

1902 - Serving Our Community for over 115 Years - 2020
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 25, 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

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, March 25th. To participate by telephone, public comments can be made by calling 1 866 899 4679 Access Code: 368-096-629. 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 Regular meeting March 11, 2020 Pg. 4A-1
 - B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for March 25, 2020 Pg. 4B-1
5. Consideration of Resolution Authorizing the District Manager to Enter into Agreement Between The Town of Portola Valley and the West Bay Sanitary District Pg. 5-1
6. Consider Adoption of Resolution Establishing Rates of Pay and Related Compensation Provisions 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. Update on District's Corona Virus Response
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
12. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
13. 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. **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 CoronaVirus 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. **Corona Virus:** District Manager will provide an update on the District's response to the Corona Virus situation.

Report to the District Board for the Regular Meeting of March 25, 2020

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

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1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 11, 2020 AT 7:00 P.M.**

1. Call to Order

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

Roll Call

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Tory Thompson, Ramirez, Kitajima

Others Present: None

2. Communications from the Public: None.

3. District Manager's Report

1) CIP Project:

- a. **Belle Haven III:** CIP construction began July 23. 100% complete.
- b. **Cleaning/TVing Large Diameter lines:** With Board approval Staff has obtained new heavy duty cleaning nozzle and large tractor for camera for televising large lines. The tractor, called the MudMaster, has now arrived and Staff has begun cleaning and televising lines full time.

2) Affiliate Agency/Association News:

- a. **WateReuse– San Francisco Conference:** DM was asked to join West Yost Associates to present a paper on the Onsite Reuse Treatment Plant discharge permit process on March 16, 2020, but the conference was postponed due to the CoronaVirus 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.
- 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.
- 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 March 25, 2020.
- 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. **COVID 19:** DM Scott shared details of staff notification regarding the COVID 19 virus and safety and health information.

4. **Consent Calendar**

Motion to Approve by: Moritz 2nd by: Otte 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 February 26, 2020
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for March 11, 2020
- C. WBSD Operations and Maintenance Report – February 2020
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – February 2020
- E. Consideration of Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Extension Required for the Connections of 155 and 167 Lake Road in Portola Valley

5. **Consideration of Approving Contract Change Order No. 2 to Precision Engineering, Inc. for the Belle Haven III Sewer Rehabilitation Capital Improvement Project in Menlo Park, CA**

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

Comments: DM Scott outlined change order no. 2 in the amount of \$511,000.

6. **Consideration of Accepting Work by Precision Engineering for the Belle Haven III Sewer Project; and Authorizing the District Manager to Execute the Balancing Change Order and File the Notice of Completion**

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

Comments: DM Scott outlined the total budget for the project of \$5,536,000 and the total cost came in \$9,425 under budget at \$5,526,000.

7. Consideration to Ratify the Emergency Replacement of the Diesel Fuel Tank at Willow Pump Station

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

Comments: None.

8. Consideration of Authorizing the District Manager to Call for Bids for the Diesel Tanks Replacement Project

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

Comments: The Board discussed various purchase options and came to the consensus to call for bids with including a Bid Alternate option of a share tank.

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

Comments: DM Scott reported that the Sharon Heights project is near completion. He asked for the Board to provide direction for a ribbon cutting date. Board consensus was to hold the ribbon cutting on May 18th at 9:30am.

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

Comments: President Dehn reported that the transfer station contract for tipping for repairs has been approved with no impact to the budget. There was much discussion on the Organics to Energy Pilot Project and approving agreements with Central Marin Sanitary Agency and East Bay Municipal Utility District in addition to MOU with Silicon Valley Clean Water. The upcoming March and possibly April SBWMA Board meetings will be by call-in due to the COVID 19 outbreak. DM Scott reported on receiving a public records request for solid waste franchise agreement 2006-2013.

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

Comments: Director Otte reported the solid waste agreement was approved.

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

Entered closed session at 8:37 p.m. Left closed session at 8:50 p.m.

Reportable action: None.

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

Comments: None.

14. Adjournment Time: The meeting was adjourned at 8:51 PM

WEST BAY SANITARY DISTRICT

WITHDRAWAL ORDER

March 25, 2020

CHECK	TO WHOM PAYABLE	PURPOSE	AMOUNT
66291	SAN MATEO COUNTY CLERK	Other Operating Exp. - A&G	50.00
66292	CALTRANS	Other Operating Exp - Coll	492.00
66293	FRANCHISE TAX BOARD	Wage Garnishment	250.00
66294	NAVIA BENEFIT SOLUTIONS	Navia Benefits	631.16
66295	DAMIAN MADRIGAL	Other Operating Exp - A&G	100.00
66296	MATHESON TRI-GAS, INC.	Operating Supplies - Coll	47.86
66297	ALPHA ANALYTICAL LABORATORIES	Research & Monitoring - Coll	1,620.00
66298	AMERICAN MESSAGING	Utilities - A&G	64.24
66299	AQUA NATURAL SOLUTIONS	Repairs & Maintenance - Coll	1,574.69
66300	CITIBANK	Other Operating Expenses - A&G	7.00
66301	HOME DEPOT CREDIT SERVICES	Operating Supplies - Coll	235.01
66302	IEDA	Professional Services - A&G	760.00
66303	JANI-KING OF CA, INC - SFR/OAK	Contract Services - A&G	743.31
66304	LOG ME IN	Repairs & Maintenance - Coll	65.72
66305	CITY OF MENLO PARK - Repair	Repairs & Maintenance - Coll	2,695.92
66306	CITY OF MENLO PARK-Fuel	Gasoline, Oil & Fuel - Coll	5,646.78
66307	SEEKZEN SYSTEMS	Professional Services - Coll	475.00
66308	SHARP BUSINESS SYSTEMS	Rents & Leases - Coll	1,036.78
66309	VISION COMMUNICATIONS CO.	Rents & Leases - A&G	667.00
66310	WEST YOST & ASSOCIATES	Professional Services - A&G	1,364.29
66311	WOODARD & CURRAN	Professional Services - A&G	1,330.25
66312	AQUALITY WATER MANAGEMENT INC.	Recycled Water Facility - SHGCC	2,095.14
66313	READYREFRESH BY NESTLE	Utilities - A&G	103.26
66314	AVERY ASSOCIATES, INC.	Professional Services - A&G	2,940.27
66315	BAYSIDE EQUIPMENT COMPANY	Operating Supplies - Coll	114.96
66316	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding	35.36
66317	DU-ALL SAFETY, LLC	Professional Services - Coll	2,497.50
66318	THE ALMANAC	Printing & Publications	528.00
66319	LASKY TRADE PRINTING	Printing & Publications - A&G	817.20
66320	HACH COMPANY	Operating Supplies - Coll	854.36
66321	KONE INC.	Contract Services - A&G	259.34
66322	CITY OF MENLO PARK - Water	Utilities - A&G	2,527.50
66323	R.A. NOSEK INVESTIGATIONS	Professional Services - A&G	310.00
66324	WECO INDUSTRIES, INC.	CCTV Camera	40,007.80
66325	WEST YOST & ASSOCIATES	Professional Services - A&G	2,924.00
66326	BANKCARD CENTER	BoW CC - Todd	1,805.36
66327	BANKCARD CENTER	BoW CC - Phil	1,896.99
66328	SDU	Wage Garnishment	508.62
		TOTAL CHECKS	80,082.67

CORPORATE CARD:

VENDOR	PURPOSE	AMOUNT
CITY OF FREMONT	Commuter Pkg	70.50
AATRIX SOFTWARE	Repairs & Maintenance - A&G	64.85
AMAZON	Office Expense - A&G	120.97
AMERICAN WATER SERVICES	Utilities - A&G	76.56
ATLANTIS CASINO RESORT	Training, Meetings, & Travel - Coll - CWEA Conf Reno - 5 EI	757.10

BROWN AND CALDWELL	Printing and Publications - Coll - Job Posting	200.00
CA AIR RESOURCES BOARD	Other Operating Exp - Coll	754.48
DMV	Repairs and Maintenance - Coll	51.05
CWEA	Training, Meetings, & Travel, Printing & Publications - Coll &	1,274.00
CALIFORNIA WATER SERVICE	Utilities - Coll	1,362.46
CARPACCIO	Training, Meetings & Travel - Coll	47.15
CUSTOM TRUCK	Repairs and Maintenance - Coll	490.10
DELL	Research & Monitoring - Coll	2,028.07
DOORDASH	Training, Meetings & Travel - A&G	339.03
DUCKYS CAR WASH	Operating Supplies - Coll	639.80
HILTON	Training, Meetings & Travel - A&G- P3S Conference	225.03
IKEA	Operating Supplies - Coll	21.93
MOUNTAIN MIKES PIZZA	Training, Meetings & Travel - A&G	54.90
MY BINDING	Office Expense - A&G - Maps	156.85
OFFICE OF WATER PROGRAMS	Training, Meetings & Travel - Coll - Books	183.53
PACIFIC GAS & ELECTRIC	Utilities - Coll	162.63
SACRAMENTO AIRPORT PARKING	Training, Meetings & Travel - A&G - Parking	20.00
SAFEWAY	Training, Meetings & Travel - A&G	161.75
SMART AND FINAL	Training, Meetings & Travel - A&G	187.91
STACKS	Training, Meetings & Travel - A&G	134.57
STOCKTON METROPOLITAN	Training, Meetings & Travel - A&G - Parking	20.00
TPX COMMUNICATIONS	Utilities - A&G	2,316.89
VERIZON WIRELESS	Utilities - A&G	1,636.62
COSTCO	Office Expense - A&G	683.04

TOTAL PAYMENT TO CORPORATE CARD	<u>14,241.77</u>
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WIRES

<u>TRANSFER DATE</u>	<u>PURPOSE</u>	
3/5/2020	Payment for Corporate Card	\$14,241.77
3/5/2020	PrimePay	\$673.00
3/10/2020	CalPERS - Health Premiums	\$48,818.99
3/13/2020	Employee Payroll - Pay Period 02/28-3/13	\$104,161.57
3/13/2020	ICMA	\$16,618.83
3/13/2020	Federal Payroll Taxes	\$23,666.83
3/13/2020	State Payroll Taxes	\$7,513.36

WIRE TRANSFERS FROM BofW CHECKING	<u>215,694.35</u>
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3/3/2020	Transfer from LAIF	1,500,000.00
3/9/2020	Recology Franchise Fee	8,495.17

WIRE TRANSFERS TO BofW CHECKING	<u>1,508,495.17</u>
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President

Secretary

WITHDRAWAL ORDER
SUPPLEMENTAL PURCHASE REGISTER
03/25/2020

OPERATING SUPPLIES & OFFICE EXPENSE

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
66297	1,620.00	ALPHA ANALYTICAL LABORATORIES	Sampling at Various Locations throughout the District
66322	2,527.50	CITY OF MENLO PARK - Water	Water Bill for October - February
66324	40,007.80	WECO INDUSTRIES, INC.	CCTV Camera for Large Diameter Pipeline

MISCELLANEOUS

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
66295	100.00	DAMIAN MADRIGAL	Tuition Reimbursement
66299	1,574.69	AQUA NATURAL SOLUTIONS	Microbe Lift for Woodside Pump, and Melnor Pump Replacement
66310	1,364.29	WEST YOST & ASSOCIATES	Professional Services for On Site Reuse Permitting
66311	1,330.25	WOODARD & CURRAN	Professional Services for Recycled Water Project SHGCC
66312	2,095.14	QUALITY WATER MANAGEMENT INC	Evaluation of Process and Suitability of Recycled Water Facility at SHGCC
66314	2,940.27	AVERY ASSOCIATES, INC.	Expenses for Recruitment of District Manager
66325	2,924.00	WEST YOST & ASSOCIATES	Extension of Staff Services for External Recycled Water Organization for FY 19/20
CC	1,274.00	CWEA	Recruitment for Water Quality Sup/Op, Conferences
CC	2,028.07	DELL	Laptop for Water Quality Department

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
03/16/2020)

	TOTAL BY VENDOR 7/1/2019- 3/16/2020	WITHDRAWAL 3/16/2020
REGULAR PAYABLES		
3T Equipment Company	28,368.28	-
A-A Lock & Alarm	1,444.70	-
AAA Rentals	11,819.27	-
A & B Trailer Hitch Inc.	1,303.16	-
Aatrix Software	64.85	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	528.00
Alpha Analytical Laboratories	3,995.00	1,620.00
Amazon	120.97	120.97
American Messaging	579.40	64.24
American Textile & Supply	171.48	-
American Water Services	305.40	76.56
Anderson Pacific	6,368,691.81	-
Aqua Natural Solutions	2,959.34	1,574.69
Aquality Water Management Inc.	18,107.84	2,095.14
AT&T	9,673.35	-
Atlantis Casino Resort	757.10	757.10
Atchison, Barisone & Condotti	40,424.77	-
Town of Atherton	6,000.00	-
Avery Associates, Inc.	11,840.27	2,940.27
Aztec Consultants	11,827.50	-
Backflow Prevention Specialist	3,854.00	-
Baggengineers	1,660.00	-
Bankcard Center	37,613.20	3,702.35
Bay Alarm	8,413.84	-
Bay Area Air Quality Mgmt Dist	21,573.00	-
Bay Area Paving Co. Inc.	22,129.00	-
Bay Reprographic, Inc.	106.35	-
Bayside Equipment Company	116,778.85	114.96
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	200.00
Buckles-Smith	251.60	-
CASA	13,370.00	-
CSDA	15,230.00	-
CUSI	13,750.00	-
CWEA-SCVS	1,180.00	-
CWEA	6,929.00	1,274.00
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	754.48
California Water Service	11,499.56	1,362.46
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
03/16/2020)

	TOTAL BY VENDOR 7/1/2019- 3/16/2020	WITHDRAWAL 3/16/2020
REGULAR PAYABLES		
CALPERS - Retirement	309,135.61	-
CALPERS - Health Premiums	370,163.19	48,818.99
Calpers Long-Term Care Program	557.73	35.36
CalTrans	492.00	492.00
Carpaccio	47.15	47.15
Carrie Nevoli - Petty Cash	586.31	-
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	7.00
Comcast	2,783.11	-
Consolidated Parts, Inc	4,354.12	-
Costco	743.04	683.04
CPS HR Consulting	18,484.86	-
Cropper Accountancy Corp.	2,700.00	-
Cues, Inc.	3,980.00	-
Custom Truck	490.10	490.10
DMV	388.05	51.05
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	2,028.07	2,028.07
Delta Diablo Sanitation District	8,567.61	-
Detection Instruments	327.79	-
Dewey Pest Control	8,531.00	-
DoorDash	339.03	339.03
Dolphin Graphics	4,329.50	-
Duke's Root Control, Inc	223,089.71	-
Duckys Car Wash	639.80	639.80
Du-All Safety, Llc	22,612.50	2,497.50
Elio D'Urzo	1,523.50	-
ENR	66.00	-
ESRI	7,200.00	-
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	3,116.22	-
City of Fremont	70.50	70.50
Fremont Urgent Care	1,692.00	-
Finishmaster Inc	837.56	-
Forestry Suppliers, Inc.	1,315.65	-
Formatop	1,387.48	-
Franchise Tax Board	5,000.00	250.00
Freyer & Laureta	254,017.01	-
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
03/16/2020)

	TOTAL BY VENDOR 7/1/2019- 3/16/2020	WITHDRAWAL 3/16/2020
REGULAR PAYABLES		
Grainger	26,801.66	-
Granite Rock, Inc.	1,033.13	-
Hach Company	21,504.51	854.36
Hadronex, Inc.	34,919.44	-
Hansen Supply Company	4,710.58	-
Harben California	2,988.85	-
Harbor Ready-Mix	2,992.16	-
Harrington Industrial Plastics	192.59	-
HF&H Consultants, LLC	65,368.19	-
Hillyard/San Francisco	2,633.32	-
Hilton	225.03	225.03
Home Depot Credit Services	9,547.12	235.01
Bob Hulsmann	1,274.26	-
IEDA	6,840.00	760.00
IKEA	21.93	21.93
Innovyze, Inc	7,955.00	-
ISAC INC	6,581.50	-
J & B Corrosion Engineering	1,415.00	-
Jani-King of CA, Inc - SFR/OAK	6,572.82	743.31
Jensen Precast	2,454.32	-
KDS Communications	1,505.00	-
Scott/Linda Kamran	16,000.00	-
Kimball Midwest	4,666.61	-
Bill Kitajima	152.83	-
Kone Inc.	2,334.06	259.34
L & M Transmission	1,199.93	-
Lasky Trade Printing	2,584.24	817.20
Log Me In	2,198.70	65.72
Lucity, Inc.	20,741.42	-
Lyngso Garden Materials, Inc	356.78	-
Damian Madrigal	100.00	100.00
Mail Finance	804.75	-
Mallory Co.	8,972.01	-
Matheson Tri-Gas, Inc.	438.59	47.86
Maxx Metals	138.00	-
George / Karen McCown	2,996.72	-
City of Menlo Park - Repair	36,695.84	2,695.92
City of Menlo Park-Fuel	47,626.07	5,646.78
City of Menlo Park - Water	8,499.30	2,527.50
City of Menlo Park - Permits	4,500.00	-
SDU	10,172.40	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	673.62	-
Mountain Mikes Pizza	54.90	54.90
Municipal Maintenance Equip.	1,667.98	-
My Binding	156.85	156.85
National Auto Fleet	142,690.88	-
Navia Benefit Solutions	21,961.21	631.16
North Bay Pensions	1,500.00	-
Occasions, ETC.	75.35	-
Office of Water Programs	998.63	183.53

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
03/16/2020)

	TOTAL BY VENDOR 7/1/2019- 3/16/2020	WITHDRAWAL 3/16/2020
REGULAR PAYABLES		
Office Team	8,072.00	-
Ogasawara Landscape Maint.	7,850.00	-
Omega Industrial Supply, Inc.	5,594.97	-
Pacific Gas & Electric	53,865.58	162.63
Palo Alto Staffing	1,309.60	-
Albert Patino	433.54	-
Peninsula Building Materials	3,711.53	-
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.	18,515.35	-
Precise Printing and Mailing	14,386.07	-
Precision Engineering	312,189.19	-
Preferred Alliance	2,462.75	-
Principal Life Insurance Co.	48,983.15	-
Sergio Ramirez	5,458.31	-
R.A. Nosek Investigations	2,655.00	310.00
Ranger Pipelines	67,202.79	-
Readyrefresh By Nestle	2,678.61	103.26
Recology Peninsula Services	12,530.00	-
Red Wing Shoe Store	4,984.34	-
Redwood General Tire Co., Inc.	65.87	-
Reg Solutions	200.00	-
Rich Voss Trucking	2,405.00	-
Roberts & Brune Co	21,795.26	-
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	5,699,223.00	-
SWRCB	14,557.00	-
Sacramento Airport Parking	20.00	20.00
Safety Center Inc	5,308.00	-
Safeway	161.75	161.75
San Mateo County	18,263.00	-
San Mateo County Assessor	305.00	-
San Mateo County Clerk	935.00	50.00
San Mateo CO Health Dept	2,473.00	-
San Mateo County Tax Collector	924.30	-
Rupert Sandoval	1,113.46	-
Santa Clara County	587.00	-
Robert J. Scheidt	263.86	-
Seekzen Systems	14,775.00	475.00
Shape Incorporated	30,147.54	-
Sharp Business Systems	8,308.36	1,036.78
Sharp Electronics Corporation	947.96	-
Signa Mechanical	9,160.58	-
Sitech Norcal	460.95	-
Smart and Final	187.91	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
03/16/2020)

	TOTAL BY VENDOR 7/1/2019- 3/16/2020	WITHDRAWAL 3/16/2020
REGULAR PAYABLES		
Solarwinds	57.00	-
Spartan Tool LLC	4,257.10	-
Stacks	134.57	134.57
Staples Credit Plan	10,659.42	-
Stevens Creek Quarry, Inc.	692.99	-
Stockton Metropolitan	20.00	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	9,450.00	-
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	9,622.72	-
TPX Communications	18,328.95	2,316.89
Underground, Inc.	321,504.72	-
Underground Service Alert	10,828.20	-
United Rentals Northwest, Inc.	1,082.58	-
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	1,636.62
Vision Communications Co.	11,973.67	667.00
V.W. Housen & Associates	47,709.50	-
Weco Industries, Inc.	136,529.05	40,007.80
West Yost & Associates	41,015.96	4,288.29
Wex Bank	309.93	-
Woodard & Curran	104,323.44	1,330.25
Zanker Recycling	3,451.58	-
Zip's AW Direct	118.31	-
Zoom Imaging Solutions, Inc.	1,215.54	-
TOTAL REGULAR PAYABLES	28,392,942.65	143,143.43
SALARIES/WAGES & W/H		
Salaries/Wages - Net Pay	1,433,325.04	104,161.57
Directors Fees - Net Pay	11,397.09	-
PrimePay Fees	4,357.35	673.00
IRS - Federal Payroll Taxes	288,439.31	23,666.83
EDD - State Payroll Taxes	102,056.56	7,513.36
ICMA	151,832.77	16,618.83
Performance Merit Program - Net Pay	124,143.65	-
TOTAL SALARIES RELATED	2,115,551.77	152,633.59
TOTAL PAYABLES	30,508,494.42	295,777.02

WEST BAY SANITARY DISTRICT
Schedule of Cash Receipt Deposits
03/02/2020-3/16/2020

DEPOSIT DATE	RECEIPT NUMBER	DESCRIPTION	AMOUNT
3/16/2020	461095	Permit: 330 Claremont Way, MP	\$290.00
3/16/2020	461096	Permit: 1640 Oak Ave, MP	\$290.00
3/16/2020	461097	Permit: 953 Cotton St. MP	\$290.00
3/16/2020	461098	Permit: 1911 Oakdell Dr, MP	\$170.00
3/16/2020	461099	Bid Sale of Unit 223 - 2008 Ford Escape	\$3,657.02
3/16/2020	461100	Permit: 1055 Arbor Rd, MP	\$290.00
3/16/2020	461101	Permit: 8 Sunset Ln. MP	\$290.00
3/16/2020	461102	Permit: 511 Durham St, MP	\$170.00
3/16/2020	461103	Permit: 650 Middle Ave, MP	\$290.00
3/16/2020	461104	Permit: 471 Sherwood Way, MP	\$355.00
3/16/2020	461105	Permit: 179 Hedge Rd, MP	\$290.00
3/16/2020	461106	Permit: 1159 Bay Laurel Dr, MP	\$170.00
3/16/2020	461107	Annexation Fees: 30 Cheyenne Point, PV	\$3,370.00
3/16/2020	461108	Permit: 1 Rebecca Ln, ATH	\$95.00
3/16/2020	461109	Permit: 1333 Laurel St, MP	\$9,081.00
3/16/2020	461110	Permit: 272 Greenoaks Dr, MP	\$170.00
3/16/2020	461111	Permit: 95 Mesa Ct, ATH	\$170.00
3/16/2020	461112	Reimbursement of PG&E invoice dated 2/27/20 \$192.49	\$1,870.24
Total Deposit			<u><u>\$21,308.26</u></u>

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WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

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

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

Background

The District completed Capital Improvement Projects within the Town's jurisdiction. These projects were the Sausal Vista Phase 1 & 2 and the Alpine Road Sanitary Sewer Replacement Project. The Town added street restoration and slurry requirements after the contractors' bid period, thus adding an undue burden on the projects.

Analysis

The District and Town would like to enter into an agreement to defer the estimated costs of this street restoration and slurry work to a future Town road improvement project. The contractor for the Alpine Road Project has credited the District for his portion of the street obligations, thus allowing the District to close out the project. This will also finally settle a lingering dispute regarding the two Sausal Vista Projects.

Recommendation

The Projects & IT Manager recommends that the Board authorize the District Manager to enter into this agreement.

Attachment: Agreement

**AGREEMENT
BETWEEN WEST BAY SANITARY DISTRICT
AND
THE TOWN OF PORTOLA VALLEY**

THIS AGREEMENT, hereinafter referred to as “Agreement”, made and effective on this ___ day of _____, by and between West Bay Sanitary District, hereinafter referred to as “DISTRICT”, and The Town of Portola Valley, hereinafter referred to as “TOWN.” (District and Town are referred to individually as a “Party” and collectively, as the “Parties”).

WITNESSETH:

WHEREAS, the District has replaced certain sewer mains in its Capital Improvement Projects within the Town’s jurisdiction; and

WHEREAS, these projects, more specifically were entitled “Sausal Vista Phase I & 2 (1758.1)” and “Alpine Road Sanitary Sewer Replacement Project (1758.9)”, and

WHEREAS, these projects required restoration of streets including a slurry seal per TOWN’S specifications as specified in Town’s Encroachment Permit Nos. #PW0010-2019 and #2054. (“subject street segments and areas”); and

WHEREAS, the DISTRICT and TOWN would like the work to be included in an upcoming TOWN road improvement project; and the DISTRICT would like the work to be done by the TOWN’S contractor; and

WHEREAS, the DISTRICT’s contractor for Alpine Road, Ranger Pipelines, performed some asphalt trench restoration work that was not in accordance with TOWN standards such that the TOWN is currently unable to sign off on the encroachment permit.

WHEREAS, the parties have agreed that for Alpine Road, a slurry seal coat will address the deficiency and the DISTRICT has requested the TOWN to slurry seal in connection with an upcoming street resurfacing contract.

WHEREAS, the DISTRICT and TOWN agrees the total cost to perform the work is estimated at Thirty Two Thousand Dollars and No Cents (\$32,000.00),

NOW, THEREFORE, IT IS HEREBY AGREED by the parties hereto, as follows:

1. The TOWN will include in a future contract as part of its street resurfacing program, the above mentioned work to slurry seal the subject street segments and areas along Alpine Road and Georgia Lane.
2. Upon execution of this Agreement, the District shall pay The TOWN the above estimated amount of Thirty Two Thousand Dollars and No Cents (\$32,000.00) for the work specified.
3. It is understood and the TOWN agrees that upon payment of said above estimate of Thirty Two Thousand Dollars and No Cents (\$32,000.00) which shall satisfy the slurry seal and asphalt repair requirements contained in the encroachment permits.
4. The TOWN agrees that the maintenance responsibilities for the improvements installed under this agreement shall vest in TOWN.
5. The TOWN shall indemnify and hold harmless the DISTRICT from all claims, suits, or action of every name, kind and description, arising of or relating to the matters covered by

this agreement to the extent such claims, suits or actions are due to the negligence or willful misconduct of the TOWN or TOWN'S failure to perform obligations required of the TOWN under this Agreement. The TOWN shall indemnify and hold harmless the DISTRICT from all claims, suits, or actions of every name, kind and description, arising of or relating to the matters arising from the work by the Contractor relating to the TOWN'S work.

The DISTRICT shall indemnify and hold harmless the TOWN from all claims, suits, or action of every name, kind and description, arising of or relating to the matters covered by this agreement to the extent such claims, suits or actions are due to the negligence or willful misconduct of the DISTRICT or DISTRICT'S failure to perform obligations required of the DISTRICT under this Agreement.

The duty to indemnify and hold harmless includes duties to defend as set forth in Section 2778 of the California Civil Code.

- 6. The DISTRICT shall guarantee the surface of the asphalt trench as required in the Encroachment permits.

ACKNOWLEDGMENT

By their signatures below, the parties herein acknowledge that they have read and understand the terms of this Agreement, and are authorized to execute this Agreement.

WEST BAY SANITARY DISTRICT

THE TOWN OF PORTOLA VALLEY

“A Special District”

By _____

By _____

Signature

Signature

Phil Scott, District Manager

Typed Name and Title

Typed Name and Title

APPROVED AS TO FORM

DISTRICT COUNSEL

NOTES

- 1. Corporation - signature of two (2) officers required, or one (1) officer plus corporate seal
- 2. Partnership - signature of a partner required
- 3. Sole Proprietorship - signature of proprietor required
- 4. Although it may be necessary on occasion to modify or change some of the provisions of this Standard Agreement, those occasions should be rare. The Town should be strongly encouraged to accept the terms if they wish to do business with the DISTRICT. Any proposed changes should, of course, be cleared through the DISTRICT Attorney's Office.
- 5. All contracts must be reviewed and approved as to form by the DISTRICT Counsel prior to execution by the DISTRICT.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Phil Scott, District Manager*

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

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 agreed 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 January 22, 2020 the Board approved a reorganization plan for Regulatory Compliance Department including a name change to the Water Quality Department, an additional FTE of a Water Quality Supervisor/Operator, and title change for the Regulatory Compliance Coordinator to the Water Quality Manager with an increase in the salary range to be implemented in nearly equal installments over the next two fiscal years. Half of the total cost of salary and benefits for the Water Quality Operator will be charged to the O&M of the Recycled Water Treatment Plant as this position will serve as the Chief Plant Operator for the facility.

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 changes from the resolution passed in June of 2019 are the Water Quality Manager (formerly the Regulatory Compliance Coordinator) and the Water Quality Supervisor/Operator.

Fiscal Impact

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 6.2% of pay for PEPRA staff).

Recommendation

The District Manager recommends adoption of the attached Resolution.

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	Established by the District Board

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. Effective Date. This Resolution shall be effective on March 25, 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 25th day of March, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 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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