

***1902 - Serving Our Community for over 115 Years - 2020***  
**WEST BAY SANITARY DISTRICT**  
**AGENDA OF BUSINESS**  
**REGULAR MEETING OF THE DISTRICT BOARD**  
**WEDNESDAY, JANUARY 8, 2020 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

**District Manager**

Phil Scott

**District Legal Counsel**

Anthony Condotti, Esq.

**AGENDA OF BUSINESS**

***NOTE: The Board may take action on any agenda item unless specifically designated a “discussion” item or a “report.”***

1. Call to Order and Roll Call
2. Communications from the Public
3. District Board of Directors: Swearing in of Board Members and Officers Pg. 3-1
4. Public Hearing: Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation Pg. 4-1
5. Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation Pg. 5-1
6. District Manager’s Report Pg. 6-1
7. Consent Calendar  
*Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.*
  - A. Approval of Minutes for Regular meeting December 11, 2019 Pg. 7A-1
  - B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for January 8, 2020 Pg. 7B-1
8. Consideration of Authorizing District Manager to Enter into an Agreement for Flow Monitoring Services by V&A Consulting Engineers, Inc. Pg. 8-1
9. Consideration of Establishing February 12, 2020 as the Date of Public Hearing to Consider a General Regulation Amending the Code of General Regulations for Section 406. Backflow Prevention Devices and Section 901. Sewer Connection Charges (03) Charges by Type of Connection – Accessory Dwelling Unit Pg. 9-1
10. Report by the Finance Advisory Group Pg. 10-1

11. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Project Status Pg. 11-1
12. Report & Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 12-1
13. Report & Discussion on Silicon Valley Clean Water (SVCW), Discussion on SVCW CIP Program and Financing Pg. 13-1
14. Closed Session:
  - A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Cal. Govt. Code §54956.9(d))  
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC  
Case No. 18CIV02183
  - B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS  
Agency designated representatives: Board President/Legal Counsel  
Unrepresented employee: District Manager
  - C. CONFERENCE WITH LABOR NEGOTIATORS  
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District Manager & Legal Counsel  
Unrepresented & Exempt Employees
  - D. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION  
(Subdivision (a) of Section 54956.9)  
*Chan, Moreno, Vestnys, Pebbles v. WBSD* – San Mateo County Court Case No. 19CIV07567
15. Consider to Approve End-of-Year Goals and Objectives Performance Compensation for the District Manager Pg. 15-1
16. Consider to Authorize the District Manager to Negotiate and Execute a Professional Services Agreement for Recruitment of the District Manager Position, Approved as to form by District Legal Counsel
17. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
18. 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.



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 3**

**To: Board of Directors**

**From: Phil Scott, District Manager**

**Subject: District Board of Directors: Swearing in of Board Members and Officers**

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District Counsel Condotti will administer the Oath of Office to appointed Board Members and Officers.

**Officers and appointments effective January 2, 2020:**

Officers/Board Members

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

Appointments

George Otte, SVCW Commissioner; Ned Moritz, SVCW Alternate;  
Fran Dehn, SBWMA Board of Directors, George Otte, Alternate SBWMA Board;  
Ned Moritz and Roy Thiele-Sardiña, Finance Advisory Group;  
Fran Dehn and Roy Thiele-Sardiña, Recycled Water Advisory Group

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 4

**To:** *Board of Directors*

**From:** *Phil Scott, District Manager*

**Subject:** *Public Hearing – Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation*

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### Background

Per Government Code the compensation that may be paid to a Board Member for each day's attendance at meetings may be increased annually by five percent. Since the last increase was in April 2018, the Board could elect to increase 5%. This means the Board may increase its compensation from \$220.00 per meeting to \$231.00 per meeting.

### Analysis

The District's Board fees are in the mid-range of special districts in the State. The financial health of the District is such that a small increase in Directors fee expenses would have negligible effect on the budget and increased Director fees may enhance the Board's efforts to find successor Board members.

Should the Board determine to approve an increase, following the Public Hearing, the Board may adopt the attached Regulation.

### Fiscal Impact

An increase of up to \$ 11.00/meeting in Board of Director fees would have minor impact on the budget especially since the increase is effective for only the last third of this budget cycle.

### Recommendation

The District Manager recommends the Board hold the public hearing as scheduled and determine the level of increase in Board compensation, if any, and following the public hearing consider a General Regulation amending the Code of General Regulations for Board Member compensation.

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**WEST BAY SANITARY DISTRICT**

**GENERAL REGULATION NO. \_\_\_\_**

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**A REGULATION AMENDING GENERAL REGULATION NO. 58 "A GENERAL  
REGULATION ADOPTING CODE OF GENERAL REGULATIONS"**

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BE IT ORDAINED AND ENACTED BY THE District Board of West Bay Sanitary District that General Regulation No. 58, "A General Regulation Adopting Code of General Regulations", passed and approved on November 27, 1982, as heretofore amended, is further amended as follows:

**SECTION 209. Board Members Compensation**

Effective \_\_\_\_\_, 2020, this Regulation, members of the District Board shall be compensated in the amount of ~~\$220.00~~ \$\_\_\_\_\_ per day for each day's attendance at meetings of the District Board, attendance at California Association of Sanitation Agencies' conferences and for each day's service rendered as a Member of the District Board by request of the District Board. Compensation shall not exceed a total of ~~\$1,320.00~~ \$\_\_\_\_\_ (six days service) in any calendar month.

Compensation to Board Members attending conferences of the California Association of Sanitation Agencies shall be limited to two day's compensation regardless of the number of days attended.

Passed and approved by the District Board of the West Bay Sanitary District on January 8, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 5**

**To: Board of Directors**

**From: Phil Scott, District Manager**

**Subject: Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation**

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Following the Public Hearing, the Board is asked to approve the attached General Regulation for Board Member Compensation effective January 22, 2020.

Attachment: General Regulation\_\_\_\_ (2020)

**WEST BAY SANITARY DISTRICT**

**GENERAL REGULATION NO. \_\_\_\_**

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**A REGULATION AMENDING GENERAL REGULATION NO. 58 "A GENERAL  
REGULATION ADOPTING CODE OF GENERAL REGULATIONS"**

\*\*\*\*\*

BE IT ORDAINED AND ENACTED BY THE District Board of West Bay Sanitary District that General Regulation No. 58, "A General Regulation Adopting Code of General Regulations", passed and approved on November 27, 1982, as heretofore amended, is further amended as follows:

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Compensation to Board Members attending conferences of the California Association of Sanitation Agencies shall be limited to two day's compensation regardless of the number of days attended.

Passed and approved by the District Board of the West Bay Sanitary District on January 8, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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





## WEST BAY SANITARY DISTRICT AGENDA ITEM 6

**To:** *Board of Directors*

**From:** *Phil Scott, District Manager*

**Subject:** *District Manager's Report*

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1) **CIP Project:**

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **Cleaning/TVing Large Diameter lines:** Staff has ordered new heavy duty cleaning nozzle and large tractor for camera for televising large lines. Crews have begun cleaning and tving some of the smaller of the large diameter lines but will be limited until the new equipment arrives.

2) **Affiliate Agency/Association News:**

- a. **CWEA P3S Conference:** DM and W&C will present on time delay discharge at P3S conference January 28, 2020 in Long Beach.
- b. **WateReuse– San Francisco Conference:** DM was asked to join West Yost Associates to present a paper on the Onsite Reuse Treatment Plant discharge permit process on March 6, 2020.

3) **Upcoming Events:**

- a. **Board meetings:** Next meeting January 22, 2020.
- b. **Sewer Service Charges Rate Study:** Rate study Board workshop scheduled for January 22, 2020.

4) **Misc./Action Items from Previous Meeting:**

- a. **SSOs:** Zero SSO for December. 2019 Total = 4. 7 months in a row w/o SSO.

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### Report to the District Board for the Regular Meeting of January 8, 2020

Additional information or topics may be introduced by the DM verbally during the Board meeting.

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1902 - *Serving Our Community for over 110 Years* - 2019

WEST BAY SANITARY DISTRICT  
CHECKLIST OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, DECEMBER 11, 2019 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: Dehn, Otte, Thiele-Sardiña, Walker, Moritz

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Condotti, Ramirez, Hulsmann

Others Present: SVCW – Matt Anderson, Teresa Herrera, Leslie Murphy-PFM, Recology - Mike Kelly, HF&H – Marva Sheehan and Rick Simonson, and member of the public Ron Snow

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

3. **Public Hearing: Consideration of Proposed Solid Waste/Recycling Collection Rates for the Year 2020**

Motion to Open by: Sardiña, 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Marva Sheehan of HF&H presented the rate study highlights which included the need for 20 and 32 gallon bins to be increased to get closer for the actual cost of service. Ron Snow protested the rate increase citing the increase is not fair for those who use the smaller bins such as the 20 and 32 gallon bins.

Motion to Close by: Sardiña, 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

4. **Consideration of Resolution to Approve Solid Waste/Recycling Collection Rates Effective January 1, 2020, and adoption of the rates for “Rates for Other Services”, and accept the Solid Waste/Recycling Rate Study 2020**

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

Comments: None.

5. **Consent Calendar**

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

**CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR**

Comments: President Dehn would like a further breakdown of BankCard payments over \$1,000. The Board would like a discussion at a future meeting on USA service. DM Scott

suggested that he cover the topic when he presents the Performance Measurement Report next year and the Board agreed.

- A. Approval of Minutes for Regular meeting November 13, 2019
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for December 11, 2019
- C. WBSD Operations and Maintenance Report – November 2019
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – November 2019
- E. Consider to Ratify and Approve Report on District’s Investment Portfolio Including the Transactions of Assets Described Therein as of 11/30/19
- F. Consideration of a Resolution of Intention to Annex Certain Territory (20 Navajo PI) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

**6. Presentation and Discussion on Silicon Valley Clean Water 2019/20 Budget Status and Financial Plan**

Comments: Matt Anderson and Teresa Herrera of SVCW presented information on this item that included a discussion on Reserve Fund Policy. Mr. Anderson outlined the current reserves which include Stage 2 Capacity (currently \$12.1M), Operating Reserves (currently \$3.6M) and CIP Reserves Fund (currently \$18.7M). DM Scott reported that the JPA states SVCW will bill quarterly but they have been billing monthly. Ms. Herrera said she will look into why it is now monthly and report back to DM Scott. Leslie Murphy of PFM discussed that the SVCW reserve investments are focused on safety, liquidity and return.

**7. Presentation on S.T.E.P and Grinder Pump Systems**

Comments: Pump Facilities Supervisor Bob Hulsmann presented to the Board on the topic of S.T.E.P. and Grinder Pump Systems that are in the On-Site Wastewater Disposal Zone (OWDZ). S.T.E.P. systems do not work with gravity mains only forcemains. They can be as large as a 2500 gallon tank. With this system only the effluent water gets pumped out to the forcemain. They work much the same way as a septic tank. Grinder Systems contain a 150 gallon tank with a self-contained pump and require less maintenance than the S.T.E.P. system. PFS Hulsmann reported that there are currently 29 private S.T.E.P. systems and 50 Grinder stations with 4 more in process. He stated that as these grow in the District there may be the need for additional personnel to keep up with maintenance, repairs and inspections.

**8. Consideration to Approve Purchase of Portable Generator**

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

Comments: PFS Hulsmann presented the need for a portable generator to be used in case of pump station emergency including a PG&E power shut off.

**9. Consideration of Adopting the District's Audited Financial Statements for the Year Ended June 30, 2019**

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

Comments: Treasurer Thiele-Sardiña and Director Moritz reported that there are no deficiencies to report and only a few small adjustments were made. Director Moritz reported that 3-4 employees were also interviewed and no problems were exhibited.

**10. Consideration of Authorizing District Manager to Execute the Agreement for Engineering Design Services from Freyer & Laureta, Inc. for the North Bay Road and North Palo Alto Project Areas (2019 – 20) and Authorize the District Manager to Approve up to Ten Percent Contingency for Additional Work on an As-Needed Basis**

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

Comments: DM Scott reported that engineering design is needed for the District's next Capital Improvement Project.

**11. Consideration of Authorizing District Manager to Execute the Agreement for Feasibility Services from Barker Wagoner Architects for the Feasibility Study for the Replacement of the District's Corporation Yard Service Building and Authorize the District Manager to Approve up to Ten Percent Contingency for Additional Work on an As-Needed Basis**

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

Comments: DM Scott reported that the study cost is estimated at \$10-15K and is necessary in the planning of the repair on the aging corporation yard.

**12. District Manager's Report**

Comments:

**1) CIP Project:**

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **Bid for Cleaning/TVing Large Diameter lines:** Cleaning costs have skyrocketed and District Manager is working with a contractor to break project into phases and investigating in-house capabilities.

**2) Affiliate Agency/Association News:**

- a. **P3S Conference:** DM and W&C will present on time delay discharge at P3S conference January 28, 2020 in Long Beach.
- b. **CWEA – Advanced Water Treatment Certification Committee:** DM was asked by CWEA to present Dec 9 on the Recycled Water Project – Sharon Heights at a lunch meeting of the AWT certification committee in Pacifica. DM helped organize this committee (Joint committee of CWEA and American Water Works Association

(AWWA)) while President of CWEA. Committee has now developed certification requirements for operators running Advanced Water Treatment plants, typically Membrane Bio-Reactors such as the Sharon Heights facility.

- c. **CSRMA** – The District has been notified that it will be receiving a retro - adjustment invoice for \$23,503 for the Pooled Liability program and will be receiving dividends for the Pooled Liability program of \$27,614.

3) **Upcoming Events:**

- a. **Board meetings:** Next meeting January 8, 2020.
- b. **Sewer Service Charges Rate Study:** Beginning work on rate study for Board workshop in January
- c. **BOW Investment Portfolio Meeting:** Dec. 18

4) **Misc./Action Items from Previous Meeting:**

- a. **SSOs:** Zero SSO for November. 2019 Total = 4.
- b. **871-819 Hamilton Ave:** The District Manager executed a Demand Letter and Substitution of Trustee and Full Reconveyance for the 871-879 Hamilton address since the commitment in the form of Agreement with the District to pay supplemental connection fees in 2003, 2004 and 2005 has been fulfilled.

**13. Consideration to Approve Purchase of a CUES Steerable MUDMASTER Wheeled Transporter for the Existing Video Pipeline Inspection Unit and Accept Report on Large Diameter Pipeline Cleaning and CCTV**

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

Comments: DM Scott reported that this equipment is necessary for large sized pipe for the large diameter pipe cleaning project. The cost of the CUES unit will be paid for by the monies set aside for money budgeted for the bid project.

**14. Revised Report on Commuter Benefits Program**

Comments: DM Scott presented a revised report that show a total of 15 employees participating in the program and 12 net vehicles have been removed from the commute.

**15. Consider Resolution to Elect to the District Board, President, and Secretary, and Appoint a Treasurer and Consider Appointment of Committee Appointees and Alternates**

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

Comments: Officers and appointments effective January 2 2020: Fran Dehn, President; David Walker Secretary; Roy Thiele-Sardiña, Treasurer. George Otte, SVCW Commissioner; Ned Moritz, SVCW Alternate; Fran Dehn, SBWMA Board of Directors, George Otte, Alternate SBWMA Board; Ned Moritz and Roy Thiele-Sardiña, Finance Advisory Group; Fran Dehn and Roy Thiele-Sardiña, Recycled Water Advisory Group.

**16. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Project Status**

Comments: DM Scott reported that the Caltrans encroachment permit is issued and construction on Sand Hill Road is underway thorough the Caltrans right-of-way. A grant was not obtained for the FERRF levee Improvement Project. A meeting with the City of Menlo Park to discuss easements for the project was held.

**17. Report & Discussion on South Bayside Waste Management Authority (SBWMA)**

Comments: President Dehn reported that the Organics to Energy Pilot program staff would like to collaborate with County Office of Sustainability on their work on sea level rise and how it relates to Shoreway Center. Construction of the equipment for the pilot project is 60% complete and equipment testing has started. SVCW is ready to take material now but have been delayed due to a permitting issue with the Air Quality Board and can only take one truck load a day for now. Tipping fees will not be increased effective January of 2020

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

Comments: Secretary Otte reported three leaks have been found and repairs are underway.

**19. Closed Session**

- .A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Cal. Govt. Code §54956.9(d))  
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC  
Case No. 18CIV02183
  
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS  
Agency designated representatives: Board President/Legal Counsel  
Unrepresented employee: District Manager
  
- C. CONFERENCE WITH LABOR NEGOTIATORS  
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District Manager & Legal Counsel  
Unrepresented & Exempt Employees

Entered closed session at 9:58 p.m. Left closed session at 10:20 p.m.

Reportable action: None.

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

Comments: SVCW returning on Jan. 22 meeting for presentation, S.T.E.P. and Grinder Pump Systems should be added to rate analysis and progress report on RFP on DM recruitment.

**21. Adjournment Time:** The meeting was adjourned at 10:23 PM



**WEST BAY SANITARY DISTRICT**  
**WITHDRAWAL ORDER**  
As of December 30, 2019

CHECK	TO WHOM PAYABLE	PURPOSE	AMOUNT
65964	MATHESON TRI-GAS, INC.	Operating Supplies - Coll	49.28
65965	AMERICAN MESSAGING	Utilities - A&G	64.48
65966	AQUALITY WATER MANAGEMENT INC.	Recycled Water Facility - SHGCC	3,927.14
65967	CSDA	Memberships - Coll	7,615.00
65968	CHAVAN & ASSOCIATES LLP	Professional Services - A&G	7,700.00
65969	CHEVRON	Gasoline, Oil & Fuel - Coll	67.00
65970	CINTAS CORP	Contract Services - Coll	3,027.95
65971	THE ALMANAC	Printing & Publications - A&G	1,254.00
65972	FREYER & LAURETA	CIP: Belle Haven III, Levee Design & Miscellaneous Eng.	10,737.50
65973	GRAINGER	Coyote Hill Project	596.78
65974	KIMBALL MIDWEST	Operating Supplies - Coll	218.41
65975	HOME DEPOT CREDIT SERVICES	Operating Supplies - Coll	1,358.75
65976	IEDA	Professional Services - A&G	1,520.00
65977	JANI-KING OF CA, INC - SFR/OAK	Contract Services - A&G	726.60
65978	KDS COMMUNICATIONS	Printing & Publications - A&G	1,505.00
65979	LOG ME IN	Repairs & Maintenance - Coll	67.71
65980	CITY OF MENLO PARK - REPAIRS	Repairs & Maintenance - Coll	1,961.09
65981	CITY OF MENLO PARK-Fuel	Gasoline, Oil & Fuel - Coll	4,920.25
65982	MENLO PARK HARDWARE CO. #14016	Operating Supplies - Coll	324.01
65984	PACIFIC GAS & ELECTRIC	Utilities - A&G	3,771.91
65985	PENINSULA BUILDING MATERIALS	Operating Supplies - coll	1,473.52
65986	SEEKZEN SYSTEMS	Professional Services - Coll	475.00
65987	SHARP BUSINESS SYSTEMS	Rents & Leases - Coll	1,036.78
65988	TPX COMMUNICATIONS	Utilities - Coll	2,282.74
65989	VISION COMMUNICATIONS CO.	Rents & Leases - A&G	667.00
65990	WEST YOST & ASSOCIATES	Professional Services - A&G	774.00
65991	OCCASIONS, ETC.	Office Expense - A&G	75.35
65992	ELIO D'URZO	Training, Meetings & Travel - A&G	1,523.50
65993	CWEA	Memberships - Coll	175.00
65994	SAN MATEO COUNTY CLERK	Other Operating Expenses - A&G	20.00
65995	ANDERSON PACIFIC	CIP-Recycled Water Facility - SHGCC	477101.12
65996	SERGIO RAMIREZ	Other Operating Expenses - A&G	3,939.40
65997	CWEA	Memberships - Coll	385.00
65998	SAFETY CENTER INC	Professional Services - Coll	2,604.00
65999	CWEA	Memberships - Coll	175.00
66000	SAN MATEO COUNTY CLERK	Other Operating Expenses - A&G	23.00
66001	SAN MATEO COUNTY CLERK	Other Operating Expense - A&G	20.00
66002	NAVIA BENEFIT SOLUTIONS	Employee Benefits	1,285.19
66003	SDU	Wage Garnishment	508.62
66004	FRANCHISE TAX BOARD	Wage Garnishment	250.00
66005	BANKCARD CENTER	BoW Credit Card - Todd	1,703.11
66006	BANKCARD CENTER	BoW Credit Card - Phil	783.30
66007	BANKCARD CENTER	BoW Credit Card - Sergio	316.18
66008	RANGER PIPELINES	CIP: Alpine Road	67,202.79
66009	ALPHA ANALYTICAL LABORATORIES	Research and Monitoring - Coll	235.00
66010	AMERICAN WATER SERVICES	Utilities - Coll	74.61
66011	ATCHISON, BARISONE & CONDOTTI	Professional Services - A&G	3,020.40
66012	CALIFORNIA WATER SERVICE	Utilities - Coll	18.56
66013	CALPERS LONG-TERM CARE PROGRAM	Employee Benefits	35.36
66014	CINTAS CORP	Contractual Services - Coll	885.16
66015	DU-ALL SAFETY, LLC	Professional Services - Coll	1,890.00
66016	THE ALMANAC	Printing & Publications - A&G	1,254.00
66017	GRAINGER	Operating Supplies - Coll	232.64
66018	KONE INC.	Contract Services - A&G	259.34
66019	LUCITY, INC.	Repairs & Maintenance - Coll	11,000.00

66020	National Auto Fleet Group	CIP - Replace Unit 206	46,794.25
66021	PACIFIC GAS & ELECTRIC	Utilities - Coll	445.12
66022	PONTON INDUSTRIES, INC.	Utilities - Coll	7,560.00
66023	PREFERRED ALLIANCE	Professional Services - A&G	215.39
66024	ROBERTS & BRUNE CO	Operating Supplies - Coll	2,830.06
66025	SWRCB	Operation & Maintenance - RWTP	484.00
66026	STEVENS CREEK QUARRY, INC.	CIP - Coyote Hill	692.99
66027	VALLEY HEATING & COOLING	Repairs & Maintenance - Coll	294.00
66028	WEST YOST & ASSOCIATES	Professional Services - A&G	2,690.39
66029	SAN MATEO COUNTY CLERK	Other Operating Expenses - A&G	20.00
66030	AT&T	Utilities - A&G	978.78
66031	ALPHA ANALYTICAL LABORATORIES	Research & Monitoring - Coll	240.00
66032	READYREFRESH BY NESTLE	Utilities - Coll	215.70
66033	BAYSIDE EQUIPMENT COMPANY	Repairs & Maintenance - Coll	999.14
66034	CALIFORNIA WATER SERVICE	Utilities - Coll	1,884.57
66035	CINTAS CORP	Contract Services - Coll	700.79
66036	VOID		
66037	GRAINGER	Operating Supplies - Coll	143.30
66038	VOID		
66039	CITY OF MENLO PARK - REPAIR	Repairs & Maintenance - Coll	9,744.30
66040	SUTTER EAP	Employee Benefits	831.25
66041	MISSION CLAY PRODUCTS LLC	Operating Supplies - Coll	1,247.80
66042	OMEGA INDUSTRIAL SUPPLY, INC.	Operating Supplies - Coll	383.55
66043	PACIFIC GAS & ELECTRIC	Utilities - Coll	658.49
66044	VOID		
66045	ROBERTS & BRUNE CO	Operating Supplies - Coll	1,347.37
66046	3T EQUIPMENT COMPANY	Operating Supplies - Coll	178.04
66047	US BANK	Rents & Leases - Coll	136.56
66048	V.W. HOUSEN & ASSOCIATES	Professional Services - Coll	32,032.00
66049	READYREFRESH BY NESTLE	Utilities - A&G	94.26
66050	CALIFORNIA WATER SERVICE	Utilities - Coll	18.38
66051	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding	35.36
66052	COMCAST	Utilities - A&G	275.24
66053	DOLPHIN GRAPHICS	Contract Services - Coll	2,627.09
66054	FAST RESPONSE ON-SITE TESTING	Professional Services - Coll	2,217.60
66055	FEDERAL EXPRESS	Office Expense - A&G	319.39
66056	OGASAWARA LANDSCAPE MAINT.	Contract Services - A&G	1,120.00
66057	PACIFIC GAS & ELECTRIC	Utilities - Coll	335.75
66058	PEROTTI AND CARRADE	Professional Services - A&G	750.00
66059	STAPLES CREDIT PLAN	Office/Ink Supplies - A&G	2,591.91
66060	VERIZON WIRELESS	Utilities - A&G	1,736.28
66061	PRINCIPAL LIFE INSURANCE CO.	Employee Benefits - A&G	4,893.93
66062	SAN MATEO COUNTY CLERK	Other Operating Expenses - A&G	26.00
66063	SDU	Wage Garnishment	508.62
66064	FRANCHISE TAX BOARD	Wage Garnishment	250.00
66065	TEAMSTERS LOCAL NO. 350	Monthly Union Dues	960.00
		TOTAL CHECKS	<u><u>767,625.18</u></u>

WIRES

<u>TRANSFER DATE</u>	<u>PURPOSE</u>	
12/5/2019	Prime Pay Fees	\$768.39
12/6/2019	Employee Payroll - Pay Period 11/22/19-12/06/19	\$103,472.31
12/6/2019	ICMA	\$7,446.95
12/20/2019	Employee Payroll - Pay Period 12/06/19-12/20/19	\$101,502.17
12/20/2019	ICMA	\$8,507.48
12/23/2019	Transfer to LAIF	\$13,750,000.00
12/26/2019	CalPERS Retirement	\$44,592.83
12/31/2019	Board Payroll	\$2,438.04
12/31/2019	Federal Payroll Taxes	\$47,559.05
12/31/2019	State Payroll Taxes	\$14,874.55
12/31/2019	SVCW Cash Contribution on 2018 Bond	\$1,069,333.66
12/31/2019	SVCW - Monthly Operating Payment	\$633,247.00
	WIRE TRANSFERS FROM BofW CHECKING	<u>15,783,742.43</u>
12/10/2019	Recology Franchise Fee	\$13,720.26
12/16/2019	Sewer Service Fees	\$14,988,269.40
12/31/2019	SRF Reimbursement Payment # 16	\$491,088.00
	WIRE TRANSFERS TO BofW CHECKING	<u>15,493,077.66</u>

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**WITHDRAWAL ORDER**  
**SUPPLEMENTAL PURCHASE REGISTER**  
**12/30/2019**

**OPERATING SUPPLIES & OFFICE EXPENSE**

<b><u>CHECK</u></b>	<b><u>AMOUNT</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>
65971	1,254.00	THE ALMANAC	Notice of Public Hearing
65975	1,358.75	HOME DEPOT CREDIT SERVICES	Operating Supplies
65978	1,505.00	KDS COMMUNICATIONS	Editing of 2019 Winter Bulletin
65985	1,473.52	PENINSULA BUILDING MATERIALS	Gloves, Concrete, Grout, Tape, Sand Bags, Grinder
65988	2,282.74	TPX COMMUNICATIONS	Phones
65992	1,523.50	ELIO D'URZO	Piccolo's - 2019 Holiday Luncheon Catering
66005	1,703.11	BANKCARD CENTER - Todd	Fast Track - \$490, Travel Expense - \$313.26, Supplies for Luncheons - \$478.47,
66006	783.30	BANKCARD CENTER - Phil	Membership Fees - \$455 , Parking - \$43.65, Traveling Expense - \$215.98, DM Expenses - \$61.68
66007	316.18	BANKCARD CENTER - Sergio	Membership/Training Fees - \$229.25, Supplies for Luncheons - \$92.94
66016	1,254.00	THE ALMANAC	Notice of Public Hearing
66019	11,000.00	LUCITY	Lucity Mobile, Annual Support & Maintenance - Ops. Database
66024	2,830.06	ROBERTS & BRUNE CO	Clay Pipe, Clamps, c900 Wye & Pipes
66041	1,247.80	MISSION CLAY PRODUCTS LLC	6x6 Band Seal, 6x4 Wye Band Seal, 6x6 Wye Type II
66045	1,347.37	ROBERTS & BRUNE CO	Quick Seal Connector, Test Bal, Dual Wall Pipe, Balled Cap, Valve Box
66053	2,627.09	DOLPHIN GRAPICS	Personal Protective Safety Gear
66059	2,591.91	STAPLES CREDIT PLAN	Office and Ink Supplies

**MISCELLANEOUS**

<b><u>CHECK</u></b>	<b><u>AMOUNT</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>
65966	3,927.14	AQUALITY WATER MANAGEMENT INC.	Treatment Recycled Water Plant Observation
65967	7,615.00	CSDA	2020 CSDA Membership Renewal
65968	7,700.00	CHAVAN & ASSOCIATES LLP	Second Payment for Financial Audit
65972	10,737.50	FREYER & LAURETA	CIP Professional Services for Belle Haven III, Levee Design, and Misc Engineering
65976	1,520.00	IEDA	Labor Relations Consulting
65995	477,101.12	ANDERSON PACIFIC	SHGCC - Recycled Water Project
65996	3,939.40	SERGIO RAMIREZ	Tuition Reimbursement
66008	67,202.79	RANGER PIPELINES	Payment for Alpine Road Project
66020	46,794.25	NATIONAL AUTO FLEET GROUP	Replacement for Unit 206
66022	7,560.00	PONTON INDUSTRIES, INC.	Flo-Dar - Telemetry Service
66028	2,690.39	WEST YOST & ASSOCIATES	Staff Services and Professional Services for Grant Application
66036		VOID	Printing Error
66038		VOID	Printing Error
66044		VOID	Printing Error
66048	32,032.00	V.W. HOUSEN & ASSOCIATES	Levee Study & GPS Update
66054	2,217.60	FAST RESPONSE ON-SITE TESTING	Respiratory Exam and Fit Testing

**WEST BAY SANITARY DISTRICT**

SUMMARY OF FY2019-20 PAYMENTS  
(Through Withdrawal Order  
12/04/2019 to 12/30/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 12/30/2019	WITHDRAWAL PERIOD 12/30/2019
<b>REGULAR PAYABLES</b>		
3T Equipment Company	16,569.28	178.04
A-A Lock & Alarm	1,444.70	
AAA Rentals	11,819.27	
A & B Trailer Hitch Inc.	13.06	
Action Towing	487.50	
Advanced Laser	2,843.89	
Airgas USA, LLC	345.62	
Alliant Insurance Services	15,228.00	
The Almanac	9,768.00	2,508.00
Alpha Analytical Laboratories	2,375.00	475.00
American Messaging	386.68	64.48
American Textile & Supply	171.48	
American Water Services	228.84	74.61
Anderson Pacific	4,699,781.99	477,101.12
Aqua Natural Solutions	1,384.65	
Aquality Water Management Inc.	7,062.14	3,927.14
AT&T	6,774.36	978.78
Atchison, Barisone & Condotti	27,570.13	3,020.40
Aztec Consultants	11,827.50	
Baggengineers	1,660.00	
Bankcard Center	28,091.44	2,802.59
Bay Alarm	4,264.42	
Bay Area Air Quality	20,993.00	
Bay Area Paving Co. Inc.	13,329.00	
Bayside Equipment Company	29,689.28	999.14
Jed M. Beyer	380.10	
Beyond Components, Inc.	179.20	
David D. Bohannon Org.	211,673.53	
Bonny Doon Environmental	4,540.22	
Buckles-Smith	251.60	
CASA	13,370.00	
CSDA	15,230.00	7,615.00
CWEA-SCVS	1,180.00	
CWEA	2,430.00	735.00
CWEA Membership	2,618.00	
CSRMA C/O Alliant Insurance	158,692.00	
Calif. Labor Law Poster Servic	152.00	
California Concrete Pumping	774.00	
California Water Service	8,555.71	1,921.51
CALPERS 1959 Survivor Billing	1,645.00	
CALPERS - Unfunded Accrued Liability	334,727.00	
CALPERS - Retirement	174,815.82	44,592.83
CALPERS - Health Premiums	223,706.22	
Calpers Long-Term Care Program	345.57	70.72
Carrie Nevoli - Petty Cash	586.31	
Cardiac Science Corp.	719.89	
Center For Hearing Health Inc.	661.25	
Chavan & Associates LLP	17,825.00	7,700.00
Chevron	67.00	67.00
Cintas Corp	21,618.39	4,613.90
Citibank	7.00	
Comcast	1,946.44	275.24
Costco Membership	60.00	
CPS HR Consulting	18,484.86	
Cropper Accountancy Corp.	2,700.00	
Cues, Inc.	3,980.00	
Dale Scott & Co., Inc.	4,000.00	
Peggy Daniels	2,935.76	
Das Manufacturing, Inc.	1,895.44	
Davey Tree Expert Company	7,913.00	
Dept. of Industrial Relations	675.00	
Detection Instruments	327.79	
Dewey Pest Control	164.00	
Dolphin Graphics	3,403.28	2,627.09
Duke's Root Control, Inc	223,089.71	
Du-All Safety, Llc	16,605.00	1,890.00
Elio D'Urzo	1,523.50	1,523.50
ENR	66.00	
ESRI	4,650.50	
East Bay Muni Utility District	2,425.00	
Elite Parts LLC	1,233.65	
Emergency Essentials	2,279.10	

**WEST BAY SANITARY DISTRICT**

SUMMARY OF FY2019-20 PAYMENTS  
(Through Withdrawal Order  
12/04/2019 to 12/30/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 12/30/2019	WITHDRAWAL PERIOD 12/30/2019
<b>REGULAR PAYABLES</b>		
EnviroZyme	3,000.50	
ErgoWorks	1,398.48	
Express Safety, Inc.	773.32	
Fast Response On-Site Testing	2,217.60	2,217.60
Federal Express	2,142.31	319.39
Fremont Urgent Care	1,484.00	
Finishmaster Inc	618.26	
Forestry Suppliers, Inc.	1,315.65	
Formatop	1,387.48	
Franchise Tax Board	3,500.00	500.00
Freyer & Laureta	168,161.50	10,737.50
Gary Pollack Construction	4,000.00	
Goldstreet Design Agency, Inc.	2,751.50	
Govconnection, Inc.	780.00	
Governmentjobs.com dba NeoGov	6,633.00	
Grainger	13,435.55	972.72
Granite Rock, Inc.	1,033.13	
Hach Company	17,459.93	
Hadronex, Inc.	34,919.44	
Hansen Supply Company	4,710.58	
Harben California	150.00	
Harbor Ready-Mix	2,992.16	
Harrington Industrial Plastics	192.59	
HF&H Consultants, LLC	14,078.91	
Hillyard/San Francisco	1,439.48	
Home Depot Credit Services	6,031.85	1,358.75
Bob Hulsmann	1,274.26	
IEDA	4,560.00	1,520.00
ISAC INC	6,581.50	
J & B Corrosion Engineering	1,415.00	
Jani-King of CA, Inc - SFR/OAK	4,359.60	726.60
Jensen Precast	2,454.32	
KDS Communications	1,505.00	1,505.00
Kimball Midwest	4,384.00	218.41
Kone Inc.	1,556.04	259.34
L & M Transmission	1,199.93	
Lasky Trade Printing	141.38	
Log Me In	2,001.53	67.71
Lucity, Inc.	20,741.42	11,000.00
Lyngso Garden Materials, Inc	356.78	
Mail Finance	536.50	
Mallory Co.	4,982.29	
Matheson Tri-Gas, Inc.	289.31	49.28
Maxx Metals	138.00	
City of Menlo Park - Repair	27,368.59	11,705.39
City of Menlo Park-Fuel	31,667.53	4,920.25
City of Menlo Park - Water	5,971.80	
City of Menlo Park - Permits	4,500.00	
SDU	7,120.68	1,017.24
Medco Supply Company	396.05	
Menlo Park Fire Protection	8,290.00	
Menlo Park Hardware Co. #14016	626.31	324.01
Mid Peninsula Abstracts	810.00	
Mission Clay Products LLC	3,486.92	1,247.80
Morse Hydraulics	673.62	
Municipal Maintenance Equip.	1,667.98	
National Auto Fleet Group	46,794.25	46,794.25
Navia Benefit Solutions	15,250.77	1,285.19
North Bay Pensions	1,500.00	
Occasions, ETC.	75.35	75.35
Office of Water Programs	815.10	
Office Team	8,072.00	
Ogasawara Landscape Maint.	6,650.00	1,120.00
Omega Industrial Supply, Inc.	4,418.63	383.55
Pacific Gas & Electric	38,666.09	5,211.27
Palo Alto Staffing	1,309.60	
Peninsula Building Materials	2,753.57	1,473.52
Peninsula Property Group	1,602.75	
Perotti and Carrade	750.00	750.00
Phil Scott	2,537.76	
Pier 2 Marketing	1,000.00	
PJ's Rebar Inc.	2,752.87	
Ponton Industries, Inc.	9,879.36	7,560.00
Precise Printing and Mailing	1,979.14	
Precision Engineering	312,189.19	

**WEST BAY SANITARY DISTRICT**

SUMMARY OF FY2019-20 PAYMENTS  
(Through Withdrawal Order  
12/04/2019 to 12/30/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 12/30/2019	WITHDRAWAL PERIOD 12/30/2019
<b>REGULAR PAYABLES</b>		
Preferred Alliance	1,872.71	215.39
Principal Life Insurance Co.	34,597.88	4,893.93
Sergio Ramirez	5,252.48	3,939.40
R.A. Nosek Investigations	1,490.00	
Ranger Pipelines	67,202.79	67,202.79
Readyrefresh By Nestle	2,374.83	309.96
Recology Peninsula Services	12,530.00	
Red Wing Shoe Store	2,582.91	
Redwood General Tire Co., Inc.	65.87	
Rich Voss Trucking	1,820.00	
Roberts & Brune Co	20,476.10	4,177.43
SVCW Bond - 2009 Bond	656,144.00	
SVCW Bond - 2014 Bond	401,251.72	
SVCW Bond - 2015 Bond	502,295.82	
SVCW Bond - 2018 Bond	1,186,418.75	
SVCW Cash Contribution on 2018 Bond	6,416,002.01	1,069,333.66
SVCW SRF Loan - WWTP Phase 1	506,765.20	
SVCW - Monthly Operating Payment	3,799,482.00	633,247.00
SWRCB	14,557.00	484.00
Safety Center Inc	5,208.00	2,604.00
San Mateo County Assessor	305.00	
San Mateo County Clerk	633.00	109.00
San Mateo CO Health Dept	1,737.00	
San Mateo County Tax Collector	924.30	
Rupert Sandoval	996.91	
Robert J. Scheidt	263.86	
Seekzen Systems	13,350.00	475.00
Sharp Business Systems	5,198.02	1,036.78
Sharp Electronics Corporation	878.13	
Sitech Norcal	460.95	
Desiree S Slater	28.00	
Solarwinds	57.00	
Spartan Tool LLC	2,138.07	
Staples Credit Plan	8,119.00	2,591.91
Stevens Creek Quarry, Inc.	692.99	692.99
Summit Aerial Services Inc	2,750.00	
Sutter EAP	1,249.25	831.25
Target Specialty Products	444.52	
Tap Plastics Inc.	419.65	
Teamsters Local No. 350	6,570.00	960.00
Teletrac Navman US LTD.	984.86	
The Concept Genie	1,879.70	
TFS-Zoom Imaging Solutions Inc	802.99	
Toshiba Financial Services	801.78	
Towne Ford Sales	4,024.18	
TPX Communications	13,729.32	2,282.74
Underground Service Alert	10,828.20	
United Rentals Northwest, Inc.	1,082.58	
US Bank	955.30	136.56
U.S. Jetting, LLC.	2,491.11	
V & A Consulting Engineers	18,998.75	
Valley Heating & Cooling	1,883.00	294.00
Verizon Wireless	12,160.51	1,736.28
Vision Communications Co.	9,972.67	667.00
V.W. Housen & Associates	47,709.50	32,032.00
Weco Industries, Inc.	67,287.02	
West Yost & Associates	34,879.67	3,464.39
Woodard & Curran	95,978.32	
Zanker Recycling	3,451.58	
Zip's AW Direct	118.31	
Zoom Imaging Solutions, Inc.	1,215.54	
<b>TOTAL REGULAR PAYABLES</b>	<b>21,334,718.67</b>	<b>2,514,798.67</b>

**WEST BAY SANITARY DISTRICT**

SUMMARY OF FY2019-20 PAYMENTS  
 (Through Withdrawal Order  
 12/04/2019 to 12/30/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 12/30/2019	WITHDRAWAL PERIOD 12/30/2019
<b>REGULAR PAYABLES</b>		
<b>SALARIES/WAGES &amp; W/H</b>		
Salaries/Wages - Net Pay	1,329,163.47	204,974.48
Directors Fees - Net Pay	11,397.09	2,438.04
PrimePay Fees	3,684.35	768.39
IRS - Federal Payroll Taxes	264,772.48	47,559.05
EDD - State Payroll Taxes	94,543.20	14,874.55
ICMA	135,213.94	15,954.43
Performance Merit Program - Net Pay	124,143.65	-
TOTAL SALARIES RELATED	<u>1,962,918.18</u>	<u>286,568.94</u>
TOTAL PAYABLES	23,297,636.85	2,801,367.61
<b>SUMMARY</b>		
TOTAL CHECKS		767,625.18
TOTAL WIRES		<u>15,783,742.43</u>
TOTAL PAYABLES		<u><u>16,551,367.61</u></u>



**WEST BAY SANITARY DISTRICT**  
**Schedule of Cash Receipt Deposits**  
**11/27/19 - 12/30/19**

DEPOSIT DATE	RECEIPT NUMBER	DESCRIPTION	AMOUNT
12/31/2019	460961	Permit: 930 Continental Dr, MP	\$270.00
12/31/2019	460962	Permit: 399 Menlo Oaks Dr, MP	\$330.00
12/31/2019	460963	Permit: 80 Santiago Ave, ATH	\$542.16
12/31/2019	460964	Permit: 54 Marianna Ln, ATH	\$330.00
12/31/2019	460965	Parking for commuters	\$14.40
12/31/2019	460967	Permits: 180 Bear Gulch Drive, PV	\$11,316.00
12/31/2019	460968	Permit: 73 Madrone Rd, ATH	\$330.00
12/31/2019	460969	Permit: 421 Claremont Way, MP	\$330.00
12/31/2019	460970	Postage	\$2.55
12/31/2019	460971	Permit: 2111 Santa Cruz Ave, MP	\$270.00
12/31/2019	460972	Inv 2019/20-061	\$1,467.60
12/31/2019	460973	Permit: 428 Felton Dr, MP & 1790 Oak Ave, MP	\$540.00
12/31/2019	460974	Permit: 824 Harvard Ave, MP	\$180.00
12/31/2019	460975	Permit: 1175 Altschul Ave, MP	\$270.00
12/31/2019	460976	Permit: 511 Entrada Way, MP	\$8,075.95
12/31/2019	460976	Permit: 511 Entrada Way, MP	\$270.00
12/31/2019	460977	Permit: 506 & 556 Santa Cruz Ave, and 1125 Merrill Street MP	\$810.00
12/31/2019	460978	Permit: 9 Valley Rd, ATH	\$430.00
12/31/2019	460979	Permit: 1339 Modoc Ave, MP	\$330.00
12/31/2019	460980	Permit: 241 Balsamina Way, MP	\$330.00
12/31/2019	460981	Permit: 190 Pineview Ln, MP	\$330.00
12/31/2019	460982	Permit: 32 Hesketh Dr, MP	\$270.00
12/31/2019	460983	Postage	\$7.00
12/31/2019	460984	Permit: 764 Live Oak Ave. MP	\$270.00
12/31/2019	460985	Re-Inspection fee: 73 Madrone, ATH	\$80.00
12/31/2019	460986	Invoice No: 2019/20-62	\$1,262.80
12/31/2019	460987	Permit: 76 Ridge View Dr, ATH	\$270.00
12/31/2019	460988	Permit: 2839 Fordham St, EPA	\$270.00
12/31/2019	460989	Permit: 3 Fredrick Ct, MP	\$160.00
12/31/2019	460990	Invoice 2019/20-032	\$1,497.00
12/31/2019	460991	SRF Reimbursement #16	\$491,088.00
		<b>Total Deposit</b>	<b>\$521,943.46</b>

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 8

**To:** *Board of Directors*

**From:** *Bill Kitajima, Projects and IT Manager  
Jonathan Werness, Engineering Technician*

**Subject:** *Consideration of Authorizing District Manager to Enter into an Agreement for Flow Monitoring Services by V&A Consulting Engineers, Inc.*

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### Background

V&A Consulting Engineers, Inc. (V&A) has been assisting the District with flow monitoring services for the past few years. V&A provides calibration services of the flowmeters to validate the accuracy of the data during the wet weather and provides data analysis with a flow report.

### Analysis

The third party calibration helps the District quantify the in-house calibration checks. The data obtained from the flow monitoring helps the District fine tune the hydraulic model of the system. The hydraulic model helps determine any capacity issues.

### Fiscal Impact

There will be no fiscal impact to the General Fund. The Capital Assets Fund for Fiscal Year 2019-2020 is budgeted \$30,000.

### Recommendation

The Projects & IT Manager recommends that the Board authorize the District Manager to enter into the attached agreement with V & A Consulting Engineers, Inc. for flow monitoring services for the amount of \$30,000.00.

Attachment                      Agreement

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V&A Project No. 19-0355

November 19, 2019

Bill Kitajima  
West Bay Sanitary District  
500 Laurel Street  
Menlo Park, CA 94025-3486

**Subject:** Proposal for West Bay Sanitary District – 2019/2020 Flow Monitoring Services

Dear Mr. Kitajima,

V&A Consulting Engineers, Inc. (V&A) is prepared to assist West Bay Sanitary District (WBSD) with its sanitary sewer flow monitoring program. WBSD owns 16 flow meters and has deployed them at 16 flow monitoring sites for a period of 2 month(s) during wet weather. V&A will provide calibration, data analysis, and a flow monitoring report only. The following is our detailed scope of work for the subject services.

## Scope of Work

### Task | Description

1. **Document Review and Equipment Preparation:** V&A will review existing sanitary sewer plans and documentation in preparation for flow monitoring. V&A will document the following information: location map with address, pipe size, manhole identifier number, flow channel condition, site schematics, and photographs.
2. **Flow Monitoring (Calibration Only):** A V&A crew with a field truck and the necessary confined space, simple traffic control, and flow monitoring equipment will calibrate the installed flow meters. It is assumed that one (2-person) site visit will be required. Malfunction of meter operation will be documented and reported as soon as it is observed. It is assumed simple traffic control (cones, signs, truck with light bar) will be needed for this project which will be provided by WBSD.
3. **Data Analysis and Flow Monitoring Report:** V&A shall download and reduce the data in 15-minute intervals into Excel spreadsheets for data analysis and report preparation. The summary report will be in electronic format and will include the following information:
  - A summary of the flow monitoring equipment used
  - Location maps with address, pipe size, manhole identifier number, flow channel condition, site schematics, and photographs
  - Flow monitoring data with tabular outputs of depth, velocity and flow rate, and hydrographs of depth, velocity and flow rates for the flow meter
  - Electronic copy of monitoring data provided in 15-minute time intervals

V&A proposes to complete this work on a lump sum per unit cost basis, shown as follows:

Item	Cost
Flow monitoring calibration & data analysis at 16 sites	<b>\$ 30,000</b>
Each Additional Site Visit for Calibration/Troubleshooting:	<b>\$ 3,500 per visit</b>

V&A will **not** be required to obtain an encroachment permit for doing this work. V&A assumes only simple traffic control set-ups (truck-mounted light board and cones) will be required for this project. If complex traffic control set-ups requiring a traffic control contractor are deemed necessary, the costs of the traffic control contractor will be in addition to the stated costs for the flow monitoring.

Terms are Net 30 days. This fee is valid for 90 days from the date of this proposal. The scope of work was developed as a result of our discussion and represents our mutual understanding.

If unforeseen circumstances should arise which indicate that more work or more meters are required, we would provide a written estimate of the additional cost. We will not proceed with work beyond the not to exceed figure without written authorization from your office.

In the event of legislative actions by any level of government that impose any taxes, fees, or costs on V&A's services or other costs in connection with Work hereunder or compensation, such new taxes, fees, or costs shall be invoiced to and paid by the Client as a Reimbursable Expense. Should such taxes, fees, or costs be imposed, they shall be in addition to V&A's estimated total expenses.

We request that you carefully review this proposal to ensure that we fully understand the scope of the work. We are prepared to begin work on your project upon receiving written approval, a Notice-to-Proceed, or purchase order.

On behalf of our staff and myself, I would like to thank you for the opportunity to be of service to you and West Bay Sanitary District. We look forward to working with you.

Sincerely,

**V&A Consulting Engineers, Inc.**



Oliver Pohl, P.E.  
Project Manager

Accepted: \_\_\_\_\_  
West Bay Sanitary District

Date: \_\_\_\_\_

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 9

**To:** *Board of Directors*

**From:** *Phil Scott, District Manager*

**Subject:** *Consideration of Establishing February 12, 2020 as the Date of Public Hearing to Consider a General Regulation Amending the Code of General Regulations for Section 406. Backflow Prevention Devices and Section 901. Sewer Connection Charges (03) Charges by Type of Connection – Accessory Dwelling Unit*

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### Background

#### **Accessory Dwelling Units:**

California Government Code Section 65852.2 was amended in 2017 (eff. Jan. 1, 2018) and again in 2019 (eff. Jan. 1, 2020). The pertinent language of that Section indicates, in essence, that the District can no longer charge a connection fee for an ADU that's constructed within an existing single-family dwelling or accessory structure, but can charge for an ADU that is in a newly constructed building or added-on to an existing dwelling.

#### **Backflow Prevention Devices:**

Recently, agencies have been sued for inverse condemnation when a sewage back up floods a house/building. The City of Oroville was successful in defending against such a lawsuit largely because they had sufficient language in their Code assigning responsibility to the homeowner to install a backflow prevention device to avoid such flooding and subsequent damage to the house/building. CSRMA is requesting agencies review and revise, if necessary, their Code of General Regulations to strengthen their position on the installation of Backflow Prevention Devices.

### Analysis

Staff is recommending the Board establish a public hearing to amend the Code of General Regulations (CGR) to comply with the recent legislation regarding the Accessory Dwelling Units and to revise the Districts CGR language to comply with the California Sanitary Risk Management Authority's recommendation to clearly outline the Property Owners responsibility to install a Backflow Prevention Device when conditions require them.

**Section 901. Sewer Connection Charges (03) Charges by Type of Connection – Accessory Dwelling Unit:**

Per the District's Legal Counsel's recommendation, the CGR is recommended to be amended as follows (changes is purple and underlined):

#### Accessory Dwelling Unit

(a) Pursuant to Section 65852.2 of the California Government Code the District will charge an Accessory Dwelling Unit Connection Fee based on the number of plumbing fixture units (FU). District establishes 20 FU's per EDU (equivalent dwelling unit) as the basis for charging accessory dwellings. The connection fee per fixture unit (FU) would be multiplied times the number of fixture units in the accessory dwelling unit to charge a connection for the accessory dwelling unit.

(b) Exceptions. Effective January 1, 2020, the District will not charge a Connection Fee for an accessory dwelling unit that is less than 750 square feet in accordance with Subsection (f)(3)(A) of Section 65852.2, or for any accessory dwelling unit or junior accessory dwelling unit that is no more than 500 square feet in size and within the existing space of a single-family dwelling or accessory structure in accordance with Subsection (e)(1)(A) and Government Code Section 65852.22. For an accessory dwelling unit that is within the proposed space of a new single-family dwelling, the standard charge per fixture unit shall apply.

### **SECTION 406. Backflow Prevention Devices.**

With the District's Legal Counsel guidance the following is proposed language to clearly establish the Property Owner's responsibility to install a backflow device when conditions require:

~~The District Manager may require the installation of~~ Property owners shall install a backflow prevention device on any side sewer for gravity sewer laterals connecting houses/buildings having a finished floor elevation less than 12" above the top elevation of the nearest upstream structure (manhole). The device shall be located on the side sewer between the Building and the Conforming Property Line Cleanout Assembly and shall be installed in conformance with the current Universal Plumbing Code. The property owner shall be solely responsible for all costs of installation and maintenance of such devices

#### Fiscal Impact

The fiscal impact is undetermined at this point but is expected to be a minimal loss in connection charges related to ADU's within an existing building. There should be no direct fiscal impact to the change in language for Backflow devices but a potential savings in legal fees and judgements in the event of a future backup that affects the interior of a home/building.

#### Recommendation

The District Manager recommends establishing February 12, 2020, as the date of public hearing to consider General Regulation amending the Code of General Regulations for Section 406. Backflow Prevention Devices and Section 901. Sewer Connection Charges (03) Charges by Type of Connection – Accessory Dwelling Unit





**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 10**

**To:***Board of Directors*

**From:***Phil Scott, District Manager*

**Subject:***Report by the Finance Advisory Group*

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Members of the Finance Advisory Group will give a report on their recent meeting with Bank of the West.



61-J252-01-7 WBSD - RATE STABILIZATION RESERVE  
12/17/19 8:07 PM

Target: 9,900,000

Security Description		CUSIP	Units	Market Value	Accrued Inc
<b>EXISTING ASSETS</b>					
<b>Cash &amp; Short Term - Short Term</b>					
BANK OF THE WEST ADVANTAGE ACCT (		BOW197-7M-0	122,845.310	122,845.31	81.02
Total Cash & Short Term - Short Term			122,845.310	122,845.31	81.02
<b>Fixed Income - Treasury &amp; Government Securities</b>					
FEDERAL HOME LOAN BKS CONS BDS 1:		3130AC-5A-8	235,000,000	235,775.50	1,473.32
FEDERAL HOME LOAN BKS CONS BDS 1:		313381-AV-7	235,000,000	235,096.35	74.25
FEDERAL FARM CR BKS CONS SYSTEMV		3133EE-Y2-0	235,000,000	239,006.75	2,820.00
FEDERAL FARM CR BKS CONS SYSTEMV		3133EH-RU-9	80,000,000	80,401.60	624.89
FEDERAL FARM CR BKS CONS SYSTEMV		3133EH-SR-5	235,000,000	235,119.85	1,583.12
FEDERAL FARM CR BKS CONS SYSTEMV		3133EH-TS-2	85,000,000	85,432.65	601.14
FEDERAL HOME LN MTG CORP 1.50% DTI		3134GA-EE-0	90,000,000	89,578.80	288.75
FEDERAL HOME LN MTG CORP 1.75% DTI		3134GA-ZT-4	40,000,000	39,998.40	324.72
FEDERAL HOME LN MTG CORP 1.60% DTI		3134GB-LA-8	40,000,000	39,993.20	56.89
FEDERAL NATL MTG ASSN 1.50% DTD 10:		3135G0-F7-3	250,000,000	249,715.00	177.08
FEDERAL NATL MTG ASSN 1.375% DTD 0:		3135G0-J2-0	235,000,000	234,226.85	996.30
FEDERAL NATL MTG ASSN 1.25% DTD 05:		3135G0-K6-9	130,000,000	129,285.00	185.07
FEDERAL NATL MTG ASSN 1.25% DTD 08:		3135G0-N8-2	130,000,000	129,066.60	541.67
FEDERAL NATL MTG ASSN 1.375% DTD 1:		3135G0-Q8-9	235,000,000	233,644.05	628.30
FEDERAL NATL MTG ASSN 2.00% DTD 01:		3135G0-S3-8	235,000,000	236,539.25	2,115.00
FEDERAL NATL MTG ASSN 1.875% DTD 0:		3135G0-T4-5	95,000,000	95,432.25	356.25
FEDERAL NATL MTG ASSN 1.50% DTD 11:		3136G0-6D-8	120,000,000	119,779.20	100.00
FEDERAL HOME LN MTG CORP 2.375% D:		3137EA-DB-2	235,000,000	238,285.30	2,387.53
FEDERAL HOME LN MTG CORP 1.375% D:		3137EA-DR-7	200,000,000	199,770.00	351.39
FEDERAL HOME LN MTG CORP 1.50% DTI		3137EA-EE-5	250,000,000	249,965.00	1,562.50
US TREASURY NOTE 2.75% DTD 09/15/20:		912828-5A-4	60,000,000	61,096.20	421.57
US TREASURY NOTE 1.625% DTD 11/30/21:		912828-W9-8	300,000,000	299,937.00	226.43
Total Fixed Income - Treasury & Government Securities			3,750,000,000	3,757,144.80	17,896.17
<b>Fixed Income - State &amp; Municipal Obligations</b>					
SILICON VY CLEAN WTR CALIF WAS REV		82707B-BE-8	650,000,000	666,581.50	12,277.78
Total Fixed Income - State & Municipal Obligations			650,000,000	666,581.50	12,277.78
<b>Grand Totals</b>			<b>4,522,845.310</b>	<b>4,546,571.61</b>	<b>30,254.97</b>

**Move to:**  
WBSD - OPERATING RESERVE  
**61J236010**

Units	Market Value	Accrued Inc
235,000,000	235,775.50	1,473.320
235,000,000	235,096.35	74.250
235,000,000	235,096.35	2,820.000
80,000,000	80,401.60	624.890
235,000,000	235,119.85	1,583.120
85,000,000	85,432.65	601.140
90,000,000	89,578.80	288.750
40,000,000	39,998.40	324.720
40,000,000	39,993.20	56.890
250,000,000	249,715.00	177.080
235,000,000	234,226.85	996.300
130,000,000	129,285.00	185.070
130,000,000	129,066.60	541.670
235,000,000	233,644.05	628.300
235,000,000	236,539.25	2,115.000
95,000,000	95,432.25	356.250
120,000,000	119,779.20	100.000
235,000,000	238,285.30	2,387.530
200,000,000	199,770.00	351.390
250,000,000	249,965.00	1,562.500
60,000,000	61,096.20	421.570
300,000,000	299,937.00	226.430
2,160,000,000	2,163,037.000	12,489.320
350,000,000	358,928.500	6,611.112
350,000,000	358,928.500	6,611.112
<b>2,519,000,000</b>	<b>2,530,965.500</b>	<b>19,100.432</b>
	<b>2,550,065.932</b>	

\* Forecasted  
\*\* Rounded

November Valuation 5,860,000  
\*\*Transferred Amount 2,550,000  
\*Value at 12/31/19 8,410,000

Diff. from Target 1,090,000

61-J252-01-7 WBSD - RATE STABILIZATION RESERVE  
12/17/19 8:07 PM

Target: 5,000,000

Security Description		CUSIP	Units	Market Value	Accrued Inc	Move to:	
EXISTING ASSETS						61J004012	
Cash & Short Term - Short Term						Units	Accrued Inc
BANK OF THE WEST ADVANTAGE ACCT (		BOW197-7M-0	122,845.310	122,845.31	81.02	8,700,000	0,000
Total Cash & Short Term - Short Term			122,845.310	122,845.31	81.02	8,700,000	0,000
<b>Fixed Income - Treasury &amp; Government Securities</b>						<b>Market Value</b>	<b>Accrued Inc</b>
FEDERAL HOME LOAN BKS CONS BDS 1:		3130AC-5A-8	235,000,000	235,775.50	1,473.32	0,000	0,000
FEDERAL HOME LOAN BKS CONS BDS 1:		313381-AV-7	235,000,000	235,096.35	74.25	0,000	0,000
FEDERAL FARM CR BKS CONS SYSTEMV		3133EE-Y2-0	235,000,000	239,006.75	2,820.00	0,000	0,000
FEDERAL FARM CR BKS CONS SYSTEMV		3133EH-RU-9	80,000,000	80,401.60	624.89	0,000	0,000
FEDERAL FARM CR BKS CONS SYSTEMV		3133EH-SR-5	235,000,000	235,119.85	1,583.12	0,000	0,000
FEDERAL FARM CR BKS CONS SYSTEMV		3133EH-TS-2	85,000,000	85,432.65	601.14	0,000	0,000
FEDERAL HOME LN MTG CORP 1.50% DTI		3134GA-EE-0	90,000,000	89,578.80	288.75	0,000	0,000
FEDERAL HOME LN MTG CORP 1.75% DTI		3134GA-ZT-4	40,000,000	39,998.40	324.72	39,998.40	0,000
FEDERAL HOME LN MTG CORP 1.50% DTI		3134GB-LA-8	40,000,000	39,993.20	56.89	0,000	0,000
FEDERAL NATL MTG ASSN 1.50% DTD 10:		3135G0-F7-3	250,000,000	249,715.00	177.08	250,000,000	177,080
FEDERAL NATL MTG ASSN 1.375% DTD 0:		3135G0-J2-0	235,000,000	234,226.85	996.30	0,000	0,000
FEDERAL NATL MTG ASSN 1.25% DTD 05:		3135G0-K6-9	130,000,000	129,285.00	185.07	0,000	0,000
FEDERAL NATL MTG ASSN 1.25% DTD 08:		3135G0-N8-2	130,000,000	129,066.60	541.67	130,000,000	541,670
FEDERAL NATL MTG ASSN 1.375% DTD 1:		3135G0-Q8-9	235,000,000	233,644.05	628.30	0,000	0,000
FEDERAL NATL MTG ASSN 2.00% DTD 01:		3135G0-S3-8	235,000,000	236,539.25	2,115.00	0,000	0,000
FEDERAL NATL MTG ASSN 1.875% DTD 0:		3135G0-T4-5	95,000,000	95,432.25	356.25	0,000	0,000
FEDERAL NATL MTG ASSN 1.50% DTD 11:		3136G0-6D-8	120,000,000	119,779.20	100.00	120,000,000	100,000
FEDERAL HOME LN MTG CORP 2.375% D:		3137EA-DB-2	235,000,000	238,285.30	2,387.53	0,000	0,000
FEDERAL HOME LN MTG CORP 1.375% D:		3137EA-DR-7	200,000,000	199,770.00	351.39	200,000,000	351,390
FEDERAL HOME LN MTG CORP 1.50% DTI		3137EA-EE-5	250,000,000	249,965.00	1,562.50	250,000,000	1,562,500
US TREASURY NOTE 2.75% DTD 09/15/20:		912828-SA-4	60,000,000	61,096.20	421.57	0,000	0,000
US TREASURY NOTE 1.625% DTD 11/30/21:		912828-M9-8	300,000,000	299,937.00	226.43	0,000	0,000
Total Fixed Income - Treasury & Government Securities			3,750,000,000	3,757,144.80	17,896.17	990,000,000	3,057,360
<b>Fixed Income - State &amp; Municipal Obligations</b>						<b>Market Value</b>	<b>Accrued Inc</b>
SILICON VY CLEAN WTR CALIF WAS REV		82707B-BE-8	650,000,000	666,581.50	12,277.78	0,000	0,000
Total Fixed Income - State & Municipal Obligations			650,000,000	666,581.50	12,277.78	0,000	0,000
<b>Grand Totals</b>			<b>4,522,845.310</b>	<b>4,546,571.61</b>	<b>30,254.97</b>	<b>998,700,000</b>	<b>3,057,360</b>
						<b>1,000,051.560</b>	

\* Forecasted  
\*\* Rounded

November Valuation 2,645,000  
 \*\*Transferred Amount 1,000,000  
 ^Value at 12/31/19 3,645,000

Diff. from Target 1,355,000



## WEST BAY SANITARY DISTRICT AGENDA ITEM 11

**To:** *Board of Directors*

**From:** *Phil Scott, District Manager*

**Subject:** *Discussion and Direction on Recycled Water Projects – Sharon Heights and Bayfront, Including Project Status*

---

A discussion will be held on the Recycled Water Projects – Sharon Heights and Bayfront Facility and other events related to the recycled water project including financing, design/build issues and grant applications. The Board will have opportunity to provide direction to staff and legal counsel.

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 12**

**To: Board of Directors**

**From: Phil Scott, District Manager**

**Subject: Report & Discussion on South Bayside Waste Management Authority (SBWMA)**

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The District's representative to South Bayside Waste Management Authority (SBWMA), President Fran Dehn, will report on any pertinent items regarding SBWMA business.

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 13**

**To: Board of Directors**

**From: Phil Scott, District Manager**

**Subject: Report & Discussion on Silicon Valley Clean Water (SVCW),  
Including Discussion on SVCW CIP Program and Financing**

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

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 15**

**To: Board of Directors**

**From: Phil Scott, District Manager**

**Subject: Consider to Approve End-of-Year Goals and Objectives  
Performance Compensation for the District Manager**

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Background

Amendment Four to the Employment Agreement between West Bay Sanitary District and the District Manager allowed for an end-of-year performance compensation in an amount up to 20% of Employee's base salary based on the Board of Director's assessment of performance in meeting Employee's goals and objectives during the prior calendar year, payable on or after January 1, 2020.

Analysis

During the regular meeting of January 8, 2020, the Board may assess the performance evaluation of the set Goals and Objectives for the District Manager and may approve an end-of-year performance compensation from 0% to 20% of the District Manager's base salary.

Fiscal Impact

Funds would be allocated from the General Fund – Salaries and Wages.

Recommendation

The District Manager recommends that the District Board discuss the proposed end-of-year performance compensation and direct the District Manager to incorporate any changes as a result of the discussion into the attached resolution; and adopt the resolution establishing the end-of-year compensation as agreed upon by the District Board.

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

\*\*\*\*\*

A Resolution Establishing End Of Year (2019) Compensation for District Manager

WHEREAS:

1. Amendment Four to the Employment Agreement between West Bay Sanitary District and the District Manager allows for an end-of-year performance compensation in an amount up to 20% of Employee’s base salary based on the Board of Director’s assessment of performance in meeting Employee’s goals and objectives during the year; and
2. During the regular meeting of January 8, 2020, the Board assessed the performance evaluation of the set Goals and Objectives for the District Manager.

NOW, THEREFORE, BE IT RESOLVED that:

The District Board of the West Bay Sanitary District has determined:  
 The District Manager will be compensated \_\_\_\_\_% of current base salary, or  
 \$\_\_\_\_\_ as End-of-Year Performance compensation for Calendar  
 Year 2019.

\*\*\*\*\*

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 8<sup>th</sup> day of January, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



## WEST BAY SANITARY DISTRICT AGENDA ITEM 16

**To:** *Board of Directors*

**From:** *Phil Scott, District Manager*

**Subject:** *Consider to Authorize the District Manager to Negotiate and Execute a Professional Services Agreement for Recruitment of the District Manager Position, Approved as to form by District Legal Counsel*

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### Background

In keeping with the District's Succession Plan the District Manager has made it known to the District Board that after ten (10) extremely enjoyable and successful years, he is anticipating retiring from the District in the proximity of June 2020 (date to be confirmed after meeting with PERS).

In November 2019 the Board approved the issuing a Request for Proposals (RFP) to start the recruitment process to replace the District Manager (DM) early enough to avoid or minimize any period of time where there is an actual vacancy in the position and allow for a smooth transfer of knowledge from the outgoing DM to the incoming DM.

The closing date for accepting proposals is January 6, 2020. As of the date of writing this staff report, 3 proposals have been received and one is expected by the closing date.

### Analysis

The District Manager will provide to the Board all the proposals received and a summary of the proposals including the costs, proposed timelines, and comments.

### Fiscal Impact

The cost seems to be in the vicinity of \$25k to \$30k for performing an executive recruitment. These recruitment costs will be expensed to the General Fund.

### Recommendation

The District Manager recommends the Board provide direction to the District Manager as to which firm they rank at the top and a 'not-to-exceed' level, and authorize the District Manager to negotiate and execute, an agreement for professional services for

recruitment of the District Manager position, approved as to form by the District Legal Counsel.

Attachments: DM RFP 2019.

**Request for Proposals**  
**(RFP) Recruitment Services**  
**For District Manager**

**RFP: 20191113**

<b>Open Date/Time</b>	Friday; November 15, 2019 5:00 PM
<b>Close Date/Time</b>	Friday; January 3, 2020 5:00 PM
<b>Terms</b>	<b>6 month contract.</b>
<b>Contact</b>	Phil Scott, District Manager
<b>Phone:</b>	<b>650-321-0384</b>
<b>Email:</b>	<a href="mailto:pscott@westbaysanitary.org">pscott@westbaysanitary.org</a>

Since 1902, West Bay Sanitary District has been providing 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 anticipates starting operations of a new Recycled Water Treatment Facility in Jan/Feb of 2020.

#### Mission

The West Bay Sanitary District is dedicated to protecting the public health and the environment by providing cost effective sanitary sewer service.

We are committed to providing our customers with wastewater disposal services utilizing the highest technical, environmental, and safety standards available; to providing the very best customer service; to ensuring the fiscal viability of our District by applying sound business principles and to ensuring the optimum operation of our infrastructure by employing professional maintenance and replacement practices.

West Bay Sanitary District is seeking qualified firms to provide Recruitment Services to replace the District Manager who will be retiring in June of 2020. The current District Manager (General Manager) has been the executive director for the day-to-day operations since February 2010. The District is looking for a capable District Manager who can maintain and enhance the positive work culture that exists and attend to the good management of the District from fiscal management to employee relations, to legal and technical matters. The District is also looking for someone with years of experience in the Collection System field as well as a knowledge of recycled water.

The District's goal is to begin the recruitment in February of 2020 and hopefully fill the position by May or June of 2020, if possible. The District manages a budget of about \$30M/year and serves a population of about 55,000. The District is seeking proposals with itemized costs for this recruitment service and a realistic timeline in which to recruit and onboard this position. Proposal deliverables should include a revised job description, an updated salary survey, example interview questions and other recruitment tools found helpful by proposing firm that you believe puts your firm in a unique position to fill this recruitment. Upon selection of a qualified firm to provide services the District Manager will request the District Board to approve the execution of a services agreement.

Attached to this RFP is the current job description. The current annual salary of the District Manager is \$231k/year.

All RFP responses must be received in electronic form via email by the deadline provided on the cover page. Any questions regarding this RFP can be submitted via telephone and/or email and responses will be provided in as timely of a manner as possible.

Very Truly Yours,

**WEST BAY SANITARY DISTRICT**



Phil Scott  
District Manager



**WEST BAY SANITARY DISTRICT**  
**Job Description**  
**DISTRICT MANAGER**

**DEFINITION**

Subject to the administrative direction of the District Board, to manage and coordinate the field, plant and business affairs of the Sanitary District; to enforce State and District laws relating to sanitary health and safety; and to do related work as required.

**EXAMPLES OF DUTIES**

Maintains the system of District accounts, receiving and disbursing funds; prepares the annual budget for the Board and prepares periodic financial statements of accounts; prepares purchase orders; plans and arranges the holding of annexation, bond and general District elections; meets the public to disseminate information regarding District regulations; charges assessments and taxes. Attends meetings of the Board. Administers personnel plans and policies, compensation plans and all related personnel matters.

Directs and personally assists in the preparation of specifications for construction and repair of District Facilities; supervises the inspection of plans and specifications for compliance with accepted standards, regulations and safety codes; confers with property owners, contractors, public officials and other persons, to coordinate inspection, maintenance and operational services.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of public administration and fiscal management.
- Objectives, methods, materials and equipment used in design, construction and maintenance of sewage collection and treatment systems and related appurtenances.
- Pertinent State and District laws, rules and regulations.
- Field survey and construction practices, mathematics, mechanics and strength and properties of materials of engineering construction.

**Ability to:**

- Organize, plan, assign, coordinate and supervise the work of the District.
- Prepare plans and specifications.
- Understand, interpret and apply laws, rules and regulations to actual situations.
- Negotiate and work with contractors, public officials, property owners and the public in general.
- Write reports, keep records and establish and maintain office procedures.

**Experience of five years in two or more of the following fields:**

- Technical engineering work in the design, construction or inspection of public works.
- Construction or maintenance supervision of public works projects.
- Management of a business enterprise involving wide public contact and supervision of personnel.

**Education:**

- Equivalent to graduation from recognized four-year college or university with emphasis engineering and business administration subjects or related fields.

**License:**

- Possession of a valid California Department of Motor Vehicles Class C Driver License and driving record in conformance with District's required driving standards.



**Alliance Resource Consulting**

400 Oceangate, Suite 510  
Long Beach, CA 90802  
(562) 901-0769  
Fax: (562) 901-3082  
Email: [info@allianceRC.com](mailto:info@allianceRC.com)



**William Avery & Associates, Inc.**

3-1/2 N. Santa Cruz Avenue, Suite A  
Los Gatos, CA 95030  
(408) 399-4424  
Fax: (408) 399-4423  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)



**CPS HR Consulting**

241 Lathrop Way  
Sacramento, CA 95815  
(916) 263-1401  
Fax: (916) 561-7205  
Email: [resumes@cpshr.us](mailto:resumes@cpshr.us)



**Koff & Associates, Inc.**

5400 Hollis Street, Suite 5  
Emeryville, CA 94608  
(510) 658-5633  
Email: [gkrammer@koffassociates.com](mailto:gkrammer@koffassociates.com)

# RALPH ANDERSEN & ASSOCIATES

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