



1902 - Serving Our Community for over 120 Years - 2025

**WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, NOVEMBER 19, 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/83022167131?pwd=UPmebunijKHytXvaSOyHUT3TbkQS.1>

Meeting ID: 830 2216 7131 Passcode: 446221

1. Call to Order and Roll Call
2. Communications from the Public
3. Consent Calendar

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

 - A. Approval of Minutes for Regular meeting October 29, 2025 Pg. 3A-1
 - B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru October 31, 2025 Pg. 3B-1
 - C. WBSD Operations and Maintenance Report – October 2025 Pg. 3C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – October 2025 Pg. 3D-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – October 2025 Pg. 3E-1
 - F. East Palo Alto Sanitary District (EPASD) Operations and Maintenance Report for Work Performed by WBSD – October 2025 Pg. 3F-1
4. General Manager's Report Pg. 4-1

5. Discussion and Direction on Notifications Regarding Board Meetings Pg. 5-1
6. Discussion and Direction on Sharon Heights Recycled Water Facility Pg. 6-1
7. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 7-1
8. Report, Discussion, and Direction on RethinkWaste (SBWMA) Pg. 8-1
9. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 9-1
10. Closed Session:

A. PUBLIC EMPLOYMENT
(Cal. Govt. Code § 54957)
Title: Finance Manager

11. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
12. 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 REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, OCTOBER 29, 2025 AT 7:00 P.M.

1. Call to Order

President Dehn called the meeting to order at 7:01 PM

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, and Treasurer Thiele-Sardiña

BOARD MEMBERS ABSENT: Director Moritz and Director Otte

STAFF MEMBERS PRESENT: Ramirez, Hulsmann, Beyer, Fariborz, AND Condotti by Zoom

Others Present: Kevin Anderson with Anderson Pacific and John Pressley with Solar Technologies

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 September 24, 2025
- B. Approval of Minutes for Regular meeting October 8, 2025
- C. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru September 30, 2025
- D. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 24-197 for the Sewer Main Replacement Serving 811 Bay Road, Menlo Park, California
- E. Consider Authorizing the General Manager to Issue Class 5 Sewer Permit No. 25-136 for the Construction of Wastewater Facilities for 1195 Westridge Drive, Portola Valley, California

Comments: None

Motion to Approve by: Thiele-Sardiña 2nd by: Walker Vote: AYE: 3 NAY: 0 Abstain: 0

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported on the preliminary results of the US EPA Inspection as well as staff submitting SRF reimbursement # 5 for \$14.8M to reimburse the District for the ongoing Bayfront Recycled Water Facility construction. He continued to report on a maintenance worker position resignation and opening. He also gave an update on the Halloween Event. The next upcoming Board Meeting is on Nov. 12th and the Thanksgiving Luncheon is on Nov. 13th.

5. Consider Accepting the Performance Merit Pay Program Results Oct. 1, 2024, to Sept. 30, 2025, and Authorize the General Manager to Disburse the Merit Payout for the Total Amount of \$205,153.87

Comments: Operations Superintendent Bobby Hulsmann reported on the program highlights including the goals accomplished. The total goals reached for the year were 92.74% of the over all goals. The Board approved the merit pay payout based on the results.

Motion to Approve by: Thiele-Sardiña 2nd by: Walker Vote: AYE: 3 NAY: 0 Abstain: 0

6. Consider Approving District Treasury Report First Quarter FY 2025-26

Comments: General Manager Ramirez reported the District has \$58M in cash and reserves including restricted funds. The District averaged \$2.97 million in monthly expenses year-to-date, including capital and debt to SVCW. There was \$0.35 million expended on capital; \$0.25 million in Capital Fund and \$0.10 million in the Recycled Water Fund.

Motion to Approve by: Walker 2nd by: Dehn Vote: AYE: 3 NAY: 0 Abstain: 0

7. Consider Approving the Resolution Establishing the Updated Personnel Policies

Comments: General Manager Ramirez reported the prior update to the policies was in October of 2023. He highlighted a few of the updates including language from the new 5-year Teamsters MOU, new laws/regulations requirements, the District's Mission Statement and added a section on District values and organizational compass.

Motion to Approve by: Walker 2nd by: Thiele- Sardiña Vote: AYE: 3 NAY: 0 Abstain: 0

8. Bayfront Recycled Water Facility – Solar Presentation – John Pressley Solar Technologies

Comments: John Pressley with Solar /Technologies presented and discussed a solar plan and process for the Bayfront Recycled Water Facility, the potential tax incentives and credits, and battery storage. After several questions and discussion, the Board's direction was to hold a workshop to better understand solar implications and the finance of such project.

9. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported that SHGCC is moving forward with solar and the application process. SHGCC asked that the PG&E bill remain in the District's name; however, the Board was adamant that the SHGCC Solar project for the recycled water facility remains solely in SHGCC's name.

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

Discussion/Comments: General Manager Ramirez reported the District is close to receiving the 90% design and gave an update on the construction progress. He also reported the capital expenses for the project are \$21M so far. \$3M was received in reimbursements from the State and \$14M is expected to be received by year's end. The \$3M covered engineering related costs while the \$14M covers all expenses through June 30th, 2025, primarily engineering, equipment, and construction costs.

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

Discussion/Comments: President Dehn reported the Board approved a contract for their accounting and financial services; and that there was a study session on the budget, capital plan, and reserves. The budget will come back to the SBWMA Board at the next meeting for more discussion and approval consideration.

12. Report, Discussion and Direction on Silicon Valley Clean Water (SVCW) Plant

Discussion/Comments: General Manager Ramirez reported on the TECH committee meeting where there was a discussion regarding amending the JPA. It was reported that two agencies are over their allotted dry weather and wet weather flow. With their expected growth, San Carlos will be in need of an additional 1MGD and Belmont is in need of .3MGD. Redwood City may be reaching its allotment in certain scenarios. General Manager Ramirez will keep the Board apprized as talks develop.

13. Closed Session

- A. PUBLIC EMPLOYMENT
(Cal. Govt. Code § 54957)
Title: Finance Manager

Entered closed session at 8:48 p.m. Left closed session at 8:56 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: General Manager Ramirez will be setting up a meeting.

15. Adjournment Time: The meeting was adjourned at 8:57 PM

Secretary

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WEST BAY SANITARY DISTRICT
Financial Activity Report
October 2025

Date: *November 12, 2025*

To: *Board of Directors*

From: *Annette Bergeron, Personnel & Accounting Specialist*
Vivian Chu, Finance Manager

Subject: *Approve Monthly Financial Activity Report*

Financial Activity for the month of October 2025.

Receipt Summary:

Commercial Deposits	258,736.32
Deposits in Transit/(Prior Period)	0.00
Returned Checks	0.00
Credit Cards / eChecks	85,674.31
Franchise Fees	10,609.75
San Mateo County [Tax Roll]	0.00
SHGCC	128,324.42
Transfers	7,900,000.00
Total Receipts	<u>8,383,344.80</u>

Withdrawal Summary

Total Checks	4,559,269.54
Total Corp Cards	9,946.02
Total Bank Wires/ACHs	4,062,048.12
External Withdrawals	8,631,263.68
Total Internal Bank Transfers	-
Total Withdrawals	<u>8,631,263.68</u>

Fund Expenditure Summary by Budget Category

100	Operations	1,285,873.90
200	Capital	1,055,119.24
300	Solid Waste	0.00
500	Recycled Water	3,114,817.24
800	Silicon Valley Clean Water	3,175,453.30
Expenditures by Fund		<u>8,631,263.68</u>

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 account was closed in January 2025. The reserve was moved to 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 2025-26 will be received in December 2025. 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.

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.

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Balance 10/31/25</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$18 million	\$3,462,975	Unfulfilled
Rate Stabilization Reserve	10/30/2015	\$10 million	\$11,905,863	Achieved
Treatment Plant Reserve	8/1/2021	\$12 million	\$11,284,565	Unfulfilled
Capital Reserve	11/26/2014	\$14 million	\$16,253,056	Achieved *
Recycled Water Cash Flow	11/18/2016	\$8 million	\$4,805,989	Unfulfilled
Recycled Water SRF Reserve	3/1/2018	\$1.46 million	\$1,521,549	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	\$0	Unfulfilled

* The District has \$2.3 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 and Equipment Reserves, customer deposits, and Solid Waste Funds are held in LAIF.

<u>Investments by Type</u>	<u>Target Balance</u>	<u>Balance 10/31/25</u>
Operating Accounts		\$1,127,646 **
Local Agency Investment Fund (LAIF)	\$18 million	\$3,462,975
Unrestricted Reserves		
Investment Portfolios	\$44 million	\$44,249,474
Money Market Account		\$0
Restricted Reserves		
Recycled Water SRF Reserve	\$1.46 million	\$1,521,549
Public Agency Retirement Services (PARS)		\$1,105,674 ***

** The District had approximately \$56 thousand in outstanding checks at 10/31/25.

*** Balance as of 9/30/25 (current statements unavailable)

**West Bay Sanitary District
Receipts
October 2025**

Receipt Number	Receipt Date	Description	Amount
464417	10/1/2025	Ti-Yen Lan: 1A Permit: 2139 Ashton Ave, MP	510.00
464420	10/2/2025	Michael Rissi: 1 Installation Sewer Service Charge: 36 Minoca Rd	720.00
464421	10/2/2025	18236047 Current Property Owner: SSC 1st & 2nd Installation	1,440.00
464422	10/2/2025	Thomas James Homes: C4B Permit: 8 Nancy Way, MP	230.00
464423	10/2/2025	Thomas James Homes: C4B Permit: 940 Continental Dr, MP	230.00
464425	10/2/2025	LAH Town Of Los Altos Hills: MSA 9/2025	40,092.43
464426	10/3/2025	Thomas James Homes: ADU Fee: 1016 Lemon St, MP	3,443.20
464426	10/3/2025	Thomas James Homes: C1A Permit: 1016 Lemon St, MP	510.00
464426	10/3/2025	Thomas James Homes: WYE Fee: 1016 Lemon St, MP	460.00
464428	10/3/2025	EJ Plumbing: 1A Permit to 1F Permit: 1921 Palo Alto Way, MP	240.00
464427	10/3/2025	79102020 Lloyd B Minor: SSC 1st & 2nd Installation: 295 Golden Oak Dr, PV	2,454.00
464429	10/6/2025	Sophia Ross: ADU Fee: 8 Nancy Way, MP	3,443.20
464429	10/6/2025	Sophia Ross: C1A Permit: 8 Nancy Way, MP	510.00
464430	10/6/2025	Bayshore Plumbers: C1F Permit: 60 Gloria Circle, MP	750.00
464431	10/6/2025	Meadow Homes: ADU Fee: 795 San Mateo Dr, MP	5,164.80
464431	10/6/2025	Meadow Homes: C1A Permit: 795 San Mateo Dr, MP	510.00
464432	10/6/2025	Thomas James Homes: C1A Permit: 940 Continental Dr, MP	510.00
464433	10/6/2025	Irving Tamura: Discharge Permit & Fee: 125 James Ave, ATH	1,096.10
464434	10/7/2025	Erik Zang: ADU Fee: 285 Catalpa Dr, ATH	6,456.00
464434	10/7/2025	Erik Zang: C1D Permit: 285 Catalpa Dr, ATH	510.00
464435	10/7/2025	Bay Area Home Builders: C4B Permit: 1336 American Way, MP	230.00
464436	10/9/2025	Stefan Bittner: C1A Permit: 240 Dedalera Dr, PV	510.00
464437	10/9/2025	AD Design and Construction: C4B Permit: 734/736 Partridge Ave, MP	230.00
464438	10/9/2025	Baywood MP LLC: ADU Fee: 1140 Sherman Ave, MP	5,595.20
464438	10/9/2025	Baywood MP LLC: C1A Permit: 1140 Sherman Ave, MP	510.00
464439	10/10/2025	Baywood MP LLC: C1A Permit: 248 San Mateo Dr, MP	510.00
464440	10/13/2025	77271050 Martin B Miller: SSC 1st Installation: 3350 Alpine Rd, PV	720.00
464441	10/13/2025	Lorraie Wong: ADU Fee: 492 Gilbert Ave, MP	3,443.20
464441	10/13/2025	Lorraie Wong: C1D Permit: 492 Gilbert Ave, MP	510.00
464442	10/13/2025	EJ Plumbing: C1F Permit: 2149 Santa Cruz Ave, MP	750.00
464443	10/14/2025	Yee-Yie Fogarty: ADU Fee: 370 Brandon Way, MP	5,595.20
464443	10/14/2025	Yee-Yie Fogarty: C1D Permit: 370 Brandon Way, MP	510.00
464444	10/15/2025	018234010 Leonard A. Lehmann: SSC 1st & 2nd Installation: 850 Los Trancos Rd, PV	1,440.00
464446	10/17/2025	JAFE Management LLC: ADU Fee: 1138 Westminster Ave, EPA	8,177.60
464447	10/17/2025	JAFE Management LLC: C1D Permit: 1138 Westminster Ave, EPA	510.00
464448	10/17/2025	Discount Plumbing & Rooter: C1F Permit: 271 W Floresta Way, PV	750.00
464449	10/20/2025	Bayshore Plumbers: C2A Permit: 301 El Camino Real, MP	720.00
464450	10/20/2025	Rob Wellington: C1A Permit: 404 Durham Street, MP	510.00
464451	10/20/2025	WS Town Of Woodside: MSA 7/2025-9/2025	14,163.68
464452	10/20/2025	EPASD East Palo Alto Sanitary District: MSA 9/2025	183,943.21
464454	10/21/2025	Moxy Hotel: C2A Permit: 3723 Haven Ave, MP	720.00
464455	10/20/2025	Farzad Nazem: Pool Discharge Permit: 18 Faxon Forest Rd, Ath	310.00
464455	10/20/2025	Farzad Nazem: Pool Discharge Fee: 18 Faxon Forest Rd, Ath	240.21
464453	10/21/2025	Erica Delgado: Plan Review: 161 Leland Ave, MP	290.00
464456	10/21/2025	Verner Architects: C4B Permit: 601 Menlo Oaks Dr, MP	230.00
464457	10/21/2025	601 Menlo Oaks LLC: C1A Permit: 601 Menlo Oaks Dr, MP	510.00
464458	10/23/2025	Shahriar Amiri: ADU Fee: 1147 Windsor Way, MP	4,734.40
464458	10/23/2025	Shahriar Amiri: C1A Permit: 1147 Windsor Way, MP	510.00
464458	10/23/2025	Shahriar Amiri: WYE: 1147 Windsor Way, MP	460.00
464459	10/23/2025	Mohammadmehdi Ariyan: C1D to C1F Permit: 1300 Hoabrt St, MP	240.00
464460	10/23/2025	Alan Denenberg: ADU Fee: 440 CERVANTES RD, PV	4,304.00
464460	10/23/2025	Alan Denenberg: C5 Permit: 440 CERVANTES RD, PV	5,825.00
464460	10/23/2025	Alan Denenberg: WYE: 440 CERVANTES RD, PV	460.00
464461	10/23/2025	Discount Plumbing & Rooter: C1F Permit: 2180 Monterey Ave, MP	750.00
464462	10/27/2025	Rene Galicia: C2A Permit: 700 El Camino Real, MP	720.00
464463	10/27/2025	M2 Design & Development Inc.: ADU Fee: 505 Ivy Dr, MP	8,177.60
464463	10/27/2025	M2 Design & Development Inc.: C1D Permit: 505 Ivy Dr, MP	510.00
464463	10/27/2025	M2 Design & Development Inc.: WYE: 505 Ivy Dr, MP	460.00
464464	10/27/2025	Six Sigma Construction: ADU Fee: 490 Yale Rd, MP	8,177.60
464464	10/27/2025	Six Sigma Construction: C1A Permit: 490 Yale Rd, MP	510.00
464465	10/27/2025	Roto Rooter: C1F Permit: 1021 Lemon St, MP	750.00
464466	10/17/2025	JAFE Management LLC: ADU Fee: 1138 Westminster Ave, EPA	720.00
464467	10/28/2025	Rene Galicia: C4A Permit: 700 El Camino Real, MP	230.00
464467	10/28/2025	Rene Galicia: WYE: 700 El Camino Real, MP	460.00
464468	10/28/2025	Keeth Building Contractors: C1F Permit: 394 Stevick Dr, ATH	750.00
464469	10/29/2025	Commando Plumbing: C1A Permit: 530 Fanita Way, MP	510.00
464470	10/30/2025	Elizabeth Peck Repass Holmes Family Trust: Sewer Serv Charge 1st&2nd Installation: 214 Grove Dr, PV	2,454.00
464471	10/31/2025	Erica Delgado: Wye Connection: 161 LELAND AVE, MP	460.00
464485	10/27/2025	Kamran Aslanpour: Plan Review: 74 Monte Vista, MP	290.00
464486	10/7/2025	Stephanie Luna: Class 2F Permit: 2900 Sand Hill Rd., MP	750.00
464487	10/16/2025	Faraz Mirhashemi: Plan Review: 505 Ivy Dr, MP	290.00
Receipts			344,410.63
Franchise Fees			
10/17/2025		Recology: SW Franchise Fees 09/2025	10,609.75
Other Receipts			
10/1/2025		SHGCC	128,324.42
Total Receipts			483,344.80
Other Bank Transfers:			
10/10/2025		LAIF to Ops Account	3,000,000.00
10/16/2025		LAIF to PR Account	600,000.00
10/16/2025		LAIF to Ops Account	800,000.00
10/22/2025		LAIF to Ops Account	3,300,000.00
10/30/2025		LAIF to Ops Account	200,000.00
Total Receipts			8,383,344.80

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

Check	Date	Payee	Purpose	Amount
73781	10/1/2025	AAA Fire Protection Services	Fire Sprinkler Inspection - SHRWF 9/2025	1,190.57
73782	10/1/2025	CalPERS LongTerm Care Program	LTC Withholding 9/16/25-9/30/25	106.33
73783	10/1/2025	Casey Construction	Point Repair Phase II Project 7/2025	447,767.90
73784	10/1/2025	Cintas	Uniform Cleaning Supplies 9/24/25	844.14
73785	10/1/2025	City of Menlo Park	2025 Street Resurfacing Project Reimbursement Agreement 5153 9/2025	45,182.50
73786	10/1/2025	City of Menlo Park	Halloween Event Sponsor 10/25/2025	500.00
73787	10/1/2025	CWEA	CWEA Membership Renewal - R. Sandoval 9/2025	375.00
73788	10/1/2025	D. Avalos Gopher Trapping	FERRF Levy Squirrel Control 8/2025	350.00
73789	10/1/2025	Dolphin Graphics	Vehicle Graphics and Apparel 9/2025	1,452.02
73790	10/1/2025	Fischer Compliance LLC	SSMP Update - 5yr WBSD	5,060.00
73791	10/1/2025	Grainger	Misc Parts & Supplies 9/2025	2,314.80
73792	10/1/2025	It's Personnel/ P.C.	Finance Manager Recruitment	2,868.37
73793	10/1/2025	Craig Awbrey	Reim Agmt: Sewer4LT Conn #74.98	2,895.42
73794	10/1/2025	Mallory Co.	PPE Supplies 9/2025	3,131.47
73795	10/1/2025	Matheson Tri-Gas	Tank Rentals 9/2025	172.06
73796	10/1/2025	Municipal Maintenance Equip.	IBAK Camera Repair 9/2025	560.53
73797	10/1/2025	National Drive	Teamster Pledge Contribution 10/03/2025	20.00
73798	10/1/2025	Navia Benefit Solutions	FSA Contributions PR 10/03/2025	1,026.13
73799	10/1/2025	Pacific Gas & Electric	Electric Service - Marsh Rd & Bayfront 8/22/25-9/22/25	63,538.97
73800	10/1/2025	Precise Concrete Sawing, Inc.	Asphalt and Concrete Cutting 9/2025	500.00
73801	10/1/2025	Redwood General Tire Co	District Vehicle Repairs - Unit 224 9/2025	2,158.55
73802	10/1/2025	Silicon Valley Clean Water	SHRWF Coliform Samples - Weekend 8/2025	750.00
73803	10/1/2025	Tedd Corman	Reim Agmt: Sterngold Conn #4	12,769.01
73804	10/1/2025	Weco Industries	Sewer Cleaning Equipment 9/2025	5,437.43
73805	10/8/2025	Airgas USA, LLC	Tank Rentals 9/2025	348.60
73806	10/8/2025	Alpha Analytical Laboratories	Coliform Sampling - SHRWF 9/2025	2,070.00
73807	10/8/2025	Aqua Natural Solutions	FOG Control Microblift 9/2025	1,211.04
73808	10/8/2025	Bay Alarm	Access Control System - Marsh Rd 10/1/25-12/31/25	3,508.02
73809	10/8/2025	Bay Area Paving Co.	Street Repair - 2145 Capital Ave, EPA	9,498.00
73810	10/8/2025	Bayside Equipment Company	Generator Service and Repair 9/2025	360.00
73811	10/8/2025	California Water Service	Water Service - Seminary Pump Station 8/22/25-9/22/25	176.85
73812	10/8/2025	Cintas	Uniform Cleaning Supplies 10/1/25	1,477.04
73813	10/8/2025	City of Menlo Park - Fuel	Fuel: District Vehicles 9/2025	8,965.16
73814	10/8/2025	City of Menlo Park - Water Svc	Water Service - Hamilton Ct 8/22/25-9/23/25	313.75
73815	10/8/2025	CleanServ Universal Services	Janitorial Service 10/2025	1,120.00
73816	10/8/2025	CPS HR Consulting	HR Consulting Services 8/2025	5,480.00
73817	10/8/2025	CWEA	CWEA Certification Testing - A. Ambriz Winter 2026	394.00
73818	10/8/2025	D. Avalos Gopher Trapping	FERRF Levy Squirrel Control 9/2025	350.00
73819	10/8/2025	Deborah Peres	Landscape 9/2025	800.00
73820	10/8/2025	Dell Marketing	Win 11 Desktops 9/2025	4,522.93
73821	10/8/2025	Ditch Witch West	Replacement Part 9/2025	847.15
73822	10/8/2025	Eric Madrigal	District Anniversary 10 years	150.00
73823	10/8/2025	First Unum Life	Life, AD&D, Disability Ins 10/2025	3,165.10
73824	10/8/2025	Freyer & Laureta	Levee Design 8/2025	15,641.92
73825	10/8/2025	Grainger	Misc Parts & Supplies 9/2025	161.44
73826	10/8/2025	HF&H Consultants	SSC Rate Study 8/2025	6,486.25
73827	10/8/2025	Home Depot Credit Services	Maintenance Supplies 9/2025	1,006.10
73828	10/8/2025	IEDA	Labor Relations Fees 10/2025	884.61
73829	10/8/2025	Industrial Scientific Corp.	I-Net Exchange Program 9/2025	3,389.68
73830	10/8/2025	Kone Pasadena	Elevator Maintenance 10/2025	371.94
73831	10/8/2025	Municipal Maintenance Equip.	CCTV Camera Parts 9/2025	63.22
73832	10/8/2025	Napa Auto Parts	District Vehicle Parts 9/2025	15.74
73833	10/8/2025	Orenco Systems, Inc.	Grinder Panels and Parts Stock and Replacement 10/2025	3,898.08
73834	10/8/2025	P&F Distributors	HDPE Forcemain Spare Parts 9/2025	274.69
73835	10/8/2025	Pacific Gas & Electric	Electric Service - Georgia Ln 8/27/25-9/25/25	671.49
73836	10/8/2025	Peninsula Building Materials	Cold Patch for Trench Plates 9/2025	1,397.61
73837	10/8/2025	R.A. Nosek Investigations	Background Screenings - J. Arteaga 10/2025	325.00
73838	10/8/2025	Recology Peninsula Services	Monthly Service Fee 9/2025	249.39
73839	10/8/2025	Redwood City Health & Wellness	DOT Physical - A. Gomez 9/2025	85.50
73840	10/8/2025	Redwood General Tire Co	District Vehicle Repairs - Unit 208 10/2025	2,638.70
73841	10/8/2025	Rockwell Engineering & Equipment	Baldor Pump Replacement Parts 9/2025	6,475.06
73842	10/8/2025	Seekzen Systems	IT Consulting Monthly Fee 9/2025	475.00
73843	10/8/2025	Sutro Consultants LLC	CMMS Consulting Services 10/2025	2,250.00
73844	10/8/2025	Underground Republic Water	Sewer Couplers, Wye, T.s 7/2025	946.09
73845	10/8/2025	Valley Heating & Cooling	Heating Air Conditioning Service Agreement 9/2025	294.00
73846	10/8/2025	Veolia Water North America	Water Service - 1805 purdue Ave 9/2/25-10/1/25	74.93
73847	10/8/2025	Vision Communications Co.	Monthly Radio Airtime 10/2025	252.00
73848	10/8/2025	Woodard & Curran	Bayfront Project Management Contract C 8/2025	46,503.37
73849	10/15/2025	Airgas USA, LLC	Monthly Tank Rental 9/2025	351.95
73850	10/15/2025	Alex Gomez	Glasses Reimbursement - A. Gomez 10/2025	308.00
73851	10/15/2025	CSRMA c/o Alliant Insurance	Board Treasurer 1-Year Bond 2025-2026	263.00
73852	10/15/2025	Readyfresh By Nestle	Water Delivery 9/11/25-10/10/25	18.97
73853	10/15/2025	Burke, Williams & Sorensen, LLP	Legal Services 8/2025	265.50
73854	10/15/2025	CalPERS LongTerm Care Program	LTC Withholding 10/01/25-10/15/25	106.33
73855	10/15/2025	Chargepoint Inc.	Chargepoint Cloud Plan Renewal 9/2025	2,080.00
73856	10/15/2025	Cintas	Uniform Cleaning Supplies 10/8/25	795.55

West Bay Sanitary District

Financial Activity Report

Withdrawals

October 2025

73857	10/15/2025	Clean Earth Environmental	Universal Hazardous Waste Recycler 7/2025	3,597.19
73858	10/15/2025	Douglas Landscape Construction, Inc.	Refund/Double Payment Permit & Connection Fess 27 Hillbrook	10,438.80
73859	10/15/2025	Du-All Safety, LLC	Monthly Safety Maintenance and SOP Contract 9/2025	4,770.00
73860	10/15/2025	Foster & Foster Consulting	Actuarial Reports	3,750.00
73861	10/15/2025	McCrometer Inc.	Flow Monitoring & Data Service 9/2025	17,262.00
73862	10/15/2025	Motion Industries	Permeate Skid Pump Motor Replacement 9/2025	3,424.43
73863	10/15/2025	National DRIVE	Teamster Pledge Contribution 10/17/2025	10.00
73864	10/15/2025	Navia Benefit Solutions	FSA Contributions PR 10/17/2025	949.21
73865	10/15/2025	Ranger Pipelines	Bayfront Park Sanitary Sewer Improvements Project 9/2025	230,390.62
73866	10/15/2025	Seekzen Systems	Avast Business Antivirus Annual Renewal	1,392.00
73867	10/15/2025	Sharp Business Systems	Sharp Copier Monthly Lease 10/2025	1,140.15
73868	10/15/2025	Silicon Valley Clean Water	SHRWF Coliform Samples - Weekend 9/2025	600.00
73869	10/15/2025	Solarwinds North America, Inc.	Annual License for Remote Support Tool 10/2025	249.92
73870	10/15/2025	Stanford University	Partial Refund SSC FY 24-25 3639 Alpine Rd., PV	24,850.30
73871	10/15/2025	Sutter EAP	EAP Services Q2 & Q3	1,087.75
73872	10/15/2025	Teamsters Local #350	Union Dues 9/2025	1,452.00
73873	10/15/2025	The Concept Genie	Public Outreach (Holiday) 10/2025	3,410.25
73874	10/15/2025	Underground Service Alert	Membership and Billable USA Tickets 7/2025	13,961.61
73875	10/15/2025	Verizon Wireless	Monthly Service Fee - Plant to Pond Comms - SHRWF 9/2025	130.08
73876	10/22/2025	Abila	MIP Cloud Monthly Subscription 10/2025	708.00
73877	10/22/2025	Anderson Pacific	BFRWF Project Phase 2 9/2025	2,769,708.09
73878	10/22/2025	Anderson Pacific	BFRWF Project Phase 2 Escrow Account 9/2025	145,774.11
73879	10/22/2025	AT&T	Telemetry Service 9/13/25-10/12/25	1,300.62
73880	10/22/2025	Atchison, Barisone & Condotti	Legal Services 9/2025	12,172.99
73881	10/22/2025	BAGG Engineers	BRWRF Testing & Monitoring 10/2025	16,440.00
73882	10/22/2025	Bay Alarm	Alarm Monitoring - Certificate Fees 10/2025	1,188.70
73883	10/22/2025	Bay Area Air Quality Mgmt Dist	Annual Permit Renewal - SHRWF 10/2025	10,469.00
73884	10/22/2025	Bay Area Air Quality Mgmt Dist	Annual Permit Renewals - Georgia Ln 10/2025	568.00
73885	10/22/2025	Blocka Construction Inc	Telemetry Panel Replacement Project 9/2025	276,657.10
73886	10/22/2025	California Water Service	Water Service - Georgia Ln 9/11/25-10/9/25	2,123.20
73887	10/22/2025	Cintas	Uniform Cleaning Supplies 10/2025	739.53
73888	10/22/2025	City of Menlo Park - Water Svc	Water Service - Laurel St 9/2/25-10/2/25	1,566.75
73889	10/22/2025	Comcast	Cable Subscription 10/20/25-11/19/25	369.61
73890	10/22/2025	Freyer & Laureta	Stowe Lane PS Design & Mgmt 9/2025	55,193.12
73891	10/22/2025	HF&H Consultants	Reclaimed Water Connection Fee & Rate Study 5/2025	5,160.00
73892	10/22/2025	HF&H Consultants	SSC Rate Study 5/2025	12,575.00
73893	10/22/2025	Horizon	Supplies & Materials 10/2025	322.33
73894	10/22/2025	Kaz & Associates	BFRWF SWPPP Compliance Services 9/2025	1,400.00
73895	10/22/2025	Kimball Midwest	Maintenance Supplies 10/2025	1,382.90
73896	10/22/2025	Mallory Co.	XS Confined Space Harness 9/2025	588.44
73897	10/22/2025	Morse Hydraulics	Hose & Hydraulic Fittings Replacement 7/2025	52.84
73898	10/22/2025	Municipal Maintenance Equip.	MME Jetter Repairs/Parts 10/2025	6,332.54
73899	10/22/2025	Municipal Maintenance Equip.	CCTV Camera Parts 10/2025	307.07
73900	10/22/2025	Pacific Gas & Electric	Electric Service - 9/11/25-10/12/25	3,869.13
73901	10/22/2025	Peninsula Truck Repair	District Vehicle Repairs 10/2025	23,167.34
73902	10/22/2025	Preferred Alliance	DOT Testing Admin Fees 9/2025	222.39
73903	10/22/2025	Quadiant Leasing USA	Postage Meter Lease 11/10/25-2/9/26	250.68
73904	10/22/2025	San Mateo County Tax Collector	Property Taxes 2025-2026 - Vintage Oaks	728.70
73905	10/22/2025	Uline	Admin Paper Towels 9/2025	394.79
73906	10/22/2025	Underground Republic Water	Sewer Couplers, Wye, Ts 10/2025	2,277.93
73907	10/22/2025	Verizon Wireless	District Cellular Service 9/16/25-10/15/25	2,563.47
73908	10/29/2025	CSRMA c/o Alliant Insurance	AMVP - Endt #4 First Quarter Premium 9/2025	422.00
73909	10/29/2025	Bad Elf, LLC	Bad Elf GPS Unit 10/2025	1,910.96
73910	10/29/2025	Blackburn Manufacturing Co	Sewer Marking Flags 7/2025	377.25
73911	10/29/2025	California Water Service	Water Service - Stowe Ln 9/20/25-10/20/25	59.04
73912	10/29/2025	CalPERS LongTerm Care Program	LTC Withholding 10/16/25-10/31/25	106.33
73913	10/29/2025	Chavan & Associates	Federal Compliance Audit 6/30/2025	11,500.00
73914	10/29/2025	Cintas	Uniform Cleaning Supplies 10/22/25	848.93
73915	10/29/2025	CleanServ Universal Services	Janitorial Supplies 10/2025	131.98
73916	10/29/2025	CWEA	Memberships and Renewals - R. Hulsmann 10/2025	375.00
73917	10/29/2025	Dolphin Graphics	Vehicle Graphics and Apparel 10/2025	713.28
73918	10/29/2025	East Bay Municipal Utility	BACWA Membership FY26	2,672.55
73919	10/29/2025	First Unum Life	Life, AD&D, Disability Ins 11/2025	3,011.03
73920	10/29/2025	Frisch Engineering, Inc.	Ignition Software - SCADA Recycled Water 8/23/25-9/30/25	37,160.00
73921	10/29/2025	Golden Gate Truck Center	Unit 239 Drive Shaft Install 7/2025	279.78
73922	10/29/2025	Goldstreet Design Agency	YouTube Holiday FOG English & Spanish 10/2025	4,000.00
73923	10/29/2025	Grainger	Pump Station Parts & Material 10/2025	2,954.81
73924	10/29/2025	H & R Plumbing & Drain	Manhole Rehabilitation 10/2025	9,500.00
73925	10/29/2025	HF&H Consultants	SSC Rate Study 10/2025	787.50
73926	10/29/2025	Kimball Midwest	Maintenance Supplies 10/2025	964.53
73927	10/29/2025	National DRIVE	Teamster Pledge Contribution 10/31/2025	10.00
73928	10/29/2025	Navia Benefit Solutions	FSA Contributions PR 10/31/2025	949.21
73929	10/29/2025	Occupational Health Centers	Employee Health Screenings 10/2025	222.00
73930	10/29/2025	Pacific Gas & Electric	Electric Service - 9/18/25-10/19/25	26,533.07
73931	10/29/2025	Pape Machinery	Compressor Diagnosis 10/2025	510.68
73932	10/29/2025	Peninsula Truck Repair	District Vehicle Repairs 10/2025	294.72
73933	10/29/2025	Principal Life Insurance	Dental & Vision Ins 11/2025	5,673.22
73934	10/29/2025	Redwood City Health & Wellness	DOT Physical - J. Quezada 10/17/25	171.00
73935	10/29/2025	Redwood General Tire Co	District Vehicle Repairs 10/2025	2,469.10
73936	10/29/2025	Teamsters Local #350	Union Dues 10/2025	1,452.00
73937	10/29/2025	TPX Communications	VoIP & Fiber Service 9/2025	2,875.05
73938	10/29/2025	E & A Enterprise Inc.	Class A Driver School Jared Gutierrez 10/2025	2,350.00
73939	10/29/2025	Uline	PPE Rain Gear 10/2025	1,255.27
73940	10/29/2025	Underground Republic Water	Sewer Couplers, Wye, Ts 10/2025	2,100.62
Refund-80	10/8/2025	Tobin Douglas	Duplicate Payment: 27 Hillbrook Dr, PV	10,438.00

4,559,269.54

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

Corporate Cards:

GL	Date	Account Name	Description	Amount
54028		Commuter & FSA Benefits	Commuter Benefit	1,330.00
54061		Gas & Diesel Vehicles	Chevron - Diesel Unit 217 - 08-29-2025	157.74
54080		Memberships	CWEA & Peleton Memberships	454.00
54091		Office Supplies	Costco, Staples: Office Supplies	2,799.44
54101		Operating Supplies	Operating Supplies	317.74
54103		Vehicle & Equipment Supplies	Car Chargers: Phones & Tablets	68.52
54105		Pump Station Parts & Supplies	Shelving	175.79
54106		Small Tools	Vehicle Charger Adapter	376.52
54151		R&M - Fleet/Vehicle	Vehicle Maintenance	174.90
54158		Computer Software	Zoom Renewal	49.00
54159		Computer Hardware	Cables & Tablet Case	69.41
54173		Dept Training & EE Development	SVCW, Safety Meetings	1,228.98
54174		District Meetings	District Meetings	1,525.39
54175		Conferences/Section Meetings	CWEA Meetings	460.00
54176		Business Meetings GM	General Manager Meetings	174.57
54191		Internet	Comcast Internet - SHRWF	496.53
54101		Operating Supplies	Operating Supplies	87.49
US Bank - CalCards				9,946.02

Bank Wires/ACH

Date	Payee	Purpose	Amount
10/2/2025	ADP	Director Fees September 2025	3,084.94
10/2/2025	ADP	Payroll Taxes - Board	573.99
10/2/2025	ADP	Employee Payroll - Check Date - 10/03/2025	192,107.84
10/2/2025	ADP	Payroll Taxes - 10/03/2025	62,327.37
10/7/2025	MissionSquare	Deferred Compensation PR 10/03/2025	13,084.16
10/10/2025	ADP	ADP Fees	450.30
10/10/2025	SVCW	SRF Loans	2,404,781.30
10/14/2025	CalPERS	Health Premiums	93,720.18
10/14/2025	CalPERS	Retirement Contributions PR 09/19/2025	37,981.52
10/16/2025	ADP	Employee Payroll - Check Date - 10/17/2025	51,991.14
10/16/2025	ADP	Payroll Taxes - 10/17/2025	159,346.73
10/17/2025	MissionSquare	Deferred Compensation PR 10/17/2025	14,652.99
10/17/2025	SVCW	SVCW Monthly Operating Contribution	770,672.00
10/24/2025	ADP	ADP Fees	385.25
10/27/2025	Navia Benefit Solutions	November Commuter Benefits	866.80
10/27/2025	CalPERS	Retirement Contributions PR 10/03/2025	38,293.15
10/30/2025	ADP	Employee Payroll - Check Date - 10/31/2025	154,977.34
10/30/2025	ADP	Payroll Taxes - 10/31/2025	47,756.90
10/31/2025	MissionSquare	Deferred Compensation PR 10/31/2025	14,994.22
Bank Wires/ACH			4,062,048.12

Bank Transfers:

Date	Payee	Purpose	Amount
Internal Bank Transfers			0.00

Withdrawal Summary:

Total Checks	4,559,269.54
Total Corp Card	9,946.02
Total Bank Wires / ACHs	4,062,048.12
Total Internal Bank Transfers	0.00
Total Withdrawals	8,631,263.68



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

To: Board of Directors
From: Bob Hulsmann, Operations Superintendent
Subject: WBSD Operations and Maintenance Report – October 2025

	Basin PM Pipe Cleaning	High Freq. PM Pipe Cleaning	Un-Sche. Pipe Cleaning	WBSD CCTV Insp.	Pipe Patch Repairs	Open Trench Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls- Unit 208			
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Qty.	Cat. 1	Cat. 2,3,4	Call Outs	Sch PM	Jnsch. PM	USA's
January	7	3.9	0.5	2.1	1	10	65	0	0	1	88	5	0	423
February	11.0	5.0	0.3	1.8	6	2	64	0	0	1	48	11	0	335
March	18.8	0.3	0.1	1.3	4	7	74	0	0	0	57	9	1	350
April	15.7	3.6	0.4	2.7	3	8	68	0	0	0	73	8	0	466
May	4.2	6.6	0.4	3.6	0	8	69	0	0	0	49	11	0	399
June	17.0	0.1	0.4	3.1	1	7	65	0	0	0	59	13	0	337
July	9.0	4.0	0.2	3.6	4	7	74	0	0	0	59	12	0	350
August	10.1	5.9	0.5	5.7	8	5	65	0	0	0	56	9	0	324
Sept.	20.3	0.3	1.4	6.2	2	7	75	0	0	0	64	5	0	394
Oct.	17.8	3.7	0.4	4.1	1	5	69	0	0	0	77	0	0	379
Nov.														
Dec														
Yr to date	130.9	33.4	4.6	34.2	30.0	66.0	688.0	0.0	0.0	2.0	630.0	83.0	1.0	3757.0
2025 Goals	120.0	50.0	n/a	45-50	50-65	90	n/a	<10	<	4	n/a	n/a	n/a	n/a
2024 Results	148.9	45.8	n/a	**40.9	**75	99	n/a	4	0	0	741	106	3	1894
2023 Results	127.7	47.1	8.5	**45.4	52	94	821	0	0	2	832	85	11	3416
2022 Results	120.9	53.6	7.5	**40.3	**92	100	774	0	1	2	858	97	2	3161
2021 Results	*123	*50	8.6	**46	**55	91	834	2	0	4	944	n/a	n/a	2294
2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0	1012	89	5	2362
2019 Results	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525

**= Including LAH, TOW, & EPASD

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – October 2025

	Basin PM Pipe Cleaning	High Freq. PM Pipe Cleaning	Un-Sche. Pipe Cleaning	WBSD CCTV Insp.	Pipe Patch Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Cat. 1	Cat. 2&3s	Call Outs
January-25	1.8	1.2	0.1	0.6	0	4	3	0	0	0
February	1.3	0.1	0.0	0.6	2	4	0	0	0	0
March	0.5	1.1	0.0	0.2	0	4	0	0	0	0
April	0.0	1.6	0.0	1.0	1	5	0	0	0	0
May	2.2	1.6	0.1	1.2	2	5	0	0	0	0
June	1.0	0.3	0.0	1.3	6	5	0	0	0	0
July	2.1	1.1	0.0	1.1	3	4	0	0	1	0
24-Aug	0.8	0.8	0.0	1.1	0	4	0	0	0	0
Sept.	1.2	0.9	0.0	0.1	0	4	0	0	0	0
Oct.	1.1	1.1	0.0	1.2	0	4	0	0	0	0
Nov.	0.0	1.2	0.0	0.6	0	4	0	0	0	0
Dec	1.0	1.6	0.0	0.9	0	4	0	0	0	0
** Yr to date	13.0	12.6	0.2	9.9	14.0	51	3	0	1	0
FY24/25Goals	10.6	14.4	n/a	8.1	n/a	52	n/a	n/a	n/a	n/a
	Goal	Total	Remain							
Cleaning	25	25.8	-0.8							
Inspection	8.1	9.9	-1.8							

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – October 2025



Yearly Summary Report

11/2/2025
8:50 AM

Between 11/1/2024 and 10/31/2025

Month	Basin PM Pipe Cleaning (miles)	High Freq PM Pipe Cleaning (miles)	Unscheduled Pipe Cleaning (miles)	CCTV Inspection (miles)	Pump Stations Preventive Maintenance Qty	Pump Stations Unscheduled Repairs Qty	SSO Cat 1	SSO Cat 2 & 3	Service Calls Call Outs
January	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
March	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
April	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
June	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
December	4.44	0.0	0.0	1.2	8	0.0	0.0	0.0	0.0
Totals	4.44	0.8	0.0	1.2	96	0.0	0.0	0.0	0.0

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: East Palo Alto Sanitary District/City of East Palo Alto - Operations and Maintenance Report for Work Performed by WBSD – October 2025

EPASD O & M Report 2025										
	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un-Sche. Pipe Clean- ing	CCTV Insp.	Pipe Patch Repairs	Open Trench Repair	USA Mark	SSO	SSO	Service Calls
Month								Cat. 1	Cat. 2,3,4	Call Outs
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.			
Jan	1.1	5.6	0.0	0.2	1	0	64	0	0	14
February	5.6	0.4	0.4	0.0	0	1	70	0	1	12
March	4.1	0.0	0.0	2.3	0	1	90	0	0	8
April	7.8	0.0	0.1	2.1	1	1	100	0	0	12
May	6.3	0.0	0.0	1.2	2	2	70	0	0	7
June	6.2	0.0	0.0	2.4	0	1	33	0	0	9
July	1.1	0.0	0.1	3.4	4	0	48	0	0	8
August	6.6	0.3	0.6	3.3	1	1	66	0	0	7
Sept.	6.5	0.0	0.0	3.9	1	1	74	0	0	8
Oct.	5.6	0.6	0.2	3.1	0	0	38	0	0	11
Nov.										
Dec										
*Yr to date	50.9	6.9	1.4	21.9	10	8	653	0	1	96
2025 Goals	70	10	n/a	35	12	12	n/a	n/a	n/a	n/a

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WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *General Manager's Report*

1) Administrative:

- a. PG&E will conduct annual maintenance on nearby powerlines. PG&E and the District signed a one-month lease agreement for the usage of the Helipad.
- b. Staff is working with SBWMA on revenue requirements for the Solid Waste Franchise.
- c. SVCW staff reported two to three agencies who are part of the JPA could exceed their allowed flow based on their expected future growth. The JPA will be under review to address this and other issues.
- d. Staff found some inconsistencies with San Mateo County Tax Role records and the District's own accessory dwelling unit records. There may have been several ADUs added to the system without the District's approval. The information will be confirmed with the local Towns, Cities, and Unincorporated County areas.

2) Finance:

- a. The Finance Manager and staff continue to work with the auditor on the Single Audit for FY24/25. The audit could be ready for review by late November to early December.
- b. Staff received additional training on the new Oracle NetSuite software.
- c. Staff is working to address recent ADUs that were added to the system without the benefit of West Bay's approval process. Meetings will be scheduled with the local jurisdictions to address the matter.

3) Capital Improvement Program (CIP):

a. Levee Improvement Project:

- i. The Board will consider issuing an easement to PG&E to underground the powerlines in front of the Bayfront Recycled Water Facility.

b. Repair Project:

- i. EPS Inc. will replace the two syphons on Middlefield Road in the next two weeks.

c. Telemetry Replacement Project:

- i. Blocka Construction completed over 90% of the work on the publicly owned pump stations - Telemetry Replacement Project. The Town of Woodside will replace its telemetry system as part of this project. The Town will reimburse the District for the cost.

4) Information Technology (IT):

- a. IT staff shortlisted the potential CMMS vendors and requested proposals.

- 5) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. Crew members continue to attend the off-site Commercial Driving School in preparation of the CDL Class A driving exam.
 - b. **Pump Facilities:**
 - i. The Stowe Lane Pump Station is under construction and the Bay Area Air Quality Management District permit process has started. The new well has been constructed and the mechanical components will follow.
 - c. **Training:**
 - i. Staff and the Menlo Park Fire District conducted Trench Rescue mutual aid training on November 6, 2025.
- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. Staff will present the 2026 O&M projections to SHGCC.
 - ii. Staff is reviewing the complete SHGCC solar plan and layout.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. The steel recycled water tanks are being welded and constructed. The tanks are scheduled to be completed in the next four months. The new steel storage building will begin construction in the November/December time frame.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The new large crane pump truck was ordered as approved in the budget.
- 8) **Personnel:**
 - a. Staff recruited one additional temporary maintenance worker to assist with a GPS project with a start date of November 10th.
- 9) **Upcoming Events:**
 - a. **Next Board Meetings:**
 - i. Board Meetings - Wednesdays, November 26th and December 10th. The Holiday Luncheon will be on December 9th.
- 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:** The Town continues to perform CIP projects to rehabilitate the system.
 - c. **Town of Woodside:** The Town approved installing the new Multi-Smart telemetry system to their town center pump station.
 - d. **East Palo Alto:** A new Utility Manager has been hired and is working well with staff to improve the EPASD system.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Discussion and Direction on Notifications Regarding Board Meetings*

General Manager Ramirez and General Counsel Condotti will lead a discussion on notifications regarding board meetings and will seek Board direction.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6**

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:

2025	Processed	Delivered
January	5.3MG	663K gallons
February	5MG	532K
March	7.2MG	2.4MG
April	9.1MG	5.8MG
May	8.6MG	8.1MG
June	9.6MG	9MG
July	10.3MG	8.8MG
August	10MG	8.4MG
September	10.6MG	7.4MG
October	7.9MG	2.4MG

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

December	5.3MG	82K
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2023	Processed	Delivered
January	5MG	0 gallons
February	3.3MG	0 gallons
March	3.5MG	0 gallons
April	4.9MG	32k gals. Dust Control
May	5.1MG	432k gals. Dust Control
June	4.8MG	456k gals. Dust Control
July	6.2MG	1.05MG Dust Control
August	8.1MG	2.7MG (+ 1.5 MG Dust Control)
September	8.4MG	4MG (+ 1.04 MG Dust Control)
October	9.6MG	7.4MG
November	7.7MG	3.7MG
December	7.4MG	970K

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

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

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

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

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

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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 Bayfront Recycled Water Project
and Status Update***

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

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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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

To:*Board of Directors*

From:*Sergio Ramirez, General Manager*

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

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

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