



1902 - Serving Our Community for over 120 Years - 2024

**WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS**

REGULAR MEETING OF THE DISTRICT BOARD

WEDNESDAY, SEPTEMBER 25, 2024 AT 7:00 P.M.

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

Board Members

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

General Manager

Sergio Ramirez

District General Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

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

<https://us06web.zoom.us/j/85357366099?pwd=zpaD9UEXGUE5onUa0Rp06DEalmr2C5.1>

Meeting ID: 853 5736 6099 Passcode: 732596

1. Call to Order and Roll Call
2. Communications from the Public
3. Consent Calendar

Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.

 - A. Approval of Minutes for Regular Meeting September 11, 2024 Pg. 3A-1
 - B. Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 18156 and Class 5 Permit No. 18157 for the Construction of Wastewater Facilities for 115 Sausal Drive, Portola Valley, California Pg. 3B-1
 - C. Consider Accepting Wastewater Facilities Constructed Pursuant to Class 3 Sewer Permit No. 18156 and Class 5 Permit No. 18157 for the Construction of Wastewater Facilities for 115 Sausal Drive, Portola Valley, California Pg. 3C-1
4. General Manager's Report Pg. 4-1
5. Consider Approving Performance Merit Pay Program for 2024-2025 Pg. 5-1
6. Consider Authorizing the General Manager to Amend the Agreement dated June 28, 2023 with Kaz & Associates, LLC for SWPPP Compliance Construction Support Services for the FERRF Recycled Water Facility Improvement Project 1763.0 Pg. 6-1

7. Discussion and Direction on the West Bay and Sharon Heights Recycled Water Facility Pg. 7-1
8. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 8-1
9. Report, Discussion, and Direction on South Bayside Waste Management Authority (SBWMA) including the Solid Waste Franchise Re-Assignment Pg. 9-1
10. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 10-1
11. Closed Session

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (Government Code Section 54956.9(d)(2))
Number of potential cases: 2

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.



1902 - *Serving Our Community for over 120 Years* - 2024

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 11, 2024 AT 7:30 P.M.

1. **Call to Order**

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

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, Director Moritz (arrived 7:15pm)

BOARD MEMBERS ABSENT: Director Otte

STAFF MEMBERS PRESENT: Ramirez, AND Condotti by Zoom

Others Present: None

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

3. **Consent Calendar**

Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.

Approval of Minutes for Regular Meeting August 14, 2024

- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salary and Consideration of Other Financial Matters through August 31, 2024
- C. WBSD Operations and Maintenance Report – August 2024
- D. Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – August 2024
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – August 2024
- F. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- APN 079-054-020 (241 Georgia Lane, Portola Valley)
- G. Consider Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission- APN 080-072-210 (Vacant Lot at El Nido Rd., Portola Valley)

Comments: None.

Motion to Approve by: Walker 2nd by: Thiele-Sardiña Vote: AYE: 3 NAY: 0 Abstain: 0

4. General Manager's Report

Discussion/Comments: General Manager Ramirez reported a meeting is schedule with City of East Palo Alto and the District to discuss the new maintenance service agreement. He reported recruitment is underway for maintenance workers. He also reported forms 700 and 470 need to be filed with the Board members primary County. He continued to report the new online permitting system is live and he reported ethics training is due by September 30th. The next regular meetings are scheduled for September 25th, October 9th, and October 23rd. The complete General Manager's written report is in the September 11, 2024 agenda packet

5. Discussion and Direction on Landscape Services

Discussion/Comments: General Manager Ramirez presented options for new admin building outside landscaping. Options included entirely new drought resistant landscaping for approximately \$106K, repairing existing irrigation, and hiring new landscaper for an additional \$250 a week. He also reported the District has posted signs and begun to water the lawn with recycled water. Board direction was to conduct more research before switching landscapers.

6. Authorize the General Manager to Enter into a Purchase Order Agreement with Golden Gate Isuzu Truck for a 2024 Pipe Hunter Jetter with Jet-Eye Camera System

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

Discussion/Comments: General Manager Ramirez reported this item is budgeted for \$280k. The co-op quote was \$284,533 but it can be purchased for less from Golden Gate Truck for \$279,505. The not to exceed cost of \$284,505.97 would include additional safety lights and equipment.

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

Motion to Approve by: Walker 2nd by: Thiele-Sardiña Vote: AYE: NAY: Abstain:

Discussion/Comments: General Manager Ramirez reported on the achievement of seven years or 62,400 hours without lost time accidents. Due to this accomplishment the District's ex-mod rate has dropped from 1.22 to .80.

8. Report and Discussion on Sharon Heights Recycled Water Facility

Discussion/Comments: General Manager Ramirez reported 10.7MG was processed in August and 9.3MG delivered. He also reported the Avy Altschul Pump Station final budget adjustment submittal for SFR is complete. The State's decision to adjust the final budget should be in the next 30 days.

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

Discussion/Comments: General Manager Ramirez reported demo continues for Phase I of the project. Staff held a meeting with the Project Manager and contractor Anderson Pacific on September 10th. Anderson Pacific is working with PG&E to disconnect service to the site.

10. Report, Discussion and Direction on South Bayside Waste Management Authority (SBWMA) including Solid Waste Franchise Re-Assignment

Discussion/Comments: President Dehn reported the next meeting is September 12th. General Manager Ramirez reported he met with Atherton's City Manager to discuss the solid waste franchise re-assignment. He also reported that the last commercial customer to comply with SB1383 agreed to get a required organics bin.

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

Discussion/Comments: General Manager Ramirez reported on the approval of the PPA with EcoGreen to alter existing lighting and approval of the STAR project master service agreement and task order for \$1.2M and \$250K.

12. Closed Session

Entered closed session at 8:23 p.m. Left closed session at 8:57 p.m.

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (Government Code Section 54956.9(d)(2))
Number of potential cases: 1

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code § 54956.9(d)(1))
Name of case: Tony Chan, et al., v. Town of Atherton, et al. – SMSC Case No. 19CIV07567

Reportable action: None.

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

Discussion/Comments: None.

16. Adjournment Time: The meeting was adjourned at 8:49 PM

Secretary

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

To: *Board of Directors*

From: *Fariborz Heydari, P.E. District Engineer*

Subject: **Consider Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 18156 and Class 5 Permit No. 18157 for the Construction of Wastewater Facilities for 115 Sausal Drive, Portola Valley, California**

Background

The District requires an easement to maintain the flow from the Grinder Pump System that serves 115 Sausal Drive. The easement includes ingress and egress to the location of the wastewater facilities and is conforming to District specifications.

Recommendation

The District Engineer recommends that the Board adopt the attached Resolution accepting the Deed of Easement.

Attachments: Resolution _____(2024), Grant Deed of Easement

RESOLUTION NO. _____ (2024)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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

Ronald Ramies a single man as to an undivided 50% interest and Amira Abedrabbo, and unmarried woman as to an undivided 50% interest, as tenants in common

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 25th day of September, 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

RECORDING REQUESTED BY:
WEST BAY SANITARY DISTRICT

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

Title Order No. N/A
Escrow No. N/A
Parcel No. 079-091-060

GRANT DEED OF EASEMENT

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

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

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

Ronald Ramies a single man as to an undivided 50% interest and Amira Abedrabbo, an unmarried woman as to an undivided 50% interest, as tenants in common

Hereby GRANT(S) to:

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

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

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

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

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

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

Also Known As: **115 SAUSAL DRIVE, PORTOLA VALLEY, CA**

Assessor's Parcel Number: **079-091-060**

Executed on 8/29/24 at Portola Valley CA
(City and State)

 Signature

Ronald Ramies
 Printed Name

Executed on 8/29/24 at Portola Valley, CA
(City and State)

 Signature(s)

Amira Abedrabbo
 Printed Name

(ATTACH NOTARY CERTIFICATE)

See Attached Acknowledgement

ACKNOWLEDGMENT

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

State of California }

County of San Mateo }

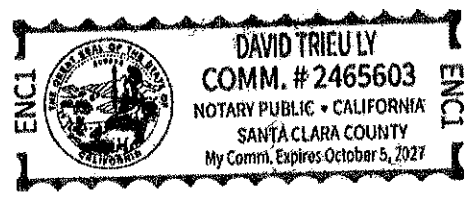
On August 29, 2024 before me, David Trieu Ly, Notary Public
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

David Trieu Ly
Notary Public Signature



(Seal)

OPTIONAL INFORMATION

DOCUMENT

Grant Deed of Easement
(name or type of document)

SIGNER CAPACITY

(capacity claimed by the signer)

(number of pages)

(document date)

NOTICE
THE NOTARY PUBLIC DOES NOT
CERTIFY THE AUTHORIZED
CAPACITY OF THE SIGNER



County of San Mateo
TRANSFER TAX AFFIDAVIT

DTT AFFIDAVIT

Per San Mateo County Ordinance Code 2.93.050

NOTICE: Any material misrepresentation of fact in this affidavit is a misdemeanor under section 2.93.120 of the San Mateo County real property tax code. Any person who makes such a representation is subject to prosecution for such offense.

The Assessor-Clerk-Recorder reserves the right to report potentially fraudulent recordings to the District Attorney's Real Estate Fraud Unit.

This form must accompany any document that requires a Documentary Transfer Tax declaration, including but not limited to: Agreement for Sale; Assignment of Lease; Deed in Lieu of Foreclosure; Easement; Grant Deed; Land Contract; Lease; Memorandum of Lease.

1. LOCATION OF PROPERTY: Assessor's Parcel Number: 079 - 091 - 060 City: Portola Valley
Street Address: 115 Sausal Drive Document To Be Recorded: EASEMENT

2. IS THIS A FORECLOSURE OR TRUSTEE SALE? Yes No (If yes, complete this section.)

a. Is the transferee the Beneficiary or Mortgagee? Yes No

b. Please provide. Name of Trustee: _____

Date of original Deed of Trust: _____

3. IS THIS A LEASE? Yes No (If yes or no, complete this section.)

a. Is remaining term of lease, including renewal options, greater than 35 years? Yes No

b. If NO, submit a copy of the lease, or summary, or terms.

c. If YES, enter the value of the lease interest on line 9a. (For tax calculations.)

4. IS THIS A GIFT IN WHOLE OR IN PART? Yes No (If yes, give a complete explanation.)

Name of the Donor: _____

Name of the Donee: _____

Please be aware that certain gifts in excess of \$13,000 per calendar year may trigger a Federal Gift Tax. In such cases, the Transferor/Donor may be required to fill out a Form 709 (Federal Gift Tax Return) with the Internal Revenue Service. Please also be aware that the information stated on this document may be given to and used by governmental agencies, including the Internal Revenue Service.

I, as the Transferor/Donor declare under penalty of perjury that I have read the above paragraph and acknowledge that a Federal Gift Tax may be triggered.

Signature of Donor: _____ Print Donor Name: _____ Donor Phone: _____
SIGNATURE ON REVERSE STILL REQUIRED.

5. ARE YOU ADDING OR REMOVING A CO-OWNER FOR REFINANCING PURPOSES? Yes No Initial here: _____
If yes, initial to the right to indicate your agreement with the statement below and sign on reverse.

The proportional ownership interest will revert back to its original holding within one (1) month from the date of recording; otherwise I will pay the applicable transfer tax.

TRANSFER TAX AFFIDAVIT, pg. 2

6. ARE YOU MOVING TITLE INTO OR OUT OF A TRUST? Yes No / Into Out of / Revocable Irrevocable

a. Name of Trust: _____ b. Date of Trust: _____

c. Name of Trustor(s): _____

d. Name(s) of Currently Active Trustee(s): _____

e. If this transaction changes who is on title or the proportional interest of how title is held, further explanation is required and may require additional time to review.

Attach additional page(s) if necessary.

7. DO YOU CONTEND THAT NO TRANSFER TAX IS DUE FOR A REASON NOT EXPLAINED IN #1-6? Yes No
(If yes, give a complete explanation.)

a. The nature of the transaction is: DEED OF EASEMENT

b. The reason (exemption) you claim no tax is due: DEED TO PUBLIC ENTITY

8. IS THIS A TRANSFER BETWEEN LEGAL ENTITIES? Yes No
IF YES, TRANSFERS INVOLVING LEGAL ENTITIES MUST PROVIDE, PREFERRABLY ONE (1) WEEK IN ADVANCE, APPLICABLE DOCUMENTATION. SOME EXAMPLES ARE LISTED BELOW. THIS TYPE OF TRANSACTION WILL REQUIRE 1-3 BUSINESS DAYS TO REVIEW.

Entity ownership documentation is required if you are a:

Corporation—A copy of the Articles of Incorporation amendments and any other documents showing the shares issued and share ownership; or

LLC—A copy of the Operating Agreement, amendments, and any other documentation showing the partners and ownership percentage; or

Partnership—A copy of the Partner Agreement, amendments and any other documents showing the partners and ownership percentage.

For all legal entities, provide the names of individuals and specific percentages held by each individual prior to and following the transfer.

9. TAXABLE TRANSACTIONS: Complete the following and calculate the tax below. Tax is calculated as \$0.55 per \$500 of line 9D. Example, \$100,000 value/\$500 increments = 200. 200 increments x \$0.55 = \$110 in tax due. You may also use \$1.10

A) Consideration paid or value. \$ _____

B) Full cash value. Less liens.

C) If less liens, loan amount assumed. \$ _____

D) Total consideration or value less liens. (Line A minus line C.) \$ _____

E) Tax due. \$ N/A

I DECLARE OR AFFIRM UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Are you the Transferee Transferor, Both, or Representative with full knowledge of foregoing. Signature still required.

Signature of Transferee: _____

Print Name: _____

Address of Transferee: _____

Phone Number of Transferee: ()

Signature of Transferor: [Handwritten Signature]

Print Name: Ronald Ramies and Amira Abedrablo

Address of Transferor: 115 SAULS DR PORTOLA VALLEY CA 94028

Phone Number of Transferor: 959 400 2116

Place of Execution: (City, County, State where executed.)

Date of Execution: 8/29/24

EXHIBIT A

LEGAL DESCRIPTION

**INGRESS/EGRESS AND MAINTENANCE EASEMENT
TO THE WEST BAY SANITARY DISTRICT
LANDS OF RAMIES AND ABEDRABBO/115 SAUSAL ROAD
TOWN OF PORTOLA VALLEY, CALIFORNIA**

Property situated in the Town of Portola Valley, County of San Mateo, State of California, being a portion of Lot 1, in Block 1, as shown on that certain map entitled "Tract No. 695 Alpine Hills Subdivision of a portion of Rancho El Corte Madera, San Mateo County, California", which map was filed in the Office of the Recorder of San Mateo County, State of California on September 28, 1954 in Book 40 of maps, pages 15, 16 and 17, and being more particularly described as follows:

BEGINNING at the northeast corner of said Lot 1 in Block 1; thence, proceeding counterclockwise through a curve to the left having a radial bearing of South 12°52'60" West, a radius of 1175', length of 27.69', through a central angle of 01°21'01" to the **TRUE POINT OF BEGINNING** of easement, thence counterclockwise the following courses and distances:

Along a tangent curve to the left with a radius of 1175', length of 21.30', through a central angle of 01°02'17"; thence,

South 55°17'52" West, 18.00 feet; thence,

South 73°41'05" East, 33.85 feet; thence,

North 11°32'59" East, 16.00 feet to the **TRUE POINT OF BEGINNING**.

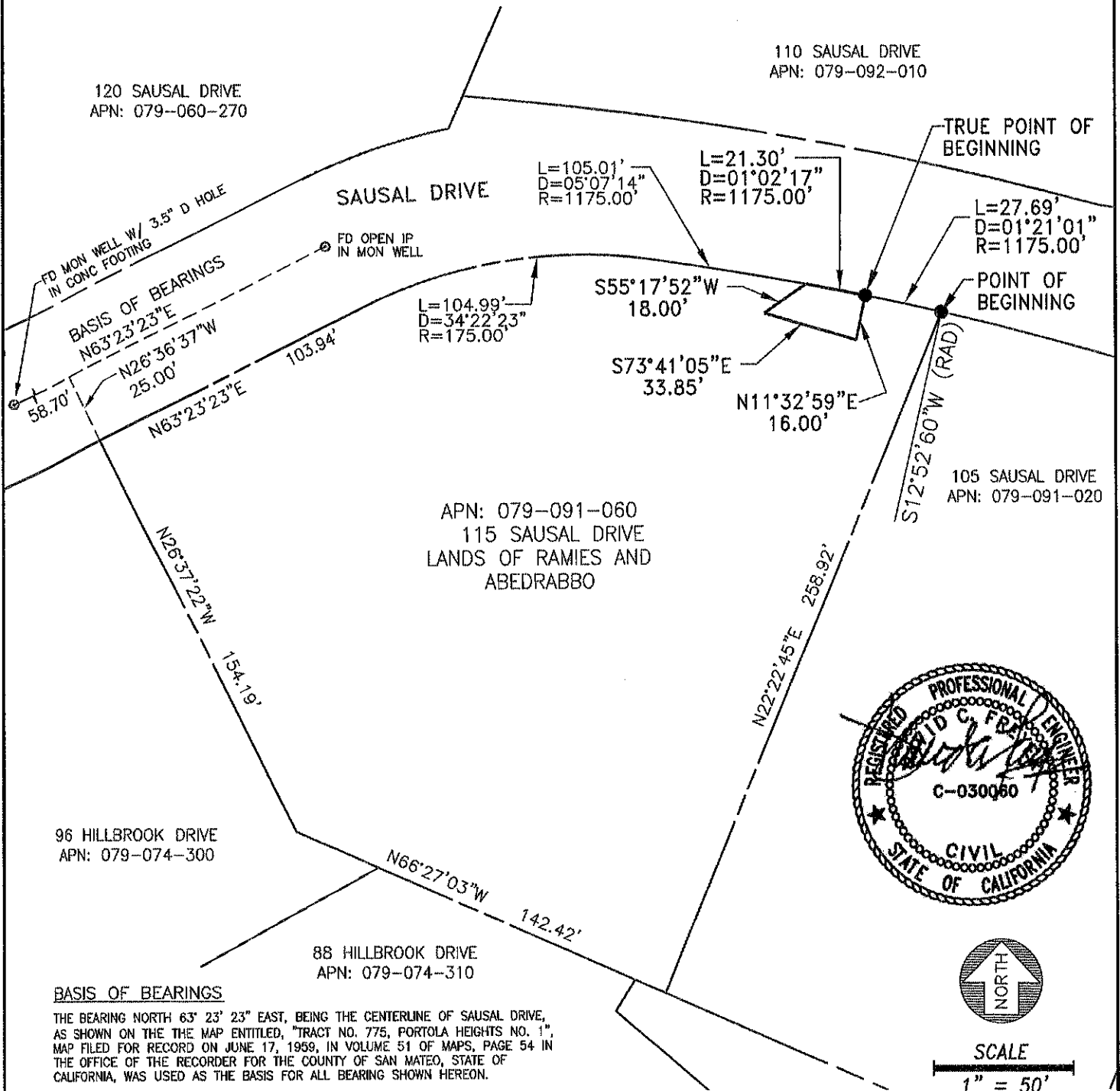
Containing 408 square feet more or less.



August 28, 2024

LEGEND

- PROPOSED EASEMENT
- EXISTING PROPERTY LINE
- EXISTING ADJACENT PROPERTY LINE



SCALE
1" = 50'

BASIS OF BEARINGS
 THE BEARING NORTH 63° 23' 23" EAST, BEING THE CENTERLINE OF SAUSAL DRIVE, AS SHOWN ON THE THE MAP ENTITLED, "TRACT NO. 775, PORTOLA HEIGHTS NO. 1", MAP FILED FOR RECORD ON JUNE 17, 1959, IN VOLUME 51 OF MAPS, PAGE 54 IN THE OFFICE OF THE RECORDER FOR THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, WAS USED AS THE BASIS FOR ALL BEARING SHOWN HEREON.

EXHIBIT B

FREYER & LAURETA, INC.
 CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS
 (415)534-7070 • www.freyerlaureta.com

PLAT TO ACCOMPANY LEGAL DESCRIPTION
 INGRESS/EGRESS AND MAINTENANCE EASEMENT
 TO THE WEST BAY SANITARY DISTRICT
 LANDS OF RAMIES AND ABEDRABBO,
 115 SAUSAL DRIVE, PORTOLA VALLEY, CA



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

To: Board of Directors

From: Fariborz Heydari, P.E. District Engineer

Subject: Consider Accepting Wastewater Facilities Constructed Pursuant to Class 3 Sewer Permit No. 18156 and Class 5 Permit No. 18157 for the Construction of Wastewater Facilities for 115 Sausal Drive, Portola Valley, California

Background

These permits requests were for the extension of the existing force main, and construction of a Grinder Pump System connected to a WBSD force main on 115 Sausal Drive in Portola Valley.

Analysis

The Board issued these Permits at the Regular Meeting of December 13, 2023.

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

Recommendation

The District Engineer recommends that the Board accepts these facilities and directs the General Manager to approve Class 3 Permit No. 18156 and Class 5 Permit No. 18157.

Attachments: Class 3 Permit (18156)
Class 5 Permit (18157)
Site Map



WEST BAY SANITARY DISTRICT

500 Laurel Street, Menlo Park, CA 94025
 Telephone: (650) 321-0384 Fax (650) 321-4265

Connection Record: 18156
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Status:

Connection Record

CONNECTION RECORD FOR A CLASS <u>3</u> SEWER PERMIT

LEGAL DESCRIPTION	TYPE OF WORK TO BE DONE														
115 SAUSAL DR	Connection Type: Other														
Portola Valley	Permit Type: New - Open Trench														
APN: 079-091-060 Permit: 3 Class 3 Construction	Bld Permit No: Jurisdiction: Portola Valley														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg); text-align: center;">OWNER</td><td>Name: Ron Ramies</td></tr> <tr><td>C/O: ron@ronramiesinc.com</td></tr> <tr><td>E-Mail</td></tr> <tr><td>Address: 115 Sausal Dr.</td></tr> <tr><td>City: Portola Valley CA 94028-</td></tr> <tr><td>Phone/Cell: (650) 400-2116</td></tr> </table>	OWNER	Name: Ron Ramies	C/O: ron@ronramiesinc.com	E-Mail	Address: 115 Sausal Dr.	City: Portola Valley CA 94028-	Phone/Cell: (650) 400-2116	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg); text-align: center;">SEWER CONTRACTOR</td><td>Contact:</td></tr> <tr><td>E-Mail:</td></tr> <tr><td>Company:</td></tr> <tr><td>Address:</td></tr> <tr><td>City:</td></tr> <tr><td>Phone/Cell:</td></tr> </table>	SEWER CONTRACTOR	Contact:	E-Mail:	Company:	Address:	City:	Phone/Cell:
OWNER		Name: Ron Ramies													
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		Address: 115 Sausal Dr.													
		City: Portola Valley CA 94028-													
	Phone/Cell: (650) 400-2116														
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GENERAL CON.		Contact:													
		Company													
		Address:													
	Phone/Cell:														
E-Mail:															
City:															
Fax:															

Comments:
 Sewer main extention.

<p>For Non-residential Calculations Only</p> <p>Commercial = 0.00 gpd</p> <p>Code:</p> <p>Rate: \$0.00</p> <p>I/I Fee \$0.00</p> <p>Subtotal (Non-residential) \$0.00</p>	<p>Fees Due:</p> <p>Connection Fee: \$0.00</p> <p>Less Conn. Fee Credit: \$0.00</p> <p>Agreement Name:</p>	<table style="width: 100%;"> <tr><td>Subtotal (Conn. Fee)</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Reimbursement Fee:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Permit Fee:</td><td style="text-align: right;">\$2,660.00</td></tr> <tr><td>TV Inspection Fee:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Misc:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Fees Due</td><td style="text-align: right;">\$2,660.00</td></tr> </table>	Subtotal (Conn. Fee)	\$0.00	Reimbursement Fee:	\$0.00	Permit Fee:	\$2,660.00	TV Inspection Fee:	\$0.00	Misc:	\$0.00	Total Fees Due	\$2,660.00
Subtotal (Conn. Fee)	\$0.00													
Reimbursement Fee:	\$0.00													
Permit Fee:	\$2,660.00													
TV Inspection Fee:	\$0.00													
Misc:	\$0.00													
Total Fees Due	\$2,660.00													



WEST BAY SANITARY DISTRICT

500 Laurel Street, Menlo Park, CA 94025
 Telephone: (650) 321-0384 Fax (650) 321-4265

Connection Record: 18157
--

Status:

Connection Record

CONNECTION RECORD FOR A CLASS <u>5</u> SEWER PERMIT

LEGAL DESCRIPTION	TYPE OF WORK TO BE DONE														
115 SAUSAL DR	Connection Type: Other														
Portola Valley	Permit Type: New - Open Trench														
APN: 079-091-060 Permit: 5 STEP & GRINDER	Bld Permit No: Jurisdiction: Portola Valley														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg); text-align: center;">OWNER</td> <td>Name: Ron Ramies</td> </tr> <tr> <td>C/O : ron@ronramiesinc.com</td> </tr> <tr> <td>E-Mail</td> </tr> <tr> <td>Address: 115 Sausal Dr.</td> </tr> <tr> <td>City: Portola Valley CA 94028-</td> </tr> <tr> <td>Phone/Cell: (650) 400-2116</td> </tr> </table>	OWNER	Name: Ron Ramies	C/O : ron@ronramiesinc.com	E-Mail	Address: 115 Sausal Dr.	City: Portola Valley CA 94028-	Phone/Cell: (650) 400-2116	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg); text-align: center;">SEWER CONTRACTOR</td> <td>Contact:</td> </tr> <tr> <td>E-Mail:</td> </tr> <tr> <td>Company:</td> </tr> <tr> <td>Address:</td> </tr> <tr> <td>City:</td> </tr> <tr> <td>Phone/Cell:</td> </tr> </table>	SEWER CONTRACTOR	Contact:	E-Mail:	Company:	Address:	City:	Phone/Cell:
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	City:														
	Phone/Cell:														

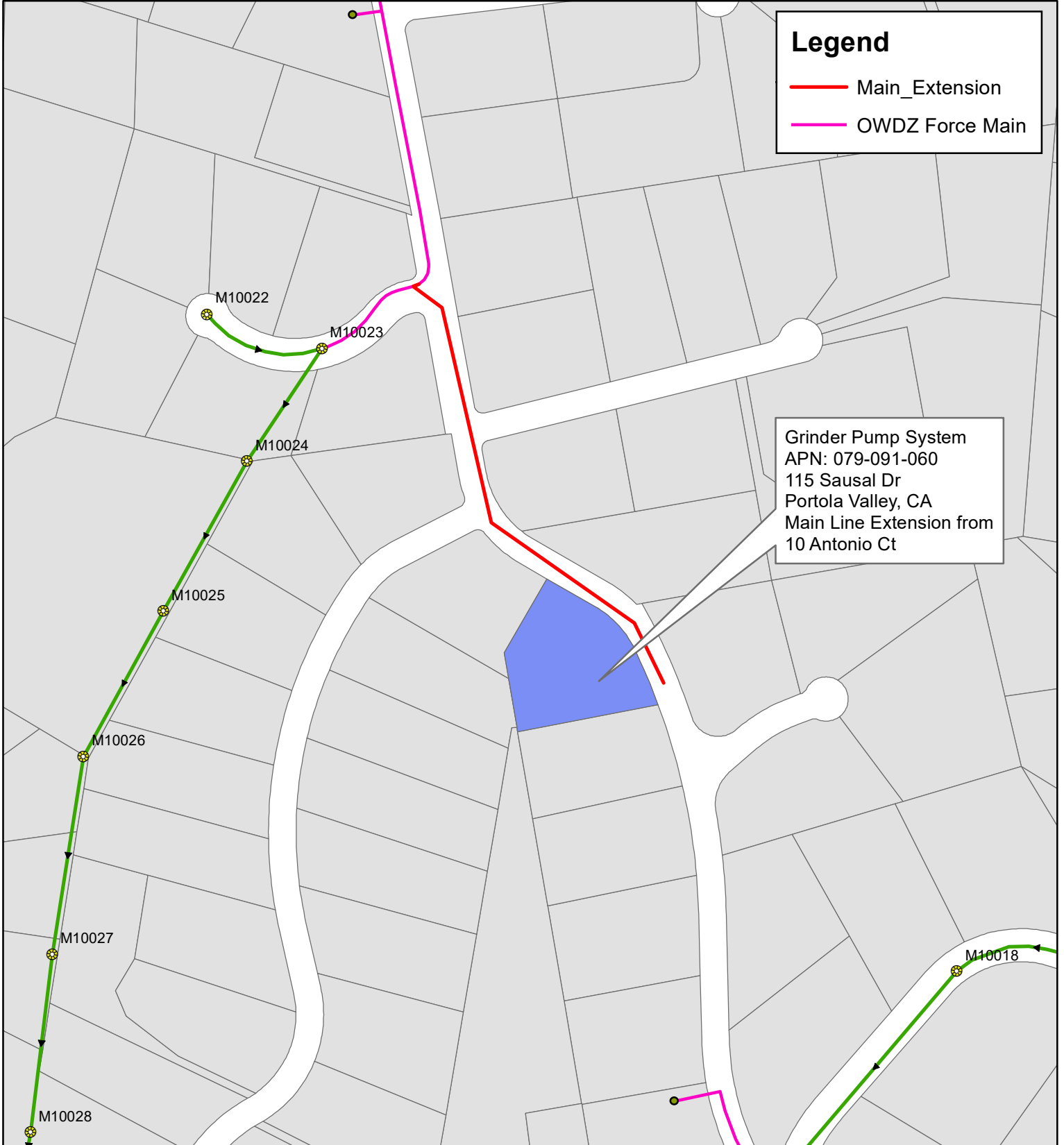
GENERAL CON.	Contact: Company: Address: Phone/Cell:	E-Mail: City: Fax:
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Comments:
 Grinder Pump

For Non-residential Calculations Only Commercial = 0.00 gpd Code: Rate: \$0.00 I/I Fee \$0.00 Subtotal (Non-residential) \$0.00	Fees Due: Connection Fee: \$8,608.00 Less Conn. Fee Credit: \$0.00 Agreement Name:	Subtotal (Conn. Fee) \$8,608.00 Reimbursement Fee: \$0.00 Permit Fee: \$5,600.00 TV Inspection Fee: \$0.00 Misc: \$0.00 Total Fees Due \$14,208.00
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WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
115 SAUSAL DRIVE
PORTOLA VALLEY, CA
GRINDER PUMP SYSTEM





To: Board of Directors
From: Sergio Ramirez, General Manager
Subject: General Manager's Report

- 1) **Administrative:**
 - a. HF&H is reviewing the approved 2025 Solid Waste Rates to make sure they are still in-line considering the effects of SB1383 on garbage, recycling, and organics collection.
 - b. The Succession Plan conducted by CPS HR Consulting will be presented to the Board in October of 2024.
 - c. Ethics Training is due by September 30th as part of the Brown Act Training.
- 2) **Finance:**
 - a. The first Bayfront Recycled Water Facility State Revolving Fund reimbursement request has been submitted to the State for approximately \$800k.
 - b. Staff conducted the Oracle's NetSuite software kick off meeting on August 20, 2024. Implementation is scheduled to take four to six months.
- 3) **CIP Projects:**
 - a. **Capital Improvement Program (CIP):**
 - i. Casey Construction has begun the Willow Pump Station rehabilitation project.
 - b. **Levee Improvement Project:**
 - i. Anderson Pacific has begun the second phase of the levee project.
 - c. **Point Repair Project Phase II:**
 - i. Casey Construction has been replacing numerous pipe segments as part of the Phase II Point Repair Project.
- 4) **Information Technology (IT):**
 - a. The online permitting system went live on August 19, 2024.

- 5) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. The new gas monitors have been received and are in use by the crews.
 - b. **Pump Facilities:**
 - i. The District Engineer issued the notice to proceed to the Telemetry Project contractor.
 - c. **Training:**
 - i. Staff received training on Hot Works. This is a CAL-OSHA requirement.
- 6) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. A pump at the Phil Scott Pump Station failed and is being repaired.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. Anderson Pacific has continued with the demolition of the retired treatment facility. Photos and video will be shared during the board meeting.
- 7) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The new 2024 Hydro Jetter with a Jet-Eye System has been ordered.
- 8) **Personnel:**
 - i. The Utility Worker has resigned and has taken a position with Silicon Valley Clean Water.
 - ii. Interviews for the Maintenance Worker recruitment were held on Wednesday and Thursday September 7 & 8, 2024.
- 9) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesdays, September 25th and October 9th & 23rd.
- 10) **Misc. Items:**
 - a. **West Bay:** The General Manager will update the Board on miscellaneous items related to District operations.
 - b. **Town of Los Altos Hills:** Staff continues to maintain the system and contribute to CIP recommendations.
 - c. **Town of Woodside:** Staff continues to maintain the Town's pump stations and collection system.
 - d. **East Palo Alto:** District staff responded to a sewer spill in EPA Sanitary District on Sunday, September 15th. The caller explained that they were not able to get a hold of the EPA Sanitary District's on-call personnel.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Consider Approving Performance Merit Pay Program for 2024-2025

Background

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

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

Analysis

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

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

There are ten performance elements with the greatest weight given to the reduction of Spills. In 2021 a Fats, Oils, and Grease Inspection goal was added and in 2022 a CIP

Spot Repair Project goal and a Sewer Service Charge Manual Collections goal were added to involve more staff in the program.

The CIP Spot Repair Project goal timelines was adjusted in 2022. The new description for the CIP Spot Repair Project goal will continue to be as follows:

CIP/ Spot Repair Project - The timely design, bid packets produced, contract award, and Notice to Proceed of the 2023-2024 Spot Repair Project. The Spot Repair Project will Call for bids by January, Award Project by March, and Notice to Proceed by May 2024, if the initial bids are accepted by the Board of Directors.

Additionally, Pipe Patch and Pipe Repair goals were combined to make space for the above newer and added goals. The remaining goals appear to be valid and not easily attainable, therefore Management recommends the goals remain as proposed.

Staff is requesting the Board approve the Performance Merit Pay Program for 2024-2025 (Oct. 1, 2024 through Sept. 30, 2025) to be paid out in FY 2025/26 (November 2025) and provide for the consideration of exception to a Spill when it clearly derives from a Contractor's negligence or pandemic related issues.

Fiscal Impact

The total proposed budgeted amount for FY2025/2026 is \$273,000 maximum pay out. This will provide for a maximum merit payout of up to \$6500 for each Full-time employee, as well as a percent of the payout to any Part-time employees who qualify.

Recommendation

The Operations Superintendent and the General Manager recommend the Board approve the Performance Merit Pay Program for 2024-2025 per Exhibit "A".

Exhibit A: West Bay Sanitary District Performance Merit Pay Program 2024-2025



Exhibit "A"

WEST BAY SANITARY DISTRICT
PERFORMANCE MERIT PAY PROGRAM 2024-2025

Purpose

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

Caveats

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

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

Participants

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

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

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

EXAMPLE:

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

Payments

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

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

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

Total Available Payout

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

EXAMPLE: For the period October 1, 2024, through September 30, 2025, Total PMPP Amount is set at \$273,000.00.

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

Assuming 35 full time employees who worked the entire period (October through September).

42 x 247 workdays = 10,374 workdays

However, of the 42 FTE's:

One individual retired on July 15, 2025,

The period October 1 through July 15 had only 196 workdays.

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

2 workers x 100 workdays = 200 workdays

The maximum factor payout per workday would be:

\$273,000.00 / 10,374 workdays = \$26.32 per workday

The full-time workers could receive up to:

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

The retiree could receive:

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

Each of the part time employees could receive:

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

Total Possible Payout: =\$261,290.00

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

Performance Factors

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

EXAMPLE: (Numbers are fictitious)

Final Annual Payouts:

● Full Time Employees - \$6,500.00 x 75.97 % = \$ 4,938.05 x 39

● Retiree	- \$5,158.00 x 75.97 %	= \$ 3,918.53	x 1
● Part Time employee	- \$2,632.00 x 75.97 %	= \$ 1,999.30	x 2
	Total	= \$200,501.08	

<u>Performance Element</u>	<u>Target</u>			<u>Actual</u>	<u>% of Goal</u>	<u>Weight</u>	<u>Value</u>
	<u>Base</u>	<u>Goal</u>	<u>Spread</u>				
1. Customer Satisfaction (Surveys) (Good or better responses) Formula: Actual minus base, difference divided by spread (Goal minus base) (96.5-90=6.5; 6.5 / 8=81.3%)	90%	98%	8	96.5%	81.3 %	0.08	0.065
2. Safety, (Incidents of Work Lost/Yr.) (3=0%, 2=33%, 1=66%, 0=100%)	3	0	3	0	100.0 %	0.08	0.080
3. Miles Pipe CCTVed / Man-hour (Base is 40 miles@4,860 man-hours (3 ee x 1620 hrs) (Goal is 50 miles@3,240 man-hours (2 ee x 1620 hrs) (Scenario Actual 50 miles, 3,704 hours(2.28 ee x 1620 hrs/ee))	.0082	.0154	.0072	.0135	88 %	0.09	0.079
4. Miles Pipe Cleaned / Man-hour (Base = 160 miles @ 4,617 man-hours (2men @ 1443 hrs + 2men 3days/wk@865hrs) (Goal = 170 miles @ 4,617 man-hours (3,240 hrs + 1,944 hrs = 4,617) (Scenario Actual = 189 miles @ 4,617 man-hours)	.0347	.0366	.0019	.0365	95%	0.15	0.143
5. FOG inspections (449= 0%, 450 = 50%, 500 = 75%, 550 = 100%)	450	550	100	455	50%	0.08	0.016
6. Pipe Repair / Man-hour (Base = 125 (1620 x 3 = 4,860 hrs) (Goal = 165 (1620 x 3 = 4,860 hrs) (Scenario Actual = 90@ 4,860 man-hours (3men@1640/2 hrs))	.0309	.0370	.0061	.0370	100 %	0.10	0.100
7. CIP/ Spot Repair Project (Base = January Call for Bids) (Goal = May Notice to Proceed – NTP) (Scenario Actual = NTP June 20, 2025)	.33	1.00	.66	1.00	100 %	0.05	0.050
8. Spill's (Any Category) (Base of 7, Goal of 4) (Scenario Actual) (7=0%, 6/33%, 5/67%, 4/100%)	7	4	3	1	67 %	0.25	0.168
9. Sewer Service Charge Manual Collections (Base=40 Collected, Goal = 50 Collected) (Scenario Actual=48) (40=00%,43 =33.3, 45=66.6, 48=100%)	40	50	10	48	100%	0.05	0.050
10. Quality Control – line cleaning (test 60) (Base=8, Goal=0, Scenario Actual= 3 to be re-cleaned) 8=0%, 7=12.5%, 6= 25%, 5=37.5%, 4=50%, 3=62.5%, 2=75%, 1=87.5%, 0=100%	8	0	8	7	12.5%	0.07	0.0087
						1.0	0.7597

DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

CIP/ Spot Repair Project - The timely design, bid packets produced, contract award, and Notice to Proceed of the 2025-2026 Spot Repair Project. The Spot Repair Project will Call for bids by January, Award Project by March, and Notice to Proceed by May 2025, if the initial bids are accepted by the Board of Directors.

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

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

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Fariborz Heydari, P.E., District Engineer*

Subject: *Consider Authorizing the General Manager to Amend the Agreement dated June 28, 2023 with Kaz & Associates, LLC for SWPPP Compliance Construction Support Services for the FERRF Recycled Water Facility Improvement Project 1763.0*

Background

On June 28, 2023, the Board authorized the General Manager to enter into an agreement with Kaz & Associates, LLC for the FERRF Levee Project to prepare Storm Water Pollution Prevention Plan (SWPPP) and submit it to the Regional Water Quality Control Board (RWQCB) for a permit. The Season 1 work for the Levee project was completed last January and the Season 2 work started this September.

Now we need to amend our current SWPPP with the RWQCB to include the Recycled Water Facility. The existing SWPPP will be revised to include work areas at the site related to demo of the decommissioned wastewater treatment plant for construction of the new recycled water facility.

Kaz & Associates has prepared a change order proposal that includes SWPPP Compliance Services to provide Annual Comprehensive/Full Qualified SWPPP Developer (QSD) and Qualified SWPPP Practitioner (QSP) Services for the FERRF Recycled Water Facility Improvements construction project.

This proposal summarizes the understanding of the project and presents proposed scope of work, budget, and assumptions for supporting implementation of a SWPPP and all required QSD/P monitoring services for anticipated schedule of September 2025 through the anticipated project completion of March 31, 2027. Majority of these fees will be reimbursed from the grant received from the National Fish and Wildlife Foundation (NFWF).

Analysis

The following services include the following tasks, with added descriptions in the attached proposal.

Report to the District Board for the Regular Meeting of September 25, 2024

Task	General Description
SWPPP Services	<ul style="list-style-type: none"> • SWPPP Amendments • QSP and QSP Inspection/Monitoring and Reporting • Annual Report(s) • Consultation Hours

Fiscal Impact

The District applied for a loan from the State Water Resources Control Board (SWRCB) State Revolving Fund (SRF) to design and construct the Levee as well as the Recycled Water facility. The SWRCB awarded the project \$66.6 million including \$4.7 million in State grants. The SRF will fund the recycled water facility and a portion of the levee.

The District’s FY2024/25 Construction in Progress – Bayfront Recycled Water Facility Improvement Project has a budget of \$25.5 million from which \$7.1 million has been encumbered for Anderson Pacific contract for the demolition of the decommissioned wastewater treatment plant. The proposed fee for the above listed tasks is \$54,150.

Recommendation

The District Engineer recommends the District Board of Directors authorize the General Manager to amend the agreement dated June 28, 2023 with Kaz & Associates, LLC, for SWPPP Compliance Construction Support Services for the FERRF Recycled Water Facility Improvement Project 1763.0.

Attachment: Kaz & Associates, LLC Proposal



Fariborz Heydari, P.E.
Project Manager
West Bay Sanitary District
500 Laurel Street,
Menlo Park, CA 94025

RE: SWPPP Compliance Services for the West Bay Sanitary District Flow Equalization and Resource Recovery Facility Levee Improvements Project in the City of Menlo Park, CA –
Change Order #001

Mr. Heydari, P.E.,

Per request, Kaz & Associates Stormwater Specialist is pleased to submit the following SWPPP consultant the Change Order Request associated with the ongoing and future construction at the Flow Equalization and Resource Recovery Facility Levee Improvements Project.

Based on the provided information, changes to construction and work areas will occur at the site related to demo of the decommissioned wastewater treatment plant for the construction of the new recycled water facility within Bedwell Bayfront Park.

The existing SWPPP will be revised to incorporate all new construction areas as part of the existing plan and project's site-specific Notice of Intent. The current NOI schedule indicates construction to be completed by February 25, 2025, with the revising incorporating all improvement through the estimated completion of March 31, 2027.

This Change Order Request include the following services and associated budgets:

Task	Description
1	SWPPP Amendments
2	QSD and QSP Inspections/Monitoring and Reporting
3	Annual Report(s)
4	Consultation Hours

CHANGE ORDER COST ESTIMATE

The cost estimate below is the anticipated costs for work beyond September 2025 through the anticipated project completion of March 31, 2027. All services to be provided will be billed according to the rates listed in the table below:

<u>Item</u>	<u>Quantity</u>	<u>Rate</u>	<u>Price</u>
SWPPP Amendment	3	\$1,000.00	\$3,000.00
QSD Field Inspections*	6	\$500.00	\$3,000.00
QSP Inspections & Monitoring**	120	\$350.00	\$42,000.00
Annual Compliance Certification Report	2	\$1,250.00	\$2,500.00
Consultation Hours**	24	\$150.00	\$3,600.00
Estimated Total for Services Based on Approximate Project Schedule. <u>Any Unused Services Will Not Be Billed.</u>			\$54,150.00

**Per Construction General Permit requirements, QSD inspections are required a minimum of 2x per year (within 30 days of the project starting, then twice annually.... August through October and January through March). 6 total have been budgeted in this proposal.*

***QSP Comprehensive Oversight Inspection and Monitoring budget is based off the following frequencies:*

- *Weekly site inspections by a QSP from October through April for Rainy Season*
- *Required QSP Pre storm Inspections per the 2022 CGP (budgeted 2 a month for 7 months)*
- *Every other week during dry season (May through September)*

Approximately 75 inspections have been budgeted for each year of construction for comprehensive oversight services. The below table gives an estimate of inspection frequencies per month throughout the year, based on the local requirements and the previous two years of rainfall for the project area, with unused inspections rolling over:

<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>
<i>4</i>	<i>5</i>	<i>6</i>	<i>10</i>	<i>10</i>	<i>9</i>	<i>8</i>	<i>6</i>	<i>5</i>	<i>4</i>	<i>4</i>	<i>4</i>
<i>Total Estimated Number of Inspections = 75 per year</i>											
<i>Only inspections performed will be used and total number is an anticipated budget for the project schedule. All unused services at the end of project will not be billed.</i>											

***Consultation budgeted allotment is for additional compliance related services that are outlined in the original contract scope of work section.*

For the purpose of the proposal, the cost estimate reflects an assumed level of professional services and is based on the following assumptions with regards to the project:

Field Visits

- Potential site visit for preliminary assessment of pre-construction conditions;
- Qualified Storm Water Developer and Practitioner (QSS/P) site visits per the 2022-CGP requirements
 - Weekly year round
 - All rain related inspections (pre, during and post)
 - Compliance related inspections based on any deficiencies or unauthorized discharges

Other Assumptions

- Soil Contamination is not present at the site;
- Non-visible pollutants are not present in site stormwater runoff or non-stormwater;
- Installation of BMPs to be completed by others; and,
- Construction personnel to schedule and implement corrective actions as needed directed by the QSP and provide photo documentation of actions taken.

PERIOD OF SERVICE

Ongoing SWPPP related monitoring and construction schedules through the anticipated completion date of March 31, 2027.

K&AES appreciates the opportunity to provide the Change Order consulting proposal for West Bay Sanitary District Flow Equalization and Resource Recovery Facility Levee Improvements Project. Please contact me at 707-816-2748 should you have any questions.

Sincerely,

Sean Kazemi

Principal – TOR, QSD/P

Kaz & Associates Stormwater Specialist

s.kazemi@kazandassoc.com



CHANGE ORDER
AUTHORIZATION FORM

Storm Water Pollution Prevention Program
For
Flow Equalization and Resource Recovery Facility Levee Improvements Project

I authorize Kaz & Associates, LLC to proceed with the listed Storm Water Services to ensure compliance for the duration of construction.

Authorized Signature

Date

Printed Name

Title

PO # _____

<u>Item</u>	<u>Quantity</u>	<u>Rate</u>	<u>Price</u>
SWPPP Amendment	3	\$1,000.00	\$3,000.00
QSD Field Inspections*	6	\$500.00	\$3,000.00
QSP Inspections & Monitoring**	120	\$350.00	\$42,000.00
Annual Compliance Certification Report	2	\$1,250.00	\$2,500.00
Consultation Hours**	24	\$150.00	\$3,600.00
Estimated Total for Services Based on Approximate Project Schedule. <u>Any Unused Services Will Not Be Billed.</u>			\$54,150.00

**Per Construction General Permit requirements, QSD inspections are required a minimum of 2x per year (within 30 days of the project starting, then twice annually.... August through October and January through March). 6 total have been budgeted in this proposal.*

***QSP Comprehensive Oversight Inspection and Monitoring budget is based off the following frequencies:*

- *Weekly site inspections by a QSP from October through April for Rainy Season*

- Required QSP Pre storm Inspections per the 2022 CGP (budgeted 2 a month for 7 months)
- Every other week during dry season (May through September)

Approximately 75 inspections have been budgeted for each year of construction for comprehensive oversight services. The below table gives an estimate of inspection frequencies per month throughout the year, based on the local requirements and the previous two years of rainfall for the project area, with unused inspections rolling over:

Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
4	5	6	10	10	9	8	6	5	4	4	4
<p>Total Estimated Number of Inspections = 75 per year</p> <p>Only inspections performed will be used and total number is an anticipated budget for the project schedule. All unused services at the end of project will not be billed.</p>											

**Consultation budgeted allotment is for additional compliance related services that are outlined in the original contract scope of work section.

PAYMENT TERMS: K&AES does not allow retainer on payments for services provided. Payments reflected above are due and payable as provided in the Authorization Agreement. If terms are not provided therein, then sums shall be due and payable in full within 30 days after date of invoice. A finance charge will be imposed upon any sums 30 days or more past due at a periodic rate of 1% per month (Annual rate of 12%). This rate will be calculated upon past due balance at the end of each billing period. Any payments received during each billing period shall be applied to the oldest outstanding amounts due. If payment of past due sums is turned over for collection agency or attorney, sums due and payable shall include recovery of reasonable attorney's fees and costs incurred, regardless of whether enforcement proceedings are filed.

Proposed service costs are good for 90 days, unless agreed upon in writing between the client and K&AES management team.

Disclaimer:

Unless otherwise noted, referenced standards and specifications for BMPs included in the Storm Water Pollution Prevent Plan (SWPPP) will follow recommendations of the Construction General Permit, Order WQ 2022-0057-DWQ and the California Stormwater Quality Association (CASQA) BMP Manual Guidelines. If, in the unlikely event, the BMP details are not sufficient, or pose a threat to water quality, public health or property, or safety concerns are perceived to exist by using the recommended BMPs, please contact Kaz & Associates, LLC for clarification or changes. If contracted to conduct site inspections, Kaz & Associates, LLC staff are trained to assess the site conditions, recommend corrective actions, and ensure that the implemented BMPs and or corrective actions are installed correctly and are effective.

This SWPPP plan will be prepared in accordance with the Clean Water Act and RWQCB General Construction Permit, Order No. WQ 2022-0057-DWQ to comply with environmental regulations during the project construction. The decisions on how to operate the construction site, including but not limited to the SWPPP implementation and installation of BMPs, as recommended, rest solely with the project Owner and the General Contractor and/or Sub-contractors, not with Kaz & Associates, LLC. Therefore, Kaz & Associates, LLC is not liable for the operational decisions of the Owner and/or General Contractor to follow the recommendations as outlined in the SWPPP or in any site inspection recommendations performed by Kaz & Associates, LLC staff. It is the Owner and/or General Contractor responsibility to ensure the site maintains compliance at all times during construction.

Kaz & Associates, LLC staff are contracted to assess the active, inactive, completed and stabilized areas to ensure that the implemented practices will be effective in minimizing potential pollutant discharges during construction. Kaz & Associates, LLC can ensure compliance only when the Owner and/or the Contractor implement all recommendations and corrective actions in a timely manner and effectively. Situations may arise, that even with appropriate erosion and sediment control measures implemented throughout the site failures may occur.

The Owner and or owner's Contractor agrees to hold Kaz & Associates, LLC harmless for any potential violations the Owner/Contractor may receive for operational violations from regulatory agencies, including but not limited to, such as city governments, the State, or EPA.

Kaz & Associates, LLC will answer questions on how the SWPPP was prepared, inspections were conducted, corrective actions were recommended/implemented and defend all recommendations made with any regulated authority that may request it. By accepting the proposal, the Owner and their contractor(s) accept this disclaimer and its conditions.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Discussion and Direction on the West Bay and Sharon Heights Recycled Water Facility

A discussion will be held on the Sharon Heights Recycled Water Facility and other events related to the recycled water plant. The Board will have the opportunity to provide direction to staff and legal counsel.

Recycled Water Facility Production Data:

2024	Processed	Delivered
January	5.8MG	175K gallons
February	5.6MG	464K
March	6.5MG	1.5MG
April	8.1MG	4.4MG
May	10.6MG	9.3MG
June	10.7MG	9.9MG
July	11.3MG	9.9MG
August	10.7MG	9.3MG

2023	Processed	Delivered
January	5MG	0 gallons
February	3.3MG	0 gallons
March	3.5MG	0 gallons
April	4.9MG	32k gals. Dust Control
May	5.1MG	432k gals. Dust Control
June	4.8MG	456k gals. Dust Control
July	6.2MG	1.05MG Dust Control
August	8.1MG	2.7MG (+ 1.5 MG Dust Control)
September	8.4MG	4MG (+ 1.04 MG Dust Control)
October	9.6MG	7.4MG
November	7.7MG	3.7MG
December	7.4MG	970K

2022	Processed	Delivered
January	4.4MG	97,000 gallons
February	4.4MG	1.5MG
March	6.6MG	3.5MG
April	7.6MG	3.8MG
May	9.2MG	7.4MG
June	9.8MG	8.7MG
July	9.6MG	8.1MG
August	9.2MG	8.1MG
September	8.6MG	6.7MG
October	7.9MG	4.6MG
November	5.9MG	310,000 gallons
December	5.4MG	154,690 gallons

2021	Total Processed	Total Delivered
Yearly Total	88.2MG	56.26MG (*) (**)
2020	Total Processed	Total Delivered
August-Dec.	34.1MG	19.75MG

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

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

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: *Board of Directors*

From: *Sergio Ramirez, General Manager*

**Subject: *Discussion and Direction on the Bayfront Recycled Water Project
and Status Update***

A discussion will be held on the District's Bayfront Recycled Water Projects and other events related to the recycled water projects including financing, environmental review, design/build issues and grant applications.

The Board will have the opportunity to provide direction to staff and general counsel.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

To: Board of Directors

From: Sergio Ramirez, General Manager

Subject: Report, Discussion, and Direction on South Bayside Waste Management Authority (SBWMA) including the Solid Waste Franchise Re-Assignment

The District's representative to South Bayside Waste Management Authority (SBWMA), President Fran Dehn, will report on any pertinent items regarding SBWMA business. General Manager Ramirez will report and seek direction on the solid waste franchise re-assignment.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To:*Board of Directors*

From:*Sergio Ramirez, General Manager*

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

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

Report to the District Board for the Regular Meeting of September 25, 2024

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