

1902 - Serving Our Community for over 115 Years - 2022
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 23, 2022 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

District Manager

Sergio Ramirez

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE or ZOOM ONLY

Pursuant to California Assembly Bill 361, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate telephonically only, and may submit comments in advance by email addressed to treese@westbaysanitary.org by 4:00 p.m. on Wednesday, February 23rd.

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

<https://us06web.zoom.us/j/83655487979?pwd=czR6aHRNbHF5VXdqTkxPc3VSWjBFUT09>

Meeting ID: 836 5548 7979 Passcode: 067863

Or by phone, call: 1-669-900-6833 Meeting ID: 836 5548 7979 Passcode: 067863

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

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

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

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

- A. Approval of Minutes for Regular meeting February 9, 2022 Pg. 3A-1
- B. Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1103 for the Sewer Main Replacement near 949 El Camino Real, Menlo Park, CA Pg. 3B-1

4. District Manager's Report Pg. 4-1
5. Consider Authorizing the District Manager to Execute the Amendments to the Easements from Cargill Salt for the Bayfront Entrance Project Pg. 5-1
6. Consider Adopting Resolution Delineating Environmental Findings and Authorizing the District Manager to Call for Bids for the Bayfront Park Sanitary Sewer Improvement Project Pg. 6-1
7. Report and Discussion on Treatment Plant Connection Fees Pg. 7-1
8. Bank of the West Monthly Investment Portfolio Statements Pg. 8-1
9. Request for Proposal for Financial Audit Service Pg. 9-1
10. February 23rd Update Report on District Response to Corona Virus Pg. 10-1
11. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 11-1
12. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 12-1
13. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 13-1
14. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 14-1
15. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
16. Adjournment

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



1902 - Serving Our Community for over 115 Years - 2022

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 9, 2022 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:02 PM

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom

Others Present: Rick Simonson & Gabe Sasser – HF&H

2. Communications from the Public: None.

3. Public Hearing – Consider Amending the Code of General Regulations for Board Member Compensation

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

Discussion/Comments: District Manager Ramirez reported the Board members are eligible for up to a 5% increase. However, the Board chose a 4% increase in order to match what staff received on July 1, 2021.

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

4. Consider Amending the Code of General Regulations for Board Member Compensation

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

Discussion/Comments: None.

5. **Consent Calendar**

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Discussion/Comments: Director Moritz asked to pull agenda item 5G for further discussion regarding the apparent \$8M withdrawal from the Treatment Plant Reserve fund. Motion to approve Consent Calendar removing agenda item 5G to the next meeting with a clarification on the item.

- A. Approval of Minutes for Regular meeting January 26, 2022
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru January 31, 2022
- C. WBSD Operations and Maintenance Report – January 2022
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2022
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – January 2022
- F. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361
- G. Bank of the West Monthly Investment Portfolio Statements (item pulled)
- H. Consider to Ratify Issuance of Class 3 Sewer Permit No. 1611 for the Construction of Recycled Water Facilities for 100 Terminal Ave., Menlo Park (Menlo Park Community Campus)
- I. Consider Authorizing the District Manager to Consent to the Abandonment of Public Utility Easement at 128 Blackburn Avenue, Menlo Park

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

6. **Consideration to Establish a Public Hearing Date for a Proposed Increase in Sewer Service Charges as Required by Proposition 218, Adopt the Updated Sewer Rate Study, and Provide Staff Direction Regarding the Sewer Service Charge Rate Adjustment and the Mailing of the Proposition 218 Notice for a Public Hearing**

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

Discussion/Comments: Rick Simonson of HF&H presented the draft rate study that included a proposed 2% increase for fiscal year (FY) 2022-23. President Dehn asked about noticing the 218 notice with a two year increase. The Board's consensus was to move forward with proposing a rate increase of 2% for FY 2022-23 and FY 2023-24. Staff will work with HF&H on the two year 218 notice.

7. District Manager's Report

Discussion/Comments: District Manager Ramirez reported that the District has contacted the developer of a parcel on Saratoga Ave. in East Palo Alto. The developer constructed an ADU in an easement over the District's sewer main. He is working with the developer to re-route the main around the ADU. He also reported that he has executed a \$12,640 agreement with West Yost to explore grant opportunities for the District. He continued to report that the District has ordered an electric vehicle SUV for the District Manager. He reported that Heath Cortez has been selected as the CWEA's local section Supervisor of the Year. He also reported that the District will begin the Sewer System Management Plan (SSMP) 5 year audit. District Manager Ramirez continued to report the Strategic Goals Committee will meet on February 15th. The complete District Manager's written report is in the February 9, 2022 agenda packet.

8. February 9th Update Report on District Response to Corona Virus

Discussion/Comments: District Manager Ramirez reported that several employees are back after either quarantining or having been infected with COVID-19. He also reported that the District is updating the COVID-19 response plan and will be conducting training on it later in February.

9. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported the District is conducting the annual true up for the West Bay/Sharon Heights Recycled Water Plant and has presented the 2022 O&M projections for the plant. The new O&M projections are up 17% from \$444K to \$518K per year. Director Otte asked staff to correct the facility production data from kilograms to thousands of gallons.

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

Discussion/Comments: District Manager Ramirez reported that permitting for the levee is underway. He also reported the District has issued a permit to Meta to install a recycled water pipeline for the new Menlo Park Community Campus. He reported the District is coordinating with SVCW on performing Bayfront entrance improvements to the District's trunk lines while they perform upgrades to the Menlo Park Pump Station.

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

Discussion/Comments: President Dehn reported that Recology has hired Evan Boyd as General Manager. She also reported that the operations agreement for the Shoreway RFP is out for RFP and responses are coming in. Interviews for the potential new operator will begin the week of February 23rd. The SBWMA Board will consider awarding the bid in September.

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

Discussion/Comments: Director Otte reported that the SVCW CIP's are on schedule. He also reported that the organic waste pilot program has been successful and will continue at its current level.

13. Closed Session

Entered closed session at 8:36 p.m. Left closed session at 8:47 p.m.

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code §54956.9(d)(2):
(1 potential case)

Reportable action: None.

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

Discussion/Comments: Upcoming items to include: 1) Agenda item 5G - Bank of the West Monthly Investment Portfolio Statements; 2) Public hearing regarding Blue Oaks reimbursement agreement.

15. Adjournment Time: The meeting was adjourned at 8:48 PM



WEST BAY SANITARY DISTRICT AGENDA ITEM 3B

To: *Board of Directors*

From: *Bill Kitajima, Projects & IT Manager*

Subject: *Consider Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1103 for the Sewer Main Replacement near 949 El Camino Real, Menlo Park, CA*

Background

The developer is proposing to renovate the historic Guild Theatre at 949 El Camino Real. The off-site package includes significant utility improvements in order to upgrade the outdated building. The District has an 8-inch mainline that currently fronts the associated parcel.

Analysis

In order to accommodate all of the utility improvements, the alignment of the District's sewer main will change slightly. The new main will be upgraded to 8-inch PVC C900 material. At the District Board's regular meeting of November 13, 2019, the District entered into an agreement creating covenants running with the land with the Peninsula Arts Guild, in order to grant a variance to have a sampling manhole within the right-of-way. This sampling manhole will be installed in conjunction with the work under this Class 3 permit.

The Board issued this Permit at the Regular Meeting of May 27, 2020. The work has been completed and has been inspected, tested, and approved by staff as being in conformance with District Standards. The property owner has submitted a one-year guarantee for the work in the form of a maintenance bond.

Fiscal Impact

No impact to the District.

Recommendation

The Projects Manager recommends that the Board accepts these facilities and directs the District Manager to approve the Class 3 Permit No. 1103.

Attachments: Class 3 Permit (1103)

Exhibit A - Site Map

WEST BAY SANITARY DISTRICT

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

Permit Number
1103

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

949 EL CAMINO REAL, MENLO PARK, CA 94025

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

Residential Non-residential Development at said location.

ENGINEER'S

STEVEN NAKASHIMA
Name

1420 HOLLY AVE., LOS ALTOS, CA.
Address
94024

CONTRACTOR'S

DEFREITAS PIPELINE
Name

6265 SOUTHFRONT AVE. CA 94051
Address
LIVERMORE

OWNER'S

PENINSULA ARTS GUILD
Name

314 LYTON AVE
Address
DALO ALTO CA 94031

Paul L. Kriebel
Applicant's Signature

FRED KRIEBEL
Signed by - Please Print Name

1085 DEANNA DR., MENLO PARK, CA
Address
94025

Receipt of \$ 585 Application Fee is hereby acknowledged 5/12/2020
Date

Receipt of \$ 2000 Cash Deposit or Performance Bond

Comments SEWER MAIN RELOCATION

Approved by the District Board on _____.

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Phil Scott, District Manager

Date 5/27/20

By Phil Scott

Final Acceptance by the District Board on _____.

3B-2

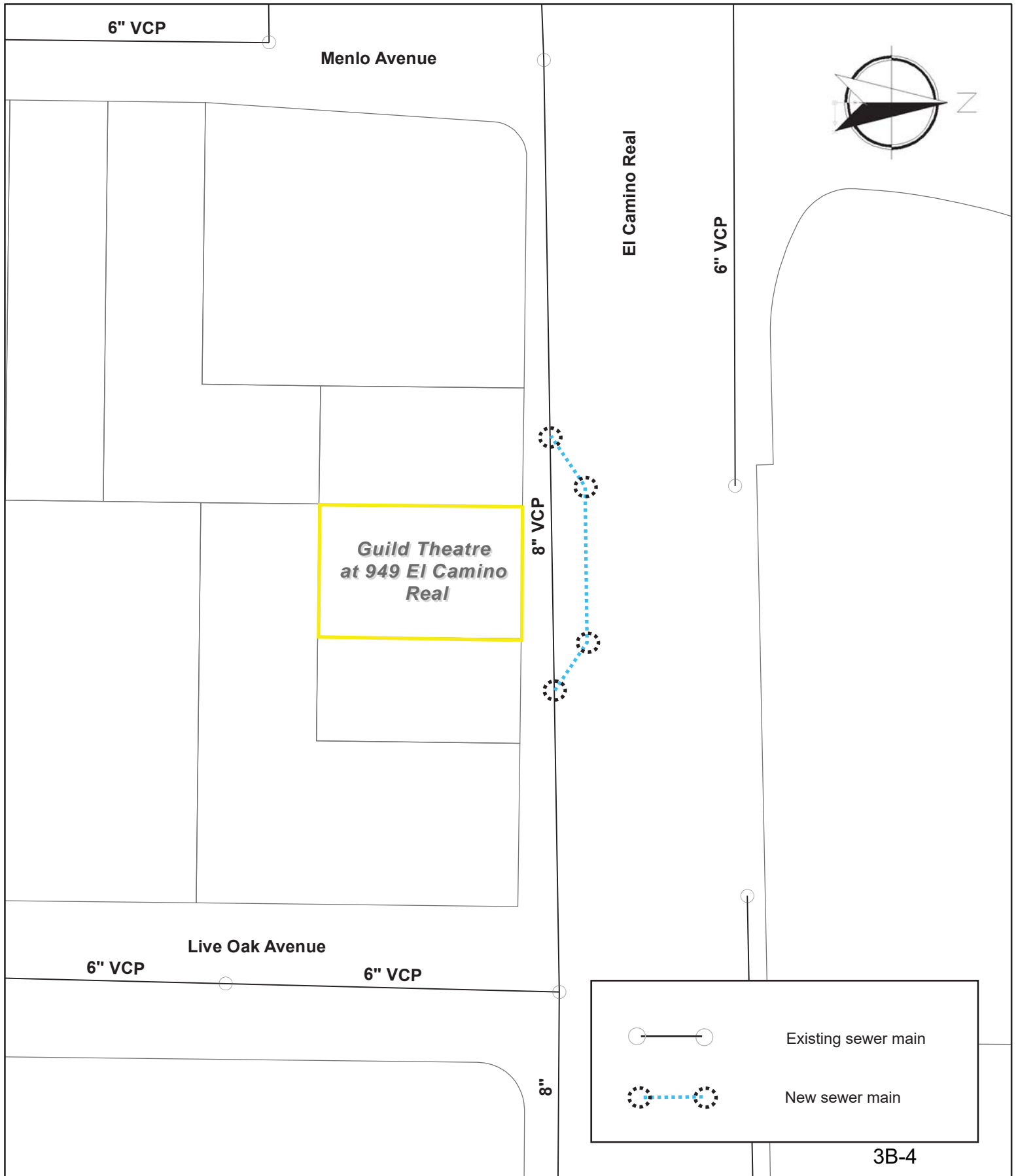
CLASS 3 SEWER PERMIT

Permission is hereby granted to the applicant to construct sanitary sewers and related facilities ("the work") to serve the property described upon the following conditions:

1. **Compliance with District Regulations.** There shall be full compliance with all pertinent provisions of the District's Code of General Regulations.
2. **Performance of the Work.** The work shall be constructed:
 - (a) In accordance with the District's "Standard Specifications for Sanitary Sewer Construction — Part D"; and
 - (b) In substantial accordance with the drawings on file in the District Office and approved by the District Board; and
 - (c) Under the inspection of and to the approval of the District. In this regard, the District shall not control or direct the actual work of construction, but shall be the sole judge as to whether the work is completed and has met all requirements including requirements of quantity and quality of materials and equipment.
3. **Protection of the Work.** Until the work has been finally completed, it and all its component parts, materials, and equipment shall be cared for and protected by the Owner/Owner's Agent and the District shall have no responsibility whatsoever for such care and protection. Final acceptance shall not be deemed to have occurred until there has been formal action of the District Board accepting the work.
4. **One-Year Guaranty of the Work.** The Owner/Owner's Agent shall guarantee the work against leaks, breaks, and other unsatisfactory conditions due to defective materials, equipment, or workmanship for a period of one (1) year from the date of final acceptance. Upon discovery of any such unsatisfactory conditions, except in the event of an emergency requiring immediate action, the District shall give you prompt written notice thereof to the Owner/Owner's Agent requiring that repairs or replacements be promptly made to the work. Should the Owner/Owner's Agent fail to undertake the necessary repairs or replacements within five (5) days after written notice has been given or shall fail to promptly complete such repairs or replacements, or in the event of an emergency when the District shall be excused from giving prior written notice, the District may make such repairs and replacements and charge Owner/Owner's Agent for the cost thereof.

The Owner/Owner's Agent shall defend and hold the District harmless from any and all claims, actions, causes of action, liability, damages, costs, expenses, attorney's fees or the like arising out of any occurrence resulting from an unsatisfactory condition of the work or from any repair or replacement thereof.
5. **Cash Deposit or Performance Bond.** The Owner/Owner's Agent shall furnish the District with a cash deposit or a corporate surety bond securing faithful performance of the one-year guaranty referred to in Condition No. 4 above, including the obligation to defend and hold the District harmless. The amount of the cash deposit or corporate surety bond shall be equal to fifty percent (50%) of the District's estimated cost of the work. Cash deposits shall not accrue interest for the benefit of the Owner/Owner's Agent. Corporate surety bonds shall be written by a company or companies and in a form acceptable to the District.
6. **Payment of District's Cost and Expenses.** The Owner/Owner's Agent shall reimburse the District for all of its costs and expenses in excess of the Permit application fee in connection with examination of plans and specifications, inspection of construction, testing of facilities, and the like. The amount of such costs and expenses shall be determined by the District.

EXHIBIT A SITE MAP





To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) Administrative:

- a. Staff met with the Strategic Goals Planning Committee on February 15, 2022. The Board's Strategic Plan is being updated to expand the District's recycled water efforts and to support clean energy. A draft will be brought to the Board for consideration in late March.
- b. An accessory dwelling unit on Saratoga Ave. in East Palo Alto was installed in a public utility easement. Staff is working with the property owner and the City of East Palo Alto.
- c. District Staff has prepared a presentation to the Menlo Park City Council on the recycled water facility at Bayfront Bedwell Park. District Staff is scheduled to give the presentation the City Council in March.

2) Finance:

- a. Prime Pay has given notice to the District that it will be eliminating their payroll service and will be moving to Automated Data Processing (ADP) services.
- b. The Finance Manager and Project's & IT Manger have been working closely with HF&H on the connection fee study. The connection fee study will consider Silicon Valley Clean Water's (SVCW) infrastructure improvement needs. The connection fee presentation will take place at the March 9, 2022 Board meeting.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. F&L is working on the permitting of the levee project in anticipation of construction later in 2022. Coordination with SVCW is taking place regularly.

b. Construction Capital Improvement Program (CIP)

- i. The Metal Storage Building at the Flow Equalization Resource Recovery Facility is nearing completion. A new time-lapse link will be played during the Board meeting.
- ii. The reclaimed water pipeline has been installed from Chilco Street to the Menlo Park Community Campus site. Work will continue through March of 2022.

4) Operations and Maintenance:

a. Collection System:

- i. Crews continue to catch up on pipeline maintenance after the latest COVID-19 surge caused many absences.

b. Training:

- i. Accident Investigation training took place on January 31, 2022.

Report to the District Board for the Regular Meeting of February 23, 2022

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

- 5) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. Staff successfully completed the annual maintenance of the Membrane Bioreactor (MBR) plant and is now ready to deliver reclaimed water to the golf course.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. District Counsel has drafted an agreement for certain developers in the Bayfront area for the Bayfront Recycled Water Facility.
 - c. **Menlo Country Club:**
 - i. Menlo Country Club (Club) is moving forward with a flow study to review the actual flows in the nearby collection system. According to the Club, the County is aware of the flow study and their efforts.
 - d. **West Bay:**
 - i. The Proposition 218 Sewer Service Charge rate increase notice has been sent to the printer for mailing. The notice includes a two year rate increase of 2% per year.
- 6) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The Redwood City maintenance agreement is going well. The agreement appears to be mutually beneficial.
- 7) **Personnel:**
 - i. Operations Supervisor, Heath Cortez, has made it to the final round of the Supervisor of the Year award given by the California Water Environmental Association. Mr. Cortez is being considered for the State-wide award. We are all pulling for him.
 - ii. The office remains opened with alternating staff overseeing the front counter. Staff will alternate working from home for one more week since the Omicron variant appears to have subsided.
- 8) **Upcoming Events:**
 - a. **Next Regular Board Meetings:** Wednesday, February 23, 2022 and March 9, 2022.
- 9) **Misc. Items:**
 - a. **LAFCo:** District Staff is reviewing the draft Municipal Services Review report.
 - b. **West Bay:** The District experienced 0 SSO's in January 2022.
 - c. **Town of Los Altos Hills:** The Town experienced 0 SSO's in January 2022.
 - d. **Town of Woodside:** The Town did not experience any SSO's in all of 2021.

Report to the District Board for the Regular Meeting of February 23, 2022

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

From: *Bill Kitajima, Projects and IT Manager*

Subject: *Consider Authorizing the District Manager to Execute the Amendments to the Easements from Cargill Salt for the Bayfront Entrance Project*

Background

The entrance of Bayfront Park in Menlo Park is the location of significant upcoming projects. Two major diversion projects are underway. They include the Bayfront Canal and Atherton Channel Project & the South Bay Salt Pond Restoration Project. In addition to this, the City of Menlo Park is currently in the design phase of improvements to the park's entrance. The District has a need for significant work within this same area. The work includes an influent pump station and multiple pipes for sewage & recycled water conveyance required for the future Bayfront Recycled Water Facility at the Flow Equalization and Resource Recovery Facility (FERRF). The other significant work includes, replacing a portions of the 30-inch and 36-inch sewer main along Bayfront Expressway at the front of the park entrance. The segment was recently discovered, to be in poor condition, during the District's recent in-house large-diameter CCTV project.

Coordination on these major projects will greatly benefit all agencies involved and the community as a whole. The District has contracted engineering, surveying, and design services from Freyer & Laureta, Inc. for the needed work. The engineer would plan on aligning all pipelines in order to avoid future disruption of the City's improvements to the Park entrance area.

Analysis

After review of the existing easement documentations, it was found that the original easement from Cargill Salt only allowed one pipeline. The proposed amendment will allow multiple pipelines within the easement.

Fiscal Impact

None

Recommendation

The Projects & IT Manager recommends the District Board of Directors authorize the District Manager to execute the amendments to the easement from Cargill Salt for the Bayfront Entrance Sewer Capital Improvement Project.

Attachments: Amendments

RECORDED AT THE REQUEST OF
And
WHEN RECORDED MAIL TO:

WEST BAY SANITARY DISTRICT
500 Laurel Street
Menlo Park, CA 94025

(Space above for Recorder's use only)

NO RECORDING FEE PER GOVERNMENT CODE §27383

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

DOCUMENTARY TRANSFER TAX IS \$0 CITY TAX IS

- computed on the full value of the property conveyed, or
- computed on the full value less value of liens or encumbrances remaining at the time of sale, or
- this is a conveyance of an easement and the consideration and value is less than \$100, R & T 11911.
- unincorporated area City of _____

FIRST AMENDMENT TO GRANT OF EASEMENT

THIS FIRST AMENDMENT TO GRANT OF EASEMENT (this "Amendment") is made as of _____ (the "Amendment Effective Date"), by and between CARGILL, INCORPORATED, a Delaware corporation ("Grantor"), and WEST BAY SANITARY DISTRICT of the County of San Mateo, State of California, a body politic ("Grantee"), formerly known as Menlo Park Sanitary District.

RECITALS

A. Grantor, successor by merger to Leslie Salt Co., a corporation, is grantor under that certain Grant of Easement dated January 15, 1964 and recorded January 30, 1964 as Instrument No. 84620-W in Book 4637, Page 118 of Official Records (the "Easement") in favor of Grantee.

B. The parties desire to amend the Easement as set forth in this Amendment, effective as of the Amendment Effective Date.


NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby amend the Easement as follows:

1. Defined Terms. All capitalized terms not otherwise defined herein shall have the meanings ascribed in the Easement. Except as amended herein, all other terms and conditions of the Easement shall remain unchanged and in full force and effect.

2. Purpose. The purpose of the easement as granted in the Easement is hereby amended as follows: "for the purpose of constructing, maintaining and using multiple underground sewer pipe lines."

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date hereof.

CARGILL, INCORPORATED

By: 
Name: Sonya M. Roberts
Its: President, Salt

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.

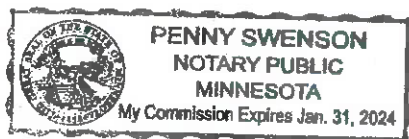
State of MINNESOTA)
County of HENNEPIN)

On FEBRUARY 16, 2022 before me, PENNY SWENSON, Notary Public, personally appeared Sonya M. Roberts, President, Salt who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature  (Seal)



**WEST BAY SANITARY DISTRICT
of the County of San Mateo, State of California**

By: _____
Name: Sergio Ramirez
Its: District Manager

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)

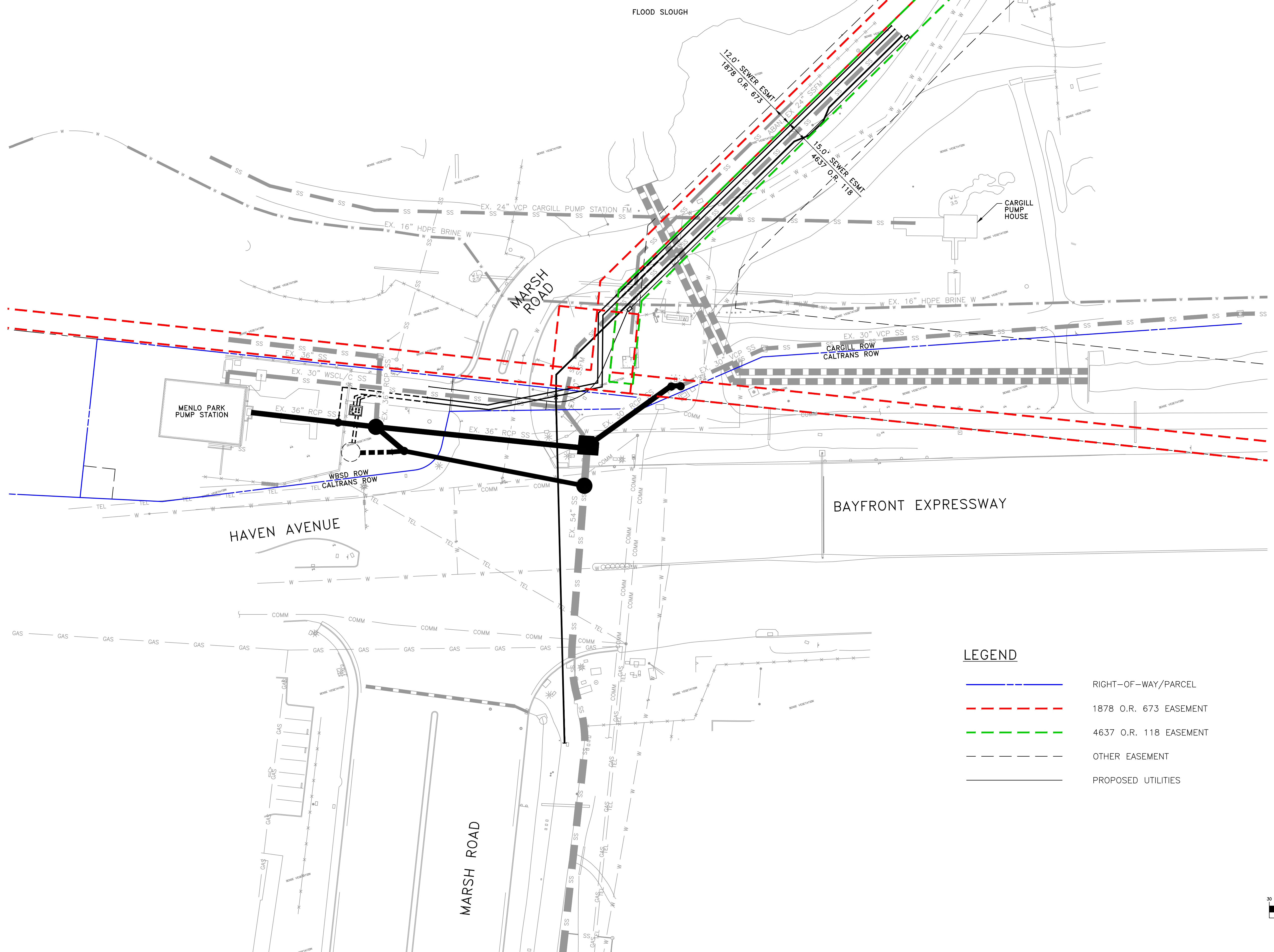
On _____ before me, _____, Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies),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

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

WITNESS my hand and official seal.

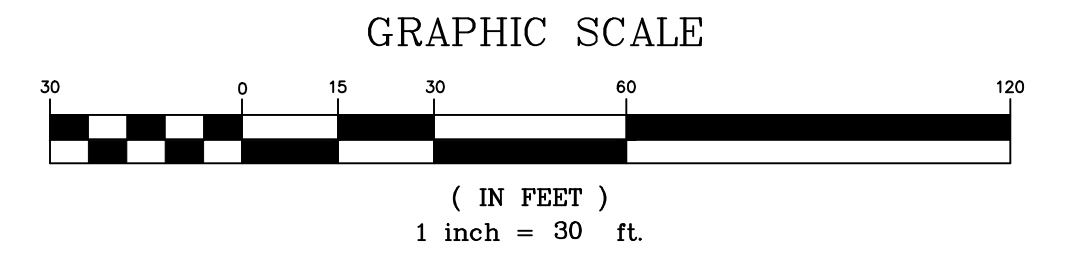
Signature _____ (Seal)

10-99



LEGEND

- — — — — RIGHT-OF-WAY/PARCEL
- - - - - 1878 O.R. 673 EASEMENT
- - - - - 4637 O.R. 118 EASEMENT
- - - - - OTHER EASEMENT
- — — — — PROPOSED UTILITIES



DATE: 2/17/22
 SCALE: 1" = 30'
 DESIGNED: IRP
 DRAWN: IRP
 CHECKED: LFH
 PROJ. ENGR: RJL



144 North San Mateo Drive • San Mateo, CA 94401
 (650)344-9901 • www.freyerlaureta.com

DATE	DESCRIPTION OF REVISIONS	APPD

SUBCONSULTANT:

BEDWELL BAYFRONT PARK
 CARGILL/WBSD EASEMENTS

SHEET
 1
 OF 1 SHEET
 JOB NO.
 001088



WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Bill Kitajima, Projects and IT Manager*

Subject: *Consider Adopting Resolution Delineating Environmental Findings and Authorizing the District Manager to Call for Bids for the Bayfront Park Sanitary Sewer Improvement Project*

Background

The entrance of Bayfront Park in Menlo Park is the location of significant upcoming projects. Two major diversion projects are underway. They include the Bayfront Canal and Atherton Channel Project & the South Bay Salt Pond Restoration Project. In addition to this, the City of Menlo Park is currently in the design phase of improvements to the park's entrance. The District has a need for significant work within this same area. The work includes an influent pump station and multiple pipes for sewage & recycled water conveyance required for the future Bayfront Recycled Water Facility at the Flow Equalization and Resource Recovery Facility (FERRF). The other significant work includes, replacing a portions of the 30-inch and 36-inch sewer main along Bayfront Expressway at the front of the park entrance. The segment was recently discovered, to be in poor condition, during the District's recent in-house large-diameter CCTV project.

Coordination on these major projects will greatly benefit all agencies involved and the community as a whole. The District has contracted engineering, surveying, and design services from Freyer & Laureta, Inc. for the needed work. The engineer plan is to aligning all pipelines in order to avoid future disruption of the City's improvements to the Park entrance area.

Analysis

Staff is seeking Board approval to issue an invitation for bids on the Bayfront Park Sanitary Sewer Improvement Project. Bid documents have been prepared by Freyer & Laureta, Inc. Staff will bring to the Board for approval of the lowest responsible bidder after the bids have been received and opened.

The engineer's estimated cost for construction is \$1,900,000.00.

The CEQA requirement for this project have been prepared and attached for the Boards review.

Fiscal Impact

There will be no fiscal impact to the General Fund. The cost for the project will be paid out of the Capital Asset Fund for Fiscal Year 2021-2022 budgeted at \$1,000,000.00 in capital expenditures for pipeline replacement and rehabilitation and the Capital Reserves Fund, if necessary.

Recommendation

The Projects & IT Manager recommends the District Board of Directors 1) adopt the attached resolution delineating environmental findings for the project; and 2) authorize the District Manager to call for bids for the Bayfront Entrance Sewer Capital Improvement Project.

Attachments: Reso _____2022

Notice of Exemption

Site map

RESOLUTION NO. _____ (2022)

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

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: Bayfront Park Sanitary Sewer Improvement Project

Location: The Bayfront Park Sanitary Sewer Improvement Project area is located at the entrance to the Bedwell Bayfront Park at the intersection of Bayfront Expressway and Marsh Road within the City of Menlo Park. The project consists of the replacement and realignment of approximately 450 linear feet of 36 to 42 inch sanitary sewer mains with the addition of 1,700 linear feet of 4 to 12 inch recycled water pipeline in conjunction with some of the open-trench work, prior to the City of Menlo Park's beatification work at the park entrance.

Entity or Person Undertaking Project: West Bay Sanitary District

Determination of the District Board:

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

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

N/A

The Board certifies that the Preliminary Review and Notice of Exemption has been prepared and completed in compliance with the California Environmental Quality Act and the State Guidelines.

The Board finds that the project Preliminary Review and Notice of Exemption identifies the following significant effects:

N/A

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

N/A Changes or alterations have been required in, or incorporated, into the project which mitigate or avoid the significant environmental effects thereof as identified in the Final EIR.

N/A Such changes or alterations are within the responsibility and jurisdiction of a public agency other than the District. Such changes have been adopted by such other agency or can and should be adopted by such other agency.

N/A Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the Final EIR.

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

_____ Approved

_____ Disapproved

The District Manager of West Bay Sanitary District is directed to prepare a Notice of Exemption pursuant to the provisions of the State Guidelines Implementing the California Environmental Quality Act adopted by Resolution No. 1105 of this District Board. The District Manager is not directed to prepare and file a Statement of Overriding Consideration pertaining to the approval of this project pursuant to the provisions of the same Guidelines.

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 23rd day of February 2022, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

Notice of Exemption

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

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

Project Title: Bayfront Park Sanitary Sewer Improvement Project

Project Location – Specific: The Bayfront Park Sanitary Sewer Improvement Project area is located at the entrance to the Bedwell Bayfront Park at the intersection of Bayfront Expressway and Marsh Road within the City of Menlo Park.

Project Location – City: Menlo Park

Project Location – County: San Mateo

Description of Project: The Bayfront Park Sanitary Sewer Improvement Project consists of the replacement and realignment of approximately 450 linear feet of 36 to 42 inch sanitary sewer mains with the installation of approximately 1,700 linear feet of 4 to 12 inch recycled water pipeline in conjunction with some of the open-trench work, so not to impact the City of Menlo Park's beatification project at the park entrance.

Name of Public Agency Approving Project: West Bay Sanitary District

Name of Person or Agency Carrying Out Project: West Bay Sanitary District

Exempt Status:

CEQA Guidelines Section 15601(b)(3), General Rule;
Categorical Exemption: Class 1 – Section 15301(b), Existing Facilities, and Class 2 – Section 15302(c), Replacement or Reconstruction.

Reasons why project is exempt:

This project is exempt from CEQA because it can be "seen with certainty that there is no possibility that the activity in question may have a significant impact on the environment." This certainty is based on the District's past experience with numerous sewer construction and rehabilitation projects of this nature, and the mitigated measures included in all such projects to alleviate any impacts.

Most project elements also are exempt as minor alteration and repair of existing public facilities or topographical features involving negligible or no expansion of use beyond that previously exist.

Lead Agency: West Bay Sanitary District

Lead Agency Contact Person: Sergio Ramirez

(650) 321-0384

Signature

Date: _____

Title: District Manager

“PRELIMINARY REVIEW”

BAYFRONT PARK SANITARY SEWER IMPROVEMENT PROJECT MENLO PARK, CALIFORNIA

February 16, 2022

INTRODUCTION. At the February 23, 2022 District Board Meeting, the Board will consider the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. The District proposes this project.

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

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

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

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

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

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

Construction Mitigation Measures. Specific impact mitigation measures will be included in the proposed project to avoid, minimize, reduce, or rectify for construction-related impacts. These measures are used on all sewer construction projects and will be required in the project plans and specifications. The measures address dust control; erosion control; noise control; protection of soils; provision for adequate drainage; protection and restoration of structures; precautions for working near sensitive and unique vegetation, protection and restoration of vegetation, landscaping, and improvements; public health and safety precautions including all Large Construction Project Safety Protocol (LCP Protocol) as related to COVID-19 precautions and Health Orders; community notifications; traffic control, and preservation of cultural resources.

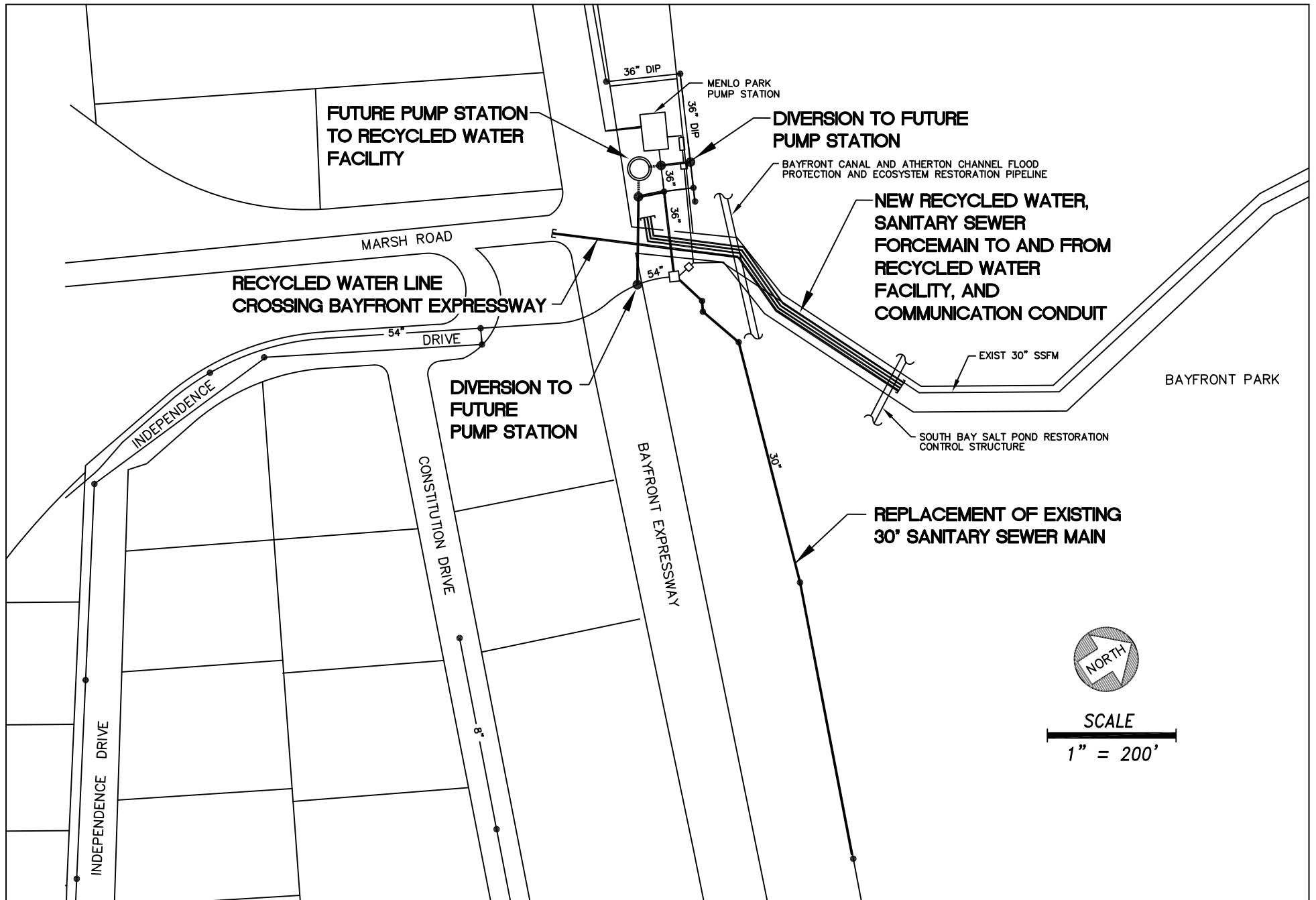
Staff has concluded that most project elements are “categorically exempt” under CEQA Guidelines Section 15301(b) (existing facilities); or Section 15302(c) (replacement or

reconstruction). These exemptions require repair, maintenance, or minor alteration of existing structures or facilities.

The project areas consists of the replacement and realignment of approximately 450 linear feet of 36 to 42-inch sanitary sewer mains with the installation of approximately 1,700 linear feet of 4 to 12 inch recycled water pipelines in conjunction with some of the open-trench work and to impact the City's planned park entry beatification project. The existing sewer mains were identified, in part, in the updated Capital Improvement Master Plan.

The project will involve the replacement and rehabilitation of the sewer mains with the standard open trench method in areas where the pipeline needs replacement with associated surface restoration. Included is additional recycled water pipe in conjunction with some of the open-trench work. The recycle pipeline work is to install the recycle water pipeline prior to the City's park entry beatification project. The project will eliminate chronic maintenance requirements; and shall reduce operations and maintenance costs.

CONCLUSION. Based on the information presented herein, staff has concluded that the Bayfront Entrance Sewer Project is exempt from CEQA under the CEQA Guidelines Section 15061(b)(3) (the General Rule), and that most project elements are also exempt under CEQA Guideline Section 15301(b), (existing facilities) or Section 15302(c), (replacement or reconstruction). The proposed recycle water work was included in the Final Environmental Impact Report for the District's Levee Improvement and Recycle Water Project.





WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

Subject: *Report & Discussion on Treatment Plant Connection Fees*

Background

The District collects Collection Fees on every new connection or accessory dwelling unit (ADU) to the sewer system. A standard home is 20 fixture units with 200 gallons per day (GPD) capacity. The current charge for a standard home is \$8,501, which is the minimum charge except in adding an ADU to an existing connection, where the charge is pro-rated per new fixture unit. The Connection Fees are comprised of a District charge of \$6,919 per 200 GPD standard home and \$1,582 for the Silicon Valley Clean Water (SVCW) treatment plant.

The SVCW Joint Powers Authority (JPA) agreement established a “Stage 2 Capacity Construction Fund” in recognition that future connections would require additional treatment capacity and therefore future construction. The rates per gallon have changed over the years; the current rate is \$7.91 per gallon. The District collects this as Supplemental Collection Fees with new connections to the system, which are held in a separate liability account. Connection fees were paid to SVCW periodically until the District pre-purchased the remaining capacity rights of 67,848 gallons on May 19, 2017 for \$536,681.

SVCW holds funds received from members in a Stage 2 Capacity Reserve Fund, which had a balance of \$14.8 million, as of December 31, 2021. The SVCW 2022 Long Range Financial Plan proposes to use these funds towards capacity-related projects in the next decade. The SVCW JPA Agreement includes an average wet weather capacity of 68 Million Gallons per Day (MGD), the District’s share is 14.4 MGD, which is expected to grow. SVCW’s Dry Weather Permitted Capacity is 29 MGD. The treatment plant currently averages 13 MGD during dry weather.

Fiscal Impact

The District currently has a balance of \$1,303,607 in Supplemental Collection Fees reserved for increased capacity with SVCW, including the deduction of the \$536,681 pre-payment in 2017. These are kept in LAIF and identified as a liability to the District.

Recommendation

No action required. The Board may discuss the subject as it considers a new connection fee.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

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

Background

In October 2010 the District named Bank of the West as the District's Investment advisor and approved an investment of \$5 million in available funds to establish the Emergency Capital Reserve. Subsequently, the Board has established several additional reserves to provide financial stability for the District.

The Finance Committee met on June 2, 2021 to reviewed the Reserve Policy and discuss proposed changes. The following policy revisions were recommended:

- Increase Operating Reserve from five to six months of operations and keep in LAIF, which is more liquid, to provide cash flow needs from July to December, when the first sewer service charges are received.
- Transfer funds from Operating Reserve Investment account to fully fund other reserve Target balances.
- Establish Treatment Plant Reserve (TRP), by converting Operating Reserve Investment account balance and begin to fund the TPR to a target level of \$12 million.
- Increase Rate Stabilization Reserve to \$10 million, from \$8 million.
- Clarify language on reserves, procedures for using reserves, and update procedures for monitoring reserves levels.

On June 9, 2021, the Board approved the new Treatment Plant Reserve, to reserve for treatment plant funding requirements and allow the District to reduce future debt, thereby realizing significant saving in interest expense. At the same time, the Operating Reserve increased to six months of operations and was moved to Local Agency Investment Fund (LAIF), in order to have the funds more accessible. This was necessary, as Operating Reserves are intended to fund the District between July 1st and December each year, when the County of San Mateo delivers the first installment of sewer service charges collected through tax rolls.

The cash and investments in the Operating Reserve in Bank of the West Investment account were transferred to other reserve accounts, as directed by the Finance Committee and approved by the Board on June 9, 2021 to achieve their target balances. There was sufficient funds in LAIF to allocate six months of operating expense for the Operating Reserve, without liquidating investments, which would have resulted in losses.

**Transfer Activity
July 2021**

Reserve Accounts	Balance before		Balance	Target
Bank of the West Investments	Transfer	Transfers	7/31/21	Balance
Operating Reserve	9,504,294.94	(9,503,025.44)	1,269.50	
Rate Stabilization Reserve	4,311,887.78	5,696,515.80	10,008,403.58	\$10 million
Capital Project Reserve	3,498,068.97	2,503,559.61	6,001,628.58	\$6 million
Emergency Capital Reserve	4,137,431.05	867,183.93	5,004,614.98	\$5 million
Recycled Water Cash Flow Reserve *	235,181.27	425,595.38	660,776.65	\$8 million

* Balance of account held in LAIF.

In August 2021, after these transfers were complete and the reserves were reconciled, the Operating Reserve in Bank of the West Investment account was converted to the Treatment Plant Reserve. The small balance remaining in the account was due to interest received after the transfers on July 28, 2021.

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

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

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

**Reserve Positions
January 31, 2022**

<u>Reserve Account</u>	<u>Originated</u>	<u>Target Balance</u>	<u>Target</u>
Operating Reserve	11/26/2014	\$10.75 million *	Achieved
Rate Stabilization Reserve	10/30/2015	\$10 million	Unfulfilled **
Treatment Plant Reserve	8/01/2021	\$12 million	Unfulfilled ***
Capital Project Reserve	11/26/2014	\$6 million	Unfulfilled **
Emergency Capital Reserve	10/19/2010	\$5 million	Unfulfilled **
Recycled Water Cash Flow	11/18/2016	\$8 million	Achieved
Recycled Water SRF Reserve	3/01/2018	\$1.46 million	Achieved
Vehicle & Equipment Reserve	8/18/2011	\$1 million	Unfulfilled

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

** Approximately \$204 thousand from combined target balances

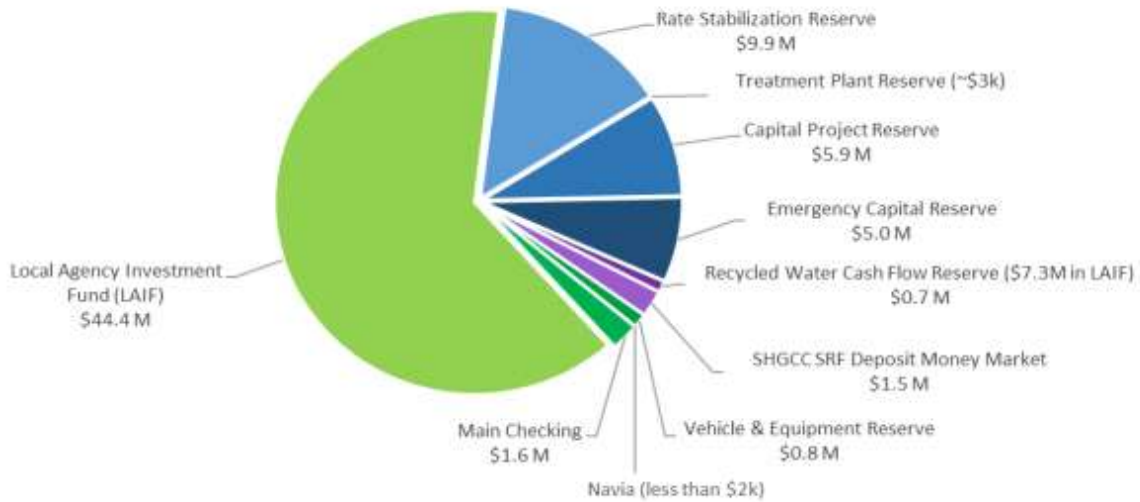
*** Treatment Plant Reserve statement shows a Non-Cash Asset Change of -\$8.4 million due to the redistribution of assets when the investment fund was used for Operating Reserves.

Fiscal Impact

The District has approximately \$69.8 million in all reserve and bank accounts as of January 31, 2022, including restricted funds.

- \$46,822,798 is in cash equivalent accounts, which are used for operations and current capital expenditures.
- \$21,452,413 is in investment accounts.
- \$1,538,697 is the deposit held for SHGCC SRF Loan Reserves.

**Cash & Investments
January 31, 2022**



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

Recommendation

The Finance Manager recommends the District Board accept the Investment Portfolio Statements by affirming and approving the item.



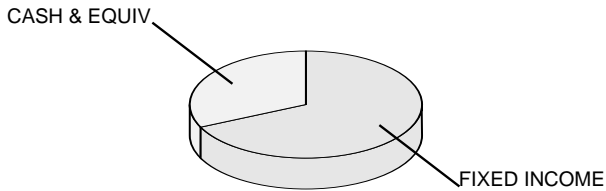
WBSD - RATE STABILIZATION RESERVE

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

WEST BAY SANITARY DISTRICT
 RATE STABILIZATION RESERVE
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	3,201,925.92	32.5%
Fixed Income	6,657,478.31	67.5%
Total Portfolio	\$ 9,859,404.23	100.0%
Accrued Income	44,687.69	
Total Valuation	\$ 9,904,091.92	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 9,957,542.16	\$ 4,257,666.02
Income		
Interest.....	15,508.79	100,225.99
Purchased Income.....	0.00	-1,282.26
Disbursements.....	-1,606.53	-10,338.73
Realized Gains/(Losses).....	278.32	1,700.03
Change In Accrued Income.....	-5,241.95	29,643.41
Change In Market Appreciation/(Depreciation).....	-57,005.65	-118,016.39
Non-Cash Asset Changes.....	-5,383.22	5,644,493.85
Ending Market Value	\$ 9,904,091.92	\$ 9,904,091.92



WBSD - TREATMENT PLANT RESERVE

Account Number:
 Statement Period:

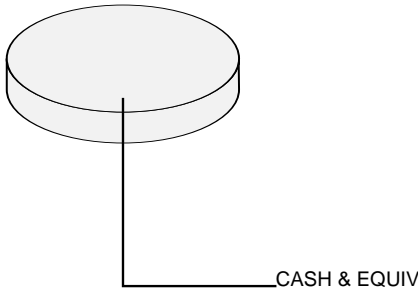
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WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation

Asset Valuation



Description	Market Value	% of Account
Cash & Equiv	3,017.42	100.0%
Total Portfolio	\$ 3,017.42	100.0%
Accrued Income	0.13	
Total Valuation	\$ 3,017.55	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 3,017.91	\$ 9,554,609.56
Income		
Interest.....	0.13	17,837.75
Disbursements.....	-0.49	-1,541.18
Cash Transfers.....	0.00	-1,060,723.93
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	0.00	-56,197.68
Change In Market Appreciation/(Depreciation).....	0.00	-8,665.46
Non-Cash Asset Changes.....	0.00	-8,442,301.51
Ending Market Value	\$ 3,017.55	\$ 3,017.55



WBSD - CAPITAL PROJECT RESERVE

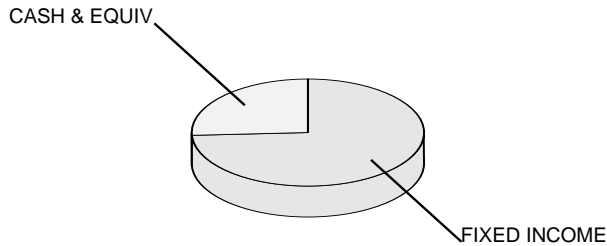
Account Number:
 Statement Period:

01/01/22 -
 01/31/22

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	1,541,598.47	26.1%
Fixed Income	4,362,797.80	73.9%
Total Portfolio	\$ 5,904,396.27	100.0%
Accrued Income	31,515.14	
Total Valuation	\$ 5,935,911.41	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,965,134.93	\$ 3,474,068.91
Income		
Interest.....	6,890.95	64,747.77
Purchased Income.....	0.00	-671.01
Disbursements.....	-962.30	-6,346.93
Cash Transfers.....	0.00	547,000.00
Realized Gains/(Losses).....	0.00	646.25
Change In Accrued Income.....	987.23	6,659.19
Change In Market Appreciation/(Depreciation).....	-34,156.97	-76,831.42
Non-Cash Asset Changes.....	-1,982.43	1,926,638.65
Ending Market Value	\$ 5,935,911.41	\$ 5,935,911.41



WBSD - EMERGENCY CAPITAL RESERVE

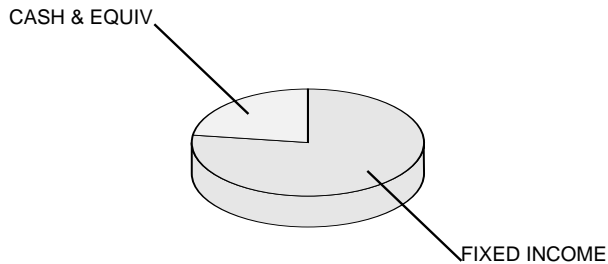
Account Number:
 Statement Period:

01/01/22 -
 01/31/22

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	1,140,427.70	23.1%
Fixed Income	3,790,226.56	76.9%
Total Portfolio	\$ 4,930,654.26	100.0%
Accrued Income	25,132.78	
Total Valuation	\$ 4,955,787.04	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 4,980,394.38	\$ 4,119,549.77
Income		
Interest.....	5,734.80	57,167.03
Purchased Income.....	0.00	-813.82
Disbursements.....	-803.73	-5,492.63
Cash Transfers.....	0.00	233,400.00
Realized Gains/(Losses).....	0.00	402.34
Change In Accrued Income.....	1,406.84	-100.35
Change In Market Appreciation/(Depreciation).....	-28,509.17	-55,743.98
Non-Cash Asset Changes.....	-2,436.08	607,418.68
Ending Market Value	\$ 4,955,787.04	\$ 4,955,787.04



WBSD - RECYCLED WATER CASH FLOW

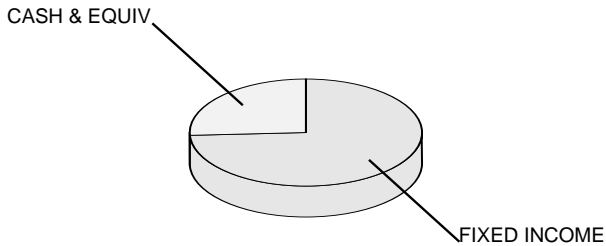
Account Number:
 Statement Period:

01/01/22 -
 01/31/22

WEST BAY SANITARY DISTRICT
 RECYCLED WATER CASH FLOW
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	169,637.36	26.2%
Fixed Income	478,459.85	73.8%
Total Portfolio	\$ 648,097.21	100.0%
Accrued Income	5,507.43	
Total Valuation	\$ 653,604.64	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 657,055.29	\$ 229,869.44
Income		
Interest.....	1,629.38	10,263.87
Disbursements.....	-105.61	-672.07
Cash Transfers.....	0.00	24,938.53
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-194.57	4,409.02
Change In Market Appreciation/(Depreciation).....	-3,585.15	-9,778.55
Non-Cash Asset Changes.....	-1,194.70	394,574.40
Ending Market Value	\$ 653,604.64	\$ 653,604.64



WEST BAY SANITARY DISTRICT AGENDA ITEM 9

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

Subject: *Request for Proposal for Financial Audit Service*

Background:

Chavan & Associates has provided financial audit services since the fiscal year ending June 30, 2011. Fiscal year ending June 30, 2021 was the final year of the current contract, under optional years.

The District will perform a Request for Proposal for audit services for the current fiscal year ending June 30, 2022.

Analysis:

The Finance Committee and staff will review potential auditors and bring a recommendation to the full Board for approval.

Fiscal Impact

Prior contract fees for financial audit services have been \$14,000 from 2018 through 2021. A new contract will likely see an increase in cost.

Recommendation

For information only.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 10

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *February 23rd, 2022 Update Report on District Response to Corona Virus*

Background

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

Analysis

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

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

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

Report to the District Board for the Regular Meeting of February 23, 2022

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

October 14 update: No updates at this time.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

December 8, 2021 update: On November 8, 2021 the District Manager and Safety Officer (Water Quality Manager) held training regarding the COVID-19 vaccine mandate. Staff has been submitting proof of vaccination to Human Resources since the training was held.

January 12, 2022 update: All employees and Board Members have provided proof of vaccination by the December 30 deadline.

January 26, 2022 update: State indoor mask mandate in effect until February 15. Front office staff is working from home two days per week to limit exposure.

February 9, 2022 update: Staff is working with DuALL Safety to update the response plan and will incorporate the latest CDC guidelines and requirements.

February 23, 2022 update: Staff is working with District Counsel to incorporate all of the recent guidelines with the various government bodies, if possible.

Fiscal Impact

While there has been considerable expense to implementing some of the COVID 19 mitigation measures such as; converting the FERRF office space (approx. \$2,000), purchasing PPE for stock (\$8,000 to \$10,000), Public Outreach (\$10,500), Zoom

Meeting Equipment (approx. \$6,000) these expenses were absorbed in the Operating budget. The FY2020-21 Budget was impacted by the effects of the national COVID 19 response. To date approximately \$5300.00 has been spent in PPE, \$2000.00 in disinfecting equipment, and \$1927.00 in producing and updating the COVID 19 Response Plan. Cost are continuing to be tracked in FY2021-22.

Recommendation

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

Recycled Water Facility Production Data:

2020	Treated	Delivered
August	8.8MG	8.2MG
September	8.2MG	5.1MG
October	7.4MG	4.5MG
November	5MG	1.4MG
December	4.7MG	.55MG
2021	Treated	Delivered
January	4.8MG	.23MG
February	4.4MG	.13MG
March	5.9MG	1.8MG
April	8.5MG	7.6MG
May	9.3.MG	8.2MG
June	9.8MG	8.7MG
July	9.5MG	9.1MG
August	9.4MG	9.0MG
September	9.1MG	6.9MG*
October	7.6MG	2.6MG**
November	5.2MG	0
December	4.7MG	0
2022	Treated	Delivered
January	4.4MG	97,000 gallons

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

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

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

Report to the District Board for the Regular Meeting of February 23, 2022

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 12**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 13**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 14**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

Report to the District Board for the Regular Meeting of February 23, 2022

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