

1902 - Serving Our Community for over 115 Years - 2020
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, APRIL 8, 2020 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

District Manager

Phil Scott

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS – Amended

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

Pursuant to Governor Newsom's Executive Order N- 29-20, 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 info@westbaysanitary.org by 4:00 p.m. on Wednesday, April 8th. To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting Join Zoom Meeting at <https://zoom.us/j/311939151?pwd=K2ZzQVFKV1R5ekZTYzhnQUI0L3JIUT09> Meeting ID: 311 939 151 Password: 649686 or by phone call 1-669-900-6833 Meeting ID: 311 939 151 Password: 649686 Following receipt of public comment, the Board will adjourn to closed session and 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. District Manager’s Report Pg. 3-1
4. 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 Special meeting March 23, 2020 Pg. 4A-1
 - B. Approval of Minutes for Regular meeting March 25, 2020 Pg. 4B-1
 - C. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for April 8, 2020 Pg. 4C-1

- D. WBSD Operations and Maintenance Report – March 2020 Pg. 4D-1
 - E. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – March 2020 Pg. 4E-1
 - F. Bank of the West Monthly Investment Portfolio Statements Pg. 4F-1
5. Consider Adoption of Resolution Establishing Rates of Pay and Related Compensation Provisions and Correct Previous Pay Schedules Pg. 5-1
 6. Update on District’s Corona Virus Response Pg. 6-1
 7. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Project Status Pg. 7-1
 8. Report & Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 8-1
 9. Report & Discussion on Silicon Valley Clean Water (SVCW), Discussion on SVCW CIP Program and Financing Pg. 9-1
 10. Closed Session:
 - A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Legal Counsel
Unrepresented Employee: District Manager
 - B. PUBLIC EMPLOYMENT
(Pursuant to Cal. Govt. Code §54957)
Title: District Manager Recruitment
 11. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
 12. Adjournment

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 3**

To: *Board of Directors*
From: *Phil Scott, District Manager*
Subject: *District Manager's Report*

- 1) **CIP Project:**
 - a. **Design work continuing on FERRF Levee Improvement and 2020 CIP**
 - b. **Cleaning/TVing Large Diameter lines:** Crews have begun work on cleaning and televising the large diameter sewer lines.
- 2) **Affiliate Agency/Association News:**
 - a. **CWEA:** DM & Operations Superintendent were asked to participate in a Webinar panel discussing what agencies are doing to comply with COVID 19 and SIP requirements. Date to be determined.
 - b. **CMPK:** Discussions and reviews continue regarding the Metal Building Planning review. Letter to Planning Commission in development.
- 3) **Upcoming Events:**
 - a. **Board meetings:** Next meeting April 22, 2020. We will implement remote meeting capabilities.
 - b. **Budget Workshop:** May 13, 2020 at 5 pm.
- 4) **Misc./Action Items from Previous Meeting:**
 - a. **SSOs:** Zero SSO for March. 2020 Total = 0. 10 months in a row w/o SSO.
 - b. **LAH:** 1 SSO for February. 39 gallons in total. **1st SSO in over 12 months.**

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

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

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1902 - Serving Our Community for over 115 Years - 2020

WEST BAY SANITARY DISTRICT

AGENDA OF BUSINESS

MINUTES OF SPECIAL MEETING OF THE DISTRICT BOARD

MONDAY, MARCH 23, 2020 AT 2:30 P.M.

RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

Pursuant to Governor Newsom's Executive Order N- 29-20, 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 info@westbaysanitary.org by 2:00 p.m. on Monday, March 23rd. To participate by telephone, public comments can be made by calling 1 866 899 4679 Access Code: 306-336-037 . Following receipt of public comment, the Board will adjourn to closed session and reportable action, if any, will be available upon inquiry within twenty-four (24) hours.

1. **Call to Order**

President Dehn called the meeting to order at 2:30 PM

Roll Call

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

BOARD MEMBERS ABSENT: Walker

STAFF MEMBERS PRESENT: Scott, Ramirez, Condotti

Others Present

2. **Communications from the Public (Public will have the opportunity to comment on agenda items)**

Comments: None.

3. **Closed Session:**

- A. CORONA VIRUS - CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6)
Agency designated representative: Phil Scott, District Manager
All Employees

Entered closed session at 2:33 p.m. Left closed session at 3:06 p.m.

4. Report on Any Reportable Action:

The District Board authorized the District Manager to provide paid-time off for staff that is requested to go home, or work with reduced hours during the Emergency restrictions, related to COVID-19, and overtime would only be paid for work in excess of 40 hours per week or 8 hours per day per the MOU.

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

5. Adjournment Time: The meeting was adjourned at 3:08 PM



1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 25, 2020 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:04 PM

Roll Call

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Condotti (via video call)

Others Present: None

2. Communications from the Public: None

3. District Manager's Report

1) CIP Project:

- a. **Design work continuing on FERRF Levee Improvement and 2020 CIP**
- b. **Cleaning/TVing Large Diameter lines:** Crews have begun work on cleaning and televising the large diameter sewer lines.

2) Affiliate Agency/Association News:

- a. **WaterReuse– San Francisco Conference:** DM was asked to join West Yost Associates to present a paper on the Onsite Reuse Treatment Plant discharge permit process on March 16, 2020, but the conference was postponed due to the Corona Virus scare.
- b. **CWEA Annual Conference:** DM & W&C will present on Recycled Water Treatment Facility and the use of Time Lapse photography and Drone Video for construction documentation and messaging on ~~April 3~~ October 30, 2020.
- c. **CMPK:** Discussions and reviews continue regarding the Metal Building Planning review. It appears to be on the Planning Commission Agenda March 23 at 7 pm. District Manager will provide an update at the Board Meeting.
- d. **San Mateo County:** The County is asking us to look at our land space and discuss possible sharing of uses for the property (i.e. FERRF).

3) Upcoming Events:

- a. **Board meetings:** Next meeting April 8, 2020. We will likely implement remote meeting capabilities.
- b. **Budget Workshop:** April 29, 2020 at 5 pm.

4) Misc./Action Items from Previous Meeting:

- a. **SSOs:** Zero SSO for February. 2020 Total = 0. 9 months in a row w/o SSO.
- b. **LAH:** 1 SSO for February. 39 gallons in total. **1st SSO in over 12 months.**
- c. **Form 700s:** Due April 1.

- d. DM Scott reported an increase in wipes in Sharon Heights pump station. The Board directed DM to conduct public outreach for the community to decrease the amount of wipes in the system.
- e. DM Scott notified the City of Menlo Park that an emergency repair to District facilities on College Ave. is necessary to replace a damaged wye connection.
- f. **Pipe Hunter:** The new Pipe Hunter has arrived.
- g. **Metal Storage Building:** The planning commission approved the building at its March 23 meeting subject to: Obtaining building permit, 15 day appeal period, comply with Menlo Fire Dist. and pay \$15K transportation impact fee (unless waived).
- h. **Corona Virus:** DM Scott reported that DC Condotti prepared a COVID 19 memo for District employees showing that they are essential employees.

4. Consent Calendar

Motion to Approve by: Otte 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Regular meeting March 11, 2020
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for March 25, 2020

5. Consideration of Resolution Authorizing the District Manager to Enter into Agreement Between The Town of Portola Valley and the West Bay Sanitary District

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None.

6. Consider Adoption of Resolution Establishing Rates of Pay and Related Compensation Provisions

Motion to Approve by: Moritz 2nd by: Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: DM Scott discussed this item which adds the new Water Quality Supervisor and increases the salary range for Water Quality Manager due to increased duties with the Recycled Water treatment plant coming online.

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

Comments: Ribbon cutting for the plant will be May 18. DM Scott presented a draft of the building plaque for ribbon cutting. The Board suggested putting SHGCC logo on it and send them a draft for approval.

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

Comments: President Dehn reported that upcoming discussion topics will be the Town of Atherton changing to Green Waste for services and terminate agreement with JPA.

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

Comments: Director Otte reported the boring of 1.1 miles is proceeding better than expected.

10. Update on District's Corona Virus Response

Comments: DM Scott reported that the old treatment plant building at the FERRF has been updated with new flooring, paint, countertops etc. to make room for half of the maintenance staff. Essential crews are assigned to report to the FERRF or at the Corp Yard each morning and lunch to reduce the number of essential employees that are together at one time and to create a work space that maintains adequate social distancing for staff. Personal Safety Wear is being laundered regularly and there are extra coveralls and protective suits (Tyvek) should staff need them. Various types of gloves, masks, and respirators are available to employees and additional product orders have been made and are expected to arrive soon to maintain minimum inventory.

11. Closed Session

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Cal. Govt. Code §54956.9(d))

Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC
Case No. 18CIV02183

B. CONFERENCE WITH LABOR NEGOTIATORS

(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Legal Counsel

Unrepresented Employee: District Manager

C. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Subdivision (a) of Section 54956.9)

Chan, Moreno, Vestnys, Pebbles v. WBSD – San Mateo County Court Case No. 19CIV07567

Entered closed session at 8:10 p.m. Left closed session at 8:20 p.m.

Reportable action: None.

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

Comments: Director Moritz requested that the District look at any expenses that can be cut back within the next week to keep expenses down.

13. Adjournment Time: The meeting was adjourned at 8:27 PM

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**WEST BAY SANITARY DISTRICT
WITHDRAWAL ORDER
Through March 31, 2020**

CHECK	TO WHOM PAYABLE	PURPOSE	AMOUNT
66329	FREYER & LAURETA	CIP: Recycled Water Facility - SHGCC	23,440.00
66330	FREYER & LAURETA	CIP: Recycled Water Facility - SHGCC	3,600.00
66331	ANDERSON PACIFIC	CIP: Recycled Water Facility - SHGCC	1,599,393.83
66332	NAVIA BENEFIT SOLUTIONS	Navia Benefits	631.16
66333	SDU	Wage Garnishment	508.62
66334	TEAMSTERS LOCAL NO. 350	Monthly Union Dues for April	1,020.00
66335	FRANCHISE TAX BOARD	Wage Garnishment	250.00
66336	CWEA	Memberships - Coll	574.00
66337	CARRIE NEVOLI - PETTY CASH	Petty Cash	143.48
66338	SAN MATEO COUNTY CLERK	Other Operating Exp - A&G	20.00
66339	SAN MATEO COUNTY CLERK	Other Operating Exp - A&G	20.00
66340	SAN MATEO COUNTY CLERK	Other Operating Exp - A&G	23.00
66341	AT&T	Utilities - A&G	963.20
66342	READYREFRESH BY NESTLE	Utilities - A&G	215.70
66343	ATCHISON, BARISONE & CONDOTTI	Professional Services - A&G	6,800.27
66344	BAY AREA AIR QUALITY MGMT DIST	Other Operating Expense - Coll	1,300.00
66345	NAVIA BENEFIT SOLUTIONS	Employee Benefits - A&G	25.00
66346	GRAINGER	Operating Supplies - Coll	1,456.66
66347	KIMBALL MIDWEST	Operating Supplies - Coll	1,008.39
66348	CITY OF MENLO PARK - Water	Utilities - Coll	256.44
66349	OMEGA INDUSTRIAL SUPPLY, INC.	Operating Supplies - Coll	3,648.87
66350	PONTON INDUSTRIES, INC.	Operating Supplies - Coll	3,574.66
66351	PRECISE PRINTING AND MAILING	Printing & Publications - A&G	52.92
66352	PREFERRED ALLIANCE	Professional Services - A&G	298.98
66353	PRINCIPAL LIFE INSURANCE CO.	Employee Benefits - A&G	4,491.94
66354	REDWOOD GENERAL TIRE CO., INC.	Repairs & Maintenance - Coll	147.88
66355	ROBERTS & BRUNE CO	Operating Supplies - Coll	1,423.79
66356	SIGNA MECHANICAL	Operating Supplies - Coll	9,160.58
66357	SAFETY-KLEEN, CORP.	Operating Supplies	1,004.25
66358	SANTA CLARA VALLEY WATER DIST.	Memberships - A&G	100.00
66359	3T EQUIPMENT COMPANY	Operating Supplies - Coll	2,163.15
66360	TOWNE FORD SALES	Operating Supplies - Coll	968.05
66361	WECO INDUSTRIES, INC.	CIP: Large Diameter Project & Operating Supplies - Coll	5,480.96
66362	WILEY PRICE & RADULOVICH	Office Expense - A&G	61.81
66363	PRECISION ENGINEERING	CIP: Belle Haven III	485,450.00
66364	ALPHA ANALYTICAL LABORATORIES	Research & Monitoring - Coll	80.00
66365	BAY ALARM	Contract Services - Coll	4,149.42
66366	BAY AREA PAVING CO. INC.	Contract Services - Coll	3,800.00
66367	BAYSIDE EQUIPMENT COMPANY	Operating Supplies - Coll	1,907.89
66368	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding	35.36
66369	CITY OF FOSTER CITY	Printing & Publications - Coll	500.00
66370	COMCAST	Utilities - A&G	278.89
66371	DELL	Repairs & Maintenance - Coll	3,306.10
66372	DEWEY PEST CONTROL	Contract Services - Coll	8,706.00
66373	ESRI	Repairs & Maintenance - Coll	10,000.00
66374	FEDERAL EXPRESS	Office Expense - A&G	291.30
66375	FOUR STAR AUTOMOTIVE, INC.	Manhole Raising Project	8,922.40
66376	FREYER & LAURETA	1079 Levee Design	17,818.56
66377	GRAINGER	Operating Supplies - Coll	661.98
66378	HF&H CONSULTANTS, LLC	Professional Services - A&G	400.00
66379	HARBEN CALIFORNIA	Repairs & Maintenance - Coll	4,274.55
66380	INSTRUMENT TECHNOLOGY CORP.	Operating Supplies - Coll	228.81

66381	MORSE HYDRAULICS	Research & Monitoring - Coll	390.04
66382	OGASAWARA LANDSCAPE MAINT.	Contract Services - A&G	400.00
66383	P&F DISTRIBUTERS	Operating Supplies - Coll	1,035.69
66384	PENINSULA BUILDING MATERIALS	Operating Supplies - Coll	684.09
66385	RED WING SHOE STORE	Operating Supplies - Coll	587.69
66386	SAFETY-KLEEN, CORP.	Operating Supplies - Coll	1,647.52
66387	SHARP ELECTRONICS CORPORATION	Rents & Leases - Coll	238.85
66388	STAPLES CREDIT PLAN	Office & Ink Supplies - A&G	987.97
66389	TOWNE FORD SALES	Repairs & Maintenance - Coll	3,835.46
66390	USA BLUE BOOK	Large Diameter Pipe Cleaning Project	1,051.78
		TOTAL CHECKS	2,235,897.94

WIRE TRANSFERS

<u>DATE</u>	<u>TO WHOM PAYABLE</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
3/27/2020	PrimePay	Employee Payroll - Pay Period 3/13-27	\$102,034.84
3/27/2020	ICMA	Employee Contributions	\$8,571.31
3/30/2020	Cal PERS	CalPERS Retirement	\$44,404.42
3/30/2020	Silicon Valley Clean Water	SVCW - Monthly Operating Payment	\$633,247.00
3/31/2020	PrimePay	Directors Fees	\$3,186.06
3/31/2020	PrimePay	Federal Payroll Taxes	\$22,532.09
3/31/2020	PrimePay	State Payroll Taxes	\$6,895.91
		WIRE TRANSFERS FROM BoW CHECKING	<u>820,871.63</u>
3/24/2020	LAIF	Transfer from LAIF	2,000,000.00
		WIRE TRANSFERS TO BoW CHECKING	<u>2,000,000.00</u>

President

Secretary

WITHDRAWAL ORDER
SUPPLEMENTAL PURCHASE REGISTER
4/8/2020

OPERATING SUPPLIES & OFFICE EXPENSE

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
66346	1456.66	GRAINGER	Lubricants, Coring Bit, First Aid Kits, Tools
66349	3648.87	OMEGA INDUSTRIAL SUPPLY, INC.	Sanitizing Supplies
66350	3574.66	PONTON INDUSTRIES, INC.	Replenish Ultrasonic Transducer Stock
66355	1423.79	ROBERTS & BRUNE CO	ARC Clay / C900 Pipes, Concrete Valve Box, Cast Iron Lid
66356	9160.58	SIGNA MECHANICAL	240v Pump Core
66359	2163.15	3T EQUIPMENT COMPANY	Flow Thru Packer
66361	5480.96	WECO INDUSTRIES, INC.	Camera Adapter, Leader Hoses, Universal Skids Camera
66367	1907.89	BAYSIDE EQUIPMENT COMPANY	Cam Locks
66386	1647.52	SAFETY-KLEEN, CORP	Hazard Waste Pick Up

MISCELLANEOUS

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
66329	23,440.00	FREYER & LAURETA	Inspector Fees for Recycled Water Facility SHGCC for February
66330	3,600.00	FREYER & LAURETA	Inspector Fees for Recycled Water Facility SHGCC for Part of March
66331	1,599,393.83	ANDERSON PACIFIC	Professional Services for Recycled Water Facility SHGCC
66344	1,300.00	BAY AREA AIR QUALITY MGMT DIST	Permitting Fees
66363	485,450.00	PRECISION ENGINEERING	Replacement and Construction of Sanitary Sewer Mains
66366	3,800.00	BAY AREA PAVING CO. INC.	Paving for Various Locations in District
66371	3,306.10	DELL	Equipment for IT Department
66372	8,706.00	DEWEY PEST CONTROL	Rodent Control
66373	10,000.00	ESRI	Software Renewal
66375	8,922.40	FOUR STAR AUTOMOTIVE, INC	Water Truck Brake Repair
66376	17,818.56	FREYER & LAURETA	Professional Services for Engineering and Levee Design
66379	4,274.55	HARBEN CALIFORNIA	Pump Rebuild
66389	3,835.46	TOWNE FORD SALES	Repair on Unit 208

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
03/31/2020)

	TOTAL BY VENDOR 7/1/2019- 3/31/2020	WITHDRAWAL 3/31/2020
REGULAR PAYABLES		
3T Equipment Company	30,531.43	2,163.15
A-A Lock & Alarm	1,444.70	-
AAA Rentals	11,819.27	-
A & B Trailer Hitch Inc.	1,303.16	-
Aatrix Software	64.85	-
Ace Fire Equipment & Service	972.11	-
Action Towing	487.50	-
Advanced Laser	2,843.89	-
Airgas USA, LLC	806.86	-
Alliant Insurance Services Inc	15,396.00	-
The Almanac	12,665.20	-
Alpha Analytical Laboratories	4,075.00	80.00
Amazon	120.97	-
American Messaging	579.40	-
American Textile & Supply	171.48	-
American Water Services	305.40	-
Anderson Pacific	7,968,085.64	1,599,393.83
Aqua Natural Solutions	2,959.34	-
Aquality Water Management Inc.	18,107.84	-
AT&T	10,636.55	963.20
Atlantis Casino Resort	757.10	-
Atchison, Barisone & Condotti	47,225.04	6,800.27
Town of Atherton	6,000.00	-
Avery Associates, Inc.	11,840.27	-
Aztec Consultants	11,827.50	-
Backflow Prevention Specialist	3,854.00	-
Baggengineers	1,660.00	-
Bankcard Center	37,613.20	-
Bay Alarm	12,563.26	4,149.42
Bay Area Air Quality Mgmt Dist	22,873.00	1,300.00
Bay Area Paving Co. Inc.	25,929.00	3,800.00
Bay Reprographic, Inc.	106.35	-
Bayside Equipment Company	118,686.74	1,907.89
Annette Bergeron	704.00	-
Jed M. Beyer	884.50	-
Beyond Components, Inc.	179.20	-
David D. Bohannon Org.	211,673.53	-
Bonny Doon Environmental	4,540.22	-
Brown and Caldwell	200.00	-
Buckles-Smith	251.60	-
CASA	13,370.00	-
CSDA	15,230.00	-
CUSI	13,750.00	-
CWEA-SCVS	1,180.00	-
CWEA	7,503.00	574.00
CWEA Membership	2,618.00	-
CSRMA C/O Alliant Insurance	298,653.00	-
Calif. Labor Law Poster Servic	152.00	-
California Concrete Pumping	774.00	-
CA Air Resources Board	754.48	-
California Water Service	11,499.56	-
CALPERS 1959 Survivor Billing	1,645.00	-
CALPERS - Unfunded Accrued Liability	334,727.00	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
03/31/2020)

	TOTAL BY VENDOR 7/1/2019- 3/31/2020	WITHDRAWAL 3/31/2020
REGULAR PAYABLES		
CALPERS - Retirement	353,540.03	44,404.42
CALPERS - Health Premiums	370,163.19	-
Calpers Long-Term Care Program	593.09	35.36
CalTrans	492.00	-
Carpaccio	47.15	-
Carrie Nevoli - Petty Cash	729.79	143.48
Cardiac Science Corp.	719.89	-
Center For Hearing Health Inc.	661.25	-
Chavan & Associates LLP	22,825.00	-
Chevron	67.00	-
Cintas Corp	31,534.17	-
Citibank	696.92	-
Comcast	3,062.00	278.89
Consolidated Parts, Inc	4,354.12	-
Costco	743.04	-
CPS HR Consulting	18,484.86	-
Cropper Accountancy Corp.	2,700.00	-
Cues, Inc.	3,980.00	-
Custom Truck	490.10	-
DMV	388.05	-
Dale Scott & Co., Inc.	4,000.00	-
Peggy Daniels	2,935.76	-
Das Manufacturing, Inc.	1,895.44	-
Davey Tree Expert Company	7,913.00	-
Dept. of Industrial Relations	675.00	-
Dell	5,334.17	3,306.10
Delta Diablo Sanitation District	8,567.61	-
Detection Instruments	327.79	-
Dewey Pest Control	17,237.00	8,706.00
DoorDash	339.03	-
Dolphin Graphics	4,329.50	-
Duke's Root Control, Inc	223,089.71	-
Duckys Car Wash	639.80	-
Du-All Safety, Llc	22,612.50	-
Elio D'Urzo	1,523.50	-
ENR	66.00	-
ESRI	17,200.00	10,000.00
East Bay Muni Utility District	2,425.00	-
Elite Parts LLC	1,233.65	-
Emergency Essentials	2,279.10	-
EnviroZyme	3,000.50	-
ErgoWorks	1,398.48	-
Express Safety, Inc.	773.32	-
Fast Response On-Site Testing	2,217.60	-
Federal Express	3,407.52	291.30
City of Fremont	70.50	-
Fremont Urgent Care	1,692.00	-
Finishmaster Inc	837.56	-
Forestry Suppliers, Inc.	1,315.65	-
Formatop	1,387.48	-
City of Foster City	500.00	500.00
Four Star Automotive, Inc.	8,922.40	8,922.40
Franchise Tax Board	5,250.00	250.00
Freyer & Laureta	298,875.57	44,858.56
Gary Pollack Construction	4,000.00	-
Goldstreet Design Agency, Inc.	2,751.50	-
Govconnection, Inc.	780.00	-
Governmentjobs.com dba NeoGov	6,633.00	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
03/31/2020)

	TOTAL BY VENDOR 7/1/2019- 3/31/2020	WITHDRAWAL 3/31/2020
REGULAR PAYABLES		
Grainger	28,920.30	2,118.64
Granite Rock, Inc.	1,033.13	-
Hach Company	21,504.51	-
Hadronex, Inc.	34,919.44	-
Hansen Supply Company	4,710.58	-
Harben California	7,263.40	4,274.55
Harbor Ready-Mix	2,992.16	-
Harrington Industrial Plastics	192.59	-
HF&H Consultants, LLC	65,768.19	400.00
Hillyard/San Francisco	2,633.32	-
Hilton	225.03	-
Home Depot Credit Services	9,547.12	-
Bob Hulsmann	1,274.26	-
IEDA	6,840.00	-
IKEA	21.93	-
Innovyze, Inc	7,955.00	-
Instrument Technology Corp.	228.81	228.81
ISAC INC	6,581.50	-
J & B Corrosion Engineering	1,415.00	-
Jani-King of CA, Inc - SFR/OAK	6,572.82	-
Jensen Precast	2,454.32	-
KDS Communications	1,505.00	-
Scott/Linda Kamran	16,000.00	-
Kimball Midwest	5,675.00	1,008.39
Bill Kitajima	152.83	-
Kone Inc.	2,334.06	-
L & M Transmission	1,199.93	-
Lasky Trade Printing	2,584.24	-
Log Me In	2,198.70	-
Lucity, Inc.	20,741.42	-
Lyngso Garden Materials, Inc	356.78	-
Damian Madrigal	100.00	-
Mail Finance	804.75	-
Mallory Co.	8,972.01	-
Matheson Tri-Gas, Inc.	438.59	-
Maxx Metals	138.00	-
George / Karen McCown	2,996.72	-
City of Menlo Park - Repair	36,695.84	-
City of Menlo Park-Fuel	47,626.07	-
City of Menlo Park - Water	8,755.74	256.44
City of Menlo Park - Permits	4,500.00	-
SDU	10,681.02	508.62
Medco Supply Company	396.05	-
Menlo Park Chamber of Commerce	475.00	-
Menlo Park Fire Protection	8,290.00	-
Menlo Park Hardware Co. #14016	1,096.21	-
Mid Peninsula Abstracts	810.00	-
Mission Clay Products LLC	3,486.92	-
Morse Hydraulics	1,063.66	390.04
Mountain Mikes Pizza	54.90	-
Municipal Maintenance Equip.	1,667.98	-
My Binding	156.85	-
National Auto Fleet	142,690.88	-
Navia Benefit Solutions	22,617.37	656.16
North Bay Pensions	1,500.00	-
Occasions, ETC.	75.35	-
Office of Water Programs	998.63	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
03/31/2020)

	TOTAL BY VENDOR 7/1/2019- 3/31/2020	WITHDRAWAL 3/31/2020
REGULAR PAYABLES		
Office Team	8,072.00	-
Ogasawara Landscape Maint.	8,250.00	400.00
Omega Industrial Supply, Inc.	9,243.84	3,648.87
P&F Distributers	1,035.69	1,035.69
Pacific Gas & Electric	53,865.58	-
Palo Alto Staffing	1,309.60	-
Albert Patino	433.54	-
Peninsula Building Materials	4,395.62	684.09
Peninsula Property Group	1,602.75	-
Perotti and Carrade	750.00	-
Phil Scott	3,202.20	-
Pier 2 Marketing	1,950.00	-
PJ's Rebar Inc.	2,752.87	-
Ponton Industries, Inc.	22,090.01	3,574.66
Precise Printing and Mailing	14,438.99	52.92
Precision Engineering	797,639.19	485,450.00
Preferred Alliance	2,761.73	298.98
Principal Life Insurance Co.	53,475.09	4,491.94
Sergio Ramirez	5,458.31	-
R.A. Nosek Investigations	2,655.00	-
Ranger Pipelines	67,202.79	-
Readyrefresh By Nestle	2,894.31	215.70
Recology Peninsula Services	12,530.00	-
Red Wing Shoe Store	5,572.03	587.69
Redwood General Tire Co., Inc.	213.75	147.88
Reg Solutions	200.00	-
Rich Voss Trucking	2,405.00	-
Roberts & Brune Co	23,219.05	1,423.79
SVCW Bond - 2009 Bond	656,144.00	-
SVCW Bond - 2014 Bond	1,145,613.40	-
SVCW Bond - 2015 Bond	1,019,906.45	-
SVCW Bond - 2018 Bond	1,834,712.50	-
SVCW Cash Contribution on 2018 Bond	6,416,002.01	-
SVCW SRF Loan - WWTP Phase 1	506,765.20	-
SVCW - Monthly Operating Payment	6,332,470.00	633,247.00
SWRCB	14,557.00	-
Sacramento Airport Parking	20.00	-
Safety Center Inc	5,308.00	-
Safety-Kleen, Corp.	2,651.77	2,651.77
Safeway	161.75	-
San Mateo County	18,263.00	-
San Mateo County Assessor	305.00	-
San Mateo County Clerk	998.00	63.00
San Mateo CO Health Dept	2,473.00	-
San Mateo County Tax Collector	924.30	-
Rupert Sandoval	1,113.46	-
Santa Clara Valley Water Dist.	100.00	100.00
Santa Clara County	587.00	-
Robert J. Scheidt	263.86	-
Seekzen Systems	14,775.00	-
Shape Incorporated	30,147.54	-
Sharp Business Systems	8,308.36	-
Sharp Electronics Corporation	1,186.81	238.85
Signa Mechanical	18,321.16	9,160.58
Sitech Norcal	460.95	-
Smart and Final	187.91	-
Snap On Industrial C/O	750.72	-
Desiree S Slater	28.00	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
03/31/2020)

	TOTAL BY VENDOR 7/1/2019- 3/31/2020	WITHDRAWAL 3/31/2020
REGULAR PAYABLES		
Solarwinds	57.00	-
Spartan Tool LLC	4,257.10	-
Stacks	134.57	-
Staples Credit Plan	11,647.39	987.97
Stevens Creek Quarry, Inc.	692.99	-
Stockton Metropolitan	20.00	-
Summit Aerial Services Inc	2,750.00	-
Sutter EAP	1,249.25	-
Target Specialty Products	3,638.28	-
Tap Plastics Inc.	419.65	-
Teamsters Local No. 350	10,470.00	1,020.00
Teletrac Navman US LTD.	1,517.19	-
The Concept Genie	1,879.70	-
TFS-Zoom Imaging Solutions Inc	802.99	-
Toshiba Financial Services	801.78	-
Towne Ford Sales	14,426.23	4,803.51
TPX Communications	18,328.95	-
Underground, Inc.	321,504.72	-
Underground Service Alert	10,828.20	-
United Rentals Northwest, Inc.	1,082.58	-
USA Blue Book	1,051.78	1,051.78
US Bank	2,184.36	-
U.S. Jetting, LLC.	2,491.11	-
V & A Consulting Engineers	18,998.75	-
Valley Heating & Cooling	1,883.00	-
Verizon Wireless	15,860.26	-
Vision Communications Co.	11,973.67	-
V.W. Housen & Associates	47,709.50	-
Weco Industries, Inc.	142,010.01	5,480.96
West Yost & Associates	41,015.96	-
Wex Bank	309.93	-
Wiley Price & Radulovich	61.81	61.81
Woodard & Curran	104,323.44	-
Zanker Recycling	3,451.58	-
Zip's AW Direct	118.31	-
Zoom Imaging Solutions, Inc.	1,215.54	-
TOTAL REGULAR PAYABLES	31,306,492.01	2,913,549.36
SALARIES/WAGES & W/H		
Salaries/Wages - Net Pay	1,535,359.88	102,034.84
Directors Fees - Net Pay	14,583.15	3,186.06
PrimePay Fees	4,357.35	-
IRS - Federal Payroll Taxes	310,971.40	22,532.09
EDD - State Payroll Taxes	108,952.47	6,895.91
ICMA	160,404.08	8,571.31
Performance Merit Program - Net Pay	124,143.65	-
TOTAL SALARIES RELATED	2,258,771.98	143,220.21
TOTAL PAYABLES	33,565,263.99	3,056,769.57

WEST BAY SANITARY DISTRICT
Schedule of Cash Receipt Deposits
03/16/2020-3/31/2020

DEPOSIT DATE	RECEIPT NUMBER	DESCRIPTION	AMOUNT
3/31/2020	461113	Permit: 75 Reservoir Rd, ATH	\$355.00
3/31/2020	461114	Permit: 100 Felton Dr	\$355.00
3/31/2020	461115	Permit: 40 Hesketh Dr, MP	\$290.00
3/31/2020	461116	Reimbursement for Awards Dinner	\$260.16
3/31/2020	461117	Invoice 2019-20-070A	\$87.50
3/31/2020	461118	Permit: 58 Mulberry Ln, ATH	\$580.00
3/31/2020	461119	Permit: 634 College Ave, MP	\$290.00
3/31/2020	461120	Invoice #2019/20-072	\$350.00
3/31/2020	461121	Estimated Volume Permit 2020 - 3641 Haven Avenue, MP	\$175.00
3/31/2020	461122	Estimated Volume Permit 2020 - 190 Park Lane, ATH	\$175.00
3/31/2020	461123	SRF Reimbursement #18	\$477,101.00
3/31/2020	461124	Est Vol Permit (2020): 3639 Alpine Rd, PV	\$175.00
3/31/2020	461125	Est Vol Permit (2020): 701 Marsh Road, MP	\$175.00
3/31/2020	461126	Permit: 1 Rebecca Ln, ATH	\$195.00
Total Deposit			<u>\$480,563.66</u>

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4D**

To: Board of Directors
From: Sergio Ramirez, Operations Superintendent
Subject: WBSD Operations and Maintenance Report – March 2020

Month	Basin PM Pipe Cleaning Miles	High Freq. PM Pipe Cleaning Miles	Un-Sche. Pipe Cleaning Miles	WBSD CCTV Insp. Miles	Pipe Patch Repairs Qty.	Open Trench Repairs Qty.	Pump Sta. PM Qty.	Pump Sta. Unsch. Repairs Qty.	SSO Cat. 1	SSO Cat. 2&3s	Service Calls- Unit 208			
											Call Outs	Sch PM	Unsch. PM	USA's
January	6.9	4.1	0.0	3.0	6	7	72	1	0	0	90	11	0	206
February	5.0	7.8	0.9	2.5	2	9	69	0	0	0	95	12	0	177
March	17.3	0.1	0.4	1.3	4	8	70	0	0	0	94	9	0	156
* Oct.	3.9	4.1	0.3	4.3	5	8	95	1	0	0	94	0	1	309
Nov.	0.8	8.2	0.1	3.2	4	8	83	0	0	0	105	0	3	269
Dec	13.7	0.0	0.0	4.6	6	8	76	1	0	0	88		10	160
Yr to date	47.7	24.3	1.7	18.8	27	48	465	3	0	0	566	32	14	1277
2020 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
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
2015 Results	126.4	55	21	46	65	90	1349	6	0	5	798	174	185	2125
2014 Results	126.4	63	20	48	65	78	1328	10	2	12	771	183	72	1834

* = Beginning of PMPP year.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4E**

To: Board of Directors

From: Sergio Ramirez, Operations Superintendent

Subject: Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – March 2020

	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	0.5	0.8	0.2	0.8	4	1	0	0	0
February	1.3	0.2	0.1	1.2	4	1	0	1	0
March	0.0	1.2	0.0	0.0	4	0	0	0	0
April									
May									
June									
July									
*August	0.0	1.2	0.0	0.5	4	0	0	0	0
Sept.	0.0	1.5	0.0	1.1	4	0	0	0	0
Oct.	0.5	1.7	0.2	1.2	4	1	0	0	0
Nov.	1.0	1.0	0.0	0.0	4	2	0	0	0
Dec	0.0	1.7	0.1	1.2	4	0	0	0	0
** Yr to date	3.3	9.3	0.6	6.0	32	5	0	1	0
FY19/20Goals	17.4	16.9	n/a	9.3	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4F**

To: *Board of Directors*

From: *Phil Scott, District Manager*

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

Attached are the monthly statements indicating the amount of each reserve fund the District holds in the Bank of the West Investment Portfolio and the to-date market values.

Quarterly reports on the Investment Portfolio will include more details on the investments of each reserve.

Recommendation

The District Manager recommends the District Board review and accept these statements by affirming and approving the items listed in the Consent Calendar.



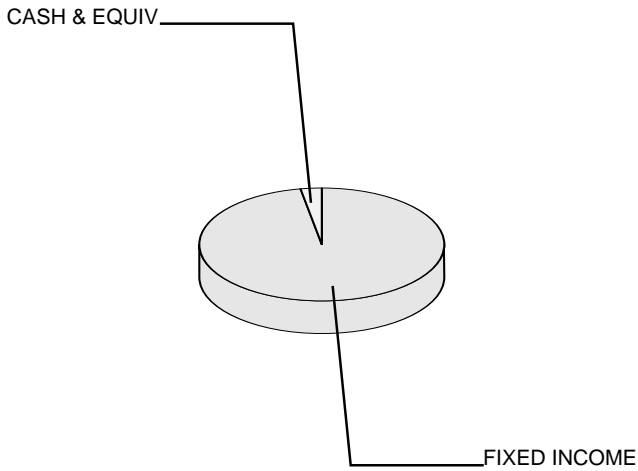
WBSD - CAPITAL PROJECT RESERVE

Account Number: 02/01/20 -
Statement Period: 02/29/20

WEST BAY SANITARY DISTRICT
 ATTN: PHILLIP L. SCOTT
 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	52,565.97	2.6%
Fixed Income	2,004,336.70	97.4%
Total Portfolio	\$ 2,056,902.67	100.0%
Accrued Income	11,860.66	
Total Valuation	\$ 2,068,763.33	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 2,059,524.86	\$ 2,666,749.24
Income		
Interest.....	2,079.65	39,977.66
Purchased Income.....	0.00	-2,530.45
Disbursements.....	-361.68	-641,092.85
Realized Gains/(Losses).....	-13.99	213.10
Change In Accrued Income.....	1,631.88	-3,873.68
Change In Market Appreciation/(Depreciation).....	5,911.78	16,330.34
Non-Cash Asset Changes.....	-9.17	-7,010.03
Ending Market Value	\$ 2,068,763.33	\$ 2,068,763.33



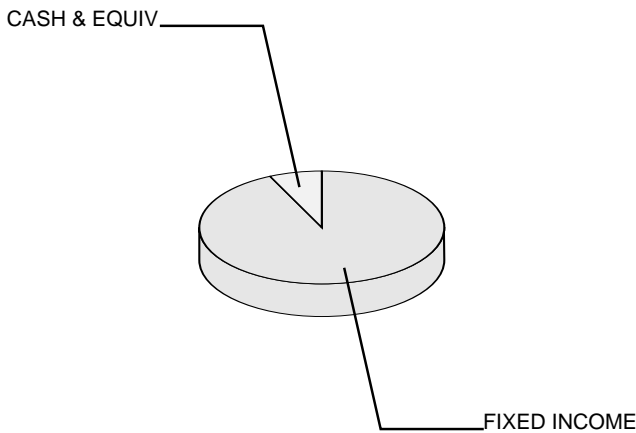
WBSD - EMERGENCY CAPITAL RESERVE

Account Number: 02/01/20 -
Statement Period: 02/29/20

WEST BAY SANITARY DISTRICT
 ATTN: PHILLIP L. SCOTT
 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	273,355.61	7.5%
Fixed Income	3,383,778.51	92.5%
Total Portfolio	\$ 3,657,134.12	100.0%
Accrued Income	16,142.62	
Total Valuation	\$ 3,673,276.74	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 3,659,784.18	\$ 4,308,686.39
Income		
Interest.....	5,966.11	68,472.84
Purchased Income.....	0.00	-2,923.75
Disbursements.....	-643.02	-1,700,858.08
Cash Transfers.....	0.00	8,700.00
Realized Gains/(Losses).....	-462.68	-22,863.59
Change In Accrued Income.....	-266.00	-8,666.74
Change In Market Appreciation/(Depreciation).....	10,215.97	41,486.37
Non-Cash Asset Changes.....	-1,317.82	981,243.30
Ending Market Value	\$ 3,673,276.74	\$ 3,673,276.74



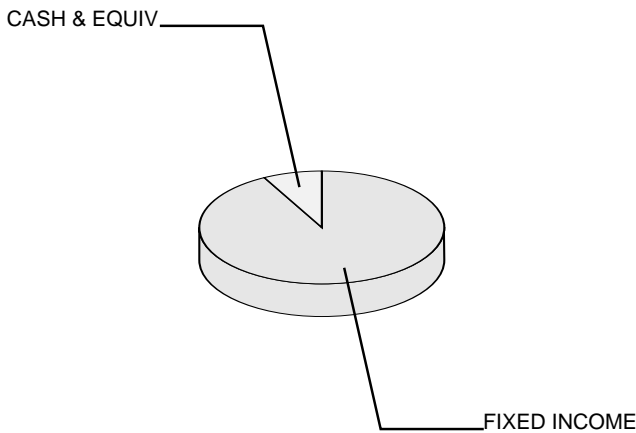
WBSD - OPERATING RESERVE

Account Number: 02/01/20 -
Statement Period: 02/29/20

WEST BAY SANITARY DISTRICT
 ATTN: PHILLIP L. SCOTT
 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	655,850.94	8.1%
Fixed Income	7,433,578.64	91.9%
Total Portfolio	\$ 8,089,429.58	100.0%
Accrued Income	38,880.80	
Total Valuation	\$ 8,128,310.38	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 8,087,984.31	\$ 7,191,676.47
Income		
Interest.....	12,866.57	116,517.79
Purchased Income.....	0.00	-4,575.06
Disbursements.....	-1,420.67	-1,404,615.30
Cash Transfers.....	0.00	9,000.00
Realized Gains/(Losses).....	-52.60	4,048.98
Change In Accrued Income.....	437.52	857.95
Change In Market Appreciation/(Depreciation).....	32,388.73	67,144.87
Non-Cash Asset Changes.....	-3,893.48	2,148,254.68
Ending Market Value	\$ 8,128,310.38	\$ 8,128,310.38



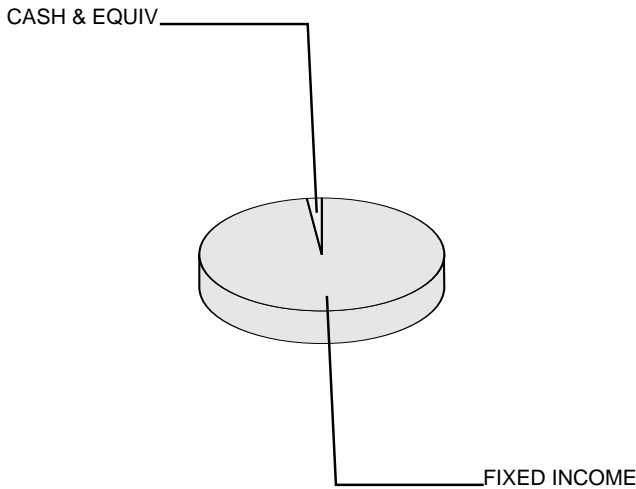
WBSD - RATE STABILIZATION RESERVE

Account Number: 02/01/20 -
Statement Period: 02/29/20

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	31,409.89	2.3%
Fixed Income	1,361,295.73	97.7%
Total Portfolio	\$ 1,392,705.62	100.0%
Accrued Income	6,168.74	
Total Valuation	\$ 1,398,874.36	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 1,393,526.94	\$ 6,081,980.07
Income		
Interest.....	17,100.93	91,269.60
Purchased Income.....	0.00	-588.26
Disbursements.....	-242.51	-1,559,863.65
Cash Transfers.....	0.00	-17,700.00
Realized Gains/(Losses).....	0.00	-5,003.35
Change In Accrued Income.....	-13,311.56	-37,801.51
Change In Market Appreciation/(Depreciation).....	14,304.86	30,486.34
Non-Cash Asset Changes.....	-12,504.30	-3,183,904.88
Ending Market Value	\$ 1,398,874.36	\$ 1,398,874.36



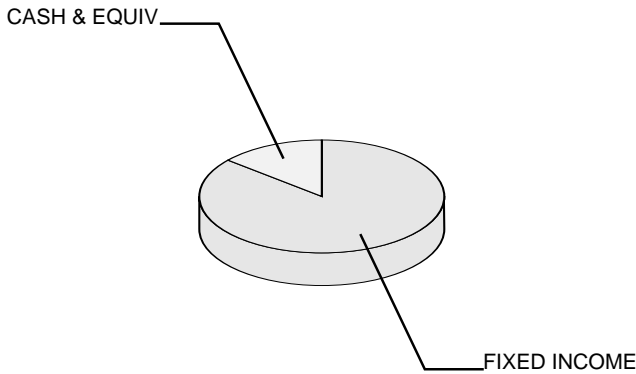
WBSD - RECYCLED WATER CASH FLOW

Account Number: 02/01/20 -
 Statement Period: 02/29/20

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	32,039.97	14.2%
Fixed Income	193,772.86	85.8%
Total Portfolio	\$ 225,812.83	100.0%
Accrued Income	620.81	
Total Valuation	\$ 226,433.64	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 225,833.75	\$ 223,524.55
Income		
Interest.....	142.58	3,292.05
Purchased Income.....	0.00	-729.31
Disbursements.....	-39.77	-306.48
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	151.86	89.80
Change In Market Appreciation/(Depreciation).....	379.17	640.54
Non-Cash Asset Changes.....	-33.95	-77.51
Ending Market Value	\$ 226,433.64	\$ 226,433.64



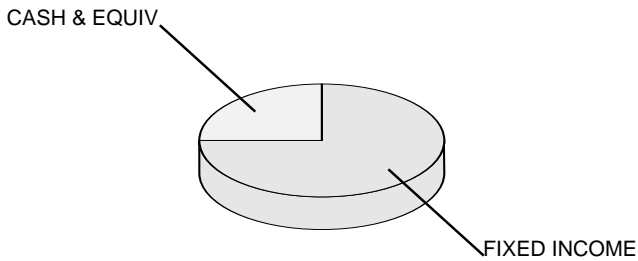
WBSD - RECYCLED WATER SRF RESERVE

Account Number: 02/01/20 -
Statement Period: 02/29/20

WEST BAY SANITARY DISTRICT
 RECYCLED WATER SRF 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	209,577.23	24.8%
Fixed Income	636,814.47	75.2%
Total Portfolio	\$ 846,391.70	100.0%
Accrued Income	4,147.26	
Total Valuation	\$ 850,538.96	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 848,539.66	\$ 838,864.78
Income		
Interest.....	3,456.88	15,222.19
Purchased Income.....	0.00	-680.61
Disbursements.....	-148.69	-1,147.32
Realized Gains/(Losses).....	0.00	1,658.63
Change In Accrued Income.....	-1,969.24	-774.51
Change In Market Appreciation/(Depreciation).....	2,042.60	-1,877.19
Non-Cash Asset Changes.....	-1,382.25	-727.01
Ending Market Value	\$ 850,538.96	\$ 850,538.96

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WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

From: *Phil Scott, District Manager
Debra Fisher, Finance Manager*

Subject: *Consider Adoption of Resolution Establishing Rates of Pay and Related Compensation Provisions and Correct Previous Pay Schedules*

Background

On June 26, 2019, the Board adopted a Memorandum of Understanding (MOU) between the District and Teamsters Local 350. The provisions in this MOU include approved pay increases, effective June 1, 2019. Increases are determined for the five-year term of the MOU. The 4% increase per year is effective on June 1, 2019 and is based on the approved MOU.

On March 25, 2020 the Board approved the Resolution Establishing the Rates of Pay to include the adjusted salary ranges for the Water Quality Manager and the Water Quality Supervisor/Operator. In September of 2019 the Board approved the District Manager's pay rate via employment agreement with an effective date of July 1, 2019.

However, it has recently been brought to our attention by PERS that the District Manager's rate of pay must be included in the salary schedule as well, and be approved by the Board so that all pay rates are listed in one document and made available to the public. In the past the DM's contracted pay rate was approved by the Board in open session and included in the minutes and thought to be sufficient as available to the public. Evidently, the California Code of Regulations were changed in 2016 to be more specific and all pay rates must be included in one pay schedule.

Failure to provide PERS a compliant pay schedule could severely reduce the retirement benefit calculation of retiring employees.

Analysis

The attached Resolution is required to adjust the individual salary ranges and related compensation provisions for represented, unrepresented, and management employees which includes the new salary ranges.

However, please note, the only change from the resolution passed on March 25, 2019 is the inclusion of the District Manager's salary to comply with PERS rules for previously approved pay schedules.

Fiscal Impact

There is no additional impact of this resolution since it is aimed to reflect what the Board has previously approved, however, the fiscal impact of the previous resolution is included below.

Salaries and employee benefits will increase per the terms of the MOU as reflected in the table above. Employees will continue to contribute to the employer's PERS portion at a rate of .25% per year affective July 1, 2019. Effective July 1, 2020, 0.5%; effective July 1, 2021, 0.75%; effective July 1, 2022, 1.00%; and effective July 1, 2023 1.25%. Additionally, the employee shall pay to PERS the employee's portion of the total required contribution (i.e. 8% of pay for Classic and 6.25% of pay for PEPRA staff).

Recommendation

The District Manager recommends adoption of the attached Resolution.



California Public Employees' Retirement System
P.O. Box 942715
Sacramento, CA 94229-2715
(888) CalPERS (or **888-225-7377**)
TTY: (877) 249-7442
www.calpers.ca.gov

Circular Letter: 200-050-16
Distribution: IV, V, VI, X, XII, XVI

Circular Letter

November 4, 2016

TO: **ALL CALPERS EMPLOYERS**

SUBJECT: **STATUTORY AND REGULATORY REQUIREMENTS FOR COMPENSATION
EARNABLE AND PUBLICLY AVAILABLE PAY SCHEDULES**

Accurate Payroll reporting is crucial for providing accurate member benefits. The purpose of this letter is to remind employers of the requirements for compensation earnable and publicly available pay schedules.

Compensation Earnable

Only those pay amounts that meet the definition of compensation earnable are used when calculating retirement benefits. For more information about compensation earnable, please refer to the Public Employees' Retirement Law (PERL) Government Code (GC) sections 20636 and 20636.1 which define compensation earnable for State, School, and Public Agency members. Compensation earnable is further clarified by California Code of Regulations (CCR) Section 570.5.

All employers must comply with the compensation earnable provisions and corresponding regulations of the PERL. Where employers fail to comply, pay amounts will be determined to not constitute payrate, and accordingly, CalPERS will be unable to use such pay amounts when calculating members' retirement benefits.

Requirement for Publicly Available Pay Schedules

To meet the definition of compensation earnable, an amount of pay must either constitute payrate or special compensation as defined in the statutes. GC section 20636(d) further requires that payrate and special compensation schedules, ordinances, or similar documents are public records.

Employers must review their pay schedules to verify that all members' pay amounts are included within a publicly available pay schedule.

Compensation Earnable Government Codes

GC section 20636(b)(1) (applicable to Public Agency members) and 20636.1(b)(1) (applicable to School members) require pay amounts to be paid pursuant to publicly available pay schedules. For example, GC section 20636 (b)(1) states:

“Payrate means the normal monthly rate of pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules. “Payrate,” for a member who is not in a group or class, means the monthly rate of pay or base pay of the member, paid in cash and pursuant to publicly available pay schedules, for services rendered on a full-time basis during normal working hours, subject to the limitations of paragraph (2) of subdivision (e).”

CCR 570.5 specifies the required elements necessary to meet the definition of a publicly available pay schedule as follows:

- (a) For purposes of determining the amount of “compensation earnable” pursuant to GC sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:
 - (1) Has been duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws;
 - (2) Identifies the position title for every employee position;
 - (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
 - (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
 - (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer’s internet website;
 - (6) Indicates an effective date and date of any revisions;
 - (7) Is retained by the employer and available for public inspection for not less than five years; and
 - (8) Does not reference another document in lieu of disclosing the payrate.

All eight (8) requirements must be met in one salary schedule for each member’s pay, in order for CalPERS to approve the pay amount as payrate and reportable compensation earnable.

Publicly Available Pay Schedules Government Code

If an agency cannot provide a document meeting the requirements for a publicly available pay schedule, then CalPERS must determine that the pay amount fails to meet the definition of payrate. CCR 570.5 (b)(1)-(4) outlines the process by which CalPERS may determine a member's payrate when there is no publicly available pay schedule provided.

CCR 570.5 (b) states:

- (b) Whenever an employer fails to meet the requirements of subdivision (a) above, the Board, in its sole discretion, may determine an amount that will be considered to be payrate, taking into consideration all information it deems relevant including, but not limited to, the following:
 - (1) Documents approved by the employer's governing body in accordance with requirements of public meetings laws and maintained by the employer;
 - (2) Last payrate listed on a pay schedule that conforms to the requirements of subdivision (a) with the same employer for the position at issue;
 - (3) Last payrate for the member that is listed on a pay schedule that conforms with the requirements of subdivision (a) with the same employer for a different position;
 - (4) Last payrate for the member in a position that was held by the member and that is listed on a pay schedule that conforms with the requirements of subdivision (a) of a former CalPERS employer.

For assistance or questions, please direct your inquiries to the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Renee Ostrander, Chief
Employer Account Management Division

RESOLUTION NO. ____ (2020)

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

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

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

Position	Salary Rate
District Manager	19,300*

*See Article 12

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

Position	Salary Rate
Projects & IT Manager	10349 - 14487
Operations Superintendent	9640 - 13978
Water Quality Manager	9351 - 13978
Finance Manager	10202 - 13673
Office & Communications Manager	6396 - 9275

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

Position	Salary Rate
Assistant Operations Superintendent	8354 - 11279
Water Quality Supervisor/Operator	8354 - 11279
Pump Facility Supervisor	8419 - 10892
Operations Supervisor	8419 - 10892
Information Technology Analyst	6215 - 9325
Engineering Technician	7341 - 10228
Personnel & Accounting Specialist	6448 - 8415
Administrative Technician	5245 - 7343
Part-Time Clerical Assistant	19.86 – 24.27/hour

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

Position	Salary Rate
Construction Inspector	7339 - 10229
Source Control Inspector	7339 - 10229
Field Supervisor	6115 - 9325
Rehabilitation Technician	5615 - 8336
Pipeline Inspection Tech	5615 - 8336
Maintenance Mechanic	5615 - 8336
Maintenance Worker	5099 - 7343
Temporary Maintenance Worker	25.00/hour

5. Health Benefits Plan.

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

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

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

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

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

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

8. Deferred Compensation. The District will provide matching contributions for unrepresented employees at a one (1) to 0.75 ratio to a maximum of 2% of salary. I.E. If an employee contributes 2.667% of their salary to a 457 Deferred Compensation plan the District will contribute 2% of salary equivalent to the employee's 457 Deferred Compensation plan.

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

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

Subject to other provisions of the contract and Resolutions referred to above, the District shall pay to PERS the employer portion. Employees will contribute to the employer's PERS portion at a rate of .25% per year affective July 1, 2019. Effective July 1, 2020, 0.5%; effective July 1, 2021, 0.75%; effective July 1, 2022, 1.00%; and effective July 1, 2023 1.25%. Additionally, the employee shall pay to PERS the employee's portion of the total required contribution (i.e. 8% of pay for Classic and 6.2% of pay for PEPR staff).

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

12. Exhibits. This Resolution includes Exhibits A, B, C, & D herein attached, to correct the omission of the District Manager's monthly pay rates in the previous resolutions establishing rates of pay effective beginning July 1, 2016 and as noted on each Exhibit.

13. Effective Date. This Resolution shall be effective on April 8, 2020.

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

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

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

Attachments: Exhibits A through D.

EXHIBIT A

WEST BAY SANITARY DISTRICT SALARY RANGES

Effective July 1, 2016

Management Employees:

Position	Salary Rate Effective July 1, 2016
District Manager	16,986
Projects & IT Manager	9380 – 13130
Maintenance Superintendent	8737 – 12669
Regulatory Compliance Coordinator	8475 – 11442
Accountant	7850 – 9813
Office Manager	5208 – 7552

General Employees (Unrepresented):

Position	Salary Rate Effective July 1, 2016
Assistant Maintenance Superintendent (Supervisory)	7572 – 10222
Pump Facility Supervisor	7630 – 9872
Information Technology Analyst	5633 – 8451
Engineering Technician	6653 – 9271
Senior Administrative Technician	5006 – 7259
Administrative Technician	4753 – 6656

General Employees (Represented):

Position	Salary Rate Effective July 1, 2016
Construction Inspector	6652 – 9271
Source Control Inspector	6652 – 9271
Field Supervisor	5542 – 8451
Rehabilitation Technician	5089 – 7555
Pipeline Inspection Tech II	5089 – 7555
Maintenance Mechanic	5089 – 7555
Pipeline Inspection Tech I	4622 – 6656
Maintenance Worker	4622 – 6656

EXHIBIT B

WEST BAY SANITARY DISTRICT SALARY RANGES

Effective July 1, 2017

Management Employees:

Position	Salary Rate Effective July 1, 2017
District Manager	17,750
Projects & IT Manager	9661 – 13524
Operations Superintendent	8999 – 13049
Regulatory Compliance Coordinator	8729 – 11785
Accountant	8086 – 10107
Office & Communications Manager	5633 – 8168

General Employees (Unrepresented):

Position	Salary Rate Effective July 1, 2017
Assistant Operations Superintendent	7799 – 10529
Pump Facility Supervisor	7859 – 10168
Operations Supervisor	7859 – 10168
Information Technology Analyst	5802 – 8705
Engineering Technician	6853 – 9549
Senior Administrative Technician	5156 – 7477
Administrative Technician	4896 – 6856
Part-Time Clerical Assistant	18.54 – 22.66/hour

General Employees (Represented):

Position	Salary Rate Effective July 1, 2017
Construction Inspector	6851 – 9549
Source Control Inspector	6851 – 9549
Field Supervisor	5708 – 8705
Rehabilitation Technician	5242 – 7781
Pipeline Inspection Tech II	5242 – 7781
Maintenance Mechanic	5242 – 7781
Pipeline Inspection Tech I	4760 – 6856
Maintenance Worker	4760 – 6856

EXHIBIT C

WEST BAY SANITARY DISTRICT SALARY RANGES

Management Employees:

Position	Salary Rate Effective 7/1/18
District Manager	18,371
Projects & IT Manager	9951 – 13930
Operations Superintendent	9269 – 13440
Regulatory Compliance Coordinator	8991 – 12139
Finance Manager	9810 – 13147
Accountant (temporary)	9810 - 13147
Office & Communications Manager	5802 – 8413

General Employees (Unrepresented):

Position	Salary Rate
Assistant Operations Superintendent	8033 – 10845
Pump Facility Supervisor	8095 – 10473
Operations Supervisor	8095 – 10473
Information Technology Analyst	5976 – 8966
Engineering Technician	7059 – 9835
Personnel & Accounting Specialist	6200 – 8091
Senior Administrative Technician	5311- 7701
Administrative Technician	5043 – 7061
Part-Time Clerical Assistant	19.10 – 23.34/hour

General Employees (Represented):

Position	Salary Rate
Construction Inspector	7057 – 9836
Source Control Inspector	7057 – 9836
Field Supervisor	5880 – 8966
Rehabilitation Technician	5399 – 8015
Pipeline Inspection Tech II	5399 – 8015
Maintenance Mechanic	4903 – 7061
Pipeline Inspection Tech I	4903 – 7061
Maintenance Worker	4760 – 6856

EXHIBIT D

WEST BAY SANITARY DISTRICT SALARY RANGES

Effective July 1, 2019

Management Employees:

Position	Salary Rate Effective July 1, 2019
District Manager	19,300
Projects & IT Manager	10,349 – 14,487
Operations Superintendent	9,640 – 13,978
Regulatory Compliance Coordinator	9,351 – 12,625
Finance Manager	10,202 – 13,673
Office & Communications Manager	6,396 – 9,275

General Employees (Unrepresented):

Position	Salary Rate Effective July 1, 2019
Assistant Operations Superintendent	8,354 – 11,279
Pump Facility Supervisor	8,419 – 10,892
Operations Supervisor	8,419 – 10,892
Information Technology Analyst	6,215 – 9,325
Engineering Technician	7,341 – 10,228
Personnel & Accountant Specialist	6,448 – 8,415
Administrative Technician	5,245 – 7,343
Part-Time Clerical Assistant	19.86 – 24.27/hour

General Employees (Represented):

Position	Salary Rate Effective July 1, 2019
Construction Inspector	7,339 – 10,229
Source Control Inspector	7,339 – 10,229
Field Supervisor	6,115 – 9,325
Rehabilitation Technician	5,615 – 8,336
Pipeline Inspection Tech	5,615 – 8,336
Pump Station Maintenance Mechanic	5,615 – 8,336
Maintenance Worker	5,099 – 7,343
Temp. Maintenance Worker	25.00/hour

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: Board of Directors

From: Phil Scott, District Manager

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

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

The following is a disclosure statement required for any document, written report or brochure prepared in whole or in part pursuant to the Finance Agreement with the State Water Resources Control Board for the West Bay Sanitary District Recycled Water Project - Sharon Heights:

Funding for this project has been provided in full or in part through an agreement with the State Water Resources Control Board. California's Clean Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds. The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: Board of Directors

From: Phil Scott, District Manager

Subject: Report & 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 9**

To: Board of Directors

From: Phil Scott, District Manager

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

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

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