



*1902 - Serving Our Community for over 120 Years - 2025*  
**WEST BAY SANITARY DISTRICT  
AGENDA OF BUSINESS  
REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MAY 28, 2025 AT 7:00 P.M. RONALD W.  
SHEPHERD ADMINISTRATION BUILDING, 500 LAUREL  
STREET, MENLO PARK, CALIFORNIA 94025**

**Board Members**

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

**General Manager**

Sergio Ramirez

**District General Counsel**

Anthony Condotti, Esq.

**AGENDA OF BUSINESS**

To participate by telephone or Zoom meeting, public comments can be made by joining  
Zoom meeting at:

<https://us06web.zoom.us/j/88591027607?pwd=QK7JoOhTXmDbH1gJLEa17MmhO5bEhZ.1>

Meeting ID: 885 9102 7607 Passcode: 703213

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 the Minutes for Special meeting May 13, 2025 Pg. 3A-1
  - B. Approval of Minutes for Regular meeting May 14, 2025 Pg. 3B-1
  - C. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru April 30, 2025 Pg. 3C-1
  - D. Consider Approving FY 2024-25 Financial Statements, Quarter Ending March 31, 2025
4. General Manager's Report Pg. 4-1
5. Consider Establishing Date and Time of Public Hearing to Consider Annual Tax Roll Sewer Service Charge Report for Fiscal Year 2025/2026 Pg. 5-1
6. Consider Authorizing the General Manager to Issue the Call for Bids for the District's Capital Improvement Project- Middlefield Road and Marsh Road Siphons Replacements Project No. 1771.0 Pg. 6-1

7. Discussion and Direction on Sharon Heights Recycled Water Facility Pg. 7-1
8. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 8-1
9. Report, Discussion, and Direction on RethinkWaste (SBWMA) Pg. 9-1
10. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 10-1
11. Closed Session
  - A. PUBLIC EMPLOYMENT/CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representatives: General Manager; General Counsel  
Employees: Represented and Unrepresented Employees
  - B. PUBLIC EMPLOYMENT  
Title: Finance Manager  
Recruitment Update
12. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
13. Adjournment

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



*1902 - Serving Our Community for Over 120 Years - 2025*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE SPECIAL MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MAY 13, 2025 AT 11:00A.M.**

**1. Call to Order**

President Dehn called the meeting to order at 11:17AM.

**2. Roll Call**

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

BOARD MEMBERS ABSENT: Walker

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

Others Present: None

**3. Communications from the Public: None**

**4. Fiscal Year 2025/26 Budget Workshop – Discussion on General, Capital, Waste Water Treatment, Solid Waste, and Recycled Water Funds and the District’s Reserves**

Comments: General Manager Ramirez and staff presented the FY 2025-26 proposed budget to the Board and discussed each item. The budget included an 8% increase in total revenue to \$38,419,014. Sewer Service revenue increased 7%. Combined Operating expenditures in all funds increased 12%, to \$41,721,907. The District Operating expense increased 12%, 6% for direct expenses, including depreciation and 18% for SVCW treatment plant, due to \$5,636,400 cash-in-lieu contributions to avoid additional debt. The Change in Net Position is \$1,301,832 increase for all funds and \$714,031 Collection operations for sewer services.

The budget included year-to-date actuals through March 31, 2025, with projections through yearend FY 2024-25, the approved FY 2024-25 Revised Budget, compared with the FY 2025-26 proposed budget.

General Manager Ramirez explained the proposed 6% increase for salaries and benefits is due to increase in staffing for the additional maintenance service agreement with East Palo Alto, along with merit step increases. The current Memorandum of Understanding with represented employees will expire at fiscal year-end and a new agreement has yet to be reached. CalPERS rates and employee cost sharing of employer contributions were also discussed in detail, explaining a 0.1% net increase in average employer cost for retirement benefits. The increase in PEPRAs employees and potential retirements were discussed.

Silicon Valley Clean Water (SVCW) expense for operations, capital, and debt service were detailed to show the 18% increase to \$21,843,430 for FY 2025-26.

The current District capital expenditures through March 31, 2025 was shown compared with the approved Revised Budget FY 2024-25, and proposed FY 2025-26 budget of \$54,127,639 for both Capital and Recycled Water Funds, of \$17,540,500 and \$36,587,139 respectively.

Reserve contributions for FY 2025-26 included: \$2,678,102 in operation reserve; \$75,000 to PARS Trust; \$1,442,000 to re-establish the equipment replacement reserve, which was depleted in FY 2024-25; and deductions of \$5,636,400 from the Treatment Plant Reserve, to pay cash-in-lieu to SVCW.

Staff provided separate budgets for the Solid Waste and Recycled Water Funds. The proposed Budget for the Solid Waste Fund, results in a net decrease of \$10,096. The Sharon Heights Recycled Water Facility results in a net decrease of \$237,094. Operating expenses are passed through with income from Sharon Heights Golf & Country Club funding all operations and making capital contributions to cover the SRF loan. Bayfront Recycled Water Facility includes a net decrease of \$242,700 for expected staff in January 2026 and plant software, to prepare and train before the facility is operational.

Board comments included:

- Send out SB 1385 fines before July 1.
- Give CIP updates on a monthly or quarterly basis.

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

**5. Adjournment Time:** The meeting was adjourned at 12:33 p.m.

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Secretary



1902 - *Serving Our Community for over 120 Years* - 2025

WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MAY 14, 2025 AT 7:00 P.M.

**1. Call to Order**

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

**Roll Call**

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Heydari AND Reese, Condotti by Zoom

Others Present: Rick Simonson and Gabe Sasser – HF&H Consultants

**2. Communications from the Public:** None.

**3. Consent Calendar**

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

- A. Approval of Minutes for Regular meeting April 30, 2025
- B. WBSD Operations and Maintenance Report – April 2025
- C. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – April 2025
- D. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – April 2025
- E. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – April 2025
- F. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- APN 080-082-040 (1050 Los Trancos Road, Portola Valley)

Comments: None.

Motion to Approve by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

**4. General Manager's Report**

Discussion/Comments: General Manager Ramirez reported on several items including an emergency repair performed for EPASD as well as that an update on further Union negotiations will be on May 28. He added, NFWF officials will visit the Levee Project site on May 20. He continued to report the American Public Works Association has named the District's Levee Project as Project of the Year and an awards ceremony will be held on May 21. The next regular meetings are scheduled for May 28<sup>th</sup>, June 11<sup>th</sup> and 25<sup>th</sup>. The complete General Manager's written report is included in the May 14, 2025, agenda packet.

**5. Workshop and Discussion regarding the Sewer Service Charge Rate Study for Fiscal Year 2025-26**

Comments: General Manager Ramirez introduced Rick Simonson and Gabe Sasser from HF&H Consultant who presented highlights of the sewer service charge rate study for FY 2025-26. Highlights included the Board determining whether to implement the previously adopted 5% rate increase for FY 2025-26. The presentation included review of revenue requirements, reserve fund balances, debt service coverage, and recommended certain rate increases. The Board consensus was to continue with the previously adopted 5% rate increase and prepare a proposition 218 notice for rate increases of 4% for each year thereafter through a five-year period. The final rate study report will be updated and considered for approval at an upcoming Board meeting.

**6. Update and Discussion on Capital Improvement Projects**

Comments: District Engineer Heydari and General Manager Ramirez reported on the progress of Point Repair Project Phases 1, 2 and 3 which included line segments completed, and the total payments paid to-date. He also reported on the Willow Pump Station and Stowe Lane Pump Station projects. Lastly, Heydari presented the updated Master Plan CIP list.

**7. Consider Awarding Bid for Point Repair Project – Phase III-A to Casey Construction**

Motion to Approve by: Walker 2<sup>nd</sup> by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: District Engineer Heydari reported that 8 bids were received for this project and Casey Construction was the low bid at \$3,014,589.15. The board then awarded the project.

**8. Update and Discussion on Portola Valley Annexations**

Comments: General Manager Ramirez reported on the Town of Portola Valley Housing Element Plan 2023-2031 and known future development projects in the Town. He outlined from August 2024 to present there are 3 annexation projects in progress and 14 annexation inquiries. He also added 12 out of 28 reimbursement agreements remain with no new agreements being added.

**9. Report and Discussion on Sharon Heights Recycled Water Facility**

Discussion/Comments: General Manager Ramirez reported 9.1MG was processed in April and 5.8MG delivered. He also reported that staff are working with SHGCC to put the PG&E invoices in their name so that SHGCC may have the Solar PPA in their name.

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

Discussion/Comments: General Manager Ramirez reported design and construction continue and Bayfront Facility field visits are scheduled for May 15<sup>th</sup>, 20<sup>th</sup> and 29<sup>th</sup>.

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

Discussion/Comments: General Manager Ramirez reported highlights of the recent TAC meeting which included discussion regarding the function of the TAC. The TAC discussed enforcement of SB 1383, and banning disposable vapes through AB 362.

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

Discussion/Comments: Director Otte reported the 3 final General Manager candidates will be interviewed on Friday May 16. He also reported on the SVCW hydrogen car which was purchased for \$16,000 with a \$15,000 grant for a total net payment of \$1,000.

**13. Closed Session**

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

B. PUBLIC EMPLOYMENT  
Title: Finance Manager  
Recruitment Update

Entered closed session at 8:54 p.m. Left closed session at 9:09 p.m.

Reportable action: None.

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

Discussion/Comments: None.

**15. Adjournment Time:** The meeting was adjourned at 8:10 PM

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**WEST BAY SANITARY DISTRICT**  
**Financial Activity Report**  
**April 2025**

**Date:** *May 14, 2025*

**To:** *Board of Directors*

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

**Subject:** *Approve Monthly Financial Activity Report*

**Financial Activity for the month of April 2025.**

**Receipt Summary:**

Commercial Deposits	979,327.07
Deposits in Transit/(Prior Period)	(2,767.43)
Returned Checks	(3,900.63)
Credit Cards / eChecks	60,899.77
Franchise Fees	12,025.42
San Mateo County [Tax Roll]	9,171,581.89
Other Receipts	141,956.42
Transfers	3,600,000.00
<b>Total Receipts</b>	<b><u><u>13,959,122.51</u></u></b>

**Withdrawal Summary**

Total Checks	2,533,156.29
Total Corp Cards	11,034.74
Total Bank Wires/ACHs	1,543,279.54
<b>External Withdrawals</b>	<b>4,087,470.57</b>
Total Internal Bank Transfers	9,600,000.00
<b>Total Withdrawals</b>	<b><u><u>13,687,470.57</u></u></b>

<b><u>Fund</u></b>	<b><u>Expenditure Summary by Budget Category</u></b>	
100	Operations	11,398,541.88
200	Capital	84.52
300	Solid Waste	0.00
500	Recycled Water	2,288,844.17
800	Silicon Valley Clean Water	0.00
<b>Expenditures by Fund</b>		<b><u><u>13,687,470.57</u></u></b>

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

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

President \_\_\_\_\_

Secretary \_\_\_\_\_

## Investment Portfolios

There are currently five separate investment reserves maintained to support the goals of the District, along with reserves held in Local Agency Investment Fund (LAIF) and the restricted Pension Trust and Recycled Water State Revolving Fund (SRF) Reserves. Annual contributions are made in accordance with the Board approved budget and periodically evaluated. The Vehicle & Equipment Reserve was held in a money market account, with all reserves being utilized this fiscal year. The reserve will be reestablished in LAIF in FY 2025-26.

The Operating Reserve target is set at six months of collection operating expenses, based on the approved fiscal year budget. The reserves are replenished when funds are received through the tax roll, the first payment for fiscal year 2024-25 was received in December 2024. Funds are also held in the Capital Project Reserve, where \$20 million for long-term liabilities were transferred in fiscal year 2023-24, to earn increased yields. \$11.65 million was transferred year-to-date to the Operating account to fund current capital projects.

The Treatment Plant Reserve target balance was set to cover Silicon Valley Clean Water (SVCW) capital needs and avoid incurring addition debt. In July 2024, \$2 million was transferred from the Treatment Plant Reserve's available cash to provide funds for the \$3,356,334 to SVCW for cash in lieu of additional debt due in FY 2024-25.

The Equipment Reserve balance of \$1 million was transferred for \$819 thousand in year-to-date vehicle purchases, with \$800 thousand, for additional vehicles, remaining in approved revised budget.

On February 4, 2025, staff met with the Finance Committee. They approved combining the two BMO Wealth Management capital reserves accounts, Capital Project and Emergency Capital, into a single Capital Reserve with a \$14 million reserve. An Emergency Capital Reserve will be established in LAIF in the Fiscal Year 2025-26 budget process, where funds will be more efficiently utilized in the event of an emergency. In March 2025 \$6,294,389 was transferred between account, with final close in April 2025.

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Balance 4/30/25</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$17 million	\$17,245,253	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	\$11,667,111	Achieved
Treatment Plant Reserve	8/1/2021	\$12 million	\$11,068,041	Unfulfilled
Capital Reserve	11/26/2014	\$14 million	\$22,867,569	Achieved *
Emergency Capital Reserve	10/19/2010		\$0	Close 4/2025
Recycled Water Cash Flow	11/18/2016	\$8 million	\$4,714,448	Unfulfilled
Recycled Water SRF Reserve	3/1/2018	\$1.46 million	\$1,520,706	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	\$0	Closed 2/2025

\* The District has \$14.7 million over total unrestricted target balances.

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

<u>Investments by Type</u>	<u>Target Balance</u>	<u>Balance 4/30/25</u>
Operating Accounts		\$1,582,388 ***
Local Agency Investment Fund (LAIF)	\$18 million	\$19,537,298
Unrestricted Reserves		
Investment Portfolios	\$44 million	\$50,317,170
Money Market Account		\$0
Restricted Reserves		
Recycled Water SRF Reserve	\$1.46 million	\$1,520,706
Public Agency Retirement Services (PARS)		\$1,000,997 **

\*\* Balance as of 3/31/25 (current statements unavailable)

**West Bay Sanitary District  
Receipts  
April 2025**

<b>Receipt Number</b>	<b>Receipt Date</b>	<b>Description</b>	<b>Amount</b>
464120	4/2/2025	Rvn Ventures Llc: 80 Fairview Ave, Ath, Permit	230.00
464121	4/2/2025	Draegers Supermarkets Inc.: 1010 University Dr., Mp, Permit	210.00
464122	4/2/2025	Benjamin Longmier: 1036 Los Trancos Rd., PV,SSC 2024-25	1,528.67
464123	4/2/2025	Smelly Mels Plumbing: 255 Waverley St, Mp, Permit	750.00
464124	4/2/2025	Golden State Hauling & Demo: 2035 Santa Cruz Ave, Mp, Permit	230.00
464125	4/3/2025	SLAC National Accelerator Laboratory: NRD Permit 8/22/24	565.00
464126	4/3/2025	Aro Properties Norcal 1 Llc: 369 La Cuesta Dr, Permit	510.00
464127	4/7/2025	Kurt Konolige: 865 College Ave, Mp, Permit	6,105.20
464128	4/7/2025	Kurt Konolige: 865 College Ave, Mp, Permit	240.00
464129	4/7/2025	Handy Man Plumbing: 53 Callie Ln, Mp, Permit	510.00
464130	4/7/2025	Maywood Family Trust Llc: 10 Maywood Ln, Permit	230.00
464131	4/7/2025	Sparsh Agarwal: 3841 Alameda De Las Pulgas, Mp, Permit	510.00
464132	4/7/2025	Sparsh Agarwal: 3841 Alameda De Las Pulgas, Mp, Permit	6,025.60
464133	4/8/2025	Handy Plumbing Man: 700 Woodland Ave, Mp, Permit	510.00
464134	4/9/2025	St. Denis Parish: 2250 Avy Ave. Mp, Permit	210.00
464135	4/9/2025	Jp Quan: 630 Menlo Ave & 1039 El Camino Permits	420.00
464136	4/4/2025	Ladera Oaks: 3249 Alpine Rd., PV,Estimated Volume Permit	210.00
464137	4/5/2025	SLAC National Accelerator Lab: 2575 Sand Hill Rd, Pv, Permit	210.00
464138	4/8/2025	California Family Foundation: 50 Terminal Ave., MP,EV Permit	210.00
464139	4/8/2025	St. Bede'S Episcopal Church: 2650 Sand Hill Rd., Mp, Permit	210.00
464140	4/9/2025	EJ Plumbing: 844 Partridge Ave, Mp, Permit	510.00
464141	4/10/2025	Sabercat Development: 399 Atherton Ave, Ath, Permit	230.00
464142	4/9/2025	Quality Market Corporation: 1209 Willow Rd., Mp, Permit	210.00
464143	4/10/2025	Designco: 3641 Haven Ave. B, Mp, Permit	210.00
464144	4/14/2025	Sacred Heart Schools: 150 Valparaiso Ave., Ath, Permit	210.00
464145	4/14/2025	Recology: SW Franchise Fee 3/2025	12,025.42
464146	4/15/2025	Trellis Restraunt: 1077 El Camino Real, Mp, Permit	210.00
464147	4/15/2025	Alpine Hills Tennis & Swimming Club: 4139 Alpine Rd, Permit	210.00
464148	4/15/2025	State Water Resources Control: SRF Loan Reim Avy PS	855,000.00
464149	4/1/2025	Quality First Plumbing: 35 Ridge View Dr, Permit	510.00
464150	4/16/2025	SMC: SSC FY 2024-25 2nd Period, Less Fees	9,171,581.89
464151	4/15/2025	Melissa Borjon: 175 Los Trancos Rd, Pv, Permit	9,118.00
464152	4/17/2025	Matarozzi Pelsinger Builders: 83 Wisteria Way, Ath, Permit	9,118.00
464153	4/17/2025	Jeff Canderle: 320 Fletcher Dr, Permit	610.27
464154	4/17/2025	298 Arlington: 298 Arlington Way, Mp, Permit	750.00
464155	4/21/2025	SHGCC: 2900 Sand Hill Rd, Class 2 Permit & Connection Fees	13,632.00
464156	4/21/2025	Roto-Rooter Services Co.: 1035 Lemon St, Mp, Permit	750.00
464157	4/21/2025	Brenda Lassiter: 95 Howard Way, Ath, Permit	610.27
464158	4/21/2025	City of East Palo Alto: MSA 3/2025	118,415.97
464159	4/22/2025	Sadaf Broshan: 236 Marmona Dr, Mp, Permit	510.00
464160	4/21/2025	Kathleen Liston: 801 Hermosa Way, Mp, Permit	230.00
464161	4/22/2025	Build Home Construction: 1931 Perry Ave, Permit	510.00
464162	4/22/2025	Thomas James Homes: 1250 Sherman Ave, Mp, Permit	230.00
464163	4/22/2025	EJ Plumbing: 844 Partridge Ave, Mp, Permit	210.00
464164	4/24/2025	Mission City Construction: 368 Stevick Dr., Ath., Permit	4,814.00
464165	4/24/2025	Ej Plumbing, Llc, Emanuel Jimenez: 24 Mesa Ct, Ath, Permit	510.00
464166	4/21/2025	Allcons Group: 316 Princeton Rd, Mp, Permit	5,244.40
464167	4/25/2025	Jonathan Pohle: 1050 Los Trancos Rd., PV,Annexation Fee	680.00
464168	4/1/2025	Hobart Street Ventures: 595 Hobart St., Mp, Permit	230.00
464169	4/28/2025	Caccia Home Services: 695 Woodland Ave., Mp, Permit	510.00
464170	4/28/2025	A4 Homes: 64 Fairview Ave. Ath, Permit	230.00
464171	4/29/2025	Lance Webb: 99 Edwards Ln, Ath, Permit	760.40
464172	4/29/2025	Roto-Rooter Services Co.: 155 Portola Road, Pv, Permit	510.00
464173	4/29/2025	Handy Plumbing Man: 700 Woodland Ave., Mp, Permit	750.00
464174	4/30/2025	EJ Plumbing, Llc.: 1065 Trinity Dr, Permit	510.00
464175	4/29/2025	Pro Roto Inc.: 1160 Sherman Ave, Mp, Permit	510.00
464176	4/29/2025	SHGCC: O&M 5/2025 & SRF Installment #2	128,324.42
464177	4/30/2025	Makoni Construction: 362 Camino Al Lago, Ath, Permit	510.00
464178	4/8/2025	Elizabeth P.R. Holmes: 214 Grove Dr, PV,SSC FY 2024-25	3,933.63
464179	4/25/2025	Kathleen Liston: 801 Hermosa Way, Mp, Permit Refund	(230.00)
<b>Total Receipts</b>			<b>10,363,023.14</b>
<b>Returned Checks</b>			
	4/3/2025	E.Holmes: SSC FY 2024-25	(3,900.63)
<b>Net Receipts</b>			<b>10,359,122.51</b>
<b>Bank Transfers:</b>			
	4/3/2025	WBSD: Transfer LAIF to Ops Acct.	3,000,000.00
	4/3/2025	WBSD: Transfer LAIF to PR Acct.	600,000.00
<b>Total Receipts</b>			<b>13,959,122.51</b>

**West Bay Sanitary District  
Financial Activity Report  
Withdrawals  
April 2025**

Check	Date	Payee	Purpose	Amount
73082	4/10/2025	Matheson Tri-Gas	Tank Rentals 1/2025	137.15
73083	4/10/2025	Alpha Analytical Laboratories	Research & Monitoring 3/2025	1,440.00
73084	4/10/2025	CSRMA c/o Alliant Insurance	Liability Deductible File No. 3066314	840.40
73085	4/10/2025	CalPERS LongTerm Care Program	LTC Withholding 4/1/25 - 4/15/25	74.00
73086	4/10/2025	Cintas	Uniforms 4/2/25	1,317.04
73087	4/10/2025	Coast to Coast Trucking School	Class A Drivers Training - J. Cosmas 3/2025	5,500.00
73088	4/10/2025	Comcast	Internet - 3/20/25-4/19/25	338.43
73089	4/10/2025	Dell Marketing	Computer Hardware 3/2025	4,762.09
73090	4/10/2025	DLT Solutions LLC	Computer Software 3/2025	6,679.64
73091	4/10/2025	Du-All Safety, LLC	Maintenance Contract 3/2025	3,780.00
73092	4/10/2025	FedEx	Postage 3/2025	613.72
73093	4/10/2025	Navia Benefit Solutions	Commuter & FSA Fees 3/2025	400.00
73094	4/10/2025	Home Depot Credit Services	Supplies 3/2025	2,123.54
73095	4/10/2025	Industrial Scientific Corp.	iNet Exchange Program - Gas Monitors 3/2025	3,389.68
73096	4/10/2025	Kone Pasadena	Elevator Maintenance 4/2025	341.20
73097	4/10/2025	Menlo Park Hardware Co. #14016	Supplies & Materials 3/2025	48.11
73098	4/10/2025	Abila	Computer Hardware 4/2025	754.22
73099	4/10/2025	Oracle America	IT Services 3/2025	19,343.39
73100	4/10/2025	Owen Equipment Sales	Service Call Unit 229 Pump 3/2025	2,489.46
73101	4/10/2025	Pacific Gas & Electric	Electric Service - Georgia Ln 2/27/25-3/27/25	2,573.10
73102	4/10/2025	Peninsula Building Materials	Gloves, Shovels 3/2025	1,397.61
73103	4/10/2025	Recology Peninsula Services	Garbage Service 3/2025 - SHRWF	249.39
73104	4/10/2025	Seekzen Systems	IT Consulting 3/2025	475.00
73105	4/10/2025	TPX Communications	Telephone 4/2025	2,419.13
73106	4/10/2025	Verizon Wireless	Cellular Service 3/2025	65.04
73107	4/10/2025	Vision Communications Co.	Radio Airtime 4/2025	252.00
73108	4/10/2025	Vallombrosa Center	Lodging - V. Garcia 4/4/25 - 4/7/25	234.00
73109	4/17/2025	Airgas USA, LLC	Tank Rentals 3/2025	118.24
73110	4/17/2025	Allied Crane	SHRWF Parts Warning Tag For Power Hoist 4/2025	61.24
73111	4/17/2025	Anderson Pacific	BFRWF Project Phase 2 Escrow Account 3/2025	113,661.09
73112	4/17/2025	Anderson Pacific	Bayfront RWF Project 3/2025	2,159,560.76
73113	4/17/2025	Bay Alarm	Access Control System - 1700 Marsh Rd 5/1/25-7/31/25	1,694.40
73114	4/17/2025	Bayside Equipment Company	Generator Service and Repair 3/2025	852.58
73115	4/17/2025	California Water Service	Water Service - Seminary Dr 3/7/25-4/7/25	3,132.16
73116	4/17/2025	Cintas	Uniform Service 4/9/2025	736.18
73117	4/17/2025	City of Menlo Park	Fuel: District Vehicles 3/2025	7,649.93
73118	4/17/2025	CleanServ Universal Services	Janitorial Service 4/2025	1,120.00
73119	4/17/2025	CPS HR Consulting	HR Consulting Services 2/2025	200.00
73120	4/17/2025	CWEA	CWEA Memberships - M. Ramos 5/31/25	259.00
73121	4/17/2025	CWEA	CWEA Memberships - A. Ambriz 4/30/25	476.00
73122	4/17/2025	Deborah Peres	Landscaping 4/2025	800.00
73123	4/17/2025	Dolphin Graphics	West Bay Vehicle Decals (8) 4/2025	7,509.27
73124	4/17/2025	ESRI	ESRI Annual Renewal 6/5/25-6/5/26	11,300.00
73125	4/17/2025	First Unum Life	Life, AD&D, Disability Ins 05/2025	2,894.95
73126	4/17/2025	Freyer & Laureta	Construction Observation 3/2025	77,476.63
73127	4/17/2025	Grainger	Misc Parts & Supplies 4/2025	1,219.60
73128	4/17/2025	IEDA	Labor Relations Fees 4/2025	814.00
73129	4/17/2025	It's Personnel/ P.C.	Finance Manager Recruitment 3/2025	6,861.25
73130	4/17/2025	Kimball Midwest	Supplies & Materials 4/2025	165.21
73131	4/17/2025	Mallory Co.	PPE Supplies 4/2025	261.73
73132	4/17/2025	McCrometer Inc.	DDS Long Term 3/2025	17,262.00
73133	4/17/2025	Mission Clay Products, LLC	Sewer Pipe Supplies 4/2025	4,343.98
73134	4/17/2025	Municipal Maintenance Equip.	Vehicle Equipment & Supplies 4/2025	1,795.31
73135	4/17/2025	National DRIVE	Teamster Pledge Contribution 04/18/2025	10.00
73136	4/17/2025	Navia Benefit Solutions	FSA Contributions PR 14/18/2025	981.51
73137	4/17/2025	Occupational Health Centers	Health Screenings (4) 3/2025	668.00
73138	4/17/2025	Pacific Gas & Electric	Electric Service - Los Trancos Rd 3/14/25-4/13/25	323.55
73139	4/17/2025	Peninsula Truck Repair	Vehicle Repair 4/2025 Unit 212	3,980.24
73140	4/17/2025	R.A. Nosek Investigations	New Hire Background Check - T. Nguyen 4/2025	1,200.00
73141	4/17/2025	Red Wing	Safety Boots - 3 Employees	890.59
73142	4/17/2025	Seekzen Systems	Antispam Service 3/2025	720.00
73143	4/17/2025	Shape, Inc.	E-One Pump Replacement 4/2025	23,786.35
73144	4/17/2025	Sharp Business Systems	Sharp Copiers Monthly Lease 4/2025	1,058.53
73145	4/17/2025	Spartan Tool	Cable, Splice, Blades 4/2025	492.23
73146	4/17/2025	Teamsters Local No. 350	Union Dues 4/2025	1,235.00
73147	4/17/2025	Underground Republic Water	Sewer Couplers, Wye, T.s 4/2025	5,605.69
73148	4/17/2025	Weco Industries	Sewer Cleaning Equipment 4/2025	4,752.37
73149	4/21/2025	AT&T	Telemetry Service - 3/13/25-4/12/25	1,316.01
73150	4/21/2025	City of Menlo Park - Water Svc	Water Service - Laurel St 2/28/25-4/2/25	894.02
73151	4/21/2025	Pacific Gas & Electric	Electric Service - Illinois & Purdue 3/14/25-4/13/25	979.35
				<b>2,533,156.29</b>

**West Bay Sanitary District  
Financial Activity Report  
Withdrawals  
April 2025**

**Corporate Cards:**

GL	Date	Account Name	Description	Amount
54028	4/21/2025	Commuter & FSA Benefits	Fastrak: Commuter Benefit 2/28/25	1,155.00
54080	4/21/2025	Memberships	Google & Peloton: Memberships	63.99
54091	4/21/2025	Office Supplies	Office Supplies	3,476.70
54092	4/21/2025	Printer Supplies	MICR Toner	628.91
54101	4/21/2025	Ops Supplies & Materials	Operating Supplies: Propane, Water Filters, DropBox	1,435.00
54103	4/21/2025	Vehicle & Equipment Supplies	Vehicle Parts	25.13
54106	4/21/2025	Small Tools	Harbor Freight Tools 349:Unit 236 CCTV Tools 3/07/25	110.10
54108	4/21/2025	Monitoring Supplies & Equip	Home Depot: Flow Meter Install Parts	81.20
54132	4/21/2025	Printing Forms	Amazon: Check Stock 3/13/25	32.80
54135	4/21/2025	Printing Documents	San Mateo County Recorder: Easement Documents 3/2025	109.00
54154	4/21/2025	R&M - Other Equipment	Replacement Work Bench, Seat Covers	555.57
54158	4/21/2025	Computer Software	Zoom: Monthly Subscription 3/04/25	49.00
54159	4/21/2025	Computer Hardware	Staples Inc: External Hard Drives 3/01/25	360.70
54173	4/21/2025	Dept Training & EE Development	Interviews, Trainings, Business Meetings	788.93
54174	4/21/2025	District Meetings	EPASD Meetings	434.99
54176	4/21/2025	Business Meetings	General Manager Meetings	1,261.12
54191	4/21/2025	Internet	Comcast California: SHRWF Plant & Pump Stations	466.60
<b>US Bank - CalCards</b>				<b>11,034.74</b>

**Bank Wires/ACH**

Date	Payee	Purpose	Amount
4/3/2025	ADP	Payroll Taxes - 04/04/25	44,427.30
4/3/2025	ADP	Payroll Taxes - Board	734.39
4/3/2025	ADP	ADP Wage Garnishment Payment	235.84
4/3/2025	ADP	Director Fees March 2025	4,488.22
4/3/2025	ADP	Employee Payroll - Check Date: 04/04/2025	141,775.12
4/4/2025	SVCW	SVCW Monthly Operating Contribution	966,425.00
4/4/2025	MissionSquare	Deferred Compensation PR 4/04/2025	13,566.61
4/8/2025	CalPERS	Retirement Contributions PR 04/04/2025	32,925.24
4/11/2025	ADP	ADP Fees	418.60
4/11/2025	CalPERS	Health Premiums	84,847.92
4/17/2025	ADP	Payroll Taxes - 04/18/25	49,115.16
4/17/2025	ADP	ADP Wage Garnishment Payment	235.84
4/17/2025	ADP	Employee Payroll - Check Date: 04/18/2025	149,078.62
4/18/2025	MissionSquare	Deferred Compensation PR 4/18/2025	20,401.11
4/22/2025	BMO	Bank Charge 3/2025	67.95
4/23/2025	CalPERS	Retirement Contributions PR 04/18/2025	33,160.42
4/24/2025	Navia Benefit Solutions	Commuter Benefits - May 2025	740.80
4/25/2025	ADP	ADP Fees	405.40
4/25/2025	Paya Refund	K.Liston: 801 Hermosa Way, Mp, Permit	230.00
<b>Bank Wires/ACH</b>			<b>1,543,279.54</b>

**Bank Transfers:**

Date	Payee	Purpose	Amount
4/3/2025	WBSD	Ops Acct to PR Acct	600,000.00
4/16/2025	WBSD	Ops Acct to LAIF Acct	9,000,000.00
<b>Internal Bank Transfers</b>			<b>9,600,000.00</b>

**Withdrawal Summary:**

Total Checks	2,533,156.29
Total Corp Card	11,034.74
Total Bank Wires / ACHs	1,543,279.54
Total Internal Bank Transfers	9,600,000.00
<b>Total Withdrawals</b>	<b>13,687,470.57</b>

**West Bay Sanitary District**  
**Expenditures By Vendor**  
**7/01/2024 to 03/31/2025**

<b>Withdrawals</b>	<b>Total by Vendor</b>	<b>Withdrawals</b>
<b>Name</b>	<b>YTD FY 2024-25</b>	<b>April 2025</b>
<b>Name</b>	<b>YTD</b>	<b>Current</b>
AAA Rentals	1,891.00	-
A-A Lock & Alarm	1,131.16	-
Ace Fire Equipment & Service	2,775.98	-
Action Towing	364.65	-
Abila	7,070.38	754.22
ADP - Fees	8,347.65	824.00
ADP-Wage Garnishment	6,792.78	471.68
Advanced Laser	2,367.97	-
Aerzen USA Corp.	4,039.30	-
Airgas Usa, LLC	1,107.43	118.24
All Fence Company, Inc.	3,300.00	-
Allied Crane	61.24	61.24
Alpha Analytical Laboratories	16,524.25	1,440.00
Anderson Pacific	17,624,617.05	2,273,221.85
Angulos NorCal Tree Service	2,000.00	-
Aqua Natural Solutions	1,614.72	-
ARC Document Solutions, LLC	838.63	-
AT&T	12,940.76	1,316.01
Atchison, Barisone & Condotti	73,821.87	-
BAGG Engineers	176,490.00	-
Backflow Prevention Specialist	5,665.00	-
BMO	303.16	67.95
Battery Junction Wholesale	963.39	-
Bay Alarm	27,320.33	1,694.40
Bay Area Air Quality Mgmt Dist	13,507.00	-
Bay Area Clean Water Agencies	2,581.00	-
Bay Area Paving Co.	26,934.00	-
Bay Reprographic	219.03	-
Bayside Equipment Company	3,400.11	852.58
BidNet	9,398.75	-
Bonny Doon Environmental	4,170.06	-
CASA	15,175.00	-
CDIAC	5,000.00	-
CPS HR Consulting	18,177.50	200.00
California State Lands Comm	4,723.72	-
California Water Service	27,024.63	3,132.16
CalPERS - GASB Fee	1,050.00	-
CalPERS - Retirement	661,442.42	66,085.66
CalPERS - Health Premiums	778,275.94	84,847.92
CalPERS - Unfunded Accrued Liability	66,215.00	-
CalPERS Longterm Care Program	1,331.97	74.00
California Car Sounds	8,227.56	-
Casey Construction	5,891,701.42	-
CDW Government	8,988.90	-
Center For Hearing Health	720.00	-
CentralSquare Technologies	17,895.00	-
Chargepoint Inc.	690.00	-
Chavan & Associates	15,000.00	-
Cintas	41,624.84	2,053.22
City of Foster City	2,328.00	-
City of Menlo Park	38,875.20	7,649.93
City Of Menlo Park - Fuel	38,274.93	-
City Of Menlo Park - Water Svc	12,239.51	894.02
Clean Earth Environmental	2,688.49	-
Cleanserv Universal Services	12,005.00	1,120.00
Coast To Coast Trucking School	5,500.00	5,500.00
Comcast	3,250.33	338.43
Commercial Van Interiors	6,005.54	-
The Concept Genie	3,521.35	-
Consolidated Parts	3,830.65	-
Core & Main	1,265.44	-
Corrosion Engineering Assoc.	4,380.00	-
Costco	65.00	-
CSDA	10,035.00	-
CSRMA c/o Alliant Insurance	460,865.69	840.40
CUES	5,053.14	-
CWEA	6,805.00	735.00
DLT Solutions LLC	6,679.64	6,679.64

**West Bay Sanitary District**  
**Expenditures By Vendor**  
**7/01/2024 to 03/31/2025**

<b>Withdrawals</b>	<b>Total by Vendor YTD FY 2024-25</b>	<b>Withdrawals April 2025</b>
D & L Supply	15,663.00	-
Deborah Peres	10,833.00	800.00
DES Architects & Engineers	24,769.75	-
Dell Marketing	18,321.17	4,762.09
Ditch Witch West	8,790.64	-
Dolphin Graphics	17,770.47	7,509.27
Du-All Safety, LLC	26,640.00	3,780.00
Duke's Root Control, Inc	223,416.56	-
Electro-Motion Inc.	5,239.48	-
Embarcadero Media Foundation	4,320.00	-
Environmental Dynamics Int.	2,680.97	-
ESRI	11,300.00	11,300.00
Fast Response On-Site Testing	2,463.00	-
FedEx	1,640.95	613.72
First Unum Life	29,713.99	2,894.95
Fischer Compliance LLC	36,820.00	-
Flo-Line Technology, Inc.	10,759.75	-
Foster & Foster Consulting	500.00	-
Freyer & Laureta	991,776.60	77,476.63
Frisch Engineering, Inc.	1,987.50	-
G3 Engineering, Inc	1,026.57	-
Global Equipment, Inc	231.91	-
Golden Gate Truck Center	280,619.64	-
GoldStreet Design Agency	5,000.00	-
Govconnection, Inc.	6,570.88	-
Governmentjobs.Com	5,281.47	-
Grainger	31,286.16	1,219.60
Granite Rock Company	96.91	-
HF&H Consultants	305.00	-
HACH Company	6,423.00	-
Hadronex	44,972.83	-
Harrington Industrial Plastics	1,152.73	-
Helix Laboratories	5,651.66	-
Hillyard/San Francisco	1,098.93	-
Home Depot Credit Services	12,638.55	2,123.54
Horizon	410.06	-
IEDA	8,140.00	814.00
Industrial Scientific Corp.	27,117.44	3,389.68
Instrument Technology Corp.	17,126.99	-
Interstate Traffic Control	1,003.52	-
Ironhouse Sanitary District	2,713.45	-
It's Personnel/ P.C.	16,500.58	6,861.25
Jack Doheny Company	492,295.65	-
Jones Hall	15,000.00	-
Joseph Andrew Scheidt	1,350.00	-
Kaz & Associates	17,500.00	-
Kimball Midwest	13,641.54	165.21
Kone Pasadena	3,731.60	341.20
Mallory Co.	9,916.63	261.73
Matheson Tri-Gas	1,244.17	137.15
McCrometer Inc.	207,144.00	17,262.00
Medco Supply Company	929.53	-
Menlo Park Hardware Co. #14016	1,139.71	48.11
Meta Platforms (Facebook)	5,706.99	-
Mid Peninsula Abstracts	830.00	-
Mission Clay Products, LLC	17,308.73	4,343.98
MissionSquare	335,788.92	33,967.72
Morse Hydraulics	1,478.79	-
Motion Industries	54.85	-
Municipal Maintenance Equip.	21,473.49	1,795.31
Napa Auto Parts	2,348.04	-
National Auto Fleet Club	185,145.19	-
National DRIVE	150.00	10.00
Navia Benefit Solutions	37,195.08	2,122.31
NeoPost	1,249.57	-
NorCal Materials, Inc.	1,343.13	-
Nuvei / Paya	2.50	-
O'Grady Paving, Inc.	22,500.00	-
Occasions, Etc.	90.91	-
Occupational Health Centers	3,466.00	668.00

**West Bay Sanitary District**  
**Expenditures By Vendor**  
**7/01/2024 to 03/31/2025**

<b>Withdrawals</b>	<b>Total by Vendor YTD FY 2024-25</b>	<b>Withdrawals April 2025</b>
Omega Industrial Supply	7,554.62	-
Oracle America	85,763.33	19,343.39
Owen Equipment Sales	2,808.48	2,489.46
P&F Distributers	252.72	-
Peninsula Building Materials	4,072.20	1,397.61
Pacific Gas & Electric	322,227.58	3,876.00
Pacific Highway Rentals	2,885.39	-
Pacific Peninsula Group	36,851.00	-
Pape Machinery	4,323.61	-
Paxxo (USA)	579.29	-
Paya Refund	230.00	230.00
Paytrace	(320.42)	-
Peninsula Truck Repair	51,280.06	3,980.24
Pier 2 Marketing	1,000.00	-
Ponton Industries	5,075.00	-
Precise Printing And Mailing	4,411.78	-
Preferred Alliance	2,877.27	-
Principal Life Insurance	49,010.97	-
Quadient Leasing USA	769.73	-
R.A. Nosek Investigations	4,350.00	1,200.00
Ranger Pipelines	1,125,187.77	-
Readyrefresh By Nestle	2,969.15	-
Recology Peninsula Services	8,459.40	249.39
Red Wing	7,461.66	890.59
Redwood City Health & Wellness	940.50	-
Redwood General Tire Co	18,660.47	-
City Of Redwood City	4,787.06	-
Registrar Of Voters	2,683.00	-
Repcor	34,878.24	-
Rich Voss Trucking	2,768.00	-
Roadsafe Traffic Systems, Inc.	5,319.55	-
Roy Thiele-Sardina	498.69	-
Samuel M. Rose	515.00	-
SVCW - Monthly Operating Contribution	9,664,250.00	966,425.00
SVCW - 2018 Bonds	1,674,729.01	-
SVCW - 2021 A&B Bonds	2,897,304.75	-
SVCW - SRF Debt	2,155,593.25	-
Silicon Valley Clean Water	2,700.00	-
Chamber San Mateo County	475.00	-
County of San Mateo	1,390.00	-
San Mateo County Tax Collector	698.16	-
San Mateo County Health	6,143.00	-
County of San Mateo - LAFCO	27,863.00	-
San Mateo Lawn Mower Shop	159.19	-
County of Santa Clara	815.00	-
SWRCB	28,990.00	-
Seekzen Systems	9,262.00	1,195.00
Sensera Systems	4,296.00	-
Shape, Inc.	63,859.70	23,786.35
Sharp Business Systems	10,658.44	1,058.53
Sonsray Machinery LLC	480.51	-
Spartan Tool	5,307.30	492.23
State Board Of Equalization	2,950.00	-
State Water Resources	663,853.88	-
Stevens Creek Quarry	7,085.89	-
Sunbelt Rentals, Inc.	2,348.22	-
Sunstate Equipment	1,377.44	-
Sutter EAP	2,759.75	-
TPX Communications	26,022.20	2,419.13
Taradigm, Inc.	1,598.68	-
Teamsters Local No. 350	11,587.00	1,235.00
Teletrac Navman US	2,719.60	-
Telstar Instruments, Inc.	2,620.00	-
Total Equipment Of Fremont	2,774.61	-
Towne Ford	92,745.51	-
Uline	3,294.99	-
Underground Republic Water	39,212.90	5,605.69
Underground Service Alert	16,632.63	-
United Rentals (North America)	2,710.31	-
Univar Solutions USA	9,926.71	-
US Bank - CalCards	135,604.92	11,034.74

**West Bay Sanitary District**  
**Expenditures By Vendor**  
**7/01/2024 to 03/31/2025**

<b>Withdrawals</b>	<b>Total by Vendor YTD FY 2024-25</b>	<b>Withdrawals April 2025</b>
U.S. Jetting, LLC.	1,515.42	-
US Standard Products Corp	3,081.95	-
V & A Consulting Engineers	-	-
V.W. Housen & Associates	72,912.18	-
Valley Heating & Cooling	80,156.00	-
Vallombrosa Center	1,911.00	234.00
Veolia Water North America	598.51	-
Verizon Wireless	17,540.40	65.04
Vision Communications Co.	2,016.00	252.00
Weco Industries	66,751.32	4,752.37
Western States Tool & Supply	5,471.06	-
Woodard & Curran	380,142.26	-
Zenon Environmental	10,194.85	-
Angel Ambriz	1,058.86	-
Marvin Argueta-Ramos	239.00	-
Seth Avila	662.87	-
Heath Cortez	185.00	-
Andres Garcia	200.00	-
Victor Garcia	600.00	-
Everardo Huerta	1,972.27	-
Bob Hulsmann	247.28	-
Yutian Lei	5,352.78	-
Lisandro Marquez	234.98	-
Dominic Nanni	5,179.13	-
Sergio Ramirez	368.99	-
Rupert Sandoval	295.00	-
Robert J. Scheidt	568.99	-
Desiree S Slater	75.00	-
Stevan Kull	42,642.00	-
Mark Weiss	4,653.33	-
Michael Chang	14,611.84	-
Dorian Mckelly	660.93	-
George Choi & Michele Ono	2,120.43	-
Gurtner Living Trust	973.78	-
Alison Krausz	973.78	-
Katrina Montinola	973.78	-
Michael Scandalios	973.78	-
Domenic Andrighetto	973.78	-
TJB Investments LLC	9,611.26	-
Bob Sick	9,611.26	-
John & Virginia Kavanaugh	2,120.43	-
Alan & Lauren Denenberg	2,120.43	-
Mark & Rebecca Hilderbrand	2,120.43	-
Donald Turnquist	781.92	-
Daniel Siegel	973.78	-
William & Susan Thomas	2,120.43	-
Keri Nicholas	973.78	-
Ronald Dalman & Jocelyn Dunn	973.78	-
Amritansh & Lisa Raghav	8,854.00	-
Scott Mitic	(17,988.30)	-
Richard W. & Sandra W. Boyce	2,120.43	-
Dorothy Garcia Bachler	2,120.43	-
Martin & Emiko Kim	(52,157.11)	-
Ramon & Kelly W. Villareal	2,120.43	-
Kent Ryhorchuk & Cathy Brewer	3,169.80	-
Yanting Zhang	3,169.80	-
Lynne Penek - Holden	3,169.80	-
Charles & Toni Markley	6,339.60	-
David H. McMurtry	3,169.80	-
Erin & Julie Whalan	3,169.80	-
John Nightingale	3,169.80	-
Frazier Miller	3,169.80	-
Thomas V. & Nusrat T. Uridel	3,169.80	-
Heather Kirkby	3,169.80	-
Victoria S. Sargent	3,169.80	-
Lyn Louise Dearborn	3,169.80	-
Robert J. & Nancy J. Neuer	3,169.80	-
Stephen Daane & Sheryl Garrett	3,169.80	-
Patricia Burns	3,169.80	-
Scott & Jennifer Gamel	3,169.80	-
Thomas W. Sisson	3,169.80	-

**West Bay Sanitary District**  
**Expenditures By Vendor**  
**7/01/2024 to 03/31/2025**

<b>Withdrawals</b>	<b>Total by Vendor YTD FY 2024-25</b>	<b>Withdrawals April 2025</b>
The Jensen Family Trust	3,169.80	-
Fumio Adachi	3,169.80	-
Thomas Robert Clandinin	3,169.80	-
Sean A. Curran	3,169.80	-
David & Julie Duncan	6,339.60	-
Lois DuBois	3,169.80	-
Stephen Wheeler	3,169.80	-
James H. Foster	3,169.80	-
Palwasha & Zelikha Dost	3,169.80	-
Ingrid B. Hardy	3,169.80	-
William E. Nelson	3,169.80	-
Claude Michael Beasley	3,169.80	-
Stephen Dunne	9,509.40	-
Nicolas Rochard & Leigh Birch	3,169.80	-
Jerald Hall Jensen	3,169.80	-
John Paul Huetter	3,169.80	-
JoAnn Loulan	3,169.80	-
Martin & Kristen Casado	3,169.80	-
Gary Daniel MacGregor	3,169.80	-
David Stagg	3,169.80	-
Cindy Lee Russell	3,169.80	-
Svend Aagesen	3,169.80	-
Carol Kemper	3,169.80	-
Grover T. Wickersham	6,339.60	-
Armin Staprans	6,339.60	-
Keith Reeves	3,169.80	-
Ann Hardy	3,169.80	-
Tracy & Peter Cowperthwaite	3,169.80	-
Alexander M. Kostrikin	3,169.80	-
Gregory G. Van Hauser	3,169.80	-
Mary Kelley & Marc Levaggi	3,169.80	-
David A. Lowin	3,169.80	-
Sean Riley & Judy Riley	3,169.80	-
Stig & Holly Nybo	3,169.80	-
Kenneth D. Woods	3,169.80	-
Mary Ann H. Furda	3,169.80	-
Jancie L. Avilla	3,169.80	-
Larry & Mary Anderson	3,169.80	-
Ian Earnest	6,339.60	-
Thomas & Jean Schellenberg	3,169.80	-
Raivis Kampenuss	3,169.80	-
Julie Handley	3,169.80	-
Pehr Harbury & Shivani Nautiya	3,169.80	-
Matt Gebhart	3,169.80	-
<b>Total Vendor Withdrawals</b>	<b>49,855,333.55</b>	<b>3,697,851.76</b>
<b>Wages &amp; Payroll Taxes</b>		
Salaries/Wages - Net Pay	3,001,369.91	290,853.74
Directors Fees - Net Pay	39,117.15	4,488.22
Payroll Taxes	1,006,849.38	94,276.85
Performance Merit Program - Net Pay	145,570.24	-
<b>Total Payroll</b>	<b>4,192,906.68</b>	<b>389,618.81</b>
<b>Total External Withdrawals</b>	<b>54,048,240.23</b>	<b>4,087,470.57</b>
<b>WBSD Transfers:</b>		
WBSD LAIF Account	30,700,000.00	9,000,000.00
WBSD PR Account	1,600,000.00	600,000.00
Public Agency Retirement Services (PARS)	75,000.00	-
<b>Total Transfers</b>	<b>32,375,000.00</b>	<b>9,600,000.00</b>
<b>Total Withdrawals</b>	<b>86,423,240.23</b>	<b>13,687,470.57</b>



# WEST BAY SANITARY DISTRICT AGENDA ITEM 3D

**To:** *Board of Directors*

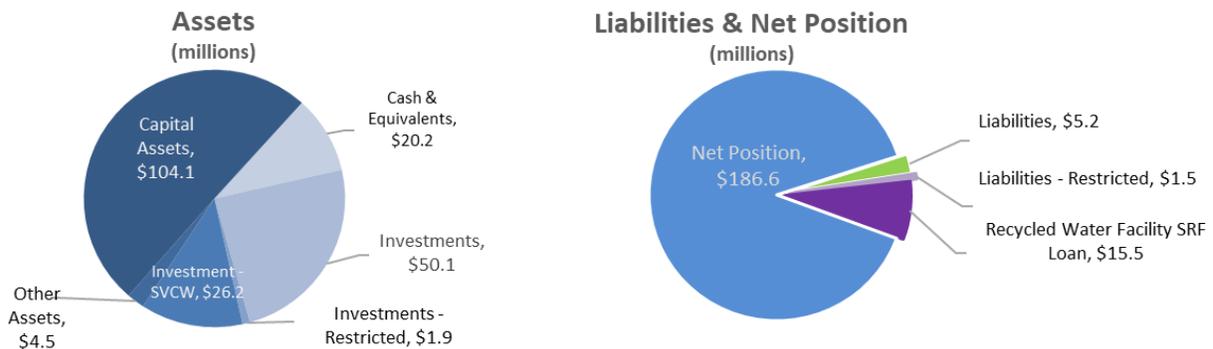
**From:** *Debra Fisher, Finance Manager*

**Subject:** *Consider Approving FY 2024-25 Financial Statements, Quarter Ending March 31, 2025*

### Background

Attached for the Board’s review is the District’s Unaudited Financial Statements for the quarter ending March 31, 2025. 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.

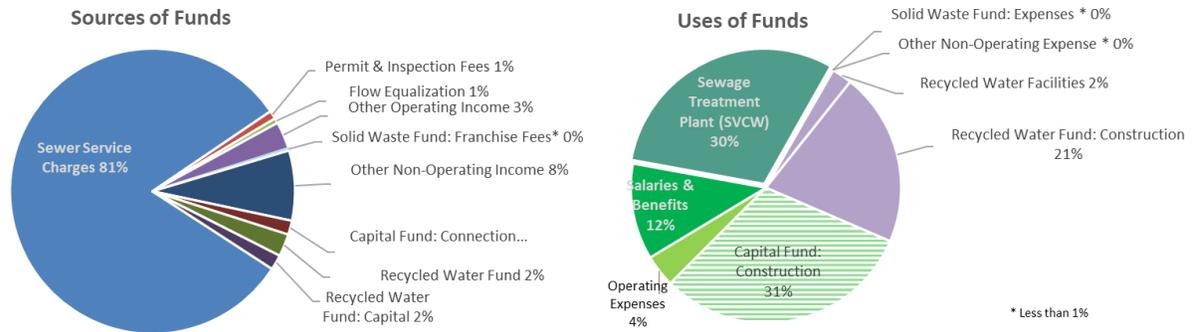
### Fiscal Impact



The District had \$207 million in total assets as of March 31, 2025, with total liabilities of \$22 million, for a Net Position of \$186.6 million.

The District recognized gross Operating Revenue of \$26.6 million and gross Operating Expenditures of \$26.7 million, for a combined \$6.2 million increased Net Position in all Funds.

The District recognized \$26.4 million in capital project expenditures; \$15.8 million for collection assets and \$10.6 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 \$26.5 million, 75% of the annual budget. Operating Expense was \$25.56 million, 72% of the annual budget. This includes direct Operating Expenses of \$7.8 million, 57% of the annual budget, Capital Depreciation of \$2.3 million, and Sewer Treatment Plant expense and debt, managed by Silicon Valley Clean Water (SVCW) of \$15.4 million, 83% of the annual budget. SVCW accounts for 66% of total operating expenses, excluding depreciation. The Net Operating Income for Collection operations was a net increase of \$934 thousand year-to-date.

Non-Operating Revenues and Expenses of \$2.4 million net increase, from Interest Income, Gains, and Losses on Investments, less investment fees. \$490 thousand in Connection fees are recognized as Capital Contributions and are applied to system capacity projects. Collection has a \$6.1 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 \$33.66 million, as of March 31, 2025, remaining for capital expenditures.

**Solid Waste Fund:**

The Solid Waste Fund recognized \$81 thousand in Franchise Fees, 66% of the annual budget, from Recology, which manages solid waste collection for the District.

Solid Waste Expenditures of \$50 thousand, 43% of the annual budget, was recognized. The budget includes rate studies, annual notification mailing, and overhead allocation. The Solid Waste Fund increased \$31.6 thousand, to a Net Position of \$930 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 \$1.1 million in total expenses and a net positive \$637 thousand in Non-Operating Income and Expense. The District recognized \$525 thousand in Capital Contributions, for an \$81 thousand increase in Net Position.

SHRWF had Operating Expenditures of \$1.1 million, including \$566 thousand in depreciation. Non-Operating Revenue from Sharon Heights Golf & Country Club (SHGCC) of \$545 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. Capital Contributions from SHGCC are applied to the California Clean Water State Revolving Fund (SRF) loan, including interest expenses of \$151 thousand.

The Bayfront Recycled Water Facility (BFRWF) had no uncapitalized expenditures. Meta contributed \$60.8 thousand in capital contributions, representing 43.3% of the BFRWF outsourced project management.

The District recognized \$242.6 thousand in interest, net of gains, loss, and fees on the Recycled Water Cash Flow Reserve.

**Financial Statements Summary:**

The following is a summary of the Statement of Changes in Revenue, Expenses, and Net Position, for the prior year ending June 30, 2024 and the quarter ending March 31, 2025.

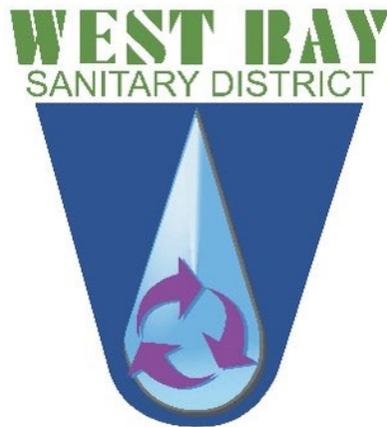
Statement of Revenue, Expense, & Change in Net Position				
	3/31/2025	FY 2023-24	Change	Percentage
Operating Revenues	26,577,163	34,027,074	(7,449,911)	-22%
Operating Expenses	(11,262,550)	(14,505,450)	3,242,900	-22%
Sewage Treatment Plant (SVCW)	(15,429,428)	(12,984,204)	(2,445,224)	19%
Operating Income (Loss)	(114,814)	6,537,421	(6,652,235)	-102%
Non-Operating Rev / Exp	3,083,955	2,805,959	277,996	10%
Income Before Contributions & Special Items	2,969,141	9,343,379	(6,374,239)	-68%
Pension Adjustment (GASB 68)	(66,004)	(1,489,456)	1,423,452	-96%
Grant	2,283,093			
Recycled Water Fund: Capital Contribution	524,889	941,226	(416,337)	-44%
Capital Fund: Connection Fees	489,764	617,021	(127,257)	-21%
<b>Change in Net Position</b>	<b>6,200,884</b>	<b>9,412,171</b>	<b>(3,211,287)</b>	<b>-34%</b>

**Recommendation**

The Finance Manager recommends the Board approve the Fiscal Year 2024-25 Unaudited Financial Statements, quarter ending March 31, 2025.

Attached: 2025-03-31 Financial Report FY 2024-25

# **West Bay Sanitary District**



## **Unaudited Financial Statements**

**Fiscal Year 2024-2025**

**Quarter Ending**

**March 31, 2025**

**Financial Report  
Fiscal Year 2024-2025  
March 31, 2025**

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 20,707 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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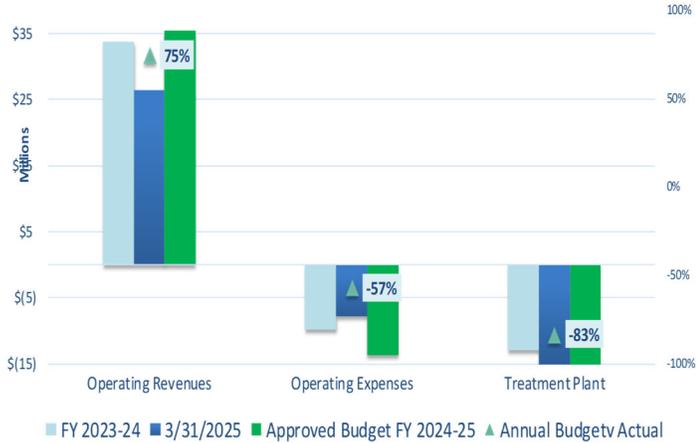
**West Bay Sanitary District  
Statement of Net Position  
Fiscal Year 2024-25**

	<b>Prior Year FY 2023-24</b>	<b>Unaudited March 31, 2025</b>
<b>Assets</b>		
Current Assets		
Cash & Equivalents	21,580,943	20,167,219
Investments	27,293,136	26,694,483
Cash & Investments - Restricted	1,519,315	1,520,568
Accounts Receivable	270,169	133,481
Accrued Revenue	443,358	3,579,102
Interest Receivable	750,762	399,949
Prepaid Expenses	82,039	244,567
<b>Total Current Assets</b>	<b>51,939,722</b>	<b>52,739,370</b>
Non-Current Assets		
Investments	38,634,273	23,402,057
Restricted Investments	352,067	419,008
Investment in SVCW	27,652,279	26,218,303
Net Pension Asset	-	
Net OPEB Asset	154,944	154,944
Capital Assets:		
Property, Plant & Equipment	128,175,811	154,527,542
Accumulated Depreciation	(47,732,536)	(50,451,899)
<b>Total Capital Assets</b>	<b>80,443,276</b>	<b>104,075,642</b>
<b>Total Non-Current Assets</b>	<b>147,236,839</b>	<b>154,269,955</b>
<b>Total Assets</b>	<b>199,176,561</b>	<b>207,009,325</b>
<b>Deferred Outflows of Resources</b>	<b>3,569,846</b>	<b>3,620,851</b>
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable	1,477,905	1,543,221
Accrued Payroll & Taxes	477,867	723,923
Customer Deposits	775,123	1,768,054
SRF Note Payable	511,799	511,799
<b>Total Current Liabilities</b>	<b>3,242,694</b>	<b>4,546,997</b>
Non-Current Liabilities		
OPEB Liability		
Net Pension Liability	1,193,844	1,193,844
SRF Deposit - SHGCC	1,458,404	1,458,404
SRF Notes Payable	14,599,389	14,977,970
<b>Total Liabilities</b>	<b>20,494,331</b>	<b>22,177,216</b>
<b>Deferred Inflows of Resources</b>	<b>1,855,551</b>	<b>1,855,551</b>
<b>Net Position</b>		
Net Investment in Capital Assets	65,332,087	88,585,873
Capital Fund Budget	43,523,744	33,659,871
Investment In SVCW	27,652,279	27,652,279
Operation Reserve	14,024,468	17,245,253
Unrestricted Fund Balance	29,863,947	19,454,133
<b>Total Net Position</b>	<b>180,396,525</b>	<b>186,597,409</b>
Prior Period Adjustment		
<b>Total Net Position</b>	<b>180,396,525</b>	<b>186,597,409</b>

**West Bay Sanitary District  
Statement of Revenues, Expenses & Changes in Net Position  
Budget versus Actual  
Fiscal Year 2024-25**

	Prior Year	Unaudited Actual	Approved Budget	Budget v Actual	Budget v Actual
	FY 2023-24	3/31/2025	FY 2024-25	FY 2024-25	FY 2024-25
<b>Operating Revenues</b>					
Sewer Service Charges	32,227,643	25,079,773	33,445,360	(8,365,587)	75%
Permit & Inspection Fees	447,140	290,697	200,000	90,697	145%
Flow Equalization	403,165	174,508	69,210	105,298	252%
Other Operating Revenue	949,127	1,032,185	1,952,898	(920,713)	53%
<b>Operating Revenues</b>	<b>34,027,074</b>	<b>26,577,163</b>	<b>35,667,468</b>	<b>(9,090,305)</b>	<b>75%</b>
<b>Operating Expenses</b>					
Salaries & Benefits	7,022,123	5,845,466	8,539,513	(2,694,047)	68%
Materials & Supplies	638,382	385,347	961,912	(576,565)	40%
Insurance	329,736	278,100	371,058	(92,957)	75%
Contract Services	726,126	654,607	1,031,620	(377,013)	63%
Professional Services	736,059	312,903	1,701,275	(1,388,372)	18%
Repairs & Maintenance	495,971	306,130	729,365	(423,235)	42%
Utilities	480,754	380,176	546,455	(166,279)	70%
Other Operating Expenses	254,635	214,117	640,001	(425,884)	33%
Depreciation	3,821,663	2,885,704	4,062,250	(1,176,546)	71%
<b>Total WBSD Operating Expenses</b>	<b>14,505,450</b>	<b>11,262,550</b>	<b>18,583,448</b>	<b>(7,320,898)</b>	<b>61%</b>
Sewage Treatment Plant (SVCW)	12,984,204	15,429,428	18,540,559	(3,111,131)	83%
<b>Total Operating Expenses</b>	<b>27,489,654</b>	<b>26,691,977</b>	<b>37,124,007</b>	<b>(10,432,030)</b>	<b>72%</b>
<b>Operating Income (Loss)</b>	<b>6,537,421</b>	<b>(114,814)</b>	<b>(1,456,539)</b>	<b>1,341,725</b>	<b>8%</b>
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	3,818,656	2,582,293	501,000	2,081,293	515%
Other Non-Operating Income	1,288,059	652,774	(151,112)	803,886	97%
Interest Expense	(156,179)	(151,112)	671,950	(823,062)	100%
Other Non-Operating Expenses	(311,963)	-	-	-	
Increase (Decrease) in SVCW	(1,832,615)	-	-	-	
<b>Total Non-Operating Revenues (Expenses)</b>	<b>2,805,959</b>	<b>3,083,955</b>	<b>1,021,838</b>	<b>2,062,117</b>	<b>302%</b>
Change in Net Position before Contributions & Special Items	9,343,379	2,969,141	(434,701)	3,403,841	-683%
Increase (Decrease) in Pension (GASB 68)	(1,489,456)	(66,004)	-	(66,004)	
Capital Contributions	-	-	-	-	
Capital Fund: Connection Fees	617,021	489,764	250,000	239,764	196%
Grants Received	-	2,283,093	-	2,283,093	
Recycled Water Fund	941,226	524,889	662,900	(138,011)	79%
<b>Change in Net Position</b>	<b>9,412,171</b>	<b>6,200,884</b>	<b>478,199</b>	<b>5,722,685</b>	<b>1297%</b>
<b>Beginning Net Position</b>	<b>170,984,354</b>	<b>180,396,525</b>	<b>180,396,525</b>		
<b>Prior Period Adjustment</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Ending Net Position</b>	<b>180,396,525</b>	<b>186,597,409</b>	<b>180,874,724</b>		

### West Bay Sanitary District Collection Statement of Revenues, Expenses & Changes in Net Position Fiscal Year 2024-25



	Prior Year FY 2023-24	Unaudited Actual 3/31/2025	Approved Budget 3/31/2025	Budget v Actual 3/31/2025	Approved Budget FY 2024-25	Budget v Actual FY 2024-25	YTD % Annual Budget
<b>Operating Revenues</b>	<b>33,907,010</b>	<b>26,495,897</b>	<b>17,772,084</b>	<b>8,723,813</b>	<b>35,544,168</b>	<b>(9,048,271)</b>	<b>75%</b>
<b>Operating Expenses</b>							
General Fund Expense	9,913,031	7,813,046	6,866,164	946,882	13,732,328	(5,919,282)	57%
Sewage Treatment Plant (SVCW)	12,984,204	15,429,428	9,270,280	6,159,148	18,540,559	(3,111,131)	83%
Depreciation	3,066,761	2,319,528	1,653,625	665,903	3,307,250	(987,722)	70%
<b>Total Operating Expenses</b>	<b>25,963,996</b>	<b>25,562,001</b>	<b>17,790,068</b>	<b>7,771,933</b>	<b>35,580,137</b>	<b>(10,018,136)</b>	<b>72%</b>
<b>Operating Income (Loss)</b>	<b>7,943,014</b>	<b>933,896</b>	<b>(17,984)</b>	<b>951,880</b>	<b>(35,969)</b>	<b>969,865</b>	<b>-2596%</b>
<b>Non-Operating Revenues (Expenses)</b>							
Non-Operating Revenues	3,704,285	2,447,136	250,000	2,197,136	500,000	1,947,136	489%
Non-Operating Expenses	(1,994,578)	-	-	-	-	-	-
<b>Total Non-Operating Revenues (Expenses)</b>	<b>1,709,707</b>	<b>2,447,136</b>	<b>250,000</b>	<b>2,197,136</b>	<b>500,000</b>	<b>1,947,136</b>	<b>489%</b>
<b>Change in Net Position</b>							
Change in Net Position, before Capital Contributions	9,652,722	3,381,032	232,016	3,149,017	464,031	2,917,001	729%
Other Adjustment							
Pension Adjustment (GASB 68)	(1,489,456)	(66,004)	-	(66,004)	-	(66,004)	
Capital Contributions							
Grants Received	-	2,283,093	-	2,283,093	-	2,283,093	
Capital Contribution - Connection Fees	617,021	489,764	125,000	364,764	250,000	239,764	196%
<b>Change in Net Position</b>	<b>8,780,287</b>	<b>6,087,886</b>	<b>357,016</b>	<b>5,730,870</b>	<b>714,031</b>	<b>5,373,855</b>	<b>853%</b>

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

**Revenues:**

For the quarter ending December 31, 2024, total combined revenues are \$21.6 million including Operating & Non-Operating Income for the General, Capital, Treatment Plant, Solid Waste, and Recycled Water Funds. Collections, 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.

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

The General Fund had \$26.5 million in Operating Revenue and \$1.4 million in Non-Operating Revenue, for a combined \$27.9 million, 77% of the annual budget.

- **Sewer Service Charges.** Total revenue of \$25 million for 75% of the annual budget; \$20.6 million for the 20,432 residential customers and \$4.5 million for the 612 non-residential customers. 99.9% 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 \$291 thousand, 145% of the annual budget.
- **Flow Equalization.** The District received \$174.5 thousand on the contract with Silicon Valley Clean Water (SVCW) for use of the Flow Equalization Facility Pond.
- **Other Operating Income.** A total of \$951 thousand was recognized through quarter end, 52% of the annual budget.
  - Revenue for Los Altos Hills' maintenance service agreement was \$317 thousand.
  - Revenue for Town of Woodside's maintenance service agreement was \$88 thousand.
  - Revenue for East Palo Alto Sanitary District was \$398 thousand.
  - An additional \$16.9 thousand was from other sources.
  - Revenue from HACH Contract for private pump station maintenance is billed through the SMC tax roll; \$137 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 \$1.4 million, representing mainly interest income and changes in investment market values, as required by GAAP and \$3 thousand in other non-operating income.
  - A gain of \$38.9 thousand was recorded for the net book value for the sales of two vehicles, with original costs of \$166 thousand.
  - There was \$3 thousand in other non-operating income.

West Bay Sanitary District  
General Fund  
Fiscal Year 2024-25

General Fund	Prior Year FY 2023-24	Unaudited Actual 3/31/2025	Budget 3/31/2025	Budget v Actual 3/31/2025	Budget FY 2024-25	Budget v Actual FY 2024-25	YTD % Annual Budget
<b>Revenue</b>							
Sewer Service Charges							
Residential	26,291,518	20,565,073	20,732,960	(167,887)	27,643,947	(7,078,874)	74%
Non-Residential	5,936,125	4,514,699	4,351,060	163,640	5,801,413	(1,286,714)	78%
Total Sewer Service Charges	32,227,643	25,079,773	25,084,020	(4,247)	33,445,360	(8,365,587)	75%
Permit & Inspection Fees	447,140	290,697	150,000	140,697	200,000	90,697	145%
Flow Equalization	403,165	174,508	51,908	122,601	69,210	105,298	252%
Other Operating Income	829,062	950,919	1,372,199	(421,279)	1,829,598	(878,679)	52%
<b>Total Operating Revenues</b>	<b>33,907,010</b>	<b>26,495,897</b>	<b>26,658,126</b>	<b>(162,229)</b>	<b>35,544,168</b>	<b>(9,048,271)</b>	<b>75%</b>
<b>Non-Operating Revenues</b>							
Interest Income	1,457,993	810,815	375,000	435,815	500,000	310,815	162%
Gain/Loss on Securities	590,467	541,870	-	541,870	-	541,870	
Gain/Loss on PARS Trust	73,721	42,946	-	42,946	-	42,946	
Grant Received		-	-	-			
Other Non-Op. Inc.	156,536	2,850	-	2,850	-	2,850	
<b>Total Non-Operating Revenues</b>	<b>2,278,717</b>	<b>1,398,481</b>	<b>375,000</b>	<b>1,023,481</b>	<b>500,000</b>	<b>898,481</b>	<b>280%</b>
Revenue Prior Years							
<b>Total General Fund Revenue</b>	<b>36,185,727</b>	<b>27,894,378</b>	<b>27,033,126</b>	<b>861,252</b>	<b>36,044,168</b>	<b>(8,149,790)</b>	<b>77%</b>

**Capital Fund Revenues:**

The Capital Fund recognized \$3.75 million in Non-Operating Revenue; \$943 thousand for interest income, net of gains, losses, and investments fees. The District recognized \$38.9 thousand in net gain from the sale of two fleet vehicles.

Connection fees of \$490 thousand are recognized as a capital contribution. The District received \$2.3 million of 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.

**Waste Water Treatment Fund Revenue:**

Funds returned from SVCW for debt reserve included \$67 thousand in interest income over the two years SVCW held the funds.

**Expenditures:**

Through the quarter ending March 31, 2025, total expenditures were \$26.9 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.

**Collections: General, Capital, & Treatment Funds:**

Total Collection Operating Expenditures were \$25.6 million, 83% of the annual budget. Sewer Treatment Plant expense and debt, managed by Silicon Valley Clean Water (SVCW), accounts for 66% of all wastewater operating expenditures, excluding depreciation.

**General Fund Operating Expenses:**

General Fund Operating Expenses were \$7.8 million, 57% 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, with actual expenses 72% of actual.
- The other expenditures account for 41% of the total budget and 28% of actual expenses.

**Capital Fund Operating Expenses:**

Depreciation was \$2.3 million, 70% of the annual budget.

**Waste Water Treatment Fund Operating Expenses:**

These include \$15.4 million paid for the SVCW treatment plant, which is 83% of the annual budget and 66% 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 Waste Water Treatment Fund.

- SVCW Operating Contributions were \$4.9 million, 75% of the annual budget.
- SVCW Capital & Reserve Contributions were \$1 million, 75% of the annual budget.
- SVCW Debt payments were \$9.5 million, 89% of the annual budget.

**Non-Operating Expenses:**

Collections had \$66 thousand in non-operating expenses.

**Change in Net Position:**

Collections: General, Capital, and Treatment Plant Funds had a combined \$6.1 million increase in Net Position, including \$934 thousand Operating Gain.

The District reports separately the Solid Waste Fund and Recycled Water Fund. The total increase in Net Position for the District was \$6.2 million. The total Net Position was \$186.6 million as of March 31, 2025. Details of all Funds are included on the Combining Statement on page 18.

West Bay Sanitary District  
Collections Expenditures  
Fiscal Year 2024-25

**General Fund**

	Prior Year FY 2023-24	Unaudited Actual 3/31/2025	Budget 3/31/2025	Budget v Actual 3/31/2025	Approved Budget FY 2024-25	Budget v Actual FY 2024-25	YTD % Annual Budget
Salaries & Wages	4,900,964	4,126,617	4,318,973	192,356	5,758,631	(1,632,014)	72%
Employee Benefits	1,817,237	1,496,538	1,785,512	288,974	2,380,683	(884,144)	63%
Directors- Fees	46,540	36,990	70,200	33,210	93,600	(56,610)	40%
Election Expense	-	2,683	52,500	49,817	70,000	(67,317)	4%
Gasoline, Oil & Fuel	90,337	65,071	120,019	54,947	160,025	(94,954)	41%
Insurance	277,914	243,274	243,793	519	325,058	(81,784)	75%
Memberships	49,007	52,111	72,181	20,070	96,241	(44,130)	54%
Office Expense	36,856	32,487	39,825	7,338	53,100	(20,613)	61%
Operating Supplies	403,713	270,202	455,540	185,338	607,387	(337,184)	44%
Contract Services	619,781	614,700	689,456	74,756	919,275	(304,574)	67%
Professional Services	649,707	255,499	1,112,175	856,676	1,482,900	(1,227,401)	17%
Printing & Publications	38,529	25,607	68,756	43,149	91,675	(66,068)	28%
Rents & Leases	49,004	39,906	84,259	44,352	112,345	(72,439)	36%
Repairs & Maintenance	474,360	302,245	528,274	226,029	704,365	(402,120)	43%
Research & Monitoring	-	-	20,700	20,700	27,600	(27,600)	
Training, Meetings & Travel	74,496	47,654	128,925	81,271	171,900	(124,246)	28%
Utilities	249,844	185,234	222,904	37,669	297,205	(111,971)	62%
Other Operating Expenses	80,646	71,715	216,645	144,930	288,860	(217,145)	25%
Equipment Expense	91,639	5,716	96,400	90,684	96,400	(90,684)	6%
OPEB Expense	51,790	11,484	40,600	29,116	40,600	(29,116)	28%
Admin: Solid Waste	(62,600)	(49,365)	(49,365)	-	(65,820)	16,455	75%
Admin: Recycled Water	(26,733)	(23,325)	(14,850)	8,475	(29,700)	6,375	79%
<b>General Fund Operating Expenses</b>	<b>9,913,031</b>	<b>7,813,046</b>	<b>10,303,421</b>	<b>2,490,375</b>	<b>13,732,328</b>	<b>(5,919,282)</b>	<b>57%</b>

**Treatment Plant Fund**

	Unaudited Actual FY 2023-24	Unaudited Actual 3/31/2025	Budget 3/31/2025	Budget v Actual 3/31/2025	Approved Budget FY 2024-25	Budget v Actual FY 2024-25	YTD % Annual Budget
<b>Treatment Plant Fund</b>							
SVCW - Operating Fund	6,117,648	4,949,145	4,934,309	(14,836)	6,579,079	(1,629,934)	75%
SVCW - Operating Reserve	48,576	-	-	-	-	-	
SVCW - Capital Contributions	128,832	301,878	301,877	(1)	402,502	(100,624)	75%
SVCW: Line of Credit	51,936	-	-	-	-	-	
SVCW: Capital Reserves	805,200	704,547	704,550	3	939,400	(234,853)	75%
SVCW - 2018 Bond	1,836,301	1,834,200	1,376,222	(457,978)	1,834,963	(763)	100%
SVCW - 2021 Bonds (\$55.6m)	2,728,946	2,741,810	2,056,765	(685,044)	2,742,354	(544)	100%
SVCW - SRF Debt C-06-5216-110	-	-	-	-	-	-	
SVCW - SRF WWTP Debt C-06-5216-120	506,765	506,765	380,074	(126,691)	506,765	(0)	100%
SVCW - SRF Debt C-06-8069-110	-	143,482	143,482	0	143,482	(0)	100%
SVCW: SRF Loan C-06-8264-110	-	619,611	1,735,680	1,116,069	1,735,680	(1,116,069)	36%
SVCW: SRF Loan C-06-8264-210	-	533,970	-	(533,970)	-	533,970	
SVCW: SRF Loan C-06-8264-710	-	351,765	-	(351,765)	-	351,765	
SVCW - Cash in Lieu of Debt	-	2,742,255	2,742,251	(4)	3,656,334	(914,079)	75%
SVCW: Debt Reserves	760,000	-	-	-	-	-	
<b>Total Treatment Plant Fund Operating Expenses</b>	<b>12,984,204</b>	<b>15,429,428</b>	<b>14,375,210</b>	<b>(1,054,218)</b>	<b>18,540,559</b>	<b>(3,111,131)</b>	<b>83%</b>
<b>Non-Operating Expenses</b>							
Loss on Investment SVCW	1,832,615	-	-	-	-	-	
<b>Total Treatment Plant Fund Expenses</b>	<b>14,816,819</b>	<b>15,429,428</b>	<b>14,375,210</b>	<b>(1,054,218)</b>	<b>18,540,559</b>	<b>(3,111,131)</b>	<b>83%</b>

**Capital Assets:**

For quarter ending March 31, 2025, total Capital expenditures were \$26.44 million, 62% of the total annual budget; \$15.8 million for the Capital Fund, with \$166 thousand sold vehicles, and \$10.68 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 2024-25

	Prior Year FY 2023-24	Actual 3/31/2025	Rev.Budget FY 2024-25	Variance Budget Balance	YTD % Annual Budget
<b>Capital Fund</b>					
Administration	(385,027)	79,274	80,000	80,000	0%
Collection Facilities	-	-	600,000	600,000	0%
Fleet & Equipment	120,249	984,921	1,528,000	543,079	64%
Pump Stations	47,715	66,661	1,639,000	1,572,339	4%
Subsurface Lines	5,365,192	15,663	100,000	84,337	16%
Construction Projects	3,941,958	14,805,239	22,564,444	7,759,204	66%
<b>Total Capital Fund</b>	<b>9,475,114</b>	<b>15,951,759</b>	<b>26,511,444</b>	<b>10,559,685</b>	<b>60%</b>
Disposal: Vehicles & Equipment	(561,526)	(166,340)	-	166,340	
Write-Off: Assets	(551,353)	-	-	-	
<b>Net Capital Fund</b>	<b>8,362,235</b>	<b>15,785,419</b>	<b>26,511,444</b>	<b>10,726,025</b>	<b>60%</b>
<b>Recycled Water Fund</b>					
Recycled Water - Sharon Heights RWF	881,237	45,918	-	(45,918)	
Recycled Water - Bayfront RWF	1,336,929	10,513,764	15,750,000	5,236,236	67%
Recycled Water Pipeline	61,348	6,630	-	(6,630)	
Meta Reclaimed Water Pipelines	303,967	-	-	-	
<b>Total Recycled Water Fund</b>	<b>2,583,481</b>	<b>10,566,312</b>	<b>15,750,000</b>	<b>5,183,688</b>	<b>67%</b>
<b>Total Capital Expenditures</b>	<b>10,945,717</b>	<b>26,351,731</b>	<b>42,261,444</b>	<b>15,909,713</b>	<b>62%</b>

**Capital Fund Assets:**

Capital Fund had net capital expenditures of \$15.8 million, 60% of the \$26.5 million annual revised budget, in addition to \$166 thousand in assets were removed from operations, two retired vehicles for \$38.9 thousand, with original costs of \$166 thousand.

- **Plant & Administration:** 99% of budget expended.
- **Vehicle & Equipment.** 64% of budget expended, with two vehicles waiting on delivery. On December 4, 2024 the board approve a revised budget, including \$715 thousand in vehicles to respond to the EPASD maintenance agreement.
- **Subsurface Lines and Other.** 4% of the budget was expended.
- **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.** \$8.36 million was expended for levee.
  - **Pipeline Replacement & Rehab Design.** \$227 thousand was expended, 22% of budget.
  - **Pipeline Replacement & Rehab Construction.** \$6.2 million was expended, 38% of budget.

West Bay Sanitary District  
Capital Expenditures  
Fiscal Year 2024-25

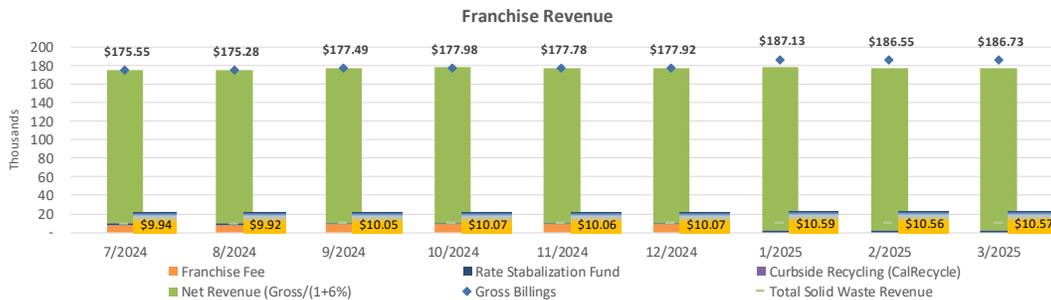
	Actual FY 2023-24	Actual 3/31/2025	Rev.Budget FY 2024-25	Variance Budget Balance	YTD % Annual Budget
<b><u>Plant &amp; Administration</u></b>					
District Office HVAC System		79,274	80,000	726	99%
Write-Off: Assets	(385,027)				
<b>Total Administration</b>	<b>(385,027)</b>	<b>79,274</b>	<b>80,000</b>	<b>726</b>	<b>99%</b>
<b><u>Collection Facilities - FERRF/Buildings</u></b>					
FERRF Improvements	-		500,000	500,000	0%
Allowance For Unanticipated Capital Expenditures	-		100,000	100,000	0%
Write-Off: Assets	(49,012)				
<b>Total Collection Facilities</b>	<b>(49,012)</b>	<b>-</b>	<b>600,000</b>	<b>600,000</b>	<b>0%</b>
<b><u>Equipment Replacement - Funded From The Equipment Replacement Fund</u></b>					
<b><u>Equipment</u></b>					
CCTV Transporter & Track Module			28,000	28,000	0%
CCTV Unit		489,516	425,000		
<b><u>Vehicles</u></b>					
Dump Truck (Deferred since 2020)		185,145	-	(185,145)	
F150 Lightning EV (2)			80,000	80,000	0%
Pipe Hunter / Jetter		279,494	280,000	506	100%
2025 Ford Maverick		30,766	35,000		
Pipe Hunter / Jetter			200,000		
CCTV Unit			480,000		
Mini Excavator	57,452		-	-	
2023 Ford E-Transit Van 6/2024	62,798				
<b>Total Vehicle &amp; Equipment Purchases</b>	<b>120,249</b>	<b>984,921</b>	<b>1,528,000</b>	<b>543,079</b>	<b>64%</b>
Destroyed Vehicle				-	
Sold Vehicles	(561,526)	(166,340)			
Write-Off Prior Period Disposable Parts	-				
<b>Total Vehicle &amp; Equipment</b>	<b>(441,276)</b>	<b>818,581</b>	<b>1,528,000</b>	<b>543,079</b>	<b>54%</b>
<b><u>Subsurface Lines and Other</u></b>					
<b><u>Pump Stations</u></b>					
Pump & Valve Replacement Program	2,200		40,000	40,000	0%
Pump Station Telemetry		9,083	205,515	196,433	4%
Pump Station Telemetry (carryover)	45,515		354,485		
Illinois Forceman Replacements		57,579	1,039,000		
Write-Off: Assets	(117,315)		-		
<b>Total Pump Stations</b>	<b>(69,600)</b>	<b>66,661</b>	<b>1,639,000</b>	<b>236,433</b>	<b>4%</b>
<b><u>Other Subsurface Lines</u></b>					
Manhole Raising (Paving Projects)		15,663	100,000	84,337	16%
Meta: MP Community Center Upsize RW Svc Line	(337,741)			-	
Completed CIP: North Bay / Ringwood / Gilbert	5,702,932			-	
<b>Total Subsurface Lines</b>	<b>5,365,192</b>	<b>15,663</b>	<b>100,000</b>	<b>84,337</b>	<b>16%</b>
<b><u>Construction In Progress</u></b>					
Levee Survey & GPS Update				-	
Sheet Piling Project					
Levee Improvement	-	3,509,103	148,214	(3,360,889)	
Levee Improvement Project (Carryover)	5,148,214	4,851,786	4,851,786	-	167%
<b><u>Pipeline Replacement &amp; Rehab Engineering</u></b>					
Spot Repair Design-High Frequency List				-	
Spot Repair Design-High Frequency List (Carryover)			350,000	350,000	0%
Pipeline Replacement Design			478,350	478,350	0%
Pipeline Replacement Design (Carryover)	128,350	227,432	221,650	(5,782)	103%
Stowe Lane Design (Carryover)	179,650			-	
Willow Pump Station Rehabilitation Design	153,723			-	
<b><u>Pipeline Replacement &amp; Rehab Construction</u></b>					
Stowe Lane (carryover)	-	26,770	3,000,000	2,973,230	1%
Willow Pump Station Rehabilitation				-	
Willow Pump Station Rehabilitation (Carryover)		791,680	1,700,000	908,320	47%
Misc Point Repairs-High Freq. List Repairs	1,818,144	5,045,025	10,214,444	5,169,418	49%
Misc Point Repairs-High Freq. List Repairs (Carryover)	1,621,800				
Bayfront Park Sanitary Sewer Improvements			595,010	595,010	0%
Bayfront Park Sanitary Sewer Improvements (Carryov	595,010	353,443	1,004,990	651,547	35%
Write-off CIP					
<b>Total Construction In Progress</b>	<b>9,644,890</b>	<b>14,805,239</b>	<b>22,564,444</b>	<b>7,759,204</b>	<b>66%</b>
<b><u>Completed Projects:</u></b>					
North Bay / Ringwood / Gilbert	(5,702,932)	-		-	
<b>Net Construction In Progress</b>	<b>3,941,958</b>	<b>14,805,239</b>	<b>22,564,444</b>	<b>7,759,204</b>	<b>66%</b>
<b>Total Capital Expenditures</b>	<b>8,923,761</b>	<b>15,951,759</b>	<b>26,511,444</b>	<b>9,223,778</b>	<b>60%</b>
Other Capital Adjustments	(561,526)	(166,340)	-	166,340	
<b>Net Capital Expenditures</b>	<b>8,362,235</b>	<b>15,785,419</b>	<b>26,511,444</b>	<b>10,726,025</b>	<b>60%</b>

**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 \$31.6 thousand, to a Net Position of \$930 thousand, as of March 31, 2025.

- **Solid Waste Fund Revenue.** Franchise fees were \$81 thousand, 66% 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 \$50 thousand were recognized for annual notification and public hearing mailings, and overhead allocation, 43% of the annual budget. No rate studies have been conducted.

**Solid Waste Fund  
Fiscal Year 2024-25**



	Prior Year FY 2023-24	Actual 3/31/2025	Budget 3/31/2025	Budget v Actual Variance	Approved Budget FY 2024-25	Budget v Actual FY 2024-25	Annual Budget YTD %
<b>Income</b>							
Operating Income							
Franchise Fees	96,983	76,529	92,475	(15,946)	123,300	(46,771)	
Rate Stabilization Fund	19,397	15,306	0	15,306		15,306	
Curbside Supplemental	3,684	0	0	0		0	
<b>Total Income</b>	<b>120,064</b>	<b>81,266</b>	<b>92,475</b>	<b>(15,946)</b>	<b>123,300</b>	<b>(42,034)</b>	<b>66%</b>
<b>Expenditures</b>							
Allocated Operating Expense							
Rate Studies	28,314	0	33,150	(33,150)	44,200	(44,200)	0%
Mailings	3,600	0	3,975	(3,975)	5,300	(5,300)	0%
Public Relations	0	337	1,200	(863)	1,600	(1,263)	21%
Overhead Expense Allocation	62,600	49,365	49,365	0	65,820	(16,455)	75%
<b>Total Allocated Operating Expense</b>	<b>94,514</b>	<b>49,702</b>	<b>87,690</b>	<b>(37,988)</b>	<b>116,920</b>	<b>(67,218)</b>	<b>43%</b>
<b>Non-Operating Income &amp; Expenditures</b>							
Surplus	317,824	-	-	-	-	-	
<b>Total Non-Operating Income &amp; Expenditures</b>	<b>317,824</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Change in Net Position</b>	<b>343,375</b>	<b>31,563</b>	<b>4,785</b>	<b>26,778</b>	<b>6,380</b>	<b>25,183</b>	<b>495%</b>
Beginning Balance	555,446	898,820	898,820		898,820		
Ending Balance	898,820	930,384	903,605		905,200		

**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 2024-25**

Recycled Water Fund	WBSD	SHRWF	BFRWF	Total	Budget	Budget Variance
Salaries & Benefits	-	(174,048)	-	(174,048)	(216,000)	41,952
Other Operating Expense	-	(340,050)	-	(340,050)	(455,950)	115,900
Depreciation	-	(566,176)	-	(566,176)	(755,000)	188,824
<b>Operating Income (Expense)</b>	-	<b>(1,080,274)</b>	-	<b>(1,080,274)</b>	<b>(1,426,950)</b>	<b>346,676</b>
Non-Operating Income	242,624	545,307	-	787,931	672,950	114,981
Non-Operating Expense	-	(151,112)	-	(151,112)	(151,112)	-
Capital Contributions	-	464,038	60,852	524,889	662,900	(138,011)
<b>Net Change in Position</b>	<b>242,624</b>	<b>(222,041)</b>	<b>60,852</b>	<b>81,435</b>	<b>(242,212)</b>	<b>323,646</b>

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

- **Sharron Heights Recycled Water Facility.** The final project was capitalized for \$22,780,298 in fiscal year 2020-21. In FY 2022-23, two supporting projects were started, with the solar project 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 2023-24	Actual 3/31/2025	Budget FY 2024-25	Variance Budget Balance	YTD % Annual Budget
<b><u>Recycled Water Fund</u></b>					
Sharon Heights RWF - Avy Pump Station	881,237	45,918		(45,918)	
Bayfront Recycled Water Facility	741,919	10,513,764	15,750,000	5,236,236	67%
Bayfront - Reclaimed Water Pipelines	595,010	-		-	
O'Brian Reclaimed Water Pipelines	61,348	6,630		(6,630)	
Meta Reclaimed Water Pipelines	303,967	-		-	
<b>Total Recycled Water</b>	<b>2,583,481</b>	<b>10,566,312</b>	<b>15,750,000</b>	<b>5,183,688</b>	<b>67%</b>

**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 \$14,599,389, as of March 31, 2025, with the next payment due March 31, 2026.

The District installed a second 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 \$1.1 million, including depreciation of the facility.
    - Operating Expenses were \$514 thousand, 77% of the annual budget.
    - Depreciation Expense was \$566 thousand, 75% of the annual budget.
- **Non-Operating Income & Expenses.**
  - Non-Operation Income from SHGCC of \$538 thousand was recognized from SHGCC. This represents estimated billing for O&M and the calendar year 2024 O&M reconciliation.
  - Interest Income was \$1.25 thousand.
  - The March 2025 SRF loan payment included \$151 thousand in interest.
- **Capital Contributions**
  - SHGCC makes ten equal payments each year to prepay the SRF loan, with a reconciliation after the calendar yearend. The payments begin each April for the March SRF loan payment in the following year. The payments are considered contributions as received.

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

Expenditures	Actual FY 2023-24	Actual 3/31/2025	Budget 3/31/2025	Budget v Actual 3/31/2025	Approved Budget FY 2024-25	Budget v Actual FY 2024-25	YTD % Annual Budget
<b><u>Operating Expense</u></b>							
District Wages							
Plant Operator	101,878	80,116	97,500	17,385	130,000	(49,885)	61.6%
Indirect Labor	5,740	15,510	0	(15,510)	-	15,510	
Overtime	20,021	13,807	18,750	4,943	25,000	(11,193)	55.2%
Standby	19,380	15,200	15,750	550	21,000	(5,800)	72.4%
<b>Total District Wages</b>	<b>147,020</b>	<b>124,632</b>	<b>132,000</b>	<b>7,368</b>	<b>176,000</b>	<b>(51,368)</b>	<b>70.8%</b>
Employee Benefits	57,205	49,415	30,000	(19,415)	40,000	9,415	123.5%
<b>Total Salaries, Wages &amp; Benefits</b>	<b>204,225</b>	<b>174,048</b>	<b>162,000</b>	<b>(12,048)</b>	<b>216,000</b>	<b>(41,952)</b>	<b>80.6%</b>
<b><u>Other Operating Expense</u></b>							
Gasoline, Oil & Fuel	46	0	0	0	-	-	
Insurance	51,823	34,826	34,500	(326)	46,000	(11,174)	75.7%
Memberships	0	0	0	0	-	-	
Office Expense	0	0	0	0	-	-	
Operating Supplies	15,791	11,870	33,750	21,880	45,000	(33,130)	26.4%
Contractual Services	13,914	0	0	0	-	-	
Professional Services	21,168	42,595	18,750	(23,845)	25,000	17,595	170.4%
Printing & Publications	0	0	0	0	-	-	
Rents & Leases	0	0	0	0	-	-	
Repairs & Maintenance	21,612	3,885	18,750	14,865	25,000	(21,115)	15.5%
Research & Monitoring	21,727	14,504	17,250	2,746	23,000	(8,496)	63.1%
Training, Meetings & Travel	0	0	0	0	-	-	
Utilities	230,910	194,941	186,938	(8,004)	249,250	(54,309)	0.0%
Licenses & Permits	5,187	14,103	9,750	(4,353)	13,000	1,103	0.0%
Other Operating Expenses	0	0	0	0	-	-	
Operations & Maintenance (Contract)	0	0	0	0	-	-	
Administrative Expense	26,733	23,325	22,275	(1,050)	29,700	(6,375)	1906.3%
<b>Subtotal Operation &amp; Maintenance</b>	<b>613,137</b>	<b>514,097</b>	<b>503,963</b>	<b>(10,135)</b>	<b>671,950</b>	<b>(157,853)</b>	<b>160.8%</b>
Depreciation	754,902	566,176	566,250	74	755,000	(188,824)	75.0%
<b>Total Operating Expense</b>	<b>1,368,038</b>	<b>1,080,274</b>	<b>1,070,213</b>	<b>(10,061)</b>	<b>1,426,950</b>	<b>(346,676)</b>	<b>75.7%</b>
<b><u>Non-Operating Income &amp; Expense</u></b>							
<b>Non-Operating Income</b>							
Sharon Heights Golf & County Club	644,714	537,794	503,963	(33,831)	671,950	(134,156)	0.0%
Interest Income	1,673	1,253	750	(503)	1,000	253	125.3%
Gain/Loss on Reserves	0	0	0	0	0	0	
Other Non-Operating Income	0	6,260	0			6,260	
<b>Total Non-Operating Income</b>	<b>646,387</b>	<b>545,307</b>	<b>504,713</b>	<b>(34,334)</b>	<b>672,950</b>	<b>(127,643)</b>	<b>81.0%</b>
<b>Non-Operating Expense</b>							
Interest Expense (SRF Loan)	(156,179)	(151,112)	(151,112)	0	(151,112)	-	100.0%
<b>Total Non-Operating Expense</b>	<b>(156,179)</b>	<b>(151,112)</b>	<b>(151,112)</b>	<b>0</b>	<b>(151,112)</b>	<b>0</b>	<b>100.0%</b>
<b>Total Non-Operating Income &amp; Expense</b>	<b>490,208</b>	<b>394,195</b>	<b>353,601</b>	<b>(40,594)</b>	<b>521,838</b>	<b>(127,643)</b>	<b>75.5%</b>
<b>Capital Contributions</b>							
SRF Loan Payment	596,620	464,038	662,900	198,862	662,900	(198,862)	70.0%
Avy Pump Station Contributions	-	-	-	-	-	-	
<b>Total Capital Contributions</b>	<b>596,620</b>	<b>464,038</b>	<b>662,900</b>	<b>198,862</b>	<b>662,900</b>	<b>(198,862)</b>	<b>70.0%</b>
<b>Net Change in Position</b>	<b>(281,211)</b>	<b>(222,041)</b>	<b>(53,712)</b>	<b>168,329</b>	<b>(242,212)</b>	<b>20,171</b>	<b>91.7%</b>

**Recycled Water:**

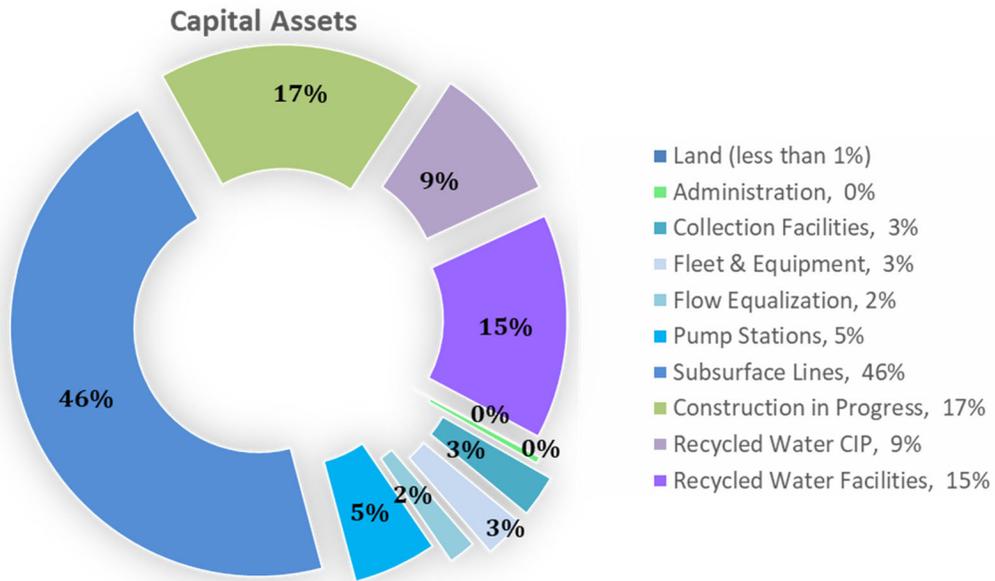
***Bayfront Recycled Water Facility (BFRWF)***

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.

BFRWF had \$10.5 million in capital expenditures, for total project Construction in Progress (CIP) expenditures of \$10.6 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 reduced to \$5 million and the SRF loan increased to \$61.6 million for \$66.6 million in total state funding. The District has contributed the land and additional funding, with potential 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 29% of all District assets, including SHRWF and Bayfront CIP.



**Reserves:**

The District budgeted \$4.3 million in total reserve contributions for FY 2024-25. An additional \$3.765 million is allocated to the Operating Reserve and \$413.6 thousand for the Vehicle & Equipment Reserve.

- **Reserves.** The District originally budgeted \$4.2 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 Reserve following in 2014. \$20 million in funds was transferred in January 2024 from LAIF to the Capital Reserve to increase yields until funds are needed for capital projects. In January 2025, the separate capital reserves were combined, so emergency capital could be held in LAIF where it would be easily accessed in an emergency.
  - **Vehicle & Equipment Reserve:** This reserve was depleted in FY 2024-25 and will be re-established in FY 2025-26.
  - **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	Prior Year FY 2023-24	Actual 3/31/2025	Approved Budget FY 2024-25	Variance Budget Balance
<b>Contributions To Reserves</b>					
Operating Reserves Transfers (Target 6mo/Ops)	17,245,253	2,913,031	3,765,600	3,765,600	-
Rate Stabilization	10,000,000	-	-	-	-
Treatment Plant Reserve	12,000,000	-	(2,000,000)	-	2,000,000
<b>Capital Reserves</b>					
Capital Project Reserves Transfers	8,000,000	20,000,000	(13,650,000)	-	13,650,000
Emergency Capital Reserves Transfer	6,000,000	-	(550,000)	-	550,000
Vehicle & Equip Replacement Reserve	1,000,000	401,577	413,625	413,625	-
<b>Recycled Water Reserves</b>					
Recycled Water Facility Cash Flow Reserve	8,000,000	-	(2,000,000)	-	2,000,000
Recycled Water SRF Reserve - Restricted				-	-
<b>Reserve Transfers</b>	<b>62,245,253</b>	<b>23,314,608</b>	<b>(14,020,775)</b>	<b>4,179,225</b>	<b>18,200,000</b>
<b>Other Reserve Contributions</b>					
PARS Irrevocable Trust - Retirement		50,000	50,000	50,000	-
PARS Irrevocable Trust - OPEB		25,000	25,000	25,000	-
Self-Insurance Reserve		73,300	73,300	73,300	-
<b>Total Contributions To Reserves</b>		<b>23,462,908</b>	<b>(13,872,475)</b>	<b>4,327,525</b>	<b>18,200,000</b>

**West Bay Sanitary District  
Statement of Revenues, Expenses & Changes in Net Position  
Combining Statements by Fund  
Fiscal Year 2024-25**

	General Fund 3/31/2025	Capital Fund 3/31/2025	Waste Water Treatment Fund 3/31/2025	Solid Waste Fund 3/31/2025	Recycled Water Fund 3/31/2025	Unaudited Actual 3/31/2025
<b>Operating Revenues</b>						
Sewer Service Charges	25,079,773	-	-	-	-	25,079,773
Permit & Inspection Fees	290,697	-	-	-	-	290,697
Flow Equalization	174,508	-	-	-	-	174,508
Other Operating Revenue	950,919	-	-	81,266	-	1,032,185
<b>Operating Revenues</b>	<b>26,495,897</b>	<b>-</b>	<b>-</b>	<b>81,266</b>	<b>-</b>	<b>26,577,163</b>
<b>Operating Expenses</b>						
Salaries & Benefits	5,671,630	-	-	-	173,837	5,845,466
Materials & Supplies	373,477	-	-	-	11,870	385,347
Insurance	243,274	-	-	-	34,826	278,100
Contract Services	654,607	-	-	-	-	654,607
Professional Services	255,499	-	-	305	57,099	312,903
Repairs & Maintenance	302,245	-	-	-	3,885	306,130
Utilities	185,234	-	-	-	194,941	380,176
Other Operating Expenses	127,081	-	-	49,397	37,639	214,117
Depreciation	-	2,319,528	-	-	566,176	2,885,704
<b>Total WBSD Operating Expenses</b>	<b>7,813,046</b>	<b>2,319,528</b>	<b>-</b>	<b>49,702</b>	<b>1,080,274</b>	<b>11,262,550</b>
Sewage Treatment Plant (SVCW)			15,429,428			15,429,428
<b>Total Operating Expenses</b>	<b>7,813,046</b>	<b>2,319,528</b>	<b>15,429,428</b>	<b>49,702</b>	<b>1,080,274</b>	<b>26,691,977</b>
<b>Operating Income (Loss)</b>	<b>18,682,851</b>	<b>(2,319,528)</b>	<b>(15,429,428)</b>	<b>31,563</b>	<b>(1,080,274)</b>	<b>(114,814)</b>
<b>Non-Operating Revenues (Expenses)</b>						
Investment Income	1,395,631	942,785			243,877	2,582,293
Other Non-Operating Income	2,850	38,901	66,969	-	544,054	652,774
Interest Expense					(151,112)	(151,112)
Other Non-Operating Expenses		-			-	-
Increase (Decrease) in SVCW			-			-
<b>Total Non-Operating Revenues (Expenses)</b>	<b>1,398,481</b>	<b>981,686</b>	<b>66,969</b>	<b>-</b>	<b>636,819</b>	<b>3,083,955</b>
<b>Change in Net Position by Fund</b>	<b>20,081,332</b>	<b>(1,337,842)</b>	<b>(15,362,459)</b>	<b>31,563</b>	<b>(443,455)</b>	<b>2,969,141</b>
Pension Adjustment (GASB 68)	(66,004)					(66,004)
Capital Contributions						
Interfund Contributions	-	-	-	-	-	-
Grants Received	-	2,283,093				2,283,093
Capital Fund: Connection Fees	-	489,764				489,764
Recycled Water Fund	-	-	-	-	524,889	524,889
<b>Change in Net Position</b>	<b>20,015,329</b>	<b>1,435,016</b>	<b>(15,362,459)</b>	<b>31,563</b>	<b>81,435</b>	<b>6,200,884</b>
<b>Beginning Net Position</b>	<b>43,340,897</b>	<b>94,950,081</b>	<b>27,652,279</b>	<b>898,820</b>	<b>13,554,447</b>	<b>180,396,525</b>
<b>Prior Period Adjustment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Net Position</b>	<b>63,356,226</b>	<b>96,385,097</b>	<b>12,289,820</b>	<b>930,384</b>	<b>13,635,882</b>	<b>186,597,409</b>

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

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**1) Administrative:**

- a. The District will participate in the Menlo Park summer concert events by sponsoring the porta potties.
- b. The District was awarded the American Public Works Association "Project of the Year" for the District's levee project. The awards ceremony was held on May 21<sup>st</sup>.

**2) Finance:**

- a. Staff prepared the draft FY 25/26 Budget which was presented to the Board on May 13<sup>th</sup>.
- b. The Finance Manager continues to work on the Oracle NetSuite implementation.

**3) Capital Improvement Program (CIP):**

**a. Levee Improvement Project:**

- i. NFWF staff visited the Living Shoreline Ecotone Levee on May 20<sup>th</sup>. NFWF staff commented they were glad to see their sponsorship of the levee served a greater sustainability effort; such as helping to provide protection to the new Bayfront Recycled Water Facility.
- ii. Staff continue to submit for the NFWF grant reimbursements for the Ecotone portion of the levee.

**b. Point Repair Project:**

- i. Casey Construction was the apparent low bidder for the point repair Phase III-A project and was awarded the project.

**c. Telemetry Replacement Project:**

- i. Blocka Construction continues to work on the publicly owned pump stations' Telemetry Replacement Project.

**4) Information Technology (IT):**

- a. The IT team is conducting an inventory of all desktop PC's and will revise its PC replacement schedule.

**5) Operations and Maintenance:**

**a. Collection System:**

- i. District crews performed an emergency repair on University Ave in East Palo Alto. Days after the repair the street was resurfaced by a contractor that was previously scheduled to perform the pavement work.

- b. **Pump Facilities:**
    - i. The pump crew coordinated the generator installation at the Willow Pump Station project.
    - ii. The crew has concluded the installation of the Light and Buzzer alarm systems to the private STEP and Grinder Systems.
  - c. **Training:**
    - i. The District hosted a CWEA Hangs-On Bypass training on May 13<sup>th</sup>.
- 6) **Water Quality:**
- a. **Sharon Heights Golf and Country Club (SHGCC):**
    - i. Staff will make efforts to place the Solar PPA in SHGCC's name.
  - b. **Bayfront Recycled Water Facility (BRWF):**
    - i. The design build team meets regularly on mechanical and other process related designs.
    - ii. The first vertical wall pour was scheduled on May 15<sup>th</sup>.
- 7) **Fleet and Facilities:**
- a. **Vehicle Maintenance:**
    - i. The three new operations vehicles were deployed to the field.
- 8) **Personnel:**
- a. The Finance Manager recruitment continues.
- 9) **Upcoming Events:**
- a. **Next Board Meetings:**
    - i. Wednesdays, May 14<sup>th</sup> and 28<sup>th</sup> Regular Board Meetings
- 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:** hosted their annual BBQ and invited the District to attend.
  - c. **Town of Woodside:** Staff video inspected one mile of pipeline.
  - d. **East Palo Alto:** The District will participate in the Family Day 1: Block Party on June 14<sup>th</sup>.



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 5**

**To: Board of Directors**

**From: Sergio Ramirez, General Manager  
Todd Reese, Office & Communications Manager**

**Subject: Consider Establishing Date and Time of Public Hearing to  
Consider Annual Tax Roll Sewer Service Charge Report for  
Fiscal Year 2025/2026**

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Background

District Regulations Article IX Section 900 (10B) requires the General Manager file with the Secretary of the District Board on or before July 15<sup>th</sup> the written report containing a description of each parcel receiving sewer service and the charges to be imposed upon said parcels.

The Secretary of the Board is required to provide notice that the report has been filed and to establish a time and date of Public Hearing to consider any objections or protest to the sewer service charges to be collected on the tax roll for the Fiscal Year 2025/2026.

Recommendation

General Manager recommends the Board of Directors establish a date and time for a Public Hearing to consider the Annual Tax Roll Sewer Service Charge Report for Fiscal Year 2025/2026 on Wednesday, July 9, 2025 at 7:00pm.

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 6**

**To: Board of Directors**

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

**Subject: Consider Authorizing the General Manager to Issue the Call for Bids for the District's Capital Improvement Project- Middlefield Road and Marsh Road Siphons Replacements Project No. 1771.0**

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Background

The District has two 14-inch ductile iron siphons at Middlefield Road and Marsh Road crossing under the Atherton Channel. Recent CCTV of the siphons showed that one of the siphons has holes in the bottom of the pipe. The existing siphons have reached their useful life cycle, and they need to be replaced.

During the April 9, 2025 Regular Board Meeting, the District Board approved a design project with Freyer & Laureta, Inc. (F&L) for the Middlefield Road and Marsh Road Siphon Replacements. The District has determined that replacing the existing siphons is necessary to maintain proper flow of the wastewater collection system.

Analysis

The design engineering firm, Freyer & Laureta (F&L) has reached out to the Town of Atherton to obtain approval of the plans. This work will likely be done at night due to the high volume of traffic during the day. The anticipated construction cost for the Middlefield/Marsh Road siphons replacement is about \$1 M.

Fiscal Impact

The Capital Assets Fund for Fiscal Year 2025-2026 has a line item for this project for \$1.2 million to be approved by the Board in June 2025.

Recommendation

The District Engineer recommends the District Board of Directors authorize the General Manager to issue a call for bids for the District's Capital Improvement Project – Middlefield Road and Marsh Road Siphons Replacements Project No. 1771.0.

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 7**

**To: Board of Directors**

**From: Sergio Ramirez, General Manager**

**Subject: Discussion and Direction on 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:**

<b>2025</b>	<b>Processed</b>	<b>Delivered</b>
January	5.3MG	663K gallons
February	5MG	532K
March	7.2MG	2.4MG
April	9.1MG	5.8MG

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

<b>2023</b>	<b>Processed</b>	<b>Delivered</b>
January	5MG	0 gallons
February	3.3MG	0 gallons
March	3.5MG	0 gallons
April	4.9MG	32k gals. Dust Control
May	5.1MG	432k gals. Dust Control
June	4.8MG	456k gals. Dust Control
July	6.2MG	1.05MG Dust Control
August	8.1MG	2.7MG (+ 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

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

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

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

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

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

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 8**

**To:            *Board of Directors***

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

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

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A discussion will be held on the District's Bayfront Recycled Water Projects and other events related to the recycled water 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 9**

**To: Board of Directors**

**From: Sergio Ramirez, General Manager**

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

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

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**Report to the District Board for the Regular Meeting of May 28, 2025**

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 10**

**To:***Board of Directors*

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

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

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

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