)	(12,984,204)	25,551	(1,431,144)	6,537,421
Non-Operating Revenues (Expenses)						
Investment Income	2,122,181	1,406,583			289,893	3,818,656
Other Non-Operating Income	156,536	18,985	-	317,824	794,714	1,288,059
Interest Expense					(156,179)	(156,179)
Other Non-Operating Expenses		(161,963)			(150,000)	(311,963)
Increase (Decrease) in SVCW			(1,832,615)			(1,832,615)
Total Non-Operating Revenues (Expenses)	2,278,717	1,263,606	(1,832,615)	317,824	778,428	2,805,959
Change in Net Position by Fund	26,272,696	(1,803,156)	(14,816,819)	343,375	(652,717)	9,343,379
Pension Adjustment (GASB 68)	(1,489,456)					(1,489,456)
Capital Contributions						
Interfund Contributions	(32,921,515)	19,937,311	12,984,204	-	-	(0)
Capital Fund: Connection Fees	-	617,021				617,021
Recycled Water Fund	-	-	-	-	941,226	941,226
Change in Net Position	(8,138,275)	18,751,176	(1,832,615)	343,375	288,510	9,412,171
Beginning Net Position	51,479,171	76,198,905	29,484,894	555,446	13,265,938	170,984,354
Prior Period Adjustment	-	-	-	-	-	-
Ending Net Position	43,340,897	94,950,081	27,652,279	898,820	13,554,447	180,396,525

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Report and Discussion from the Finance Committee

The Finance Committee will report on the Finance Committee meeting held on November 19, 2024.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

Recycled Water Facility Production Data:

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

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

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 9**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

Report to the District Board for the Special Meeting of December 4, 2024

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