

1902 - Serving Our Community for over 115 Years - 2021
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, NOVEMBER 10, 2021 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

District Manager

Sergio Ramirez

District Legal 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, November 10th.

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

<https://us06web.zoom.us/j/86495065846?pwd=bWxReTRuRTY3bTM4WEhNVIJrNzAvZz09>

Meeting ID: 864 9506 5846 Passcode: 061440

Or by phone, call: 1-669-900-6833 Meeting ID: 864 9506 5846 Passcode: 061440

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 October 27, 2021 Pg. 3A-1
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru October 31, 2021 Pg. 3B-1
- C. WBSD Operations and Maintenance Report – October 2021 Pg. 3C-1

- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – October 2021 Pg. 3D-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – October 2021 Pg. 3E-1
 - F. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1132 for the Construction of Wastewater Facilities for 17 Redberry Ridge, Portola Valley, California Pg. 3F-1
 - G. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1132 for the Construction of Wastewater Facilities for 17 Redberry Ridge, Portola Valley, California Pg. 3G-1
 - H. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – Parcel 2 Lake Road, Portola Valley (080-072-610) Lands of Quellmalz Pg. 3H-1
 - I. Bank of the West Monthly Investment Portfolio Statements Pg. 3I-1
4. District Manager’s Report Pg. 4-1
 5. Discussion and Direction on District Board Strategic Goals Pg. 5-1
 6. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361 Pg. 6-1
 7. November 10th Update Report on District Response to Corona Virus Pg. 7-1
 8. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 8-1
 9. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 9-1
 10. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 10-1
 11. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 11-1
 12. Closed Session
 - A. CONF. WITH LABOR NEGOTIATORS (Cal. Govt. Code § 54957.6)
Agency designated representatives: District Manager/Legal Counsel
Represented, Unrepresented & Exempt employees
 13. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
 14. Adjournment

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



1902 - Serving Our Community for over 115 Years - 2021

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, OCTOBER 27, 2021 AT 7:00 P.M.**

1. Call to Order

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

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, Director Moritz,
Director Otte

BOARD MEMBERS ABSENT: Treasurer Thiele-Sardiña

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom

Others Present by Zoom: Rick Simonson – HF&H, Dave Richardson – Woodard &
Curran, Bob Whalen - Contractor

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 October 13, 2021
- B. Consider Authorizing the District Manager to Consent to the Vacation of a Portion of Oak Grove Avenue at Springline Development (1300 El Camino Real, Menlo Park, CA)
- C. Consider Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1610 for the Construction of Wastewater Facilities for 130 Shawnee Pass, Portola Valley, California

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

4. District Manager's Report

Discussion/Comments: District Manager Ramirez reported that the District has entered into an agreement for a sewer service charge rate study for FY 2022-23 with HF&H in the amount of \$35,000.00. He also reported that audit interviews have concluded. He continued to report that recruitments for Field Supervisor, Maintenance Worker and Temp. Maintenance Worker are underway. He also reported that the next Board meeting will be on November 10 and the November 24 Board meeting should be cancelled. In addition, District Manager Ramirez reported that the District could participate in the City of Menlo Park Halloween Parade on October 29. He presented a Fats, Oils, and Grease (FOG) video that will be used on the District's website and on social media during the holiday season. The complete District Manager's written report is in the October 27, 2021 agenda packet.

5. Discussion and Direction with District Manager and HF&H Regarding the Recycled Water Financial Plan for the Bayfront Recycled Water Facility

Discussion/Comments: Rick Simonson with HF&H presented slides regarding their work on the Financial Plan. He described three types of customers who could connect and how they would contribute to the project:

- 1.) Pay a contribution in aid of construction
- 2.) Pay the capital debt for the first years during construction
- 3.) Pay a connection fee that includes capital, debt service, and retired debt. All three options would also pay O&M costs

He further reported that the opportunity cost is considerable for customers who connect earlier. HF&H stated that a Recycled Water Enterprise Fund would be kept separate from the Sewer Enterprise Fund. Board consensus was to continue with the report. A final draft of the Financial Plan will be brought to the Board on November 10, 2021.

6. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill

Discussion/Comments: This item will be placed for Board consideration on a monthly basis until the end of the pandemic.

7. October 27th Update Report on District Response to Corona Virus

Discussion/Comments: District Manager Ramirez reported the Response Plan is being updated to include the COVID 19 vaccine mandate.

8. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported the facility treated 9.1 million gallons (MG) of water and delivered 6.9MG. He continued to report that the first true up for the plant has been completed and the District will invoice SHGCC for approximately \$15,000. He also reported Freyer & Laureta is working on the design of the Avy Altschul Pump Station and discussing expanding an easement with the school district.

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

Discussion/Comments: District Manager Ramirez reported that the full SRF application has been submitted. He continued to report that District Counsel Condotti is working on MOA for developers. In addition, he reported that the District's grant application has made it into the third round of National Fish & Wildlife Foundation grant process.

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

Discussion/Comments: President Dehn reported on Senate Bill 1383 status and mentioned that many of the efforts are being done with SBWMA.

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

Discussion/Comments: Director Moritz reported on the pond restoration project which SVCW staff brought for consideration to the Commission. The District Board of Directors were not in favor of spending unnecessary money on more projects. Director Otte reported that the SVCW plant processed 81.5 million gallons (MG) during the recent storm and had to divert 11MG to the District's Flow Equalization Facility.

12. Closed Session

Entered closed session at 8:34 p.m. Left closed session at 9:03 p.m.

- A. CONF. WITH LABOR NEGOTIATORS (Cal. Govt. Code § 54957.6)
Agency designated representatives: District Manager/Legal Counsel
Represented, Unrepresented & Exempt employees

Reportable action: None.

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

Discussion/Comments: Director Moritz commented that he would like separate financial books for the Recycled Water Fund. District Manager Ramirez stated staff has already begun to keep track using the new time card system.

14. Adjournment Time: The meeting was adjourned at 9:06 PM

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WEST BAY SANITARY DISTRICT
Financial Activity Report
October 2021

Date: *November 10, 2021*

To: *Board of Directors*

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

Subject: *Approve Monthly Financial Activity Report*

Financial Activity for the month:

Receipt Summary:

Commercial Deposits	854,993.86
Deposits in Transit / <Prior Period Receipts>	1,565.00
Credit Cards	5,818.32
Other Receipts	112,162.31
Transfers	2,500,000.00
	Total Receipts
	3,474,539.49

Withdrawal Summary

Total Checks	1,325,313.98
Total Corp Card	5,561.29
Total Bank Transfers	1,635,803.15
Total Internal Bank Transfers	-
	Total Withdrawals
	2,966,678.42

Fund **Expenditure Summary by Budget Category**

100	Operations	671,976.32
200	Capital	1,046,726.81
300	Solid Waste	0.00
500	Recycled Water	144,231.09
800	Silicon Valley Clean Water	1,103,744.20
		Expenditures by Fund
		2,966,678.42

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

President _____

Secretary _____

WEST BAY SANITARY DISTRICT
Receipts & Incoming Transfers
October 2021

RECEIPT NUMBER	RECEIPT DATE	DESCRIPTION	AMOUNT
462071	10/1/2021	Bayshore Plumbers: 2141 Oakley Ave, MP, Permit	290.00
462072	10/4/2021	Wizard Plumbing: 32 Palm Ct, MP, Permit	290.00
462073	10/4/2021	Daniel Wernikoff: 145 Bear Gulch Dr, PV SSC FY 2021-22	1,255.00
462074	10/4/2021	Stephen & Susan Hansen: 380 Golden Oak Dr, PV SSC FY 2021-22	1,255.00
462075	10/6/2021	Henry Santos: Reim Red Wing Insole Cost (under \$250)	63.15
462076	10/7/2021	Bayshore Plumbers: 324 Hedge Rd, MP, Permit	290.00
462077	10/7/2021	SF20G, LLC: 2024 Gordon Ave, MP, Permit	290.00
462078	10/7/2021	O'Brien Custom Homes Llc: 1340 Hoover St, MP, Permit	170.00
462079	10/8/2021	Jalali Hossein: 2151 Manzanita Ave, MP, Permit	290.00
462080	10/8/2021	Steven & Tracia Vassallo: 193 Meadowood Dr, PV Connection Fees, Annex Deposit & Permit	64,328.59
462081	10/8/2021	Supple Homes, Inc: 1005 Almanor Ave, MP, Permit	290.00
462082	10/12/2021	Loma Prieta Partners LLC: 2308 Loma Prieta, MP, Permit	170.00
462083	10/13/2021	Occupational Health Center: Overpayment Inv.	28.00
462084	10/13/2021	Occupational Health Center: Overpayment Inv.	28.00
462085	10/13/2021	Thomas James Homes: 2003 Mills Ave, MP, Permit	170.00
462086	10/5/2021	LAIF: Transfer from LAIF Acct.	1,000,000.00
462087	10/14/2021	Wizard Plumbing: 47 Walnut Ave, ATH, Permit	290.00
462088	10/14/2021	Ray & Judy Klein: 4133 Alpine Rd, PV SSC FY 2021-22	1,875.00
462089	10/14/2021	B. Longmier & S. Spangelo:1036 Los Trancos Rd, PV SSC FY 2021-22	1,255.00
462090	10/15/2021	A.Schmidt/Level 10 Const: 100 Terminal Ave, MP NRD Permit	1,073.32
462091	10/15/2021	Decaloli LLC: 65 Los Trancos Woods Rd, PV SSC FY 2021-22	1,255.00
462092	10/15/2021	Decaloli LLC: 63 Los Trancos Woods Rd, PV SSC FY 2021-22	1,255.00
462093	10/18/2021	Michael Lewid: 5 Grove Ct, PV SSC FY 2021-22	1,875.00
462094	10/13/2021	LAIF: Transfer from LAIF Acct.	1,500,000.00
462095	10/15/2021	Recology: Franchise Fees 9/2021	8,839.89
462096	10/19/2021	Pacific Peninsula Group: 358 Walsh Rd, Ath, Permit	170.00
462097	10/20/2021	Kitaura Construction: 124 Blackburn Ave, MP, Permit	460.00
462098	10/25/2021	Town of Los Altos Hills: MSA 9/2021	46,148.96
462099	10/25/2021	Dudley Kenworthy: 1234 Los Trancos Rd, PV SSC FY 2021-22	627.50
462100	10/25/2021	Robert Allen: 211 Nathorst Ave, PV SSC FY 2021-22	1,255.00
462101	10/25/2021	Thomas James Homes: 2151 Valparaiso Ave, MP, Permit	170.00
462102	10/26/2021	Hummel Construction: 701 Menlo Oaks Dr, MP, Permit	170.00
462103	10/26/2021	Mark Hilderbrand: 140 Meadowood Dr, PV SSC FY 2021-22	937.50
462104	10/26/2021	Michael & Sharon Brugos: 1850 Stanford Ave, MP SSC FY 2021-22	627.50
462105	10/27/2021	Thomas James Homes: 1420 Franks Ln, MP, Permit	170.00
462106	10/27/2021	Supple Homes: 2315 Loma Prieta Ln, MP, Permit	195.00
462107	10/27/2021	Karl Moberg/Moberg Partners: 1130 Westfield Dr, MP, Permit	290.00
462108	10/27/2021	Charles Haskins: 3407 Alameda DeLasPulgas, MP ADU Connection Fees & Permit	8,270.95
462109	10/28/2021	Woodall Investors: 1843 Santa Cruz Ave, MP SSC FY 2021-22	1,255.00
462110	10/28/2021	Precise Printing: Refund Solid Waste Rate Notice	171.93
462111	10/28/2021	CWEA: Reimburse SCVS Collections Meeting Lunch	312.88
462112	10/28/2021	Thomas James Homes: 2003 Mills Ave, MP, Permit	290.00
462113	10/29/2021	Menlo College: 1000 El Camino Real, Ath, Permit	290.00
462114	10/29/2021	Menlo College: 1000 El Camino Real, Connection Fee, 16,348	694,790.00
462115	10/29/2021	Town of Los Altos Hills: MSA 8/2021	26,123.90
462116	10/29/2021	Carla Carstens: 4135 Alpine Rd, PV SSC FY 2021-22	937.50
462117	10/29/2021	Christie Schmitz: 110 Bear Gulch Dr, PV SSC FY 2021-22	627.50
462118	10/29/2021	SHGCC: SRF Loan Installment #8 and O&M 11/2021	103,322.42
Total Receipts			<u>\$3,474,539.49</u>

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
October 2021

CHECK	DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
68327	10/7/2021	Matheson Tri-Gas, Inc.	Tank Rentals 9/2021	58.28
68328	10/7/2021	Alpha Analytical Laboratories	Daily Coliform Samples Sept 2021	1,464.00
68329	10/7/2021	Aztec Consultants	Metal Storage Building Project 1749.1E, 5% Retention Escrow	2,633.35
68330	10/7/2021	Aztec Consultants	Project 1749.1E New Metal Building Design/Const. Pymt 6 - 9/2021	50,033.65
68331	10/7/2021	CSRMA C/O Alliant Insurance	Property Insurance FY 2021-22	50,016.57
68332	10/7/2021	Core & Main	Couplers & Supplies 9/2021	4,175.80
68333	10/7/2021	Du-All Safety, LLC	DuAll Safety Maintenance Contract 9/2021	3,071.25
68334	10/7/2021	Navia Benefit Solutions	Flexible Spending Account PR Contributions & Commuter	791.88
68335	10/7/2021	Franchise Tax Board	Wage Garnishments	325.00
68336	10/7/2021	Freyer & Laureta	Avy Pump Station Design 8/2021	13,725.00
68337	10/7/2021	Home Depot Credit Services	Tools, Supplies, Pump Station Parts & Materials 9/17/21	1,342.56
68338	10/7/2021	IEDA	Consulting Fees 10/2021	814.00
68339	10/7/2021	City Of Menlo Park - Water	Water Service - August-Sept 2021	341.95
68340	10/7/2021	City Of Menlo Park-Fuel	Fuel: District Vehicles 9/2021	8,625.39
68341	10/7/2021	R.A. Nosek Investigations	Background Checks for New Hires 10/1/21	295.00
68342	10/7/2021	Occupational Health Centers	Health Screenings - Sept 2021	126.00
68343	10/7/2021	Omega Industrial Supply, Inc.	Sewer Aide Chemicals 9/2021	403.18
68345	10/7/2021	Pacific Gas & Electric	Electric Service - August-Sept 2021	23,022.85
68346	10/7/2021	Peninsula Building Supply	Gloves/Blades 9/2021	483.40
68347	10/7/2021	Precision Engineering	North Bay Road & Ringwood Avenue CIP 8/2021	883,365.10
68348	10/7/2021	City Of Redwood City	Unit 203: Vehicle Service 8/2021	269.40
68349	10/7/2021	County Of San Mateo	LSSA Recording Fee: 444 Gilbert Ave, MP	20.00
68350	10/7/2021	Seekzen Systems	IT Consulting Services 9/2021	475.00
68351	10/7/2021	Sharp Business Systems	Monthly Lease for Copiers 10/2021	1,142.15
68352	10/7/2021	TPX Communications	Telephone Service 9/2021	2,954.12
68353	10/7/2021	Teletrac Navman US	Vehicle GPS 10/2021	271.96
68354	10/7/2021	U.S. Jetting, LLC.	High Pressure Swivel Joints 7/2021	577.50
68355	10/7/2021	Verizon Wireless	Internet 9/2/21-10/1/21	65.28
68356	10/7/2021	Weco Industries	Water Tanks (2)	1,924.38
68357	10/13/2021	Airgas Usa, LLC	Welding Gas 6/2021	39.00
68358	10/13/2021	Alpha Analytical Laboratories	Daily Coliform Samples 9/2021	1,150.00
68359	10/13/2021	Angulos NorCal Tree Service	Poison Oak Removal Gabarda Easement 9/2021	4,600.00
68360	10/13/2021	Calpers Long-Term Care Program	LTC Withholding 10/1/15-10/15/21	35.36
68361	10/13/2021	Dolphin Graphics	Employee Appreciation Day & Office Staff Attire 9/2021	2,448.82
68362	10/13/2021	Kone Pasadena	Elevator Maintenance 10/2021	282.80
68363	10/13/2021	Mission Clay Products, LLC	Clay Wyes & Tees 9/2021	2,836.84
68364	10/13/2021	Pacific Gas & Electric	Electric Service - August - Sept 2021	420.53
68365	10/13/2021	Ponton Industries, Inc.	Flow Meter Calibration 9/2021	750.00
68366	10/13/2021	Red Wing Shoe Store	Safety Boots - 9/16/21	219.47
68367	10/13/2021	Robert J. Scheidt	Reim: CWEA Collection System Of The Year Award Lunch	279.98
68368	10/13/2021	Silicon Valley Clean Water	Total Coliform Samples - Weekend - SHGCC 9/1/21-10/1/21	600.00
68369	10/21/2021	AT&T	Telemetry & Alarms 9/13/21-10/12/21	1,126.74
68370	10/21/2021	Allied Crane	Crane Certification - Quarterly - SHGCC 10/11/21	688.84
68371	10/21/2021	Alpha Analytical Laboratories	TDS Flow Study & Daily Coliform Samples 9/2021	4,035.00
68372	10/21/2021	Readyrefresh By Nestle	Water Delivery 9/2021	75.28
68373	10/21/2021	Atchison, Barisone & Condotti	Legal Services 9/2021	7,090.92
68374	10/21/2021	BAGG Engineers	Field Density Testing 8/2021	28,285.00
68375	10/21/2021	Bay Area Air Quality Mgmt Dist	BAAQMD Permit Renewal	419.00
68376	10/21/2021	California Water Service	Water Service - Sept - Oct 2021	1,289.64
68377	10/21/2021	Chavan & Associates LLP	Financial Audit FY 2020-21	6,300.00
68378	10/21/2021	Cintas	Uniform Service 10/13/21	939.11
68379	10/21/2021	Cleanserv Universal Services	Custodial Service 9/2021	1,075.00
68380	10/21/2021	The Almanac	Advertising Fees 9/2021	4,422.00
68381	10/21/2021	Navia Benefit Solutions	Flexible Spending Account PR Contributions	766.88
68382	10/21/2021	Franchise Tax Board	Earnings Withholding Order #389526548454718398	325.00
68383	10/21/2021	Freyer & Laureta	Miscellaneous Eng., Levee Design, North Bay Road & Ringwood CIP Design, Bayfront Park Entrance Design, Avy Pump Station Design	117,746.71
68384	10/21/2021	Grainger	PPE, Misc. Parts & Supplies 9/2021	2,351.16
68385	10/21/2021	Mallory Co.	Mallory Safety & Supply 9/2021	3,916.57
68386	10/21/2021	City Of Menlo Park - Water	Water Service - Aug-Oct 2021	1,637.19
68387	10/21/2021	Sutter EAP	Quarterly EAP Charges - 7/2021 - 9/2021	441.75
68388	10/21/2021	Municipal Maintenance Equip.	Unit 221 Pump Shaft Repairs 9/2021	6,476.99
68389	10/21/2021	Occupational Health Centers	Health Screenings - 10/2/21	199.00
68390	10/21/2021	Pacific Gas & Electric	Electric Service - Sept-Oct 2021	146.38
68391	10/21/2021	Preferred Alliance	Admin Fees for DOT testing 9/2021	249.09

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
October 2021

68392	10/21/2021	Recology Peninsula Services	Recology - 2yd Bin Weekly - SHGCC 9/2021	249.39
68393	10/21/2021	San Mateo County Tax Collector	Parcel Taxes Fiscal Year 2021/22	967.52
68394	10/21/2021	Staples Credit Plan	Staples - Office Supplies 9/2021	708.02
68395	10/21/2021	VAR Technology Finance	Fujitsu Fi-7900 Scanner Monthly Lease 11/2021	462.99
68396	10/21/2021	Verizon Wireless	Cellular Service 9/16/21-10/15/21	1,159.19
68397	10/21/2021	Vision Communications Co.	Radio Air Time 10/2021	724.13
68398	10/21/2021	Weco Industries	Hoses 9/2021	603.31
68399	10/27/2021	Alpha Analytical Laboratories	Daily Coliform Samples 10/2021	520.00
68400	10/27/2021	Victor Garcia	5 Year Service Award	75.00
68401	10/27/2021	Bay Alarm	Alarm Monitoring 11/1/21-2/1/22	902.70
68402	10/27/2021	California Water Service	Water Service - 9/17/21-10/19/21	33.37
68403	10/27/2021	CalPERS Long-Term Care Program	LTC Withholding 10/16/21-10/31/21	53.76
68404	10/27/2021	Cintas	Uniform Service 10/20/21	777.63
68405	10/27/2021	Comcast	Internet -Oct-Nov 2021	682.35
68406	10/27/2021	CPS HR Consulting	Comp & Class Study 10/15/21	4,862.50
68407	10/27/2021	Dewey Pest Control	Pest Control - 8/2021	8,149.00
68408	10/27/2021	Occupational Health Centers	Health Screenings - 10/2021	290.00
68409	10/27/2021	Ogasawara Landscape Maint.	Building Maintenance 10/2021	400.00
68410	10/27/2021	Woodard & Curran	Bayfront Cost Estimate & Support	47,213.07

1,325,313.98

Corporate Cards:

GL	DATE	Account Number & Name	Description	Amount
54028	10/22/2021	Commuter Benefits	Fastrak: Transportation Expenses	815.00
54080	10/22/2021	Memberships	CWEA Membership Fees	96.00
54091	10/22/2021	Stationary and Office Supplies	Office Supplies, Recording Documents	702.59
54101	10/22/2021	Ops Supplies & Materials	Tools for Rehab, Marking Flags	382.58
54105	10/22/2021	Pump Station Parts & Supplies	Misc Parts	628.20
54106	10/22/2021	Small Tools	Tungsten Grinder	414.56
54125	10/22/2021	Health Screening & Testing	COVID Rapid Test	129.00
54151	10/22/2021	Fleet/Vehicle R&M	Gear Oil	24.70
54153	10/22/2021	Lift Stations/FERRF	FERRF Materials	403.57
54158	10/22/2021	Computer Software	Log Me In, Zoom: Monthly Subscriptions	118.43
54159	10/22/2021	Computer Hardware	Screen Protectors	12.08
54174	10/22/2021	Mgmt Conf. & District Meetings	Business Meetings	140.06
54176	10/22/2021	Business Meetings	District Manager Meetings	436.28
54202	10/22/2021	Other Misc. Operating Expense	Get Well Flowers	88.24
54207	10/22/2021	Vallombrosa Center	Vallombrosa: On Call Lodging	1,170.00

Bank of the West - Credit Cards

5,561.29

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
October 2021

Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
10/1/2021	SVCW	SVCW Monthly Operating Contribution	596,979.00
10/4/2021	Paytrace	Credit Card Processing Fees	910.89
10/7/2021	CalPERS	Retirement Contributions Adj. PR 7/2/2021	226.11
10/7/2021	PrimePay	PrimePay Fees	1,645.75
10/8/2021	PrimePay	Employee Payroll & Board of Director Fees - Check Date: 10/8/2021	111,685.75
10/8/2021	PrimePay	Payroll Taxes	34,543.22
10/8/2021	ICMA	Deferred Compensation	9,831.64
10/8/2021	CalPERS	Retirement Contributions PR 10/2021	48,966.95
10/12/2021	SVCW	SVCW Debt Payment for WWTP SRF Loan	506,765.20
10/12/2021	CalPERS	Retirement Contributions PR 08/2021	49,306.58
10/12/2021	CalPERS	Health Premiums	55,130.67
10/13/2021	CalPERS	Retirement Contributions PR 09/2021	48,909.82
10/20/2021	Bank of the West	Bank Fees	250.43
10/22/2021	PrimePay	Employee Payroll - Check Date: 10/22/2021	115,637.37
10/22/2021	PrimePay	Payroll Taxes	38,773.98
10/22/2021	ICMA	Deferred Compensation	8,238.81
10/28/2021	PrimePay	Employee Payroll - Check Date: 10/28/2021	5,406.91
10/28/2021	PrimePay	Payroll Taxes	2,594.07
Bank Transfers From BofW Checking			<u>1,635,803.15</u>

Internal Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
	None		
Bank Transfers From BofW Checking			<u>0.00</u>

Summaries:

Withdrawal Summary

Total Checks	1,325,313.98
Total Corp Card	5,561.29
Total Bank Transfers	1,635,803.15
Total Internal Bank Transfers	-
Total Withdrawals	<u>2,966,678.42</u>

Please note, effective July 2021 WBSD started posting PERS Retirement bi-weekly with each payroll, to resolve an issue with changes in PERS monthly reporting limits. Previously it was reported monthly. The adjustments were all completed in October 2021, resulting in 3 months or 6 payroll contributions deducted this month (there were no deductions in July or August 2021).

WEST BAY SANITARY DISTRICT

Expenditures By Vendor

7/01/2021 to 10/31/2021

REGULAR PAYABLES	Total by Vendor YTD FY 2021-22	Withdrawals October 2021
3T Equipment Company	44,482.00	-
A-A Lock & Alarm	337.05	-
AAA Rentals	2,056.68	-
Abila	4,649.82	-
Action Towing	225.00	-
Airgas Usa, LLC	958.94	39.00
Allied Crane	1,249.68	688.84
The Almanac	9,399.00	4,422.00
Alpha Analytical Laboratories	11,514.00	7,169.00
Aqua Natural Solutions	1,145.49	-
American Textile & Supply	181.28	-
Angulos NorCal Tree Service	4,600.00	4,600.00
Marvin Argueta-Ramos	75.00	-
AT&T	4,463.48	1,126.74
Atchison, Barisone & Condotti	36,295.29	7,090.92
Avery Associates, Inc.	5,500.00	-
Aztec Consultants	316,987.70	52,667.00
BAGG Engineers	72,663.00	28,285.00
Bank of the West - Credit Cards	30,200.02	5,561.29
Bank of the West	1,291.96	250.43
Battery Junction Wholesale	487.64	-
Bay Alarm	10,409.85	902.70
Bay Area Air Quality Mgmt Dist	836.00	419.00
Bay Area Paving Co. Inc.	14,400.00	-
Bayside Equipment Company	211.10	-
Bobcat of Fremont	3,322.21	-
Bosco Oil Inc DBA Valley Oil	1,865.00	-
CA Dept Of Tax & Fee Admin	127.57	-
California Water Service	8,722.81	1,323.01
CalPERS - Actuary Fee	-	-
CalPERS - Unfunded Accrued Liability	-	-
CalPERS - Retirement	219,786.11	147,409.46
CalPERS - Health Premiums	220,516.49	55,130.67
CalPERS - 1959 Survivor Billing	-	-
Calpers Long-Term Care Program	301.28	89.12
Chavan & Associates LLP	6,300.00	6,300.00
Cintas	11,112.29	1,716.74
City of Menlo Park	46,054.00	-
City of Menlo Park-Fuel	24,420.44	8,625.39
City of Menlo Park - Water	6,406.46	1,979.14
Cleanserv Universal Services	4,300.00	1,075.00
Comcast	2,728.85	682.35
The Concept Genie	1,668.01	-
Core & Main	12,593.97	4,175.80
Costco	60.00	-
CPS HR Consulting	23,495.00	4,862.50
CSRMA c/o Alliant Insurance	156,988.87	50,016.57
CWEA	192.00	-
Dell Marketing L.P.	1,471.93	-
Delta Diablo Sanitation Dist.	13,738.44	-
Detection Instruments Corp.	1,847.40	-
Dewey Pest Control	8,313.00	8,149.00
Ditch Witch West	635.75	-
Dolphin Graphics	2,448.82	2,448.82
Du-All Safety, LLC	10,293.75	3,071.25
Duke's Root Control, Inc	83,072.22	-
East Bay Municipal Utility	2,458.50	-
Elite Parts LLC	189.64	-
Federal Express	73.54	-
Franchise Tax Board	3,039.66	650.00
Freyer & Laureta	251,651.53	131,471.71
Victor Garcia	307.10	75.00

WEST BAY SANITARY DISTRICT

Expenditures By Vendor

7/01/2021 to 10/31/2021

REGULAR PAYABLES	Total by Vendor YTD FY 2021-22	Withdrawals October 2021
Governmentjobs.com dba NeoGov	4,118.37	-
Grainger	10,603.38	2,351.16
Granite Rock, Inc.	181.87	-
Hach Company	47,765.47	-
Harbor Ready Mix	547.50	-
Hadronex, Inc.	34,632.00	-
HF&H Consultants, LLC	55.00	-
Hillyard/San Francisco	1,053.61	-
Home Depot Credit Services	4,585.33	1,342.56
Bob Hulsmann	267.09	-
ICMA	85,116.03	18,070.45
IEDA	3,256.00	814.00
Interstate Traffic Control	32.78	-
Jason Kambic	12,235.58	-
Kimball Midwest	155.66	-
Kone Pasadena	1,398.32	282.80
Lasky Trade Printing	1,229.06	-
Sione Lolohea	359.94	-
Lisandro Marquez	438.65	-
Mallory Co.	3,916.57	3,916.57
Matheson Tri-Gas, Inc.	236.58	58.28
Maxx Metals	194.99	-
MedCo Supply Company	190.80	-
Menlo Park Hardware Co. #14016	385.19	-
Mission Clay Products, Llc	4,068.09	2,836.84
Morse Hydraulics	149.04	-
Motion Industries, Inc.	58.67	-
Municipal Maintenance Equip.	9,725.37	6,476.99
Navia Benefit Solutions	7,001.92	1,558.76
NeoPost	600.00	-
Occupational Health Centers	1,906.00	615.00
Ogasawara Landscape Maint.	6,200.00	400.00
Omega Industrial Supply, Inc.	6,853.76	403.18
Pacific Gas & Electric	80,461.60	23,589.76
Paytrace	2,980.61	910.89
Peninsula Battery Inc.	117.26	-
Peninsula Building Supply	2,106.49	483.40
Pier 2 Marketing	500.00	-
Charles A. Planje	6,138.00	-
Ponton Industries, Inc.	2,587.50	750.00
Precise Concrete Sawing, Inc.	900.00	-
Precise Printing And Mailing	2,082.93	-
Precision Engineering	2,248,669.95	883,365.10
Preferred Alliance	1,161.69	249.09
PrimePay Fees	2,819.05	1,645.75
Principal Life Insurance Co.	19,860.25	-
Quadient Leasing USA, Inc.	281.92	-
Questyme USA	1,390.04	-
R.A. Nosek Investigations	295.00	295.00
Sergio Ramirez	439.44	-
Readyrefresh By Nestle	1,604.37	75.28
Recology Peninsula Services	997.56	249.39
Red Wing Shoe Store	2,874.01	219.47
Redwood General Tire Co., Inc.	2,329.80	-
City of Redwood City	7,323.78	269.40
Roberts & Brune Company	1,553.88	-
SVCW - Monthly Operating Contribution	2,387,916.00	596,979.00
SVCW Bond - 2018 Bond	1,219,418.75	-
SVCW Bond - 2021 Bond	2,309,314.86	-
SVCW - SRF Debt	506,765.20	506,765.20
Silicon Valley Clean Water	2,550.00	600.00
Safety-Kleen Systems, Inc.	2,246.88	-

WEST BAY SANITARY DISTRICT

Expenditures By Vendor

7/01/2021 to 10/31/2021

REGULAR PAYABLES	Total by Vendor YTD FY 2021-22	Withdrawals October 2021
Rupert Sandoval	50.00	-
County of San Mateo	684.00	20.00
San Mateo County Tax Collector	967.52	967.52
San Mateo County Health	1,947.00	-
County of San Mateo - LAFCO	32,610.00	-
County of Santa Clara	-	-
Robert J. Scheidt	685.82	279.98
Seekzen Systems	9,400.00	475.00
Sensera Systems	1,716.00	-
Sharp Business Systems	4,873.40	1,142.15
Staples Credit Plan	2,418.05	708.02
Sunstate Equipment	2,134.10	-
Sutter EAP	441.75	441.75
SWRCB - SHRWF SRF Loan	-	-
TPX Communications	11,817.55	2,954.12
Target Specialty Products	1,880.94	-
Teamsters Local No. 350	2,898.00	-
Teletrac Navman Us	1,087.84	271.96
Telstar Instruments, Inc.	3,356.25	-
Total Equip & Rental Of Fremont	1,488.66	-
Towne Ford Sales	108.00	-
Tritech Software Systems	13,309.58	-
U.S. Jetting, LLC.	577.50	577.50
Underground, Inc.	116.78	-
Univar Solutions USA	4,844.52	-
VAR Technology Finance	1,851.96	462.99
Valley Heating & Cooling	294.00	-
Veolia Water North America	84.04	-
Verizon Wireless	5,026.76	1,224.47
Vision Communications Co.	2,172.39	724.13
Weco Industries	19,908.60	2,527.69
Jonathan Werness	150.00	-
Western States Tool & Supply	60.18	-
Wex Bank (Chevron)	300.29	-
Woodard & Curran	53,056.32	47,213.07
Zion Bank (SVCW) - Misc Fees	25.00	-
TOTAL REGULAR PAYABLES	10,954,670.86	2,658,037.12
<u>SALARIES, WAGES & WITHHOLDINGS</u>		
Salaries/Wages - Net Pay	1,055,741.52	228,890.03
Directors Fees - Net Pay	11,760.00	3,840.00
Payroll Taxes	330,980.41	75,911.27
Performance Merit Program - Net Pay	-	-
TOTAL SALARIES RELATED	1,398,481.93	308,641.30
TOTAL WITHDRAWALS	12,353,152.79	2,966,678.42
WBSD Transfers:		
Transfer to WBSD LAIF Account	-	-
Transfer to WBSD Investment Accounts	-	-
Other Transfers	-	-
Transfer to WBSD Accounts	-	-



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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: WBSD Operations and Maintenance Report – October 2021

Month	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pipe Patch Repairs	Open Trench Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls- Unit 208			
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Qty.	Cat. 1	Cat. 2&3s	Call Outs	Sch PM	Unsch. PM	USA's
January	11.4	4.7	1.2	2.7	5	5	61	0	0	0	79	12	0	153
February	4.6	7.1	0.5	2.9	5	8	66	0	0	0	68	5	0	190
March	16.8	0.1	0.4	4.8	2	8	73	0	0	0	87	14	0	230
April	9.9	5.0	0.1	0.8	5	8	79	0	0	0	76	9	0	195
May	10.7	9.7	0.3	1.1	4	8	70	0	0	0	74	11	0	213
June	15.3	0.2	0.4	3.2	1	15	83	0	0	2	72	12	0	200
July	8.1	5.0	0.8	1.0	2	9	81	0	0	0	58	11	0	179
August	9.3	7.3	0.8	5.0	4	12	78	1	0	0	72	8	0	172
Sept.	10.0	0.2	1.3	4.0	7	4	74	1	0	0	87	8	0	247
* Oct.	11.5	4.5	0.1	1.1	6	10	77	0	0	0	92	4	0	188
Nov.														
Dec														
Yr to date	107.6	43.8	5.9	26.6	41	87	742	2	0	2	765	94	0	1967
2021 Goals	120.0	50.0	n/a	45-50	65	90	n/a	<10	0-2	3 to 5	n/a	n/a	n/a	n/a
2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0-Jan	1012	89	5	2362
2019 Goals	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525

2017 Results	126.4	51.5	5.7	24.8	66	97	1265	8	2	3	700	178	61	3218
2016 Results	126.4	49	6	33	65	94	1188	5	0	8	798	167	155	3222
2015Results	126.4	55	21	46	65	90	1349	6	0	5	798	174	185	2125
2014Results	126.4	63	20	48	65	78	1328	10	2	12	771	183	72	1834



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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – October 2021

	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month							Cat. 1	Cat. 2&3s	Call Outs
Temp Help	Miles	Miles	Miles	Miles	Qty.	Qty.			
January	1.2	1.3	0.0	0.0	4	0	0	0	0
February	1.7	0.2	0.0	1.3	4	0	0	0	1
March	1.4	1.2	0.0	1.3	4	0	0	0	0
April	1.0	1.6	0.1	0.9	4	0	0	1	0
May	0.4	1.8	0.0	1.2	4	0	0	0	0
June	0.4	0.5	0.0	0.1	4	0	0	1	0
July	0.0	1.1	0.1	1.9	4	0	0	0	1
*August	0.1	1.1	0.0	0.9	4	0	0	1	0
Sept.	1.6	1.3	0.1	0.9	4	0	0	0	0
Oct.	0.5	1.4	0.0	1.0	4	0	0	0	1
Nov.	2.0	0.9	0.4	0.0	4	0	0	0	0
Dec	0.5	0.7	0.5	0.1	4	0	0	0	0
** Yr to date	10.8	13.1	1.2	9.6	48	0	0	3	3
FY21/22Goals	13	16.8	n/a	9.3	52	n/a	n/a	n/a	n/a

* = Start of contract, ** = Lucity Data

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

**Subject: Town of Woodside Operations and Maintenance Report for Work
Performed by WBSD – October 2021**

Please see next page for work performed.

*= July Start of Contract. Data shows 2020/2021 PMPP year.



Yearly Summary Report

11/3/2021
2:09 PM

Dates Between 11/1/2020 and 10/31/2021

Month	Basin PM Pipe Cleaning (miles)	High Freq PM Pipe Cleaning (miles)	Unscheduled Pipe Cleaning (miles)	CCTV Inspection (miles)	Pump Stations Preventive Maintenance Qty	Pump Stations Unscheduled Repairs Qty	SSO Cat 1	SSO Cat 2 & 3	Service Calls Call Outs
January	0.0	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	8	0.0	0.0	0.0	0.0
March	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
April	0.00	0.0	0.0	0.0	10	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.9	8	0.0	0.0	0.0	0.0
June	0.00	0.3	0.0	0.0	8	0.0	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	13	0.0	0.0	0.0	0.0
August	0.19	0.0	0.0	0.0	10	0.0	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	12	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	9	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	12	0.0	0.0	0.0	0.0
December	4.44	0.0	0.0	0.0	10	0.0	0.0	0.0	0.0
Totals	4.62	0.8	0.0	0.9	116	0.0	0.0	0.0	0.0



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

To: Board of Directors

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

**Subject: Consideration of Resolution Accepting Deed of Easement
Pursuant to Class 3 Sewer Permit No. 1132 for the Construction
of Wastewater Facilities for 17 Redberry Ridge, Portola Valley,
California**

Background

The District requires an easement to maintain the flow from the STEP system that serves 17 Redberry Ridge. The easement includes ingress and egress to the location of the Septic Tank Effluent Pump system and is conforming to District specifications.

Recommendation

The Projects and IT Manager recommends that the Board adopt the attached Resolution accepting the Deed of Easement.

Attachments: Resolution ____ (2021), Grant Deed of Easement

RESOLUTION NO. _____ (2021)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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

David & Alena Yan

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10th day of November, 2021, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

RECORDING REQUESTED BY:
WEST BAY SANITARY DISTRICT

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

Title Order No. N/A
Escrow No. N/A
Parcel No.

GRANT DEED OF EASEMENT

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

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

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

DAVID YAN, ALENA YAN

Hereby GRANT(S) to:

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

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

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

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

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

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

Also Known As: **17 Redberry Ridge, Portola Valley, CA, 94028**

Assessor's Parcel Number: **080-241-130**

Executed on October 5th, 2021 at Portola Valley, CA
(City and State)

David Yan
Printed Name

[Signature]
Signature

Executed on October 5th, 2021 at Portola Valley, CA
(City and State)

Aleha Yan
Printed Name

[Signature]
Signature(s)

(ATTACH NOTARY CERTIFICATE)

ACKNOWLEDGMENT

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

State of California
County of San Mateo

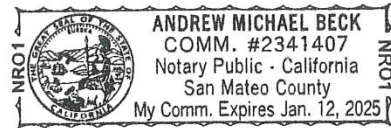
On October 5th, 2021 before me, Andrew Michael Beck, Notary Public,
(insert name and title of the officer)

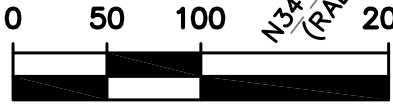
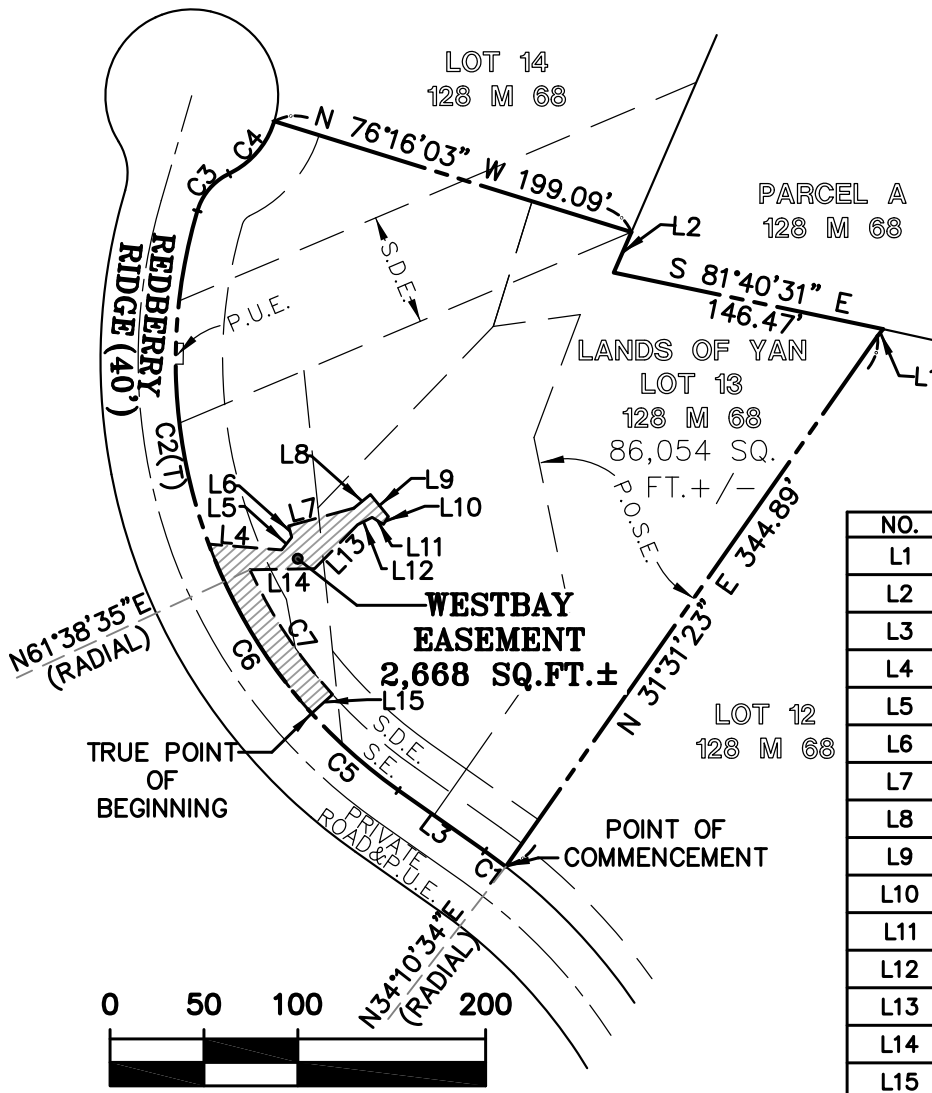
personally appeared David Yan and Atena Yan,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is~~/are
subscribed to the within instrument and acknowledged to me that ~~he~~/she/they executed the same in
~~his~~/her/their authorized capacity(ies), and that by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

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

WITNESS my hand and official seal.

Signature  (Seal)





SCALE: 1" = 100'

LINE TABLE

NO.	BEARING	DISTANCE
L1	N 34°04'03" E	4.81'
L2	N 19°55'23" E	23.53'
L3	N 58°19'49" W	56.06'
L4	S 88°55'03" E	38.96'
L5	N 34°34'43" E	8.63'
L6	N 18°51'44" W	6.21'
L7	N 71°12'10" E	36.04'
L8	N 47°14'29" E	11.39'
L9	S 42°45'31" E	15.12'
L10	S 28°54'19" W	5.00'
L11	N 61°05'41" W	7.04'
L12	S 59°39'33" W	8.68'
L13	S 40°53'25" W	32.79'
L14	S 85°38'32" W	34.43'
L15	S 44°20'56" W	15.00'

CURVE TABLE

NO.	DELTA	RADIUS	LENGTH
C1	02°30'23"	320.00'	14.00'
C2	71°21'37"	280.00'	348.73'
C3	48°00'33"	32.00'	26.81'
C4	47°10'37"	46.00'	37.88'
C5	12°40'45"	280.00'	61.96'
C6	21°42'58"	280.00'	106.12'
C7	17°17'39"	265.00'	79.99'

LEGEND

- P.O.S.E. PRIVATE OPEN SPACE EASEMENT
- S.D.E. STORM DRAIN EASEMENT
- P.U.E. PUBLIC UTILITY EASEMENT
- S.E. SLOPE EASEMENT
- WESTBAY EASEMENT
- PROPERTY BOUNDARY
- CENTERLINE
- ADJACENT PROPERTY



LEA & BRAZE ENGINEERING, INC.

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

EXHIBIT "B"

**PLAT TO ACCOMPANY LEGAL DESCRIPTION
 EASEMENT FOR THE BENEFIT OF
 WESTBAY SANITARY SEWER DISTRICT
 LANDS OF YAN
 17 REDBERRY RIDGE,
 PORTOLA VALLEY, SAN MATEO COUNTY, CA.**

Parcel name: WB ESMT REVISED MJ WALTWERS PLS 5528 05-20-2020

Curve Length: 106.12 Radius: 280.00 C6
Delta: 21-42-58 Tangent: 53.71
Chord: 105.49 Course: N 34-47-35 W
Course In: N 44-20-56 E Course Out: S 66-03-54 W

Line Course: S 88-55-03 E Length: 38.96 L4
Line Course: N 34-34-43 E Length: 8.63 L5
Line Course: N 18-51-44 W Length: 6.21 L6
Line Course: N 71-12-10 E Length: 36.04 L7
Line Course: N 47-14-29 E Length: 11.39 L8
Line Course: S 42-45-31 E Length: 15.12 L9
Line Course: S 28-54-19 W Length: 5.00 L10
Line Course: N 61-05-41 W Length: 7.04 L11
Line Course: S 59-39-33 W Length: 8.68 L12
Line Course: S 40-53-25 W Length: 32.79 L13
Line Course: S 85-38-32 W Length: 34.43 L14

Curve Length: 79.99 Radius: 265.00 C7
Delta: 17-17-39 Tangent: 40.30
Chord: 79.68 Course: S 37-00-14 E
Course In: N 61-38-35 E Course Out: S 44-20-56 W

Line Course: S 44-20-56 W Length: 15.00 L15

Perimeter: 405.40 Area: 2,667.70 sq. ft. 0.061 acres

Mapcheck Closure - (Uses listed courses and chords)

Error Closure: 0.0011 Course: S 15-18-45 E
Error North: -0.00106 East : 0.00029
Precision 1: 367,690.91



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

To: *Board of Directors*

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

Subject: **Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1132 for the Construction of Wastewater Facilities for 17 Redberry Ridge, Portola Valley, California**

Background

This permit request was for the construction of a Septic Tank Effluent Pump (STEP) system to connect to the existing force main on the street to serve 17 Redberry Ridge.

Analysis

The Board issued this Permit at the Regular Meeting of December 9, 2020.

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

Recommendation

The Projects Manager recommends that the Board accepts these facilities and directs the District Manager to approve the Class 3 Permit No. 1132.

Attachments: Class 3 Permit No. 1132
Exhibit A: Site map

WEST BAY SANITARY DISTRICT

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

Permit Number
1132

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

17 Redberry Ridge Portola Valley 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
Name

Address

CONTRACTOR'S

Godby Construction Inc
Name

P.O. Box 7227 San Carlos Ca 94070
Address

OWNER'S

DAVIDE Alena Yang
Name

177 Farono Road Portola Valley
Address

Nina Davies
Applicant's Signature

Nina Davies
Signed by - Please Print Name

Address

Receipt of \$ 585 Application Fee is hereby acknowledged 7. Reese 10/6/20
Date

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

Comments _____

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Sergio Ramirez, District Manager

Date 12/9/20

By Sergio Ramirez

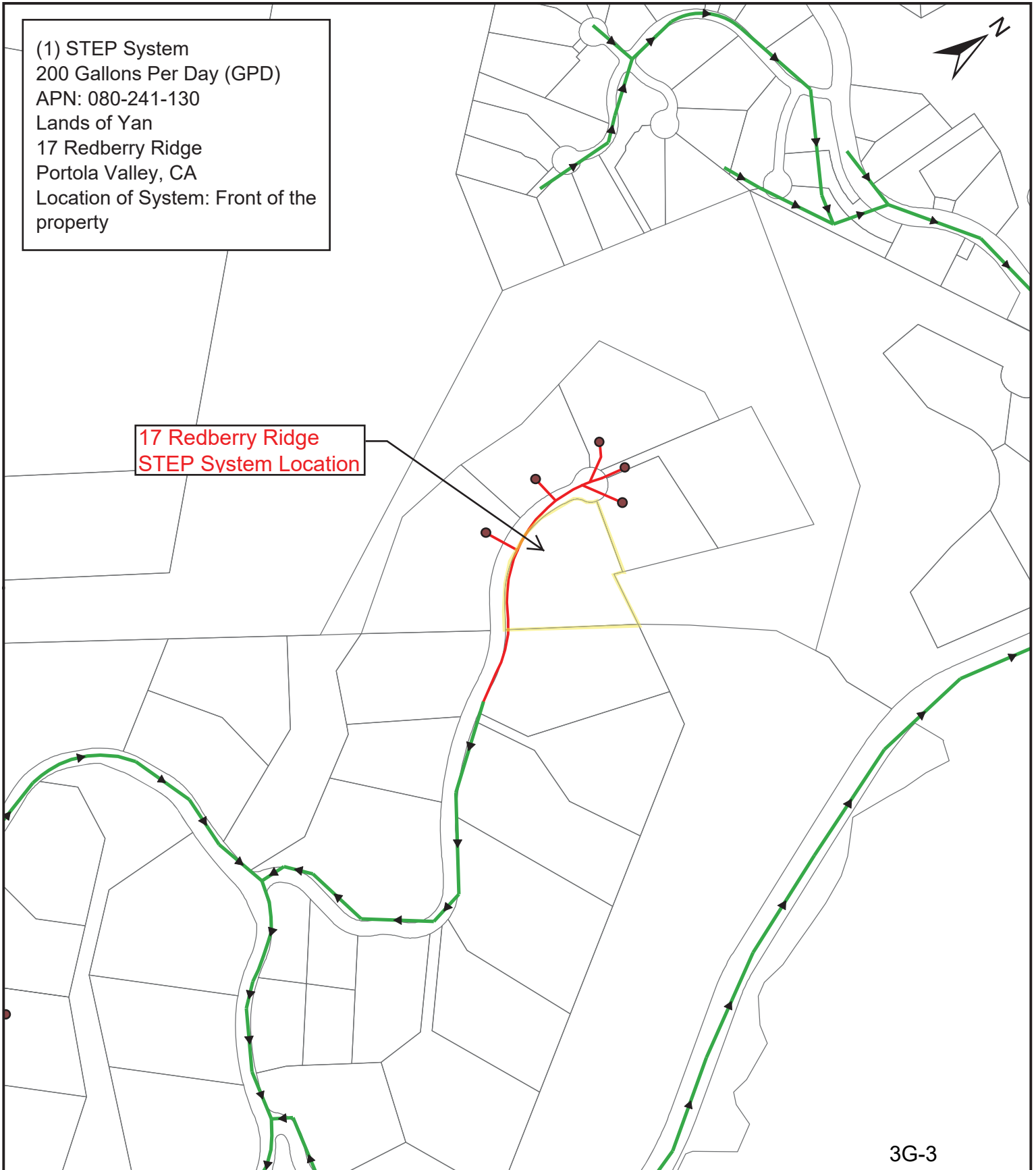
Final Acceptance by the District Board on _____

WEST BAY SANITARY DISTRICT
EXHIBIT "A"
SITE LOCATION
17 REDBERRY RIDGE
PORTOLA VALLEY, CA
STEP SYSTEM



(1) STEP System
200 Gallons Per Day (GPD)
APN: 080-241-130
Lands of Yan
17 Redberry Ridge
Portola Valley, CA
Location of System: Front of the
property

17 Redberry Ridge
STEP System Location



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

To: Board of Directors

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

Subject: Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – Parcel 2 Lake Road, Portola Valley (080-072-610) Lands of Quellmalz

Background

The owners of Parcel 2 Lake Road, subdivided from 143 Lake Road in Portola Valley, CA have requested that the Local Agency Formation Commission (LAFCo) annex their property into the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The parcel will have a single-family residence and ADU that will need to extend and connect to the existing gravity sewer main located on Lake Road.

Analysis

Attached for the Board's review is the description of the property to be annexed (Exhibit A) and the LAFCo Resolution No. 1270 (Exhibit B) approving the annexation.

Fiscal Impact

Property owner has paid all required annexation fees, and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

Recommendation

The Projects Manager recommends that the District Board approve the Resolution as presented.

Attachments: Resolution _____ (2021)
Site Location
Exhibit A – Plat/Legal description
Exhibit B – LAFCo resolution 1270

RESOLUTION NO. _____ (2021)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

A Resolution Consenting to the Annexation of Parcel 2 (APN 080-072-610) to the West Bay Sanitary District

WHEREAS:

1. A petition for annexation of the property described herein to this District was initiated by the property owners.
2. The Local Agency Formation Commission of San Mateo County assigned the following distinctive short-form designation: Annexation of 080-072-610 (Unincorporated Los Trancos Woods) to the West Bay Sanitary District
3. The property to be annexed is described as follows:
See Exhibit "A" attached hereto and by this reference made a part hereof.
4. The said property is uninhabited.
5. The conditions of annexation are:
 - a. In the event that, pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money either as a lump sum or installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by rules, regulations or ordinances of the District, as now or hereafter amended.
 - b. Upon and after the effective date of said annexation, the territories, and all persons entitled to vote by reason of residing or owning land within the territory, shall be subject to the jurisdiction of the District; shall have the same rights and duties as if the territory had been a part of the District upon its original formation; shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then-authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District; shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.

6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.
7. The Local Agency Formation Commission of San Mateo County has adopted Resolution 1270 (Exhibit B) ordering annexation of the referenced territory to the West Bay Sanitary District.

NOW, THEREFORE, BE IT RESOLVED that:

- a. The above described property, pursuant to the order of the San Mateo County Local Agency Formation Commission, are hereby annexed to the West Bay Sanitary District, and the District Manager is directed to make such distribution of this Resolution as is required by law or is desirable.
- b. Pursuant to Government Code Section 56837, the District consents to waiver conducting authority proceedings.
- c. The regular San Mateo County Assessment Roll will be used to collect sewer service charges.
- d. The territory will not be taxed for bonded indebtedness.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10th day of November, 2021 by the following vote:

Ayes:

Noes:

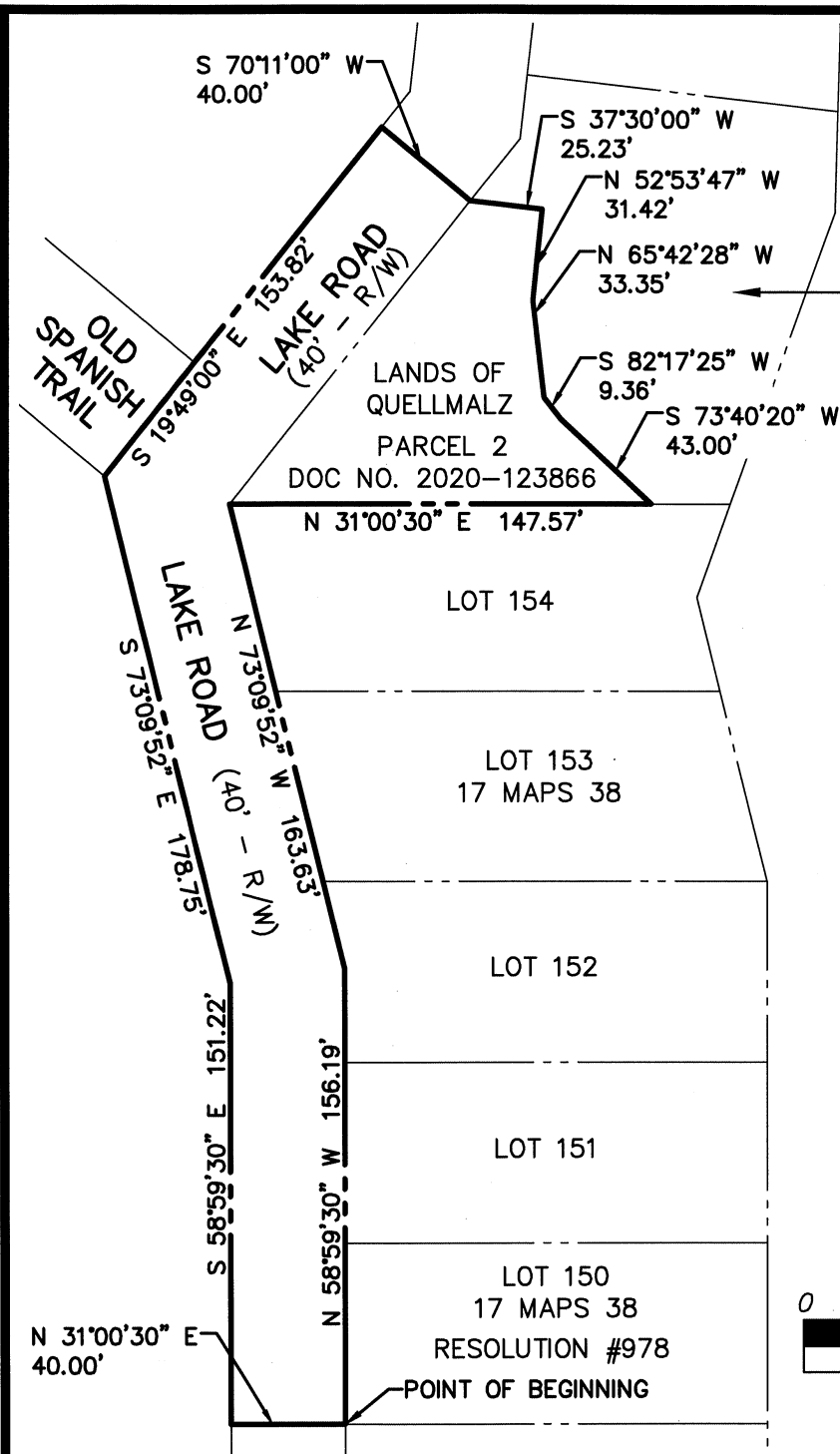
Abstain:

Absent:

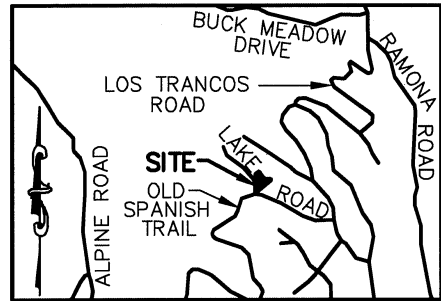
President of the District Board of the West Bay
Sanitary District of San Mateo County, State of
California

Attest:

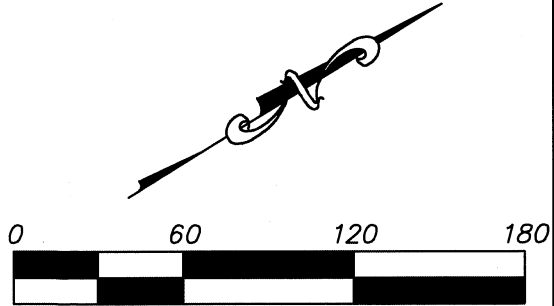
Secretary of the District Board of the West
Bay Sanitary District of San Mateo County,
State of California



PARCEL 1
 DOC NO.
 2020-123866



VICINITY MAP
 NO SCALE

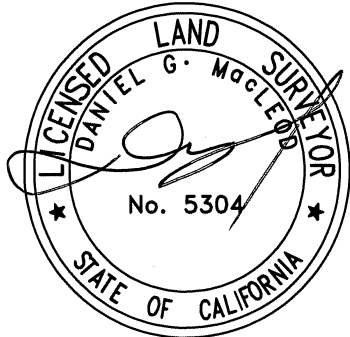


Scale 1" = 60 ft

TITLE: PLAT TO ACCOMPANY LEGAL DESCRIPTION PROPOSED SEWER ANNEXATION
 UNINCORPORATED SAN MATEO COUNTY CALIFORNIA
 PLAT: DJK SCALE: 1"=60' DATE: 06-30-21 JOB #: 4858-20

MacLEOD AND ASSOCIATES

CIVIL ENGINEERING • LAND SURVEYING
 965 CENTER STREET SAN CARLOS CA 94070 (650) 593-8580



**LEGAL DESCRIPTION
ANNEXATION TO WEST BAY SANITARY DISTRICT
LANDS OF QUELLMALZ AND A PORTION OF LAKE ROAD
UNINCORPORATED SAN MATEO COUNTY, CALIFORNIA**

All that certain real property situate in the unincorporated County of San Mateo, State of California, being Parcel 2 as described in the "Approval of Lot Line Adjustment" recorded on November 5, 2020 in Document No. 2020-123866 in the Office of the Recorder of said County and State, also being a portion of Lake Road as shown on that certain Map entitled "Los Trancos Woods, Tract No 2.", which Map was filed for record on March 21, 1929, in Book 17 of Maps at Page 38, in said Office of the Recorder, and being more particularly described as follows:

BEGINNING at the most southerly corner of Lot 150 as shown on said Map, also being a corner of the West Bay Sanitary District adopted July 20, 2005, by Resolution No. 978;

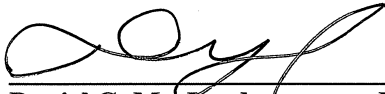
1. Thence along the southwesterly line of the West Bay Sanitary District and said Lot 150 and its northwesterly prolongation, also being the northeasterly right-of-way line of Lake Road, North 58°59'30" West 156.19 feet;
2. Thence continuing along said northeasterly right-of-way line of Lake Road North 73°09'52" West 163.63 feet to the southerly corner of said Parcel 2;
3. Thence leaving said Lake Road, along the southeasterly line of said Parcel 2 North 31°00'30" East 147.57 feet to the westerly corner of said Parcel 2;
4. Thence South 73°40'20" West 43.00 feet;
5. Thence South 82°17'25" West 9.36 feet;
6. Thence North 65°42'28" West 33.35 feet;
7. Thence North 52°53'47" West 31.42 feet to the northerly corner of said Parcel 2;
8. Thence along the northwesterly line of said Parcel 2 South 37°30'00" West 25.23 feet to the westerly corner of said Parcel 2 and the easterly right-of-way line of Lake Road;
9. Thence leaving said right-of-way line South 70°11'00" West 40.00 feet to the westerly right-of-way line of Lake Road;
10. Thence along said right-of-way line South 19°49'00" East 153.82 feet;

- 11. Thence along the southwesterly right-of-way line of Lake Road South $73^{\circ}09'52''$ East 178.75 feet;
- 12. Thence along the southwesterly right-of-way line of Lake Road South $58^{\circ}59'30''$ East 151.22 feet;
- 13. Thence leaving said right-of-way line North $31^{\circ}00'30''$ East 40.00 feet to the POINT OF BEGINNING;

Containing an area of 26,262 square feet, more or less.

The herein described annexation parcel is shown on the attached map of this legal description, Page 3 of 3, and is made a part hereof.

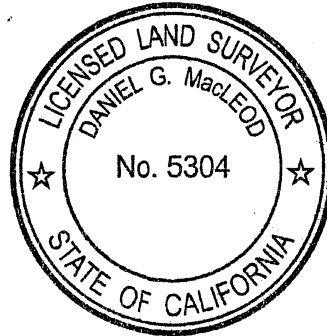
Description prepared by MacLeod and Associates, Inc.

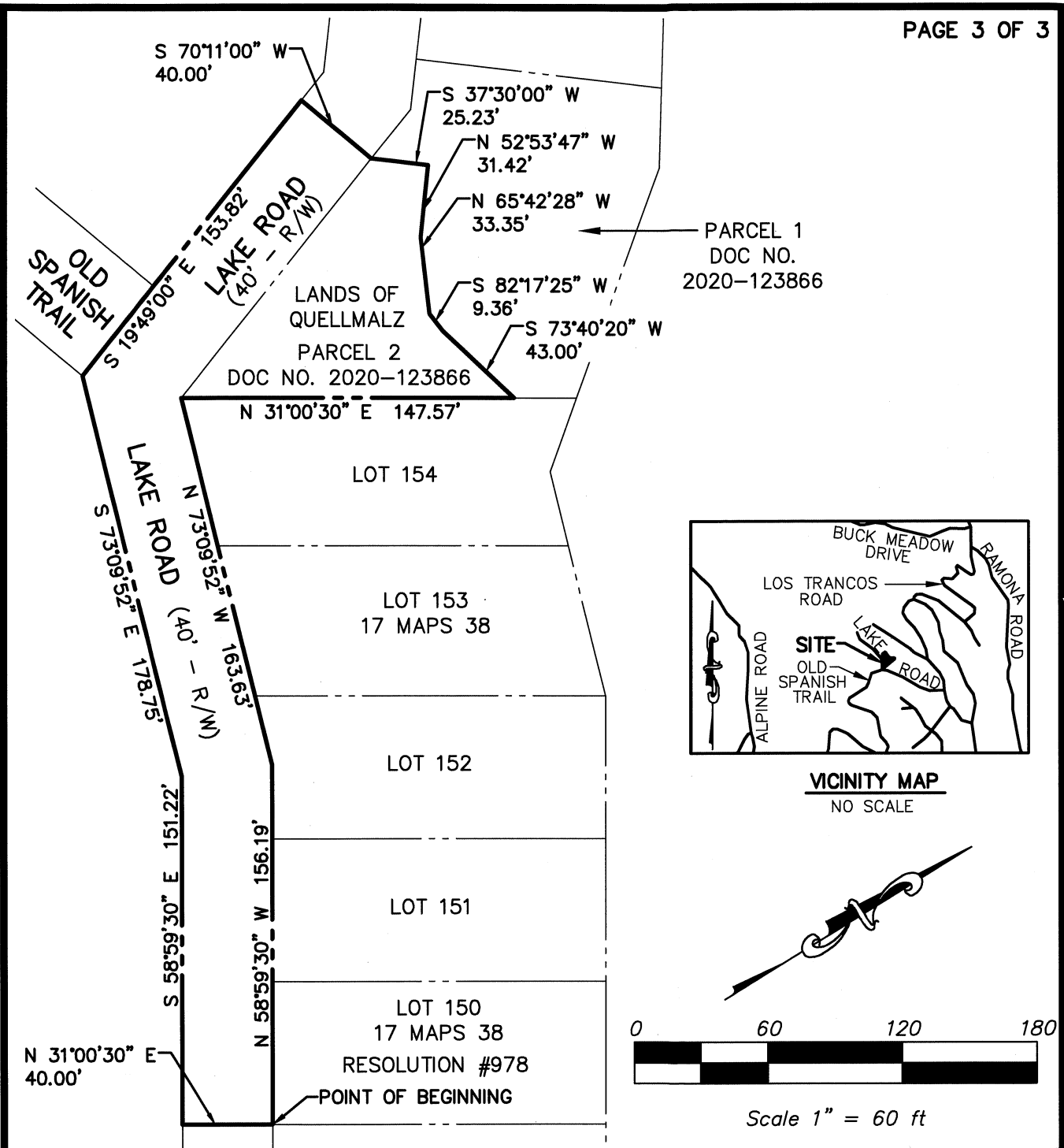


Daniel G. MacLeod L.S. 5304

JUNE 30, 2021

Date





PARCEL 1
DOC NO.
2020-123866

LANDS OF
QUELLMALZ
PARCEL 2
DOC NO. 2020-123866

LOT 154

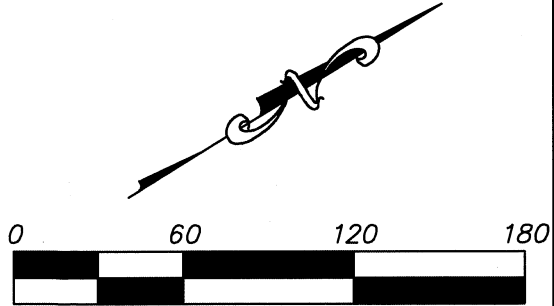
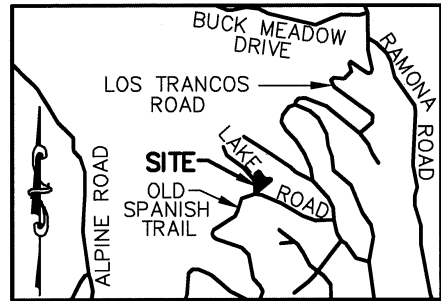
LOT 153
17 MAPS 38

LOT 152

LOT 151

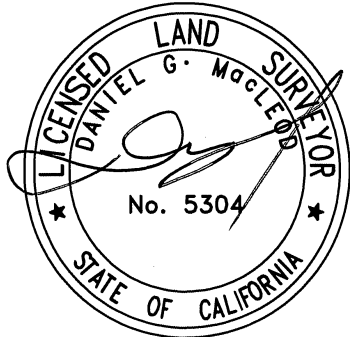
LOT 150
17 MAPS 38
RESOLUTION #978

POINT OF BEGINNING



TITLE: PLAT TO ACCOMPANY LEGAL DESCRIPTION PROPOSED SEWER ANNEXATION
UNINCORPORATED SAN MATEO COUNTY CALIFORNIA

PLAT: DJK	SCALE: 1"=60'	DATE: 06-30-21	JOB #: 4858-20
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MACLEOD AND ASSOCIATES

CIVIL ENGINEERING • LAND SURVEYING
965 CENTER STREET SAN CARLOS CA 94070 (650) 593-8580

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

2021-146628 CONF

11:02 am 10/18/21 CCL Fee: NO FEE

Count of pages 8

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



THIS SPACE FOR RECORDER'S USE ONLY

*Annexation of APN 080-072-010 (Unincorporated
Los Trancos Woods) to the West Bay Sanitary District*

TITLE OF DOCUMENT

THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION
(Additional Recording Fee Applies)
(Govt. Code 27361.6)

cover sheet recorders.doc



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo, is Annexation of APN 080-072-610 (Unincorporated Los Trancos Woods) to the West Bay Sanitary District.
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

<u>City or District</u>	<u>Type of Change of Organization</u>
West Bay Sanitary District	Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County only.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on September 15, 2021 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1270, adopted on September 15, 2021.

Dated: October 18, 2021

Martha Poyatos
Executive Officer

COMMISSIONERS: WARREN SLOCUM, CHAIR, COUNTY • MIKE O'NEILL, VICE CHAIR, CITY • HARVEY RARBACK, CITY • DON HORSLEY, COUNTY
• JOSHUA COSGROVE, SPECIAL DISTRICT • RIC LOHMAN, SPECIAL DISTRICT • ANN DRAPER, PUBLIC

ALTERNATES: KATI MARTIN, SPECIAL DISTRICT • DIANA REDDY, CITY • JAMES O'NEILL, PUBLIC • DAVE PINE, COUNTY
MARTHA POYATOS, EXECUTIVE OFFICER • REBECCA ARCHER, LEGAL COUNSEL • ROB BARTOLI, MANAGEMENT

STAFF: ANALYST • ANGELA MONTES, CLERK

September 29, 2021

Page 1 of 3

**LEGAL DESCRIPTION
ANNEXATION TO WEST BAY SANITARY DISTRICT
LANDS OF QUELLMALZ AND A PORTION OF LAKE ROAD
UNINCORPORATED SAN MATEO COUNTY, CALIFORNIA**

All that certain real property situate in the unincorporated County of San Mateo, State of California, being Parcel 2 as described in the "Approval of Lot Line Adjustment" recorded on November 5, 2020 in Document No. 2020-123866 in the Office of the Recorder of said County and State, also being a portion of Lake Road as shown on that certain Map entitled "Los Trancos Woods, Tract No 2.", which Map was filed for record on March 21, 1929, in Book 17 of Maps at Page 38, in said Office of the Recorder, and being more particularly described as follows:

BEGINNING at the most southerly corner of Lot 150 as shown on said Map, also being a corner of the West Bay Sanitary District adopted July 20, 2005, by Resolution No. 978;

1. Thence along the southwesterly line of the West Bay Sanitary District and said Lot 150 and its northwesterly prolongation, also being the northeasterly right-of-way line of Lake Road, North 58°59'30" West 156.19 feet;
2. Thence continuing along said northeasterly right-of-way line of Lake Road North 73°09'52" West 163.63 feet to the southerly corner of said Parcel 2;
3. Thence leaving said Lake Road, along the southeasterly line of said Parcel 2 North 31°00'30" East 147.57 feet to the westerly corner of said Parcel 2;
4. Thence South 73°40'20" West 43.00 feet;
5. Thence South 82°17'25" West 9.36 feet;
6. Thence North 65°42'28" West 33.35 feet;
7. Thence North 52°53'47" West 31.42 feet to the northerly corner of said Parcel 2;
8. Thence along the northwesterly line of said Parcel 2 South 37°30'00" West 25.23 feet to the westerly corner of said Parcel 2 and the easterly right-of-way line of Lake Road;
9. Thence leaving said right-of-way line South 70°11'00" West 40.00 feet to the westerly right-of-way line of Lake Road;
10. Thence along said right-of-way line South 19°49'00" East 153.82 feet;

11. Thence along the southwesterly right-of-way line of Lake Road South 73°09'52" East 178.75 feet;

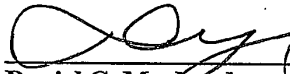
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13. Thence leaving said right-of-way line North 31°00'30" East 40.00 feet to the POINT OF BEGINNING;

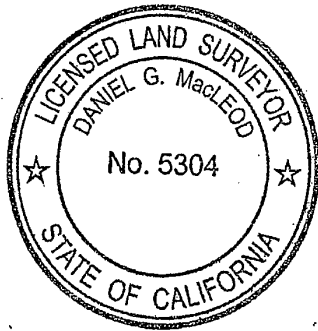
Containing an area of 26,262 square feet, more or less.

The herein described annexation parcel is shown on the attached map of this legal description, Page 3 of 3, and is made a part hereof.

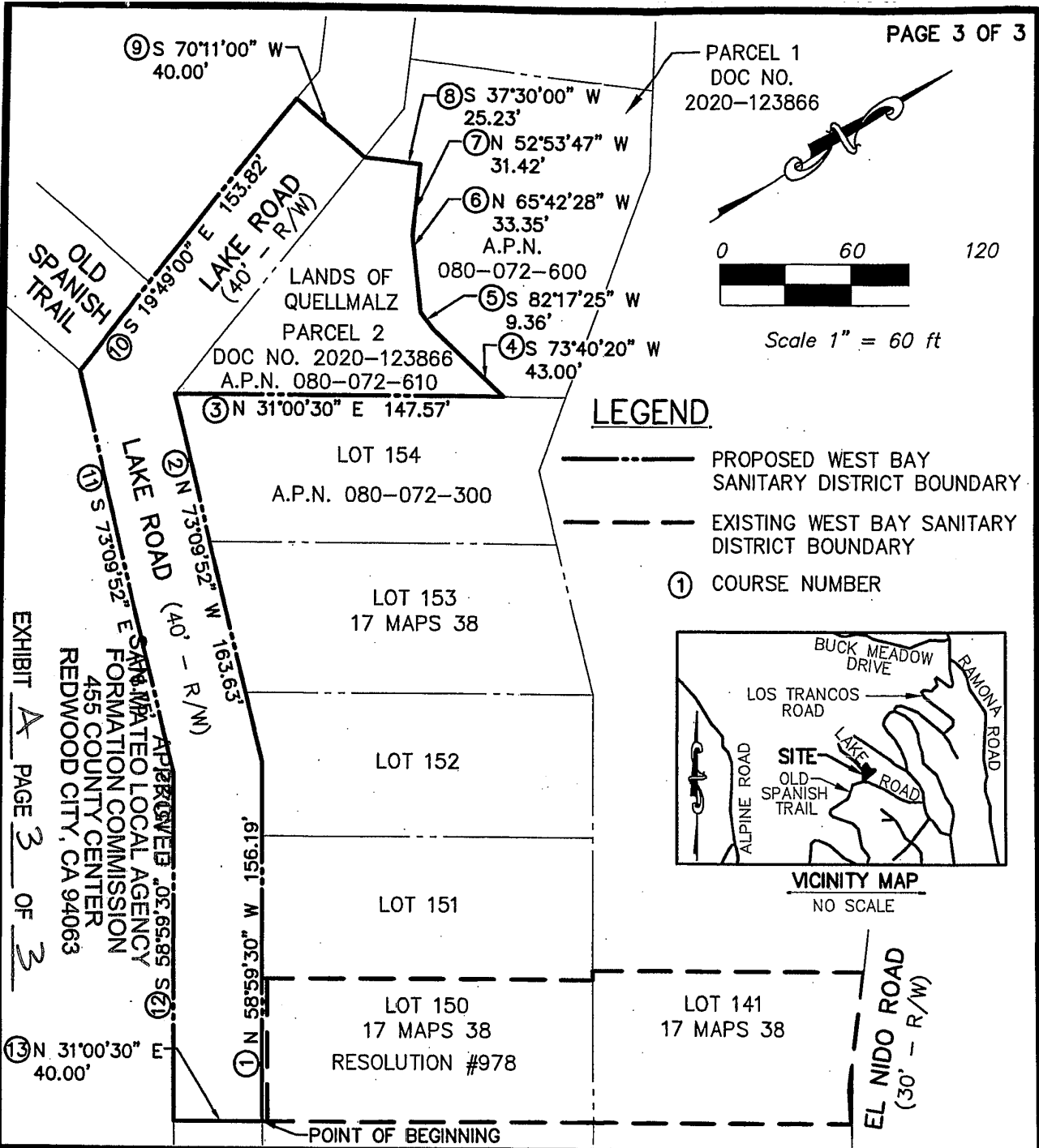
Description prepared by MacLeod and Associates, Inc.


Daniel G. MacLeod .S. 5304

SEPT. 29, 2021
Date



APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
EXHIBIT A PAGE 2 OF 3



PARCEL 1
DOC NO.
2020-123866

LANDS OF
QUELLMALZ
PARCEL 2
DOC NO. 2020-123866
A.P.N. 080-072-610

LOT 154
A.P.N. 080-072-300

LOT 153
17 MAPS 38

LOT 152

LOT 151

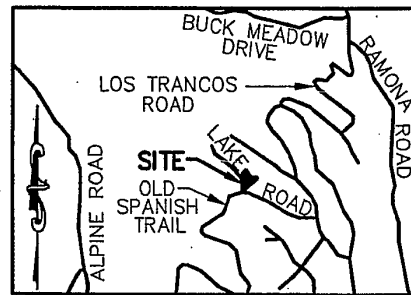
LOT 150
17 MAPS 38
RESOLUTION #978

LOT 141
17 MAPS 38

LEGEND

- PROPOSED WEST BAY SANITARY DISTRICT BOUNDARY
- EXISTING WEST BAY SANITARY DISTRICT BOUNDARY

① COURSE NUMBER



VICINITY MAP
NO SCALE

EXHIBIT A PAGE 3 OF 3
 SAN MATEO LOCAL AGENCY
 APPLICANT
 FORMATION COMMISSION
 455 COUNTY CENTER
 REDWOOD CITY, CA 94063

TITLE: PLAT TO ACCOMPANY LEGAL DESCRIPTION
PROPOSED SEWER ANNEXATION
UNINCORPORATED SAN MATEO COUNTY CALIFORNIA

PLAT: DJK	SCALE: 1"=60'	DATE: 09-29-21	JOB # 4858-20
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MacLEOD AND ASSOCIATES
CIVIL ENGINEERING • LAND SURVEYING
965 CENTER STREET SAN CARLOS CA 94070 (650) 593-8580



RESOLUTION NO. 1270

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 21-08 -
ANNEXATION OF APN 080-072-610, UNINCORPORATED LOS TRANCOS WOODS,
TO THE WEST BAY SANITARY DISTRICT AND
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the landowners and District have requested that the Commission waive conducting authority proceedings pursuant to government code Section 56837(c); and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b)

(Annexations of Existing Facilities and Lots for Exempt Facilities); and

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: None.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 0.17 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of APN 080-072-610, unincorporated Los Trancos Woods, to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56663 and this annexation is hereby ordered.

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
EXHIBIT B PAGE 2 OF 3

Regularly passed and adopted this 15th day of September 2021.

Ayes and in favor of said resolution:

Commissioners: Ann Draper
Don Horsley
Ric Lohman
Joshua Cosgrove
Harvey Rarback
Mike O'Neill
Warren Slocum

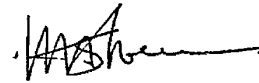
APPROVED
 SAN MATEO LOCAL AGENCY
 FORMATION COMMISSION
 455 COUNTY CENTER
 REDWOOD CITY, CA 94063
 EXHIBIT B PAGE 3 OF 3

Noes and against said resolution:

none


Commissioners Absent and/or Abstentions:

Commissioners: none



Chair
Local Agency Formation Commission
County of San Mateo
State of California

ATTEST:


 Executive Officer
 Local Agency Formation Commission

Date: 10-15-21

I certify that this is a true and correct copy of the resolution above set forth.

Date: 10-15-21


 Clerk to the Commission
 Local Agency Formation Commission

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WEST BAY SANITARY DISTRICT AGENDA ITEM 3I

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 new Treatment Plant Reserve, to reserve for treatment plant funding requirements and allow the District to reduce future debt, thereby realizing significant saving in interest expense.

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, 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 Money Market account, as requested by SHGCC representatives.

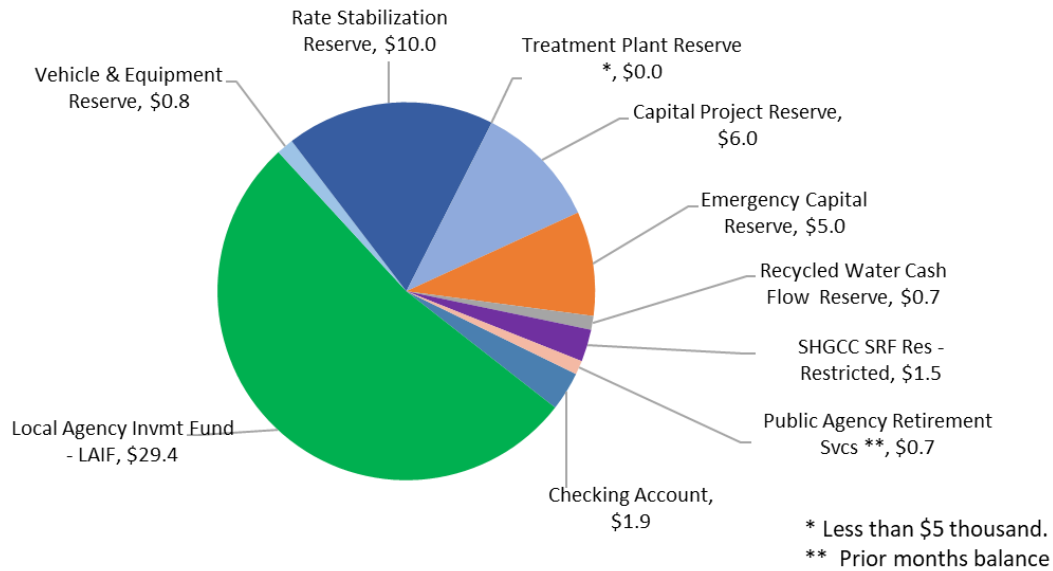
There are currently five separate investment reserves maintained to support the goals of the District, along with reserves held in LAIF, the Vehicle & Equipment Reserve held in a money market account, and the restricted Recycled Water State Revolving Fund (SRF) Reserve. Annual contributions are made 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	\$10.75 million *	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	Achieved
Treatment Plant Reserve	9/24/2021	\$12 million	Unfulfilled
Capital Project Reserve	11/26/2014	\$6 million	Achieved
Emergency Capital Reserve	10/19/2010	\$5 million	Achieved
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	Unfulfilled

* Based on FY 2021-22 Budget (held in LAIF)

Fiscal Impact

The District has approximately \$54.3 million in all reserve and bank accounts as of October 31, 2021, not including the restricted \$1.5 million in SHGCC SRF Loan Reserves.



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



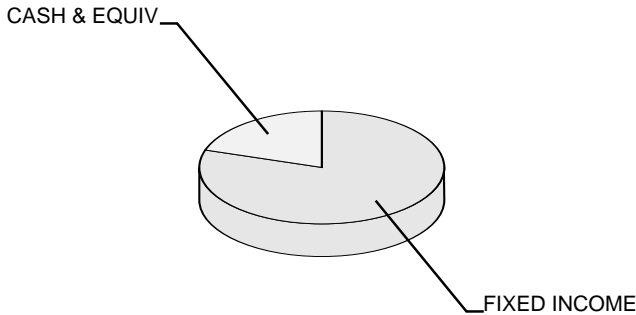
WBSD - RATE STABILIZATION RESERVE

Account Number: 10/01/21 -
Statement Period: 10/31/21

WEST BAY SANITARY DISTRICT
 RATE STABILIZATION RESERVE
 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	2,028,909.46	20.5%
Fixed Income	7,886,566.29	79.5%
Total Portfolio	\$ 9,915,475.75	100.0%
Accrued Income	56,578.83	
Total Valuation	\$ 9,972,054.58	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 9,993,327.25	\$ 4,257,666.02
Income		
Interest.....	9,938.56	48,333.84
Purchased Income.....	-632.82	-908.51
Disbursements.....	-1,609.70	-5,518.29
Realized Gains/(Losses).....	1,242.43	1,031.62
Change In Accrued Income.....	5,897.03	41,534.55
Change In Market Appreciation/(Depreciation).....	-30,943.75	-40,561.04
Non-Cash Asset Changes.....	-5,164.42	5,670,476.39
Ending Market Value	\$ 9,972,054.58	\$ 9,972,054.58



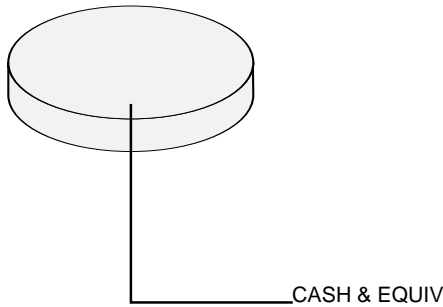
WBSD - TREATMENT PLANT RESERVE

Account Number: 10/01/21 -
Statement Period: 10/31/21

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	3,018.51	100.0%
Total Portfolio	\$ 3,018.51	100.0%
Accrued Income	0.13	
Total Valuation	\$ 3,018.64	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 3,019.00	\$ 9,554,609.56
Income		
Interest.....	0.11	17,837.37
Disbursements.....	-0.49	-1,539.71
Cash Transfers.....	0.00	-1,060,723.93
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	0.02	-56,197.68
Change In Market Appreciation/(Depreciation).....	0.00	-8,665.46
Non-Cash Asset Changes.....	0.00	-8,442,301.51
Ending Market Value	\$ 3,018.64	\$ 3,018.64



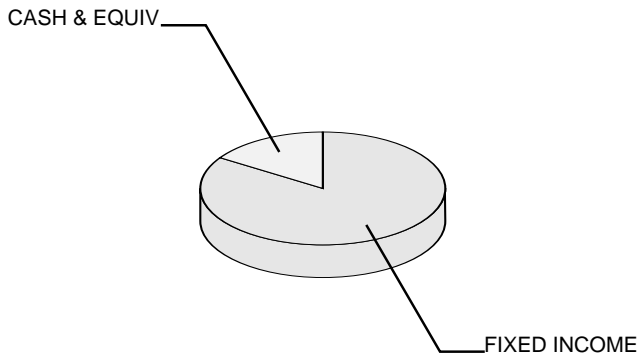
WBSD - CAPITAL PROJECT RESERVE

Account Number:
Statement Period:

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	945,356.78	15.9%
Fixed Income	5,004,078.24	84.1%
Total Portfolio	\$ 5,949,435.02	100.0%
Accrued Income	27,046.30	
Total Valuation	\$ 5,976,481.32	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,990,317.18	\$ 3,474,068.91
Income		
Interest.....	8,074.25	44,522.12
Purchased Income.....	-599.49	-611.59
Disbursements.....	-965.67	-3,456.89
Cash Transfers.....	0.00	547,000.00
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	1,393.20	2,190.35
Change In Market Appreciation/(Depreciation).....	-17,118.53	-20,896.49
Non-Cash Asset Changes.....	-4,619.62	1,933,664.91
Ending Market Value	\$ 5,976,481.32	\$ 5,976,481.32



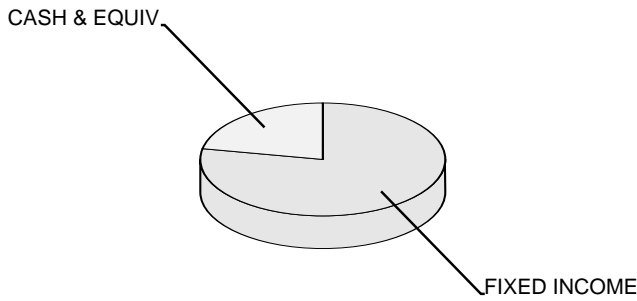
WBSD - EMERGENCY CAPITAL RESERVE

Account Number: 10/01/21 -
Statement Period: 10/31/21

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	1,111,819.48	22.4%
Fixed Income	3,857,009.50	77.6%
Total Portfolio	\$ 4,968,828.98	100.0%
Accrued Income	19,675.64	
Total Valuation	\$ 4,988,504.62	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 4,999,271.82	\$ 4,119,549.77
Income		
Interest.....	11,219.98	40,739.95
Purchased Income.....	-175.00	-390.07
Disbursements.....	-805.53	-3,079.52
Cash Transfers.....	0.00	233,400.00
Realized Gains/(Losses).....	0.00	402.34
Change In Accrued Income.....	-4,056.53	-5,557.49
Change In Market Appreciation/(Depreciation).....	-11,749.60	-11,294.58
Non-Cash Asset Changes.....	-5,200.52	614,734.22
Ending Market Value	\$ 4,988,504.62	\$ 4,988,504.62



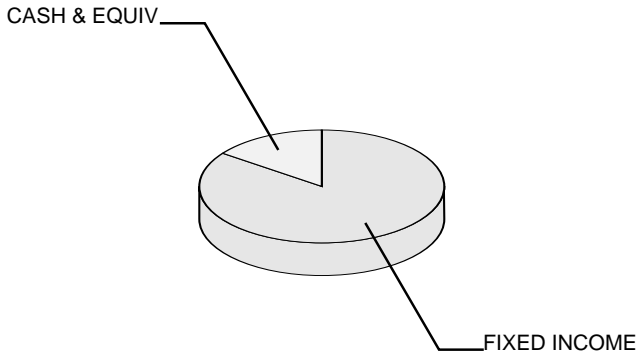
WBSD - RECYCLED WATER CASH FLOW

Account Number: 10/01/21 -
Statement Period: 10/31/21

WEST BAY SANITARY DISTRICT
 RECYCLED WATER CASH FLOW
 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	100,104.35	15.3%
Fixed Income	552,512.85	84.7%
Total Portfolio	\$ 652,617.20	100.0%
Accrued Income	5,517.14	
Total Valuation	\$ 658,134.34	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 659,583.50	\$ 229,869.44
Income		
Interest.....	891.61	5,413.89
Disbursements.....	-106.02	-355.10
Cash Transfers.....	0.00	24,938.53
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	811.25	4,418.73
Change In Market Appreciation/(Depreciation).....	-2,592.75	-4,403.30
Non-Cash Asset Changes.....	-453.25	398,252.15
Ending Market Value	\$ 658,134.34	\$ 658,134.34

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WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) Administrative:

- a. District staff is working with HF&H consultants to perform this year's Sewer Service Charge rate study. Financial statements and information have been provided to the consultant.
- b. District Staff met with Spreck Energy to provide an estimate on a solar package for the Administrative and Maintenance Buildings. The total cost would be approximately \$215 thousand dollars and would yield an annual savings of approximately \$26 thousand dollars.
- c. Staff is preparing the Annual News Letter that will be featured in the Almanac.
- d. Staff and District Counsel are working closely with SBWMA on the proposed SB1383 Ordinance and MOUs. The item will be placed for consideration by the Board on December 8.

2) Finance:

- a. A meeting will be scheduled with the Finance Committee, staff, and the auditors to conclude this year's financial audit and review the Management Discussion and Analysis.
- b. The Finance Manager reconciled the SHGCC expenditures from June 2020 through December 2020. Staff will now be meeting with SHGCC representatives to discuss the 2021 O&M expenditures and true up.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. The National Fish and Wildlife Foundation (NFWF) has continued our grant application forward. Staff provided additional information requested by NFWF.

b. Construction Capital Improvement Program (CIP)

- i. The Metal Storage Building at the Flow Equalization Resource Recovery Facility is under construction. The project should be completed by December of 2021.
- ii. Freyer & Laureta Inc. is working on the Bayfront Improvement project including the Influent Pump Station layout and large diameter pipe reconstruction design. Design should be completed by December 2021.
- iii. The 30-inch forcemain to the Flow Equalization Facility may need additional repairs. The repairs could be significant. The District Manager will discuss options with the Board.

Report to the District Board for the Regular Meeting of November 10, 2021

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

4) **Operations and Maintenance:**

a. **Collection System:**

- i. Data from the recent storm has shown that the District collection system does not have a significant Infiltration and Inflow issue. FloDAR and Pump Station data will be shared at the November 10 Board Meeting.
- ii. Recruitments are underway for a Field Supervisor, Maintenance Worker, and Temporary Maintenance Worker.

b. **Training:**

- i. COVID-19 Vaccine Policy training will be conducted on Monday, November 8.

5) **Water Quality:**

a. **Sharon Heights Golf and Country Club (SHGCC):**

- i. The recycled water facility is working well. Staff reduced the total recycled water production rate as we enter into the fall and winter months. The golf course suffered irrigation issues and they were not able to irrigate, as they would have. Unexpected rain in October also caused less delivery of water in October.
- ii. District Staff and Freyer & Laureta Inc. continue to work with the Las Lomitas School District regarding the placement of a proposed pump station at Altschul Ave. and Avy Ave. in Menlo Park. The School District appeared open to placing the pump station on school property and expanding West Bay's existing easement.

b. **Bayfront Recycled Water Facility (BRWF):**

- i. The DRAFT Financial Plan for the BRWF project will be presented to the Board on December 8, 2021. District Counsel and staff will be reviewing it prior to the Board meeting.
- ii. District Counsel is working on principles of an agreement and MOA for certain developers in the Bayfront area.

c. **Menlo Country Club:**

- i. Staff is working with Menlo Country Club to submit the Recycled Water Feasibility application for the Woodside Recycled Water Facility. Staff has not spent much time on this project in the last 6 weeks.

d. **West Bay:**

- i. Staff is in discussions with the City of Menlo Park on installing recycled water pipe under the Sam Trans Railroad/ Dumbarton Rail Corridor and into the new Menlo Park Community Campus. Apparently, the City of Menlo Park has agreed to fund approximately \$140 thousand dollars of the project leaving a balance of approximately \$338 thousand dollars to be beared by the District for the "delta" between a 3-inch service line and a District owned reclaimed water main. The District's cost includes a 10% contingency. A table and graphs will be shared at the November 8 Board Meeting.

Report to the District Board for the Regular Meeting of November 10, 2021

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

- 6) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. Hybrid vehicles are limited during this time. Ford will have Hybrid Ford Explorers shortly that may be preordered.

- 7) **Personnel:**
 - i. Veterans Day will be observed per employment contract on Thursday, November 11. The office will be closed, as staff will take the day off in observance of the Holiday.

- 8) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesday, November 10, 2021 and December 8, 2021.
 - b. **Performance Merit Pay Program/Thanksgiving Lunch:** Tuesday, November 9, 2021 at 11:30am.

- 9) **Misc./Action Items from Previous Meeting:**
 - a. **LAFCo** Municipal Services Review update on November 10.
 - b. **California Water Environment Association** District Manager will volunteer to provide training at the local CWEA Technical Certification Program preparation class.
 - c. **West Bay SSOs:** No SSOs in July, August, September and October.
 - d. **Town of Los Altos Hills:** No SSOs in October.
 - e. **Town of Woodside:** No SSOs in October.
 - f. **West Bay** will participate in local summer events.

Report to the District Board for the Regular Meeting of November 10, 2021

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Discussion and Direction on District Board Strategic Goals

Background

The District Board will discuss and provide direction to the District Manager on any updates or revisions to the Board's Strategic Goals for Fiscal Year 2021-22.

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M E M O R A N D U M

October 22, 2021

TO: Board of Directors, West Bay Sanitary District
FROM: Tony Condotti, District Legal Counsel
RE: Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361

RECOMMENDATION: Adopt resolution authorizing District to continue the use of teleconferenced meetings pursuant to Assembly Bill 361.

BACKGROUND: On March 4, 2020, Governor Newsom issued a proclamation of State of Emergency in response to the developing COVID-19 pandemic. Due to the continued spread of the virus, the Governor issued Executive Order N-29-20 on March 17, 2020, which included a provision authorizing suspensions to the Ralph M. Brown Act's ("Brown Act") teleconferencing rules in order to facilitate virtual meetings while public health orders were in place.

On June 11, 2021, the Governor issued Executive Order N-08-21, which provided that the Brown Act teleconferencing suspensions would expire after September 30, 2021. On September 16, 2021, the Governor signed Assembly Bill 361 ("AB 361"), an urgency measure taking effect immediately, which amended the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology provided certain conditions are met.

DISCUSSION: AB 361 allows for teleconferenced meetings during a declared State of Emergency, as defined under the California Emergency Services Act, if one of the following circumstances apply: (1) State of local officials have imposed or recommended measures to promote social distancing; (2) The legislative body is meeting to determine whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or (3) The legislative body has determined that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees.¹

The Governor's March 4, 2020 proclamation of State of Emergency is still in effect. Measures continue to exist that impose and recommend measures to promote social distancing. The California Department of Public Health recommends that individuals wear masks in indoor

¹ Cal. Gov't Code § 54953(e)(1)(A)-(C)

public settings.² Additionally, San Mateo County requires that face coverings continue to be worn in indoor settings for all individuals in the County.³

Moreover, in recent months, the highly transmissible delta variant has caused increases in positive cases and hospitalizations locally and throughout the State. According to the CDC, community transmission of COVID-19 in San Mateo County is moderate, however the nature of the pandemic is unpredictable and transmission rates have the potential to rise quickly. As such, holding meetings in person would present imminent risks to the health or safety of attendees due to the continued spread of COVID-19.

To continue teleconferenced meetings under AB 361, the Board of Directors will need to declare every thirty (30) days that it has reconsidered the circumstances of the State of Emergency and either (1) the State of Emergency continues to directly impact the ability of the members to meet safely in person; or (2) State or local health officials continue to impose or recommend measures to promote social distancing.⁴

FISCAL IMPACT: No significant fiscal impact.

² See CDPH, *Guidance for the Use of Face Coverings* (July 28, 2021), <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>.

³ See <https://cmo.smcgov.org/press-release/oct-7-2021-bay-area-health-officers-issue-criteria-lifting-covid-19-indoor-masking>.

⁴ Cal. Gov't Code § 54953(e)(3).

RESOLUTION NO. _____ (2021)

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

**A Resolution of the District Board of the West Bay Sanitary District
Authorizing Remote Teleconference Meeting of the Legislative Bodies of the
West Bay Sanitary District Pursuant to Brown Act Provisions**

The Board of Directors of the West Bay Sanitary District (“Agency”) does resolve as follows:

WHEREAS, the West Bay Sanitary District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of West Bay Sanitary District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and,

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government code Section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and,

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 which provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act, provided that a State of Emergency is declared by the Governor pursuant to Government Code section 8625, and either state or local officials have imposed or recommended measures to promote social distancing, or the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

WHEREAS, the State of Emergency proclaimed by the Governor on March 4, 2020 remains in effect; and,

WHEREAS, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

WHEREAS, other variants of COVID-19 exist, and it is unknown at this time whether other variants may result in a new surge in COVID-19 cases; and,

WHEREAS, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and,

WHEREAS, San Mateo County currently has a Community Transmission metric of “moderate” which indicates an elevated risk of transmission;

WHEREAS, due to the seriousness of the current pandemic situation, the CDPH has required that all unvaccinated persons wear facial coverings indoors, and the CDC and CDPH recommend that all persons, regardless of vaccination status, wear facial coverings indoors; and,

WHEREAS, the Board of Directors is empowered to take actions necessary to protect public, health, welfare and safety within the region; and,

WHEREAS, the District has an important governmental interest in protecting the health, safety and welfare of those who participate in meetings of the Board of Directors and other District committees; and,

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the Board of Directors deems it necessary to find that meeting in person for meetings of the Board of Directors and District committees and subcommittees would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing as provided in subdivision (e) of Government Code section 54953; and

WHEREAS, all teleconferenced meetings of the District Board of Directors and related committees or subcommittees shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953;

WHEREAS, State of California and County of San Mateo health officials recommend various social distancing measures, including wearing mask indoors and limiting occupancies at meeting locations; and

WHEREAS, the Board of Directors does hereby find and determine that the above conditions create a heightened risk to the health and safety of attendees; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Bay Sanitary District does hereby resolve as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Board of Directors finds that as a result of the ongoing proclaimed State of Emergency in California due to the COVID-19 pandemic, and COVID-19's continued spread, holding in person meetings of District legislative bodies would present imminent risks to the health or safety of attendees

Section 3. The General Manager and legislative bodies of West Bay Sanitary District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) thirty days from its adoption, or (ii) such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of West Bay Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on 10th day of November, 2021, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *November 10th, 2021 Update Report on District Response to Corona Virus*

Background

In early March of 2020, the outbreak of Corona Virus in the USA caused Federal, State and Local governments to enact several laws, regulations and guidelines to mitigate the impact of the spread and severity of the virus including Shelter in Place. The District has been busy employing measures to meet those regulations and guidelines as well as taking action to ensure the safe working conditions of staff and minimize exposure of and interaction with the public.

Analysis

The District has thus far taken action in regards to: Shelter in Place, Social Distancing, Personal Protective Equipment, and the Injury and Illness Prevention Program (IIPP).

Shelter in Place: The District as a wastewater agency has been designated as an “Essential Service” and supplied employees with letters drafted by legal counsel that can be shown to legal authorities, if required, to justify their travel to, during and from work. In addition, the District has developed a Modified Work Schedule that requires individuals to stay at home or telecommute in order to reduce interaction and thus the potential of any spread of the virus among District staff. The District has also implemented the use of Zoom for meetings to reduce the need for consultants, partners, the public and Board member to attend in person. A camera and large screen have been installed to accommodate this mode of virtual meetings.

Social Distancing: District staff has employed several measures related to Social Distancing including; limiting meeting size to 10, marking seating spots at tables with 6 foot separation, signage encouraging 6 foot distancing, separation of reporting stations

to include the FERRF, Plexi-glass shields at the counter and between workspaces that cannot achieve 6 foot distancing, and closing of the District Office to the public unless by appointment.

Personal Protective Equipment (PPE): The District has been engaged in supplying employees and Board members with several forms of Personal Protective Equipment and emphasizing the frequent and regular use of this equipment. These items include: The distribution of hand sanitizer to employees and Board members, wipes for counters, chairs and tables, installation of hand sanitizer at counter, tables and offices, N95 masks to all employees, increased counts coveralls, face shields, goggles etc.

This has caused the District to reassess its inventory and at what levels of existing stock should trigger new orders so that the District can maintain adequate levels of important supplies to carry us not only through traditionally thought of natural disasters but pandemics such as this. To that end staff has developed an improved inventory check list that includes contact information for ordering, expected lag times in ordering, minimum levels of stock, Trigger-levels for ordering, dates of stock added to inventory and so on. This should help us be better prepared for future events where PPE can be in short supply or difficult to obtain and District operations can continue uninterrupted.

Injury and Illness Prevention Program: The District has made a significant effort in the way of training employees in how to deal with the COVID 19 response. We have developed SOP's for both field staff and office staff in dealing with customers while maintaining social distancing, utilizing PPE, and remote permitting etc. We have complied with local health officials requirement to complete and post at all entrances the Social Distancing Protocols and used that and our SOP's as a basis for developing a comprehensive COVID 19 Preparedness and Response program.

The District has taken great efforts to inform the public of changes in business procedures during this time including website postings, posting notices and information on all entrance doors, mailings of letters and flyers to residents, and ads in Facebook and YouTube. The use of Wipes has emerged as a huge problem for the District and our outreach has included addressing this problem in the flyers, ads, and correspondence to persuade our constituents to refrain from flushing wipes.

May 13 update: The District has found that it takes at least 3 weeks from the date of order to delivery of consumable PPE items such as; N95 face masks (we have received 2,000 masks since the first March order), 500 face shields, and 150 goggles to protect the field staff from droplets and mist while cleaning the sewer lines.

The District will now be faced with transitioning back to normal operations. The District Office is open on Friday by appointment only. Construction activities are increasing and inspections are being scheduled much more frequently. Social Distancing and PPE will continue to be key elements of District life for the foreseeable future.

May 27 update: The District has opened the office to the public on Tuesdays and Thursdays. Stickers on the floors and notices on the doors and shields at the counters have been placed to remain compliant with the Health Dept. Wipes and signs have been placed in the bathrooms. All the departments except Administration have returned to normal work hours (which are mostly 9/80 schedule but crews are still separated with the Satellite Office/Corp Yard. As a result of these changes have updated the COVID 19 response plan and affixed to entry doors as required.

June 10 update: Staff is resuming normal Pre-COVID 19 work schedules beginning June 8, with the exception of some of the Admin staff. Office hours will open up to Monday through Thursday 9am to 3pm.

June 24 update: As of Friday, June 12 the Administration Office was open by appointment. Office hours continue to be open Monday through Thursday 9am to 3pm. Staff is continuing to make a concerted effort to be available to the public and contractors for business.

July 8 update: The current YouTube advertisement advising customers not to flush wipes or towels has been viewed by 220,653 people and 24% or 50,759 have viewed the video to completion.

August 12 update: When an employee has been in contact with a known or possible COVID 19 positive patient or been in contact with someone who has been in contact with a confirmed COVID 19 positive patient they will asked to stay home for a 14-day self-quarantine period and will be asked to be tested for COVID 19. If the employee is well enough during the self-quarantine period, they will work from home during this time. As soon as the employee is COVID 19 negative, they will be asked to return to work.

September 9 update: The District's COVID-19 Preparedness and Response Program has been updated through DuAll Safety to include usage of current San Mateo County Health Department signage, updated social distancing protocol (verbiage and links for continuing SIP order), CDC updates on Coronavirus symptoms, addition of cloth face mask and San Mateo County Health guidelines. Training to be scheduled for September with DuAll Safety (by ZOOM) for all current updates. Staff has purchased two disinfecting fog machines to disinfect surfaces in the Admin and Maintenance Buildings, and Operations Building at FERFF. Disinfection of surface are being done weekly.

September 23 update: Two employees are currently out sick and in quarantine due to a possible exposure to COVID-19 per District's protocol memorialized in our August 12, 2020 update (above) "*When an employee has been in contact with a known or possible COVID 19 positive patient or been in contact with someone who has been in contact with a confirmed COVID 19 positive patient they will asked to stay home for a 14-day self-quarantine period and will be asked to be tested for COVID 19.*" Once the

employees test negative for COVID-19, or quarantine for 14 days, they will be allowed back to work.

October 14 update: No updates at this time.

October 28 update: Updated training on the Response Program will be conducted in October. Two office employees were experiencing COVID-19 symptoms and were asked to work from home until test results were available. Both employees tested negative and have returned to work.

November 18 update: Updated training on the Response Program will be conducted on November 16.

December 9 update: The District is following all County of San Mateo increased COVID-19 restrictions and has cancelled our Holiday Luncheon out of an abundance of caution.

January 13, 2021 update: The front office is now limiting customers inside the lobby to no more than one. Others are asked to socially distance outside while they wait. Staff is working on the new COVID-19 Prevention Emergency Temporary Standards regarding prevention and reporting outbreaks.

January 27, 2021 update: The new COVID-19 Prevention Plan is complete and staff will receive training shortly.

February 10, 2021 update: Updated training on the Response Program was provided on February 2.

February 24, 2021 update: District Manager issued COVID-19 Vaccine letter to staff so they may schedule their vaccine on or after February 22, 2021 as part of the Phase 1B.

March 10, 2021 update: To date 7 employees have received at least one vaccine shot and approximately 3 others have received appointments.

March 24, 2021 update: Approximately 10 employees have been vaccinated.

April 14, 2021 update: The front office is back open to the public with limited hours of 9am-3pm Monday thru Friday with one customer being allowed in the lobby at a time. All four front office staff have received their second vaccine. Approximately, 33% of all staff have received one or more vaccine shots.

April 28, 2021 update: Approximately 50% of West Staff has been vaccinated. Effective May 3rd the Administrative staff will begin to work in the office full time, rather than from home, as they were for one to two days per week.

May 12, 2021 update: West Bay staff is back to working in the office full time and we are continuing have the front office opened to the public Monday through Friday. Over 50% of all staff are now vaccinated.

May 26, 2021 update: According to voluntary data, approximately 70% of West Bay staff have been vaccinated. Staff continues to follow Health Department guidelines.

June 9, 2021 update: Staff is following the County and State updates closely as restrictions ease up.

June 23, 2021 update: The District has made no changes to our existing COVID-19 policy but it is currently under review for updates and we are following Cal/OSHA and County of San Mateo requirements.

July 14, 2021 update: Staff is working with legal counsel and Du-All Safety to update the COVID 19 Response Plan. Training will take place in July on the updated plan.

July 28, 2021 update: There is no update since the July 14, 2021 Board meeting.

August 18, 2021 update: There is no further update since the July 14, 2021 Board Meeting.

September 8, 2021 update: The District is considering mandatory vaccination for staff.

September 22, 2021 update: District Manager and Legal Counsel will meet with Teamsters Local 350 to discuss mandatory vaccination.

October 13, 2021 update: There is no further update since the September 22, 2021 Board meeting.

October 27, 2021 update: There is no further update since the October 13, 2021 Board meeting.

November 10, 2021 update: An email was sent to staff letting them know that West Bay will mandate COVID-19 vaccinations.

Fiscal Impact

While there has been considerable expense to implementing some of the COVID 19 mitigation measures such as; converting the FERRF office space (approx. \$2,000), purchasing PPE for stock (\$8,000 to \$10,000), Public Outreach (\$10,500), Zoom Meeting Equipment (approx. \$6,000) these expenses were absorbed in the Operating budget. The FY2020-21 Budget could be substantially impacted by the effects of the national COVID 19 response. To date approximately \$5300.00 has been spent in PPE, \$2000.00 in disinfecting equipment, and \$1927.00 in producing and updating the COVID 19 Response Plan.

Recommendation

The District Manager recommends the Board accept this report and provide comments to the District Manager in regards to the report. Additional information may be available at the Board meeting as conditions and responses are rapidly changing throughout the COVID-19 pandemic.

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**WEST BAY SANITARY
DISTRICT AGENDA ITEM 8**

To: Board of Directors

From: Sergio Ramirez, District 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**

* 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.*

Report to the District Board for the Regular Meeting of November 10, 2021

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**WEST BAY SANITARY
DISTRICT AGENDA ITEM 9**

To: Board of Directors

From: Sergio Ramirez, District 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 legal counsel.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: Board of Directors

From: Sergio Ramirez, District 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.

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**WEST BAY SANITARY
DISTRICT AGENDA ITEM 11**

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

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

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

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