

1902 - Serving Our Community for 120 Years - 2022
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 28, 2022 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

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE or ZOOM ONLY

Pursuant to California Assembly Bill 361, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate telephonically only, and may submit comments in advance by email addressed to treese@westbaysanitary.org by 4:00 p.m. on Wednesday, September 28th.

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

<https://us06web.zoom.us/j/89432670690?pwd=MXdPeIFYdnkyV1hiMFdTcElONFFPQT09>

Meeting ID: 894 3267 0690 Passcode: 423630

Or by phone, call: 1-669-900-6833 Meeting ID: 894 3267 0690 Passcode: 423630

Following receipt of public comment and open session items, the Board will adjourn to closed session. Reportable action, if any, will be available upon inquiry within twenty-four (24) hours.

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

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 September 14, 2022 Pg. 3A-1
- B. Bank of the West Monthly Investment Portfolio Statements Pg. 3B-1
- C. Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 1623 for the Construction of Wastewater Facilities for 229 Grove Drive, Portola Valley, California Pg. 3C-1

4. General Manager's Report Pg. 4-1
5. Consider Resolution Approving the 5-Year Audit & Updated Sewer System Management Plan (SSMP) and Authorize Re-Certification of the SSMP for 2022 Pg. 5-1
6. Consider Approving V&A Consulting Engineers, Inc. Proposal – West Bay Sanitary District Sanitary Sewer Master Plan Update Open Channel Flow Monitoring Services Pg. 6-1
7. Consider Approving Performance Merit Pay Program for FY2022-2023 Pg. 7-1
8. Consider Adopting Resolution Establishing Rates of Pay and Related Compensation Provisions Pg. 8-1
9. 2023 Solid Waste and Recycling Collection Rate Study Draft Workshop and Direction Pg. 9-1
10. Discussion and Direction on the West Bay and Sharon Heights Recycled Water Facility Pg. 10-1
11. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 11-1
12. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 12-1
13. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 13-1
14. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
15. 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 115 Years - 2022

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 14, 2022 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,
Director Moritz, Director Otte

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña

STAFF MEMBERS PRESENT: Ramirez, Hulsmann, Scheidt and Condotti by Zoom,
Fisher by Zoom

Others Present: Rich Laureta – Freyer & Laureta

2. Communications from the Public: None.

3. Consent Calendar

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: None.

- A. Approval of Minutes for Regular Meeting August 10, 2022
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru August 31, 2022
- C. WBSD Operations and Maintenance Report – August 2022
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – August 2022
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – August 2022
- F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361
- G. Consider to Approve Resolution of Intention to Annex Certain Territory (0 Alpine Road, Portola Valley) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing
- H. Consider to Approve Resolution of Intention to Annex Certain Territory (20 Shoshone Place, Portola Valley) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported that Ethics Training for Board members is now available and should be completed by October 10th. He also reported that the Bayfront Sewer Project bids are due on October 18th. He continued to report he will be scheduling a Master Plan Committee meeting to discuss updates to the District's Master Plan. General Manager Ramirez informed the Board that the annual audit is underway. He also discussed about an easement encroachment in Atherton where a developer damaged a District sewer main near Walsh Road. General Manager Ramirez reported that Recology is interested in using 3 acres at the District's FERRF facility to storage bins and carts. General Manager Ramirez reminded the Board the next Board meeting is scheduled for September 28th. The complete General Manager's written report is in the September 14, 2022 agenda packet.

5. Consider Approving Investment Policy and Resolution

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported that this is an annual update to the Investment Policy and no substantive changes were made.

6. Consider Approving Purchase Card Policy

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: None.

7. Consider Adopting Resolution Recognizing the Achievement of a Five Years Safety Record Without a Lost Time Accident by West Bay Sanitary District Employees

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this item is to recognize West Bay employees' outstanding efforts in not having a loss time accident for 5 years.

8. Presentation and Direction on District Performance Merit Pay Program for FY 2022/2023

Discussion/Comments: Operations Superintendent, Robert Hulsmann, provided an update and proposed to the Board of Directors two new goals to the program for fiscal year 2022-23 and a change in the payout totals. The Board provided feedback and the item will be brought back for consideration at the September 28th Board meeting.

9. Consider Authorizing General Manager to Enter into a Purchase Order Agreement with Owen Equipment for a Vactor 2100i Hydro-Jet/Vacuum Combination Sewer Cleaning Unit

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this purchase was budgeted for \$500,000 and due to increased costs and estimates an additional \$100,000 is needed for the purchase.

10. Consider Authorizing General Manager to Extend the Agreement for On-Call Engineering Staff Augmentation Services with Freyer & Laureta, Inc

Motion to Approve by: Walker 2nd by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported that on-call engineering staff augmentation is necessary for 16 weeks until the vacant Associate Engineer position is filled.

11. Consider Authorizing General Manager to Execute the Agreement for Engineering Services from Freyer & Laureta, Inc. for the Permitting and Agency Coordination for the Flow Equalization & Resource Recovery Facility Levee Improvement Project

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported this agreement is to continue and finalize the permitting and agency coordination for the Flow Equalization & Resource Recovery Facility Levee Improvement Project. He stated the Capital Assets Fund allocated a total project amount of \$6,000,000.00. The original work was anticipated to be \$375,791 plus \$37,579 for contingency (10% for additional work) resulting in a total estimate amount of \$413,370. This additional agreement is not to exceed \$238,400.

12. Consider Authorizing the General Manager to Accept a Proposal from Precision Engineering to Perform an Emergency Sewer Replacement in Linfield Oaks, Menlo Park

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported that District Closed Circuit Television Inspection crews have televised these sewer mains and found the pipeline segments to have severe damage and that the City of Menlo Park is planning to pave the area in the next two months. Staff has obtained an estimate from the District's current contractor, Precision Engineering, who is concluding the *North Bay Road And Ringwood Project* in Menlo Park. The estimate includes an alternative option to install reclaimed water pipe as part of this work. The replacement cost is estimated to be \$425,000. The Reclaimed Water Pipeline will be an additional \$111,000 for a total of \$536,000. The project will be paid for from the Capital Asset Funds.

13. Consider Authorizing the General Manager to Accept a Proposal from Precision Engineering to Perform an Emergency Sewer Replacement in Bay Shore Park, East Palo Alto

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Discussion/Comments: General Manager Ramirez reported the estimate is to perform full pipe-burst replacement of the two damaged pipeline segments using trenchless methods. Freyer and Laureta Inc. will prepare basic specifications and maps for the contractor to use. The project includes the replacement of 309 feet of six inch Vitrified Clay Pipe with eight inch High Density Poly Ethaline (HDPE) pipe. The replacement cost is estimated to be \$197,707. Funds will be used from the Capital Asset Fund.

14. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: General Manager Ramirez reported 9.2 million gallons a day (MGD) was treated in August and 8.1 MGD delivered. Avy & Altschul pump station is moving forward with an appraisal of the easement.

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

Discussion/Comments: General Manager Ramirez reported that SRF funding for the project was not awarded to the District. He also reported on an upcoming meeting with Meta to discuss them funding a portion of the project.

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

Discussion/Comments: President Dehn reported the next meeting is on September 22nd. She also reported from the Legislative meeting and noted that there are a number of state bills on the Governor's desk for consideration including AB 2440 Responsible Battery Recycling Act of 2022, SB 1215 Electronic Waste Recycling Act: Battery-Embedded Products, and AB 1985 Organic waste: recovered organic waste product procurement targets.

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

Discussion/Comments: None.

18. Closed Session

Entered closed session at 9:45 p.m. Left closed session at 9:46 p.m.

A. Public Employee Discipline/Dismissal/Release (Government Code §54957)

B. LIABILITY CLAIMS

No. of Cases: 1

Claimant: Albano

Claim Against: West Bay Sanitary District

Reportable action: None.

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

Discussion/Comments: None.

20. Adjournment Time: The meeting was adjourned at 9:47 PM

THIS PAGE LEFT INTENTIONALLY BLANK



WEST BAY SANITARY DISTRICT AGENDA ITEM 3B

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

Subject: *Bank of the West Monthly Investment Portfolio Statements*

Background

In October 2010 the District named Bank of the West as the District's Investment advisor and approved an investment of \$5 million in available funds to establish the Emergency Capital Reserve. Subsequently, the Board has established several additional reserves to provide financial stability for the District. On June 9, 2021, the Board approved the Operating Reserve increased to six months of operations, based on the current budget, held in the Local Agency Investment Fund (LAIF), in order to have the funds more accessible. This is necessary, as Operating Reserves are intended to fund the District between July 1st and December each year, when the County of San Mateo delivers the first installment of sewer service charges collected through tax rolls, which accounts for the majority of funding.

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

Restricted funds for Sharon Heights Golf & Country Club (SHGCC), as required for the Clean Water State Revolving Fund (SRF) loan are held in a separate account.

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

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$11.1 million	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	Unfulfilled
Treatment Plant Reserve	8/01/2021	\$12 million	Unfulfilled
Capital Project Reserve	11/26/2014	\$6 million	Unfulfilled
Emergency Capital Reserve	10/19/2010	\$5 million	Unfulfilled
Recycled Water Cash Flow	11/18/2016	\$8 million	Achieved
Recycled Water SRF Reserve	3/01/2018	\$1.46 million	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	Achieved

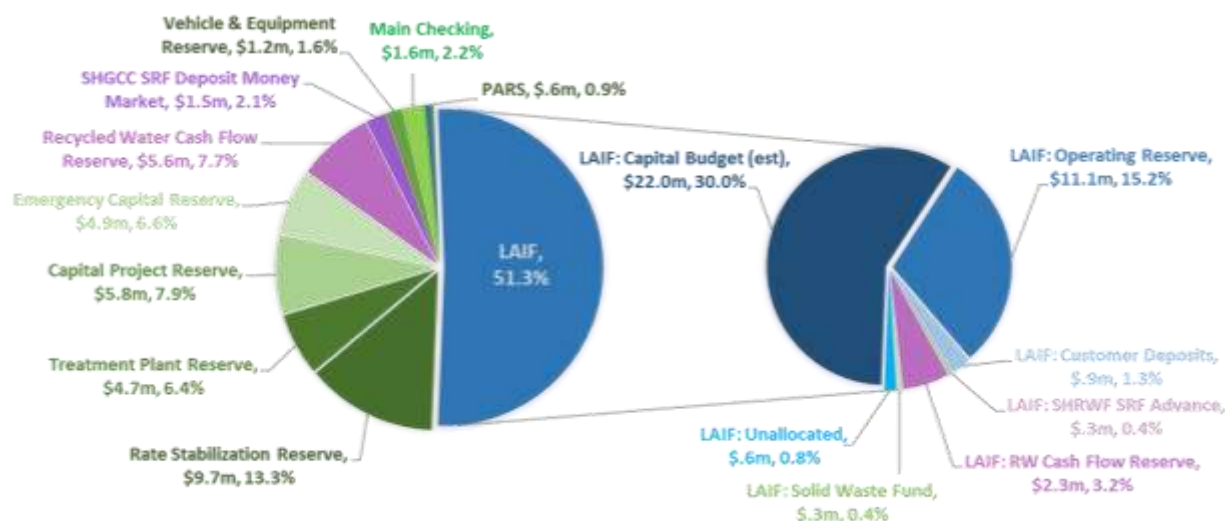
Fiscal Impact

The District has approximately \$73.2 million in all reserve and bank accounts as of August 31, 2022, including restricted funds. There are \$3.95 million in transfers in the approved FY 2022-23 Budget. Fund transfers will be completed after receipt of sewer service fees through the San Mateo County Tax Roll.

- \$40,359,147 is in cash equivalent accounts, which are used for operations, current capital expenditures, and customer deposits.
- \$30,710,657 is in unrestricted investment accounts.
- \$648,942 is in restricted Public Agency Retirement Services (PARS Trust), as of July 31, 2022 (current statement not yet available).
- \$1,516,257 is the restricted deposit held for SHGCC SRF Loan Reserves.

Effective July 1, 2022, the Operating Reserve target increased to \$11.1 million for six months of operations, based on the approved budget for Fiscal Year 2022-23. At August 31, 2022 there are four funds that are under their target balance. Three are \$584 thousand under, due to fluctuations in market values. The Treatment Plant Reserve, created August 1, 2021 and expected to be funded over five year, is \$7.3 million under the target.

Cash & Investments August 31, 2022



The monthly statement synopsis indicating the amount of each reserve fund the District holds in the Bank of the West Investment Portfolios are attached. Quarterly reports on the Investment Portfolios will include details of investments of each reserve account.

Recommendation

The Finance Manager recommends the District Board accept the Investment Portfolio Statements by affirming and approving the items listed in the Consent Calendar.

Attached: 2022-08 Investments



WBSD - RATE STABILIZATION RESERVE

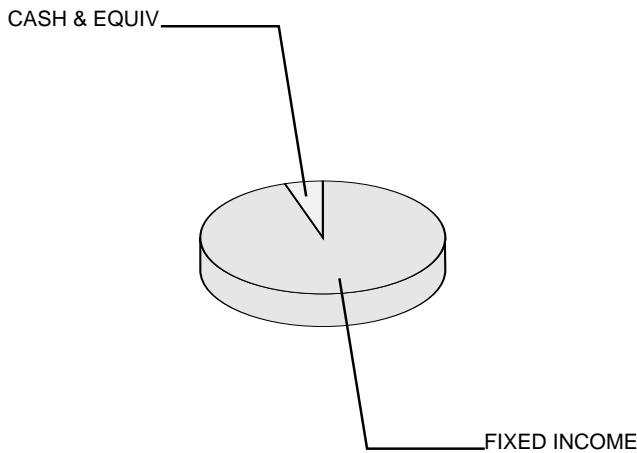
Account Number:
 Statement Period:

08/01/22 -
 08/31/22

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	467,962.45	4.8%
Fixed Income	9,205,966.47	95.2%
Total Portfolio	\$ 9,673,928.92	100.0%
Accrued Income	52,614.69	
Total Valuation	\$ 9,726,543.61	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 9,779,209.20	\$ 9,737,901.10
Income		
Interest.....	31,227.93	34,864.37
Purchased Income.....	-334.84	-518.14
Disbursements.....	-1,393.25	-2,816.38
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-13,541.21	740.18
Change In Market Appreciation/(Depreciation).....	-57,877.93	-29,417.01
Non-Cash Asset Changes.....	-10,746.29	-14,210.51
Ending Market Value	\$ 9,726,543.61	\$ 9,726,543.61



WBSD - TREATMENT PLANT RESERVE

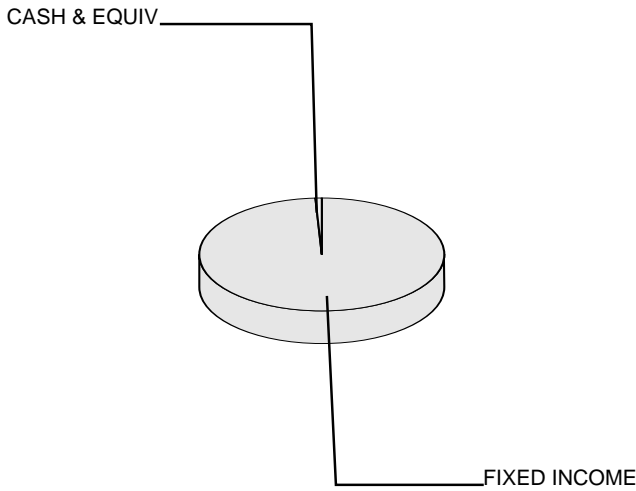
Account Number:
 Statement Period:

08/01/22 -
 08/31/22

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	26,545.01	0.6%
Fixed Income	4,640,136.90	99.4%
Total Portfolio	\$ 4,666,681.91	100.0%
Accrued Income	19,218.34	
Total Valuation	\$ 4,685,900.25	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 4,712,965.81	\$ 2,493,136.18
Income		
Interest.....	5,468.74	5,486.35
Purchased Income.....	-70.09	-2,722.42
Additions.....	0.00	2,202,111.08
Disbursements.....	-673.36	-1,038.17
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	621.07	9,028.62
Change In Market Appreciation/(Depreciation).....	-32,411.92	-22,787.91
Non-Cash Asset Changes.....	0.00	2,686.52
Ending Market Value	\$ 4,685,900.25	\$ 4,685,900.25



WBSD - CAPITAL PROJECT RESERVE

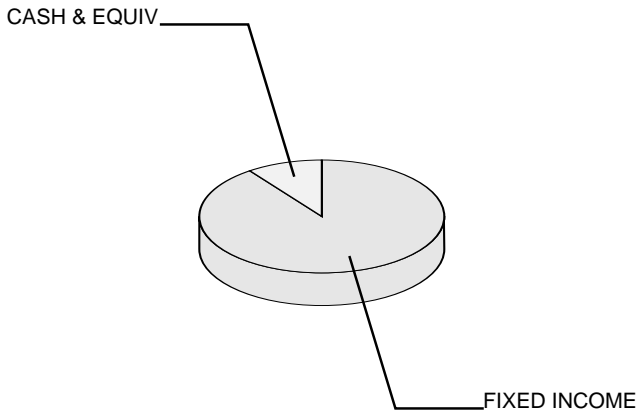
Account Number:
 Statement Period:

08/01/22 -
 08/31/22

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	561,073.78	9.7%
Fixed Income	5,236,634.65	90.3%
Total Portfolio	\$ 5,797,708.43	100.0%
Accrued Income	22,957.88	
Total Valuation	\$ 5,820,666.31	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,856,166.43	\$ 5,830,876.97
Income		
Interest.....	27,317.14	31,531.54
Purchased Income.....	-404.92	-464.70
Disbursements.....	-834.19	-1,685.82
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-17,626.11	-11,625.20
Change In Market Appreciation/(Depreciation).....	-31,291.05	-13,650.73
Non-Cash Asset Changes.....	-12,660.99	-14,315.75
Ending Market Value	\$ 5,820,666.31	\$ 5,820,666.31



WBSD - EMERGENCY CAPITAL RESERVE

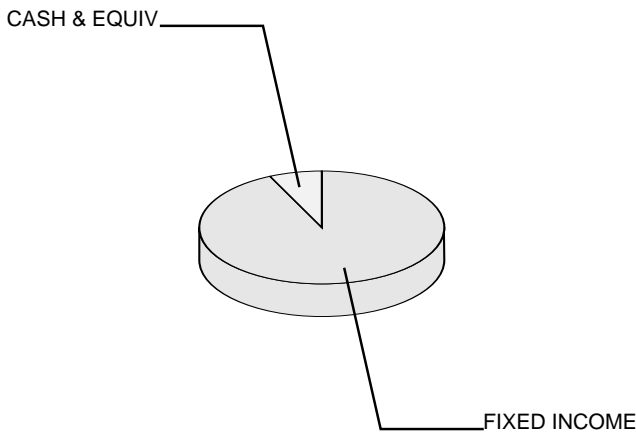
Account Number:
 Statement Period:

08/01/22 -
 08/31/22

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	331,378.58	6.8%
Fixed Income	4,513,280.86	93.2%
Total Portfolio	\$ 4,844,659.44	100.0%
Accrued Income	24,035.54	
Total Valuation	\$ 4,868,694.98	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 4,897,729.07	\$ 4,877,961.83
Income		
Interest.....	18,590.70	21,771.85
Purchased Income.....	-198.57	-675.51
Disbursements.....	-697.65	-1,410.22
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-10,019.22	-4,070.77
Change In Market Appreciation/(Depreciation).....	-30,170.75	-16,277.22
Non-Cash Asset Changes.....	-6,538.60	-8,604.98
Ending Market Value	\$ 4,868,694.98	\$ 4,868,694.98



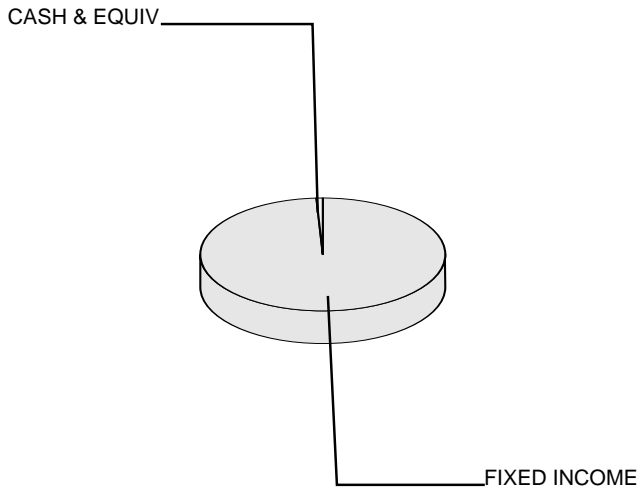
WBSD - RECYCLED WATER CASH FLOW

Account Number: 08/01/22 -
Statement Period: 08/31/22

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

Fiduciary
 Chuen Ying Lee
 (408) 645-3234
Portfolio
 Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	15,151.53	0.3%
Fixed Income	5,558,645.40	99.7%
Total Portfolio	\$ 5,573,796.93	100.0%
Accrued Income	35,054.86	
Total Valuation	\$ 5,608,851.79	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,641,139.73	\$ 5,623,527.18
Income		
Interest.....	9,277.49	9,340.97
Purchased Income.....	-3.89	-15.85
Disbursements.....	-804.19	-1,626.72
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	275.02	9,785.53
Change In Market Appreciation/(Depreciation).....	-40,403.17	-36,274.55
Non-Cash Asset Changes.....	-629.20	4,115.23
Ending Market Value	\$ 5,608,851.79	\$ 5,608,851.79

THIS PAGE LEFT INTENTIONALLY BLANK



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

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Consider Authorizing the General Manager to Issue Class 3 Sewer Permit No. 1623 for the Construction of Wastewater Facilities for 229 Grove Drive, Portola Valley, California

Background

This permit request is for the construction of a Grinder Pump System to connect into the existing force main on Grove Drive to serve 229 Grove Drive.

Analysis

The revised plans, profiles, and engineering calculations for the proposed facilities have been reviewed by staff and corrections have been made to conform to District requirements. Owner has paid all associated fees.

Recommendation

The General Manager recommends that the Board direct and authorize the District Manager to issue Class 3 Sewer Permit No. 1623.

Attachment: Class 3 Permit No. 1623
Site Map
Resolution ____ (2022)
Notice of Exemption

WEST BAY SANITARY DISTRICT

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

Permit Number
1623

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

229 Grove Drive, Portola Valley CA 94028

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

Residential Non-residential Development at said location.

ENGINEER'S

Lea & Braze Engineering Inc
Name

2495 Industrial Pkwy, W Hayward CA 94545
Address

OWNER'S

Lisa & Anvritesh Raghav
Name

229 Grove Dr, Portola Valley CA 94028
Address

CONTRACTOR'S

Shai Livne, SLBM Inc
Name

2088 Harvard St. Palo Alto CA 94306
Address

do Ketzir
Applicant's Signature

Anvrit Ketzir (owners agent)
Signed by - Please Print Name

Address

Receipt of \$ 585.00 Application Fee is hereby acknowledged 9/13/2022 Date

Receipt of \$ 2,000 Cash Deposit or Performance Bond

Comments INSTALL GRINDER PUMP SYSTEM

Approved by the District Board on _____.

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Sergio Ramirez, District Manager

Date _____

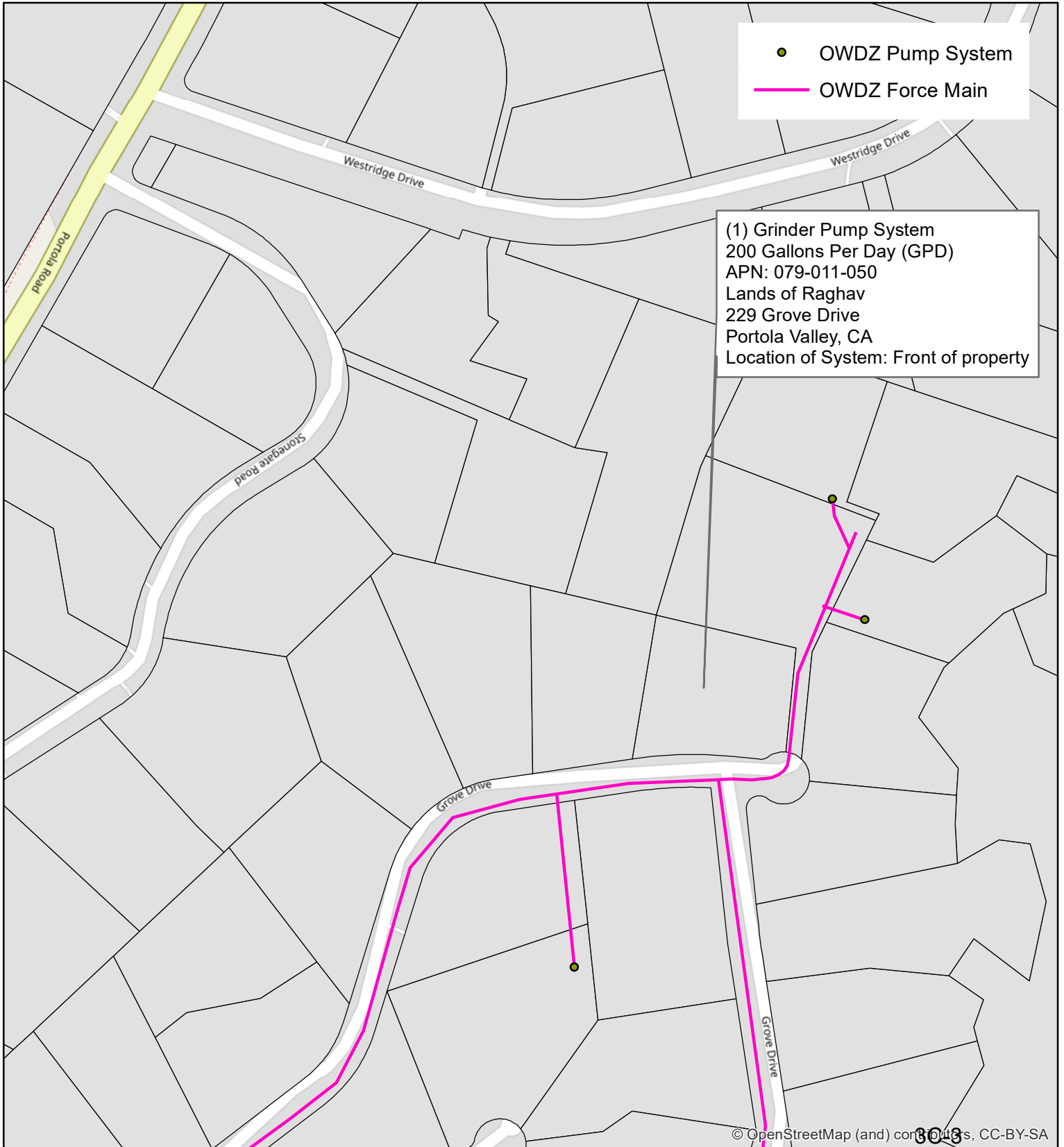
By _____

Final Acceptance by the District Board on _____.

3C-2



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
229 GROVE DRIVE
PORTOLA VALLEY, CA
GRINDER SYSTEM



RESOLUTION NO. _____ (2022)

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

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: 229 Grove Drive – Grinder Pump System

Location: 229 Grove Drive, Portola Valley, California

Entity or Person Undertaking Project:
Raghav Amritansh & Raghav Lisa Suzanne Murphy

Determination of the District Board:

This District Board of West Bay Sanitary District determines, upon Staff recommendation, that another public agency, specifically the San Mateo County LAFCo, is the lead agency for this project.

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

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

N/A

The Board certifies that the Negative Declaration has been prepared and completed in compliance with the California Environmental Quality Act and the State Guidelines.

The Board finds that the project Environmental Impact Report identifies the following significant effects:

N/A

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

- N/A Changes or alterations have been required in, or incorporated, into the project which mitigate or avoid the significant environmental effects thereof as identified in the Environmental Impact Report.
- N/A Such changes or alterations are within the responsibility and jurisdiction of a public agency other than the District. Such changes have been adopted by such other agency or can and should be adopted by such other agency.
- N/A Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the Environmental Impact Report.

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

_____ Approved
 _____ Disapproved

The District Manager of West Bay Sanitary District is directed to prepare a Notice of Determination pursuant to the provisions of the State Guidelines Implementing the California Environmental Quality Act adopted by Resolution No. IIO5 of this District Board. The District Manager is ~~(further)~~ (not) directed to prepare and file a Statement of Overriding Consideration pertaining to the approval of this project pursuant to the provisions of the same Guidelines.

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 28th day of September, 2022, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

Notice of Exemption

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

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

Project Title: 229 Grove Drive – Grinder Pump System

Project Location – Specific: 229 Grove Drive, Portola Valley, CA 94028

Project Location – Town: Portola Valley **Project Location – County:** San Mateo

Description of Project: Grinder Pump System

Name of Public Agency Approving Project: West Bay Sanitary District

Name of Person or Agency Carrying Out Project:
Raghav Amritansh & Raghav Lisa Suzanne Murphy

Exempt Status:

CEQA Guidelines Section 15601(b)(3), General Rule;
Categorical Exemption. Class 3 – Section 15303 (a) (d) of the State CEQA Guidelines.
(a) Single-family residences not in conjunction with the building of two or more units.
(d) Water main, sewage, electrical, gas and other utility extensions of reasonable length to serve such construction.

Reasons why project is exempt:

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

Lead Agency: West Bay Sanitary District

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

Signature Date: _____ Title: General Manager

“PRELIMINARY REVIEW”

229 Grove Drive – Grinder Pump System
September 28, 2022

INTRODUCTION. At the September 28, 2022, District Board Meeting, the Board will consider the approval of the Class 3 sewer permit for the construction of a Grinder Pump system for the Lands of Raghav; and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by the property owners Amritansh Raghav & Lisa Suzanne Murphy Raghav.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the Grinder Pump System Project at 229 Grove Drive was conducted to determine whether the project is exempt from CEQA. Based on this review, staff has concluded that the project is exempt from CEQA under several sections of the guidelines. In summary, the project would not have any significant impacts on the environment because it includes little or no expansion of capacity, and will employ mitigation measures to alleviate any impacts.

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

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

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

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

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

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

landscaping, and improvements; public health and safety precautions; community notifications; traffic control; and preservation of cultural resources.

Most project elements also are exempt as extension of utilities of a reasonable length to serve such construction.

Staff has concluded that most project elements are “categorically exempt” under CEQA Guidelines Section 15303 (a) (Single-family residences not in conjunction with the building of two or more units) and Section 15303 (d) (Water main, sewage, electrical, gas and other utility extensions of reasonable length to serve such construction).

This project is being implemented to provide sanitary sewer service to this parcel and remove the on-site septic system.

CONCLUSION. Based on the information presented herein, staff has concluded that all of the installation of the Grinder Pump System is exempt from CEQA under the CEQA Guidelines Section 15061(b)(3) (the General Rule), and that most project elements are also exempt under CEQA Guideline Section 15303(a) and (d).



To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *General Manager's Report*

1) Administrative:

- a. The District was one of the sponsors to the Tour de Menlo. The event was scheduled on September 17th. The District had ten representatives at the event including the Board President.
- b. The District will participate in the Belle Haven Resource Fair on September 24th. This event is an opportunity for organizations to share information and raise awareness of local resources to assist community members in housing, education, utilities, recreation, employment, food banks, and many others.
- c. Staff continues to work with a developer in Atherton to have the public sewer main replaced and moved away from a proposed new home at the contract's expense. A new easement location will be recorded with the County of San Mateo.
- d. Staff has engaged Villalobos and Associates Inc., a flow monitoring and hydraulic engineering firm, to study the wastewater flows in every basin throughout the District. The data will be delivered to Freyer & Laureta Inc. to assist with the preparation of the 2023 Master Plan.

2) Finance:

- a. Finance Manager Fisher, is working with the District's Auditors. The Auditors were on site on September 12, 2022.
- b. Staff continues to work with the State on options to finance the Bayfront Recycled Water Facility after the State issued their Intended Use Plan Draft for State Revolving Fund and unfortunately the Bayfront Reclaimed Water Facility project did not receive funding in the first round.

3) CIP Projects:

a. Construction Capital Improvement Program (CIP):

- i. The Bayfront Sewer Improvements Project pre-bid meeting was held on September 22nd. Approximately 5 contractors were present. The bid opening is scheduled for October 18, 2022 at 10AM.
- ii. Freyer & Laureta Inc. is coordinating the public sewer main project with the City of Menlo Park at the intersection of Ravenswood and Laurel St. The City will be paving the area at the end of the year. City staff has indicated being able to work with the District on their paving requirements.
- iii. Two pipeline segments in an easement at Albarni Street and Menalto Avenue will be replaced. The item was approved by the Board at the September 14th Regular Board Meeting.

Report to the District Board for the Regular Meeting of September 28, 2022

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

- b. **Levee Improvement Project:**
 - i. Army Corps of Engineers 30 day comment period ends October 29th. The District should be receiving permits by December 2022 so the project can go out to bid by January 2023.
- 4) **Information Technology (IT):**
- a. SeekZen Systems, IT consultant, is assisting with upgrading the District's office data network.
 - b. Staff is implementing new migrate backup solution from Barracuda to Synology due to increasing annual maintenance and support by Barracuda.
- 5) **Operations and Maintenance:**
- a. **Collection System:**
 - i. Operations Supervisor, Heath Cortez, presented at a training seminar on the District's efforts to control root growth in the sewer system. The event was attended by over ninety people primarily from Northern California.
 - b. **Pump Facilities:**
 - i. The pump crews and the Operations Superintendent are evaluating the telemetry system for the pump stations. The current ISAC System has been in place for over twenty years and will no longer be supported. A presentation will be given to the Board of Directors in the coming months.
 - c. **Training:**
 - i. All Staff received Active Shooter training on August 15th.
 - ii. The Pump Crew and Utility Worker received FLYGT School training. The training consisted of performing oil changes and routine maintenance on pumps, as well as, tearing down pumps and rebuilding them.
- 6) **Water Quality:**
- a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. 9.2 million gallons of wastewater were treated in the month of August and 8.1 million gallons of reclaimed water were delivered to SHGCC.
 - ii. The Avy Altschul Pump Station estimate has been revised to reflect current market and contractor bid conditions. The new cost is estimated to be approximately \$732 thousand rather than the original \$500 thousand estimate from 2020.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. A meeting is scheduled with Signature Group over the MOU to deliver recycled water to the Willow Village Project. The Developer had been focused on working with City Staff to resolve the remaining outstanding items associated with the Willow Village land use entitlements.
 - ii. The City of Menlo Park Staff will bring the Recycled Water Purveyor MOU to the City Council in September. This could establish the District as the reclaimed water provider for the Bayfront Recycled Water Facility within the City's service area.

Report to the District Board for the Regular Meeting of September 28, 2022

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

- c. **Woodside Recycled Water Facility (BRWF):**
 - i. The kickoff meeting for the Woodside Recycled Water Facility feasibility was held on September 22, 2022. Several options will be considered including reclaimed water supply from Silicon Valley Clean Water and Redwood City.

- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The new Hydro-Vacuum Combination Unit has been ordered.

- 8) **Personnel:**
 - i. The recruitments for the Associate Engineer and Project Manager positions will be advertised soon.

- 9) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesdays, October 12th and 28th.

- 10) **Misc. Items:**
 - a. **LAFCo:** Talks with San Mateo County and LAFCo regarding the divestiture of the Solid Waste Franchise will begin in October.
 - b. **West Bay:** The District has experienced 2 sanitary sewer overflow (SSO) in 2022.
 - c. **Town of Los Altos Hills:** Crews continue to clean and video inspect the Town's system.
 - d. **Town of Woodside:** Crews continue to clean the downtown area of Woodside every 3 months to control their grease issues.

Report to the District Board for the Regular Meeting of September 28, 2022

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

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager
Jed Beyer, Water Quality Manager*

Subject: *Consider Resolution Approving the 5-Year Audit & Updated Sewer System Management Plan (SSMP) and Authorize Re-Certification of the SSMP for 2022*

Background

On May 2, 2006 the State Water Resource Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirements for SSOs (SSO WDR). The SSO WDR established statewide requirements for operating, maintaining, and managing a wastewater collection system. The SSO WDR applies to all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines, which convey untreated wastewater to a publicly owned treatment works (POTW). The SSO WDR also mandated a statewide reporting program in that requires electronic reporting of all SSOs to the SWRCB, and the preparation and implementation of a Sewer System Management Plan (SSMP). The SSO WDR requires the agency to prepare an SSMP, which is to contain eleven elements outlined in the Statewide SSO WDR.

Effective management of a wastewater collection system as defined in the SSO WDR includes:

- Maintaining or improving the condition of the collection system infrastructure in order to provide reliable service into the future.
- Cost-effectively minimizing infiltration/inflow (I/I) and providing adequate sewer capacity to accommodate design storm flows: and
- Minimizing the number and impact of SSOs that occur notwithstanding implementation of the SSMP.

The District previously completed the various SSMP elements in a manner that addressed SWRCB requirements. The District's initial SSMP was adopted under Resolution # 1642 on December 12, 2007. At that time, the Board requested that staff update the SSMP annually and bring the updated document back to the Board for approval.

The purpose of the initial SSMP was to identify programs and activities for the effective management of a collection system, referred to as elements in the SSMP (noted below) that will reduce the number of SSOs. Resources and timelines were also identified to ensure the ability of the District to make these programs and activities successful in reducing SSOs. The 11 Elements of an SSMP are:

1) District Goals, 2) Organization, 3) Overflow Emergency Response Plan (OERP), 4) Fats, Oil and Grease (FOG) Control, 5) Legal Authority, 6) Measures & Activities, 7) Design & Construction Standards, 8) Capacity Management, 9) Monitoring, Measurement & Program Modifications, 10) SSMP Audits, and 11) Communication Plan.

Element #10 requires bi-annual audits and 5-year audits & updates to the SSMP. The 5-year audit was due this year (2022), where the District contracted with consultant Fischer Compliance to complete the 5-year audit and assist with the SSMP update requirement.

The SSMP must be re-certified in the On-line SSO Database and the form sent to the SWRCB.

Analysis:

To comply with the SSO-WDR, Fisher Compliance was hired in 2022 to perform a thorough review of the current SSMP as required per the State General Waste Discharge Requirements for Sanitary Sewer Systems. The 5-year analysis included the review of internal documents, several past SSMP internal audits, the Districts database and all records utilized to monitor and maintain the Districts collection system. Additionally, Fischer Compliance spent two days on site meeting with staff and performing field evaluations on Collection System Maintenance Operations.

Fischer Compliance concluded the District, when compared metrics performance with other collections systems in the San Francisco Regional Water Board area, performs near the top and that the Districts SSMP met or exceeded the SSO-WDR requirements for a compliant SSMP.

Strategies that are working well:

- Standardization of Pump Stations; minimizing the need for a large inventory of electrical & mechanical components
- Performing Condition Assessments of every sewer main to ensure defects are corrected in a timely manner
- Emergency Preparedness; staff performing periodic drills with by-pass equipment

- Post SSO Failure Causal Analysis to prevent a reoccurrence of an SSO at the same location
- Low Sanitary Sewer Overflow ratio (compared to Region/State)

Recommendations from Fischer Compliance were noted in the Audit Report and included in this 5-year SSMP update. Updates included annual track changes of SSMP updates, effectiveness metrics, updating standard operating procedures, and maintenance trainings. .

As required per the SSO WDR, the SSMP must be reviewed, audited and recertified every five years. This report is intended to meet that requirement.

A complete copy of the updated SSMP will be available at the September 28, 2022 Regular Board Meeting.

Fiscal Impact:

The Fiscal Impact to the District for the update and recertification of the SSMP consists of the contract with Fischer Compliance, staff time required for the update, preparation of the resolution, and certification to the State Water Resource Control Board.

Recommendation:

The General Manager recommends that the District Board approve the SSMP as revised, accept the audit, and authorize the SSMP re-certification to the State Water Resource Control Board through the California Integrated Water Quality System.

Note: A copy of the 2022 SSMP will be available for review at the Board meeting.

RESOLUTION NO. _____(2022)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

A RESOLUTION APPROVING THE WEST BAY SANITARY DISTRICT "SEWER SYSTEM MANAGEMENT PLAN, ACCEPTING THE 2022 5-YEAR AUDIT FOR THE SSMP, AND AUTHORIZING RE-CERTIFICATION OF THE 2022 SSMP TO THE STATE WATER RESOURCES CONTROL BOARD THROUGH THE CALIFORNIA INTEGRATED WATER QUALITY SYSTEM"

WHEREAS, the State Water Resource Control Board (State Water Board) adopted Water Quality Order 2006-0003-DWR which requires the District's Sewer System Management Plan (SSMP) to be audited, revised & re-certified every five years; and

WHEREAS, the District has performed the 5-year audit; and

WHEREAS, the SSMP has been revised to include the auditors recommendations; and

WHEREAS, the District Board has reviewed and discussed the 5-year Audit Report in a public meeting on July 13, 2022, and

WHEREAS, District staff will submit updates annually of the SSMP to the District Board for approval.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the West Bay Sanitary District:

1. Accepts the 2022 5-Year audit of the SSMP, and
2. Approves the Sewer System Management Plan, and
3. Directs District staff to re-certify the SSMP with the State Water Resource Control Board through the California Water Quality Integrated System.

Passed and adopted by the District Board of West Bay Sanitary District at a special meeting thereof held on the 28th day of September 2022, 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

THIS PAGE LEFT INTENTIONALLY BLANK



To: Board of Directors

**From: Sergio Ramirez, General Manager
Jed Beyer, Water Quality Manager**

Subject: Consider Approving V&A Consulting Engineers, Inc. Proposal – West Bay Sanitary District Sanitary Sewer Master Plan Update Open Channel Flow Monitoring Services

Background

On August 19, 2022, West Bay Sanitary District (WBSD) requested V&A Consulting Engineers, Inc.'s (V&A) services to perform flow monitoring within the WBSD collection system. There will be 12 flow-monitoring sites, installed for 8 weeks, including the analysis of 17 existing WBSD flow meters. The purpose of this work is to support the District with its 2023 Master Plan hydraulic model.

Analysis:

The scope of work to be performed by V&A consists of:

- Monitor project progress, including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion; manage activities within the total project budget
- Monitor project progress activities for potential changes whenever possible; with approval, modify project tasks, task budgets, and approach to keep overall project within budget and on schedule.
- Manage the quality of all work activities and project deliverables

V&A will review existing sanitary sewer plans and the proposed flow monitoring location details provided by the WBSD in preparation for flow monitoring. WBSD will provide V&A with the draft and final list of flow monitoring locations, including pipe diameters, flow direction, and GIS shapefiles. V&A will provide a desktop analysis (GIS, sewer plans, Google Earth, etc.) of the site to verify the suitability of primary and alternative manholes for the installation of a flow meter.

V&A will visit the proposed sites to verify the suitability of manholes and/or alternative manholes for the installation of flow meters. V&A has also included an optional task to visit the WBSD-owned sites. V&A's site reconnaissance will be limited to top-side investigations to verify manhole location and accessibility, identify traffic control requirements, and check hydraulics for manholes not located in the street right-of-way. V&A will consult with WBSD if alternative manholes are required for flow monitoring.

V&A will document the following information: location map with address, pipe size, manhole identification number, flow channel condition, site schematics, and photographs. V&A will recommend the appropriate metering technology for the flow characteristics and hydraulic conditions observed during the site reconnaissance visits.

V&A will perform sewer system flow monitoring at 12 locations to collect dry- and wet-weather flow data for 8 weeks per WBSD's direction, with an option for weekly extensions to the flow monitoring period per the direction of WBSD.

Following the flow monitoring activities, and after removal of the meters, V&A shall download and reduce the data in 15-minute intervals into Excel spreadsheets for data analysis, data QA/QC, and report preparation. As a part of this study, V&A requires the analysis of the 17 WBSD-owned meters for the 8-week monitoring period. WBSD will assure V&A that these meters are operational, and data is accessible (it is noted that V&A has offered an optional calibration of these 17 flow meters) One draft version and one final version of the report will be prepared and submitted in electronic format (PDF). The report 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 each flow meter.

Fiscal Impact:

Flow monitoring at 12 sites for 8 weeks, including analysis and calibration of 17 WBSD flow meters for 8 weeks (inclusive of final I/I report) totals \$167,000, funded from the approved FY 22/23 Master Plan budget of \$350,000.

Recommendation:

The General Manager and Water Quality Manager recommends the District Board approve the request for the Master Plan Update Open Channel Flow Monitoring Services to be provided by V&A Consulting Engineers, Inc.

Attachments:

Attachment A - V&A

V&A Project No. 22-0345

September 16, 2022

Sergio Ramirez
General Manager
West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025

Subject: West Bay Sanitary District CA Sanitary Sewer Master Plan Update
Open Channel Flow Monitoring Services, 12 sites for 8 weeks

Dear Mr. Beyer:

It is our understanding that West Bay Sanitary District (WBSD) is requesting V&A Consulting Engineers, Inc.'s (V&A) services to perform flow monitoring within the WBSD collection system (cities of Menlo Park, Atherton, Stanford, and Woodside). There will be 12 flow monitoring sites to be installed for 8 weeks, including the analysis of 17 existing WBSD flow meters. We will also propose calibrating the 17 WBSD-owned flow meters. The purpose of this work is to support WBSD with master plan updates to their model. The following is our detailed scope of work for the subject services.

Scope of Work

Task | Description

1. **Project Management & Document Review:** The objective of this task is to track and execute the project following the schedule, budget, and quality expectations that are established. This task includes the following project management work activities:
 - a. Monitor project progress, including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion; manage activities within the total project budget.
 - b. Monitor project activities for potential changes and anticipate changes whenever possible; with approval, modify project tasks, task budgets, and approach to keep the overall project within budget and on schedule.
 - c. Manage the quality of all work activities and project deliverables.

V&A will review existing sanitary sewer plans and the proposed flow monitoring location details provided by the WBSD in preparation for flow monitoring. WBSD will provide V&A with the draft and final list of flow monitoring locations, including pipe diameters, flow direction, and GIS shapefiles. V&A will provide a desktop analysis (GIS, sewer plans, Google Earth, etc.) of the site to verify the suitability of primary and alternative manholes for the installation of a flow meter.

2. **Project Preparation and Site Reconnaissance:**

V&A will visit the proposed sites to verify the suitability of manholes and/or alternative manholes for the installation of flow meters. V&A has also included an optional task to visit the WBSD-owned sites. V&A's site reconnaissance will be limited to top-side investigations to verify manhole location and accessibility, identify traffic control requirements, and check hydraulics for manholes not located in the street right-of-way. V&A will consult with WBSD if alternative manholes are required for flow monitoring.

V&A will document the following information: location map with address, pipe size, manhole identification number, flow channel condition, site schematics, and photographs. V&A will

recommend the appropriate metering technology for the flow characteristics and hydraulic conditions observed during the site reconnaissance visits. If site reconnaissance identifies conditions, such as manhole depths greater than 30 feet and/or elevated gas levels that cannot be cleared with forced ventilation, V&A will work with WBSD to identify suitable alternative sites. If monitoring locations cannot be moved, V&A will provide a change order to cover the additional costs due to extreme work conditions.

3. **Install/Calibrate/Remove Flow Meters (12 flow monitoring sites/8 weeks):** V&A will perform sewer system flow monitoring at 12 locations to collect dry- and wet-weather flow data for 8 weeks per WBSD's direction, with an option for weekly extensions to the flow monitoring period per the direction of WBSD.

V&A has also included an optional cost per/calibration visit for the 17 WBSD-owned.

Extensions for flow monitoring will be in addition to the base fee proposal. V&A will prepare flow monitoring equipment necessary for installing, calibrating, and removing the flow meters. Our team will coordinate all fieldwork with WBSD. By default, flow meters will be area-velocity flow meters capable of collecting flow level and velocity measurements in free-flow and surcharged hydraulic conditions. However, if hydraulic conditions require a non-contact flow meter to be installed, this will not be an issue. The installed flow meters will have remote access to view and download raw real-time data for the duration of the monitoring period.

A 2-person V&A crew with a field truck and the necessary confined space entry (CSE), simple traffic control, and flow monitoring equipment will install, calibrate and remove the flow meters. WBSD will provide an additional person for confined space entry attendant and as-needed personnel to provide traffic control support. Installation and initial in-situ calibration of the twelve flow meters are anticipated to take approximately two 8-hour workdays. V&A's proposal also includes the cost of 4 field visits post-meter install during the study (including removals) for data downloads, in-situ calibration, and meter maintenance.

V&A will verify data integrity and that the meters are operational and clear of debris. V&A shall be responsible for the installation, calibration, and removal of the equipment for this project. Maintenance and meter malfunction will be documented and reported as soon as it is observed. V&A shall be prepared to extend the duration of the flow monitoring period as requested by WBSD.

4. **Flow Monitoring and I/I Analysis Study Final Report:** Following the flow monitoring activities and after the meters are removed, V&A shall download and reduce the data in 15-minute intervals into Excel spreadsheets for data analysis, data QA/QC, and report preparation. As a part of this study, V&A requires the analysis of the 17 WBSD-owned meters for the 8-week monitoring period. WBSD will assure V&A that these meters are operational, and data is accessible (it is noted that V&A has offered an optional calibration of these 17 flow meters) One draft version and one final version of the report will be prepared and submitted in electronic format (PDF). The report 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 each flow meter. MS Excel deliverable.

Any changes to the following assumptions, prevailing wage assumption, exclusions and limitations, or proposed schedule may necessitate an adjustment to the proposed fee.

Assumptions

The following is a list of additional assumptions used to develop V&A's scope of work.

- **Traffic control:** V&A assumes only simple traffic control set-ups (truck-mounted light board and < 10 traffic control cones per site) will be required for this project. If complex or high-speed (>35 mph) traffic control set-ups requiring a traffic control contractor are deemed necessary, it is assumed WBSD will assist with traffic control. If a traffic control subcontractor is required, the costs of the traffic control contractor will be in addition to the stated costs for the flow monitoring and billed on a time & material (T&M) basis. V&A will coordinate with WBSD when a traffic control subcontractor will be utilized.
- **Prevailing Wage:** V&A understands that some or all tasks associated with this project are subject to prevailing wage rate requirements. All project labor subject to prevailing wage requirements will incur a 25% markup on the associated labor fee. This markup covers the higher base hourly labor rates associated with prevailing wage rates, additional overtime requirements, and reporting requirements.
- **Encroachment Permit:** V&A **will not** be responsible for applying for and receiving encroachment permits in the corresponding WBSD cities. If encroachment permits are required, the costs of these permits will be invoiced on a time & material (T&M) not-to-exceed (NTE) basis.

Exclusions and Limitations

The following items, unless otherwise indicated, are not included in the scope of work:

- Project Specific Health and Safety Plan
- Notification(s) to residents
- Bonds
- Shutdown, Dewatering, and Cleaning of Structures
- Excavations and uncovering of inaccessible structures
- Supplied Air for conditions where it is unsafe due to atmospheric conditions.

Fee Proposal

V&A proposes to complete this work on a lump sum basis at a total cost not to exceed the options stated in the summary table below with terms of net 30 days (contingent payment terms dependent on timely processing of V&A's submitted invoice). This fee is valid for 90 days from the date of this proposal. The scope of work was developed as a result of our discussions and represents our mutual understanding.

Summary of Cost per Task

Task	Amount
Flow Monitoring at 12 sites for 8 weeks, including analysis of 17 WBSD flow meters for 8 weeks (inclusive of final I/I report):	\$158,000
- Weekly extension(s) of the monitoring period & WBSD analysis	\$12,500 per week
<i>Optional: Calibration of 17 WBSD-owned meters (per trip)</i>	<i>\$9,000 per trip</i>

If unforeseen circumstances should arise which indicate that more time is required, V&A will provide a written estimate of additional required time and cost. V&A will not proceed with work beyond the not-to-exceed figure without written authorization from your office.

We are prepared to begin work on your project upon receiving written approval, a notice to proceed (NTP), or a purchase order from your office. We request that you carefully review this proposal to assure a full understanding of the scope of the work.

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

Sincerely,
V&A Consulting Engineers, Inc.



Angel Mejia, P.E.
Western Region Operations Manager

Accepted: _____
West Bay Sanitary District

Date: _____

THIS PAGE LEFT INTENTIONALLY BLANK



WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Bob Hulsmann, Operations Superintendent*

Subject: *Consider Approving Performance Merit Pay Program for
FY2022-2023*

Background

In October 2010, the Board requested the General Manager to draft a program to recognize employees for their outstanding achievements in meeting productivity goals and exceeding standard performance measures. In September of 2012 the Board approved the Performance Merit Pay Program (Program). Additionally, the Program was introduced by the Board to Staff and approved during negotiations. Staff immediately began working on the Program's aggressive goals in October of 2012.

The Board discussed and approved a maximum program budget which was included in the past nine fiscal budgets and approved the criteria with the established goals based on recommendations from the Operations Superintendent and General Manager.

Analysis

The Board adopted Director Moritz' template for using performance measures identified in the monthly Operations & Maintenance reports. Using this template, the General Manager and staff inserted figures for the expected base productivity level for each performance measure and the optimum target goal productivity level. The program also includes a scenario of productivity falling somewhere between the base and target goal productivity levels to show an example of achieving a portion of the goal and how it's weight factor affects the overall total performance (see Exhibit A.)

The purpose of such a program is to reward staff for meeting or exceeding performance goals. The goals are not for normal performance (base) but to recognize extraordinary performance. The Performance Merit Pay Program is not guaranteed; payouts may vary from one year to the next. The intent of this program is to continue productivity at a high level, sustain high productivity levels, and reward the efforts of District staff for their performance efficiency and quality of work and reducing Sanitary Sewer Overflows (SSOs). Management recalculates and reassesses the base for each performance measure and the goal that is expected to be achieved from one year to the next.

There are ten performance elements with the greatest weight given to reducing Sanitary Sewer Overflows. Two new goals in the Projects and Administration Departments will be added this year. They include, Capital Improvement Program timelines, and sewer service charge invoice collection goals. The scanning goal will be removed while the Pipe Patch and Pipe Repair goals will be combined to make space for the two new goals. Additionally, staff is in the process of establishing Recycled Water goals and will be introduced in FY 23/24.

Staff is requesting the Board approve the goals for the next program year (Oct. 2022 through Sept. 2023) to be paid out in FY 2022/23 (November 2023) and provide for the consideration of exception to an SSO when it clearly derives from a Contractor's negligence or pandemic related issues.

Fiscal Impact

A total budget amount of \$214,500 (at maximum payout) will be required in FY2023/2024. Payout is planned for November of 2023. This will provide for a maximum merit payout of up to \$6500 for each Full-time employee, as well as, a percent of the payout to any Part-time employees who qualify.

Recommendation

The Operations Superintendent and the General Manager recommend the Board approve the revised Performance Merit Pay Program for 2022-2023 per Exhibit "A".

Exhibit A: West Bay Sanitary District Performance Merit Pay Program 2022-2023



WEST BAY SANITARY DISTRICT

PERFORMANCE MERIT PAY PROGRAM 2022-2023

Purpose

Performance Merit Pay Program (PMPP) is meant as an award for meeting or exceeding performance goals. The goals are not for "normal" performance. They are to recognize extraordinary performance. The annual goals are not static from one year to another. The goals can be expected to increase each year. The annual budget for payouts, if any and goals are established at the sole discretion of the WBSD Board of Directors and after the year's end, taking into consideration the recommendations of the General Manager.

Caveats

PMPP is not a guaranteed payout. Participants should be aware that a payout in one year may not be the same as the following year, or that it's possible no payout will be made.

If ANY evidence is found that any report required by a government agency is not filed timely and without accurate data, this program will be cancelled for the entire year for all participants.

Participants

This program would apply to all bargaining unit members and unrepresented employees except:

- Any employee terminated for cause or during probationary period
- Any employee who has been disciplined for cause by suspension without pay or temporary pay reduction in lieu of suspension
- Any employee who voluntarily separates employment with the District, except for retirement.

All other employees who are on the WBSD payroll during the 12-month period designated for the PMPP, and have worked in excess of 90 days in the PMPP year, are eligible to participate in the achieved payout. This includes full time, temporary employees, and employees on leave of absence without pay. Payouts will be pro-rated based on percent of time worked based on the full year being 100%. Pro-rated payments will be determined by dividing the actual number of work days an individual worked in the year by the maximum workdays in the annual PMPP period.

EXAMPLE:

- A long time employee retires on March 31.
- There were 126 workdays between October 1 and March 31(See definition of annual period below).
- There are 247 workdays in a full year.
- Thus, the retiree would receive 126/247nds, or 51% of an annual payout.

Payments

PMPP payments will be made after all data has been collected to calculate performance. Each PMPP period will begin October 1 and run through September 30. Assuming no problem is encountered with the data collection and completion of all calculations, payout checks can be expected to be issued in mid-November.

Payments are treated as normal income to the individual participant and are subject to all applicable taxes. Those taxes will be withheld by WBSD and sent to the applicable tax authority, same as in the case of a normal paycheck.

Individual payouts to eligible participants will be determined by dividing the full and pro-rated amounts into the Total Available PMPP Payout that has been designated by the WBSD Board of Directors for the budget period in which the payout is to be made.

Total Available Payout

Each budget period, or mid-year budget, the WBSD Board of Directors may designate a Total Available PMP Amount that will be available to cover the cost of participant payments. This amount will also be known as the Maximum Merit Payout. The final Total Payout Amount will be calculated by multiplying the sum of all Performance Merit Factors by the Total Available PMP Amount (Not to exceed \$6,500 per FTE)

EXAMPLE: For the period October 1, 2022 through September 30, 2023 Total PMPP Amount is set at \$214,500.00.

The MAXIMUM Merit Payout (100%) would be calculated as follows:

There were 33 full time employees who worked the entire period (October through September).

33 x 247 workdays = 8151 workdays

However, of the 33 FTE’s:

One individual retired on July 15, 2022,

The period October 1 through July 15 had only 196 workdays

There were also two part-time employees who each were employed for a period of 100 workdays.

2 workers x 100 workdays = 200 workdays

The maximum factor payout per work day would be:

\$214,500.00 / 8,151 workdays = \$26.31 per work day

The full time workers could receive up to:

247 workdays x \$26.32 = \$6,500.00

The retiree could receive:

196 workdays x \$26.32 = \$5,158.00

Each of the part time employees could receive:

100 workdays x \$26.32 = \$2,632.00

Total Possible Payout: = \$205,422.00

NOTE: Each of the MAXIMUM Merit Payout amounts would be subject to the final Total Performance Factor that is described and calculated in the next section.

Performance Factors

A set of ten Performance Elements will be tracked and included in the calculation of a final Total Performance Factor. A Base Level and Target Goal Level will be set for performance in each Performance Element for the PMP period. The difference between the Base Level and the Target Goal Level will be measured as a percent of attainment. Each Performance element is “weighted” in its portion of the Total PMP Performance Factor. The sum of all the Performance Elements may not exceed 100%. Total PMP Performance Factor is used to calculate the final payouts.

EXAMPLE: (Numbers are fictitious)

Final Annual Payouts:

● Full Time Employees - \$6,500.00 x 75.97 %	= \$ 4,938.05	x 30
● Retiree - \$5,156.76 x 75.97 %	= \$ 3,917.59	x 1
● Part Time employee - \$2,631.00 x 75.97 %	= \$ 1,998.77	x 2
Total	= \$156,056.63	

Target

<u>Performance Element</u>	<u>Base</u>	<u>Goal</u>	<u>Spread</u>	<u>Actual</u>	<u>% of Goal</u>	<u>Weight</u>	<u>Value</u>
1. Customer Satisfaction (Surveys) (Good or better responses) Formula: Actual minus base, difference divided by spread (Goal minus base) (96.5-90=6.5; 6.5 / 8=81.3%)	90%	98%	8	96.5%	81.3 %	0.08	0.065
2. Safety, (Incidents of Work Lost/Yr.) (3=0%, 2=33%, 1=66%, 0=100%)	3	0	3	0	100.0 %	0.08	0.080
3. Miles Pipe CCTVed / Man-hour (Base is 40 miles@4,860 man-hours (3 ee x1620 hrs) (Goal is 50 miles@3,240 man-hours (2 ee x 1620 hrs) (Scenario Actual 50 miles, 3,704 hours(2.28 ee x 1620 hrs/ee))	.0082	.0154	.0072	.0135	88 %	0.09	0.079
4. Miles Pipe Cleaned / Man-hour (Base = 160 miles @ 4,617 man-hours (2men @1443 hrs + 2men 3days/wk@865hrs) (Goal = 170 miles @ 4,617 man-hours (3,240 hrs + 1,944 hrs = 4,617) (Scenario Actual = 189 miles @ 4,617 man-hours)	.0347	.0366	.0019	.0365	95%	0.15	0.143
5. FOG inspections (New) (449= 0%, 450 = 50%, 500 = 75%, 550 = 100%)	450	550	100	455	50%	0.08	0.016
6. Pipe Repairs / Man-hour (Base = 125 (1620 x 3 = 4,860 hrs) (Goal = 165 (1620 x 3 = 4,860 hrs) (Scenario Actual = 90@ 4,860 man-hours (3men@1640/2 hrs))	.0309	.0370	.0061	.0370	100 %	0.10	0.100
7. CIP/ Spot Repair Project (Base = January out to Bid) (Goal = April Start of Project) (Scenario Actual = Start March 20, 2023)	.33	1.00	.66	1.00	100 %	0.05	0.050
8. SSO's (Any Category) (New) (Base of 7, Goal of 4) (Scenario Actual) (7=0%, 6/33%, 5/67%, 4/100%)	7	4	3	1	67 %	0.25	0.168
9. Sewer Service Charge Manual Collections (Base=40 Collected, Goal = 50 Collected) (Scenario Actual=48) (40=00%,43 =33.3, 45=66.6, 48=100%)	40	50	10	48	100%	0.05	0.050
10. Quality Control – line cleaning (test 60) (Base=8, Goal=0, Scenario Actual= 3 to be re-cleaned) 8=0%, 7=12.5%, 6= 25%, 5=37.5%, 4=50%, 3=62.5%, 2=75%, 1=87.5%, 0=100%	8	0	8	7	12.5%	0.07	0.0087
						1.0	0.7597

DEFINITIONS

Base – The Base figure will be the level of performance below which no PMPP will be paid.

Target Goal – This level of productivity will be set to reflect extraordinary performance. Achieving or exceeding the goal for each Performance Factor will result in the calculation of 100% payout for the given Performance Factor. 100% is the maximum performance for any single element.

Weight – Each factor is assigned a portion of the total weight of 100%. The amount of weight indicates the importance of the factor relative to the other factors.

Value – The difference between the Base and the Goal level will determine the Percent Factor shown as the Value in the table above that will be paid for each Performance Factor. The sum of all Performance Factors will be the Payout during each annual period.

Spread – The difference between the **Target Goal** and the **Base**. The **Actual** minus the **Base** is then divided by the **Spread** to find the **% of Goal** achieved.

Customer Satisfaction – An ongoing survey of all WBSD customers that call in for service will be made to measure the level of customer satisfaction with the service provided by the District. The results of that survey will determine the level of satisfaction used in the annual PMP. The base performance measure is 90% of all surveys collected result in an Excellent or Above Average rating in each of the overall survey category. The survey will be conducted monthly and tabulated from October through September with the results calculated for November payout, if approved.

Safety Incidents of Work Lost / Yr. – The number of incidents that result in work lost due to a work related accident. This lost time accident would not be a first aid incident but an accident/injury that resulted in the employee being required to recover at home prior to returning to work.

Miles of Pipe CCTV'd per Man-Hour – The average miles of pipe CCTV'd each month will be calculated over the twelve month PMPP period. Calculation will be made to the nearest tenth of a mile. The average monthly number of Man-Hours spent on the task of CCTV will be calculated. The average miles will be divided by the average Man-Hours to determine the monthly average number of mile of pipe CCTVed per Man-Hour.

Miles of Pipe Cleaned per Man-Hour – The average miles of pipe cleaned in the Basin and High Frequency cleaning each month will be calculated over the twelve-month period of the PMPP period. Calculation will be made to the nearest tenth of a mile. The average monthly number of man-hours spent on the task of cleaning pipe will be calculated. The Average Miles will be divided by the Average Man-Hours to determine the monthly average number of miles of Pipe Cleaned per Man-Hour.

FOG Inspections, Annual Total – FOG inspections are performed on a regular basis at commercial facilities and maintain consistent compliance with the District's Code of General Regulations. Reducing FOG in the collection system helps reduce sanitary sewer overflows.

Pipe Repairs / per Man-Hour - The average number of pipe repairs, patches, and dig-ups each month will be calculated over the twelve-month period of the PMP period. Calculation will be made to the nearest whole number. The average monthly number of man-hours spent on the task of making pipe repairs and patches will be calculated. The Average Repairs and Patches will be divided by the Average Man-Hours to determine the monthly average number of Pipe Repairs per Man-Hour.

CIP/ Spot Repair Project - The timely design, bid packets produced, contract award and start of the 22/23 Spot Repair Project. The Spot Repair Project will go out for bids by January, awarded by February, and start no later than April 2023, if the initial bids are accepted by the Board of Directors.

SSO's (any Category), Annual Total – A sanitary sewer overflow as defined by the State Water Resources Control Board. The base and target goal should decrease each year until the optimum spill ratio is reached.

Sewer Service Charge Manual Collections- The percentage of manually invoiced Sewer Service Charges. Calculations will be made off of the actual number of invoices sent out in the PMPP year. (Approximately 50 per year)

Quality Control –Sewer main pipelines are picked at random for CCTV inspection from the list of lines cleaned the previous month to assess the quality of cleaning performed. Any lines inspected which are found to need further cleaning count against the goal but more importantly are reviewed to determine if a change in cleaning methods appropriate, if a repair is necessary or if operator error is a factor.



WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

Subject: *Consideration to Adopt Resolution Establishing Rates of Pay and Related Compensation Provisions*

Background

On July 17, 2019, the Board adopted a Memorandum of Understanding (MOU) between the District and Teamsters Local 350. The provisions in the MOU include approved pay increases, effective July 1, 2019. Increases were determined for the five-year term of the MOU. The 4% increase per year is effective on July 1 of every year and is based on the approved MOU.

Subsequently, the Board approved the current Rates of Pay schedule on June 8, 2022.

Analysis

The attached Resolution is required to adjust the Project Manager's established salary down since it will no longer include IT responsibilities. Additionally, the Engineering Technician position will be renamed to Associate Engineer while maintaining the same pay scale as approved on June 8, 2022. References to the District Manager were changed to General Manager. All else will remain the same as approved on June 8, 2022.

Fiscal Impact

The District will save approximately \$6,900 per year, on the top end of the scale, based on removing IT responsibilities from the Project Manager position.

Recommendation

The General Manager recommends adoption of the attached Resolution.

RESOLUTION NO. _____(2022)

**RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION
PROVISIONS FOR CERTAIN EMPLOYEES OF THE WEST BAY SANITARY DISTRICT**

*BE IT RESOLVED BY THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT,
COUNTY OF SAN MATEO, STATE OF CALIFORNIA, AS FOLLOWS:*

1. Executive Employees (FLSA exempt). The following monthly salary rates in dollars are hereby established for each of the employee positions within the executive employee category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated at such rates for all services rendered to this District.

Position	Salary Rate
General Manager	17,396 – 21,875

2. Management Employees (FLSA exempt). The following monthly salary rates in dollars are hereby established for each of the employee positions within the management employee category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated at such rates for all services rendered to this District.

Position	Salary Rate
Project Manager	10,844 - 15,724
Operations Superintendent	10,844 - 15,724
Water Quality Manager	10,519 - 15,724
Finance Manager	11,475 – 15,381
Office & Communications Manager	7,195 - 10,433

3. General Employees (unrepresented). The following monthly salary rates in dollars are hereby established for each of the listed employee positions within the general employee (unrepresented) category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated within such rates for all services rendered to this District.

Position	Salary Rate
Assistant Operations Superintendent	9,397 - 12,687
Water Quality Supervisor/Operator	9,397 - 12,687
Pump Facility Supervisor	9,470 - 12,252
Operations Supervisor	9,470 - 12,252
Information Technology Analyst	6,991 – 10,489
Associate Engineer	8,258 - 11,506
Personnel & Accounting Specialist	7,253 - 9,466
Administrative Technician	5,900 - 8,260
Part-Time Clerical Assistant	22 - 27/hour

4. General Employees (represented). The following monthly salary rates in dollars are hereby established for each of the listed employee positions within the general employee (represented) category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated within such rates for all services rendered to this District.

Position	Salary Rate
Construction Inspector	8,256 - 11,508
Source Control Inspector	8,256 - 11,508
Field Supervisor	6,879 - 10,489
Rehabilitation Technician	6,316 - 9,377
Pipeline Inspection Technician	6,316 - 9,377
Maintenance Mechanic	6,316 - 9,377
Utility Worker / Operator in Training	6,316 - 9,377
Maintenance Worker	5,736 - 8,260
Temporary Maintenance Worker	27-36/hour

5. Health Benefits Plan.

(a) Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering health, dental and/or vision insurance and the provisions of the Public Employees' Medical and Hospital Care Act, the District shall contribute for each employee enrolled the amount necessary to pay for the full cost of his or her enrollment, including the enrollment of his or her family members in a health benefits plan up to the amount required pursuant to Section 22892 of the Government Code.

(b) Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering health, dental and/or vision insurance and the provisions of the Public Employees' Medical and Hospital Care Act, the District shall contribute for each annuitant the amount required pursuant to Section 22892 of the Government Code.

(c) The District may, at its sole discretion, enter into, amend, or cancel any agreement between this District and any organization or organizations offering health, dental and/or vision insurance.

6. Optional Benefits Package ("Cafeteria Plan"). Subject to all terms and conditions of any agreement which may be entered into at the employees' option between employees and any organization offering either health, dental, vision and/or universal life insurance benefits, the District shall pay to all represented and unrepresented employees the amount specified in the adopted Memorandum of Understanding Between the West Bay Sanitary District and Teamsters Local 350 adopted by the Board of Directors for the premium of such optional benefits attributable to management, represented, and unrepresented employees of the District.

7. Life Insurance. Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering life insurance coverage benefits, the District shall furnish to each employee general life

insurance coverage, the face amount of which shall be equal to one and a half (1.5) times the annual salary of the employee.

8. Deferred Compensation. The District will provide matching contributions for unrepresented employees at a one (1) to 0.75 ratio to a maximum of 3% of salary. I.E. If an employee contributes 4% of their salary to a 457 Deferred Compensation plan the District will contribute 3% of salary equivalent to the employee's 457 Deferred Compensation plan.

9. Retention Plan. In order to promote the retention of "Critical Positions" within the District, the General Manager is authorized to exceed the salary ranges for individuals within this category up to 1-1/2% of base salaries for the positions deemed critical to be distributed at the General Manager's discretion based on achievement of performance goals established for the individuals within the category. Positions deemed critical are determined by recommendation of the General Manager and approved by the District Board.

10. Retirement Plan. Subject to the provisions of this Resolution, retirement benefits for employees qualifying therefore shall be provided in accordance with, and pursuant to that certain contract between the Board of Administration of the Public Employees' Retirement System ("PERS") of the State of California and the District Board of this District, and amendments thereto approved by Resolution No. 628, adopted March 26, 1973 and subsequent Resolutions.

Subject to other provisions of the contract and Resolutions referred to above, the District shall pay to PERS the employer portion. Employees will contribute to the employer's PERS portion at a rate of .25% per year affective July 1, 2019. Effective July 1, 2020, 0.5%; effective July 1, 2022, 0.75%; effective July 1, 2022, 1.00%; and effective July 1, 2023 1.25%. Additionally, the employee shall pay to PERS the employee's portion of the total required contribution (i.e. 8% of pay for Classic Tier I, 7% for Classic Tier II, and 6.75% for PEPRAs members).

11. Interpretation. The provisions of the Resolution shall be administered and interpreted in accordance with and pursuant to Resolution No. 759 of this District, adopted June 13, 1977 (and as amended). Nothing herein shall be deemed a limitation upon any other term and condition of employment, or agreements, or provisions relating thereto, except as specifically herein contained.

12. Effective Date. This Resolution shall be effective on September 28, 2022.

BE IT FURTHER RESOLVED that any and all previously adopted Resolutions or provisions thereof in conflict with the provisions herein contained, be and are hereby, rescinded.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 28th day of September, 2022 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

THIS PAGE LEFT INTENTIONALLY BLANK



WEST BAY SANITARY DISTRICT AGENDA ITEM 9

To: *Board of Directors*

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

Subject: *2023 Solid Waste and Recycling Collection Rate Study
Workshop and Direction*

BACKGROUND

As a member of the South Bayside Waste Management Authority (SBWMA), West Bay Sanitary District, as well as the other Member Agencies is closing the tenth year of the Collection Services provided by Recology San Mateo County. The transition to these services commencing on January 1, 2011 has been significant in not just the expanded scope of services but also on diversion of materials from landfill. We've seen significant increases in residential recycling and organic materials collection while solid waste generation has significantly decreased. The collection services include more convenient weekly collection of single stream recycling, organic materials (yard trimmings and food scraps) and solid waste. The Shoreway Environmental Center which is operated by South Bay Recycling will again undergo substantial capital improvements to facilitate single stream recycling service provided by Recology, enhance onsite public recycling activities, provide for fire suppression, and improve the quality of the recyclables.

ANALYSIS

HF&H Consultants, LLC contracted this year to perform a rate analysis for the 2023 rates. The rate study will look into rates that are more in line with "Cost for Service" and will look at rates for residential and commercial services as they relate to SB1383. HF&H will provide the Board with rate scenarios to consider. If a new rate structure is approved, a Prop 218 notice will be required.

Fiscal Impact

No Fiscal Impact at this time.

Recommendation

Staff recommends discussion and feedback from the Board of Directors in order to provide direction on proceeding with the rate study and present to the Board a rate structure recommendation on October 12, 2022 and set a 2023 rate Public Hearing.

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

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 opportunity to provide direction to staff and legal counsel.

Recycled Water Facility Production Data:

2020	Treated	Delivered
August	8.8MG	8.2MG
September	8.2MG	5.1MG
October	7.4MG	4.5MG
November	5MG	1.4MG
December	4.7MG	.55MG
2021	Treated	Delivered
January	4.8MG	.23MG
February	4.4MG	.13MG
March	5.9MG	1.8MG
April	8.5MG	7.6MG
May	9.3.MG	8.2MG
June	9.8MG	8.7MG
July	9.5MG	9.1MG
August	9.4MG	9.0MG
September	9.1MG	6.9MG*
October	7.6MG	2.6MG**
November	5.2MG	0
December	4.7MG	0

2022	Treated	Delivered
January	4.4MG	97,000 gallons
February	4.4MG	1.5MG
March	6.6MG	3.5MG
April	7.6MG	3.8MG
May	9.2MG	7.4MG
June	9.8MG	8.7MG
July	9.6MG	8.1MG
August	9.2MG	8.1MG

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

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

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

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 opportunity to provide direction to staff and general counsel.

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 12**

To: Board of Directors

From: Sergio Ramirez, General Manager

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

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

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 13**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

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

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

Report to the District Board for the Regular Meeting of September 28, 2022

THIS PAGE LEFT INTENTIONALLY BLANK