

*1902 - Serving Our Community for over 115 Years - 2021*

WEST BAY SANITARY DISTRICT  
AGENDA OF BUSINESS  
REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MARCH 24, 2021 AT 7:00 P.M.  
RONALD W. SHEPHERD ADMINISTRATION BUILDING,  
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

District Manager

Sergio Ramirez

District Legal Counsel

Anthony Condotti, Esq.

**AGENDA OF BUSINESS**

**NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE ONLY**

Pursuant to Governor Newsom's Executive Order N-29-20, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate telephonically only, and may submit comments in advance by email addressed to [treese@westbaysanitary.org](mailto:treese@westbaysanitary.org) by 4:00 p.m. on Wednesday, March 24<sup>th</sup>.

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at: <https://zoom.us/j/93339831232?pwd=cGJiU1F1L05JUG5iNUQ4VUMxZ2EzUT09>  
Meeting ID: 933 3983 1232 Passcode: 301633

Or by phone, call: 1-669-900-6833 Meeting ID: 933 3983 1232 Passcode: 301633

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 March 10, 2021 Pg. 3A-1
- B. Bank of the West Monthly Investment Portfolio Statements Pg. 3B-1
- C. Consideration to Approve 76 Old Spanish Trail PUE Abandonment Pg. 3C-1

4. District Manager's Report Pg. 4-1
5. March 24<sup>th</sup> Update Report on District Response to Corona Virus Pg. 5-1
6. Report and Discussion on Sharon Heights Recycled Water Plant Pg. 6-1
7. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 7-1
8. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 8-1
9. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 9-1
10. Closed Session
  - A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Cal. Govt. Code §54956.9(d))  
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC  
Case No. 18CIV02183
11. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
12. Adjournment

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



*1902 - Serving Our Community for over 110 Years - 2020*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MARCH 10, 2021 AT 7:00 P.M.**

**1. Call to Order**

President Dehn called the meeting to order at 7:06\_PM

**Roll Call**

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

BOARD MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom

Others Present: Dave Richardson – Woordard & Curran, Vivian Housen – V.W. Housen & Assoc., Jeff Poetsch, Tim Steele – Sabrato, Victoria Wong - MidPen Housing, Jeff Poetsch-Bayshore Builders

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

**3. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Kavanaugh (25 Arapahoe Court, Portola Valley)**

Motion to Open by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None.

Motion to Close by: Moritz 2<sup>nd</sup> by: Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

**4. Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Kavanaugh (25 Arapahoe Court, Portola Valley)**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None.

**5. Consent Calendar**

Motion to Approve by: Otte 2<sup>nd</sup> by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

**CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR**

Comments: None.

- A. Approval of Minutes for Regular meeting February 24, 2021
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru February 28, 2021
- C. WBSD Operations and Maintenance Report – February 2021
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – February 2021
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – February 2021
- F. Consideration to Approve Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 25 Arapahoe Court, Portola Valley (077-300-080), Lands of Kavanaugh
- G. Consideration to Authorize the District Manager to Issue Class 3 Sewer Permit No. 1603 for the Construction of Wastewater Facilities for 25 Arapahoe Court, Portola Valley, California
- H. Consideration to Approve Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 25 Arapahoe Court, Portola Valley
- I. Consideration of a Resolution of Intention to Annex Certain Territory (30 Cheyenne Point) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

**6. Consideration to Accept the East Palo Alto Developers Sewer System Capacity Study by V. W. Housen & Associates**

Motion to Approve by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_ Vote: AYE: \_\_\_\_\_ NAY: \_\_\_\_\_ Abstain: \_\_\_\_\_

Comments: Vivian Housen of V.W. Housen & Assoc. presented the study to the Board. Tim Steel with Sobrato reported East Palo Alto Sanitary District (EPASD) has discussed over \$7M through a study previously done by Fryer & Laureta in order to serve the University Plaza. He also reported the Sobrato Community Center construction estimate was approximately \$6.5M in cost. Mr. Steele mentioned he appreciated the opportunity to work with West Bay to help move the projects along. President Dehn asked if the District foresees any permitting challenges. District Manager Ramirez stated it would have to go through the LAFCo process. Victoria Wong with MidPen Housing and Tim Steele stated they do not see any permitting challenges once they get their Will-Serve letter. Board consensus was to add Willow Pump Station upgrades into the study, make a reference to the developers who funded the study. The Board felt the construction estimates were low and asked the consultant to clarify the costs that were presented in the study. Generally the Board is willing to consider a boundary adjustment to incorporate a small area of EPASD in order to help EPASD off set their apparent capacity issues. Changes to the study will be made and it will be brought back for consideration at a future Board meeting.

**7. District Manager’s Report**

**1) Administrative:**

- a. The Board of Directors updated to the Strategic Plan in 2018. After a review of the plan, the Strategic Plan goals are relevant. The Board should consider updating the plan in 2022 or 2023.
- b. The Personnel Committee has met and reviewed the updated Personnel Policy.

- c. Housen and Associates completed the EPA Development Sewer System Capacity Study. Information will be presented during the Board meeting by Housen & Associates.
- d. District Manager is considering entering into a PG&E agreement to replace all light fixtures at the Admin, Maintenance, and Ops buildings to more energy efficient fixtures. The program is sponsored by PG&E and is at no cost to the District.

2) **Finance:**

- a. The Finance Advisory Committee will meet to review the new Purchasing Policy and Investment Policy.
- b. The new Payroll module is working more efficiently.
- c. Staff has sent out the 218 Notice and will be mailed by March 10th.

3) **CIP & IT Projects:**

a. **Levee Improvement Project:**

- i. Staff and F&L met with the California Department of Fish and Wildlife regarding the Environmental Impact Review (EIR). EIR comments are being addressed.

b. **Construction Capital Improvement Program (CIP)**

- i. Precision Pipeline will begin this year's CIP project in the next 30 days.
- ii. The metal storage building contractor, Aztec, should begin staging at the FERFF before the end of March 2021.

4) **Operations and Maintenance:**

a. **Collection System:**

- i. The new Unit 208 Service Truck is on the road. You may see it in a neighborhood near you, servicing laterals or conducting an Underground Service Alert marking.
- ii. There is a need to use the remaining funds in the Chemical Root Control budget in order to treat the root growth in the Ladera Area which feeds the Recycled Water Plant influent pump station. The budget has a remaining balance of \$95,000 from FY20/21. The Superintendent would like to spend \$55,000 in addition to this year's approved Chemical Root Control project. This would treat roots before the summer in order to reduce impacts of the Recycled Water Plant during high production demand.

b. **Training:**

- i. Training for CWEA, CSDA, and others are remaining Virtual at this time.

5) **Water Quality:**

a. **Sharon Heights Golf and Country Club:**

- i. Sampling results did not meet permit specifications and recycled water delivery had to be suspended. The issue occurred after the Trojan UV system was maintained by Trojan's service person. After thorough diagnosis and several cleanings of the UV system and sampling systems, the plant is now within spec. Recycled water is being delivered once again.

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

- i. District Manager would like to contract with Woodard & Curran to provide support services for the next steps in the BRWF.

- ii. Environmental Impact Report (EIR) could be certified by April 2021.
  - iii. Menlo Park City Staff reported some last minute concerns with the Water Purveyor MOU which are being addressed.
  - iv. Meetings will be scheduled with the Recycled Water Ad Hoc Committee and District Counsel, as we continue to engage with Developers.
- c. **West Bay:**
- i. Staff will begin to sample near Bayfront Park to support future projects in the area.
  - ii. Staff is evaluating personnel needs to support the Chief Plant Operator (CPO) with the District's recycled water efforts, due to regulatory requirements and staffing overlap; as well as the STEP and Grinder Pump Systems.

6) **Fleet and Facilities:**

a. **Vehicle Maintenance:**

- i. Maintenance Staff Managers are reviewing the need for an additional hydro cleaning machine for collection system maintenance.

7) **Personnel:**

- i. The District's new Modification (Ex-Mod) factor is .79 well below the industry's standard. The Ex-Mod factor is the factor by which a standard workers compensation premium is multiplied to reflect an insured's actual loss experience.
- ii. Personnel Policy is under review.

8) **Upcoming Events:**

- a. **Regular Board Meeting:** March 10, 2021
- b. **Next Regular Board meetings:** March 24, 2021

9) **Misc./Action Items from Previous Meeting:**

- a. **West Bay SSOs:** Zero SSOs for February 2021.
- b. **LAH Contract:** Negotiations for the next contract will begin.
- c. **Town of Woodside Contract:** Negotiations for the next contract will begin.
- d. **Revenue:** EPA Developers have paid for the Sewer System Capacity Study.

8. **Consideration to Authorize District Manager to enter into an Agreement for Engineering and Support Services for the "Bayfront Recycled Water Facility Project" with Woodard & Curran**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: District Manager Ramirez reported to the board the need for the agreement to help with the Bayfront Recycled Water Facility Project. The Board approved the agreement.

9. **March 10<sup>th</sup> Update Report on District Response to Corona Virus**

Comments: District Manager Ramirez reported that to date 7 staff have vaccinated out of 30.

**10. Report and Discussion on Sharon Heights Recycled Water Plant**

Comments: District Manager Ramirez reported there was a problem with UV reactor which has been resolved and recycled water was restarted on March 5. Staff has notified that State Water Board regarding the issue. The District is preparing to make the first SRF loan payment.

**11. Discussion and Direction on Bayfront Recycled Water Project and Status Update**

Comments: District Manager Ramirez reported the EIR will be very close to being fully certified. District staff met with Department of Fish and Wildlife to address some concerns. In process of working on developer agreements for the project. The District is working on an update to the Code of Regulations regarding recycled water. DM Ramirez met with Western Recycled Water Coalition (WRWC) regarding federal funding for the Bayfront recycled water plant and the Levee projects.

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

Comments: President Dehn reported the next meeting will be on March 25. She did attend a Zero Waste committee meeting which included discussions of the Materials Recovery Facility (MRF) upgrades, an Organics to Energy update and discussions on SB 1383 the compliance and recycling bill. SBWMA is working with the County of San Mateo on a MOU for the Edible Food Recovery Program. SBWMA is also looking at new technology for zero waste which will be included in future meetings.

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

Comments: Director Otte reported the TBM is about 70% through and should arrive at the treatment plant in late May. Next meeting will be held on March 15. Items will include consideration of extending line of credit and the annual operating and capital expense budget will be reviewed.

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

Comments: Director Moritz would like a committee meeting or closed session to address the costs to the District from City of East Palo Alto projects. District Manager Ramirez and District Counsel Condotti will coordinate and place discussion on future Board agenda.

**15. Adjournment Time:** The meeting was adjourned at 9:23 PM

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

**To: Board of Directors**

**From: Sergio Ramirez, District Manager**

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

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

West Bay Sanitary District Reserve Accounts:

- Operating Reserve
- Rate Stabilization Reserve
- Emergency Capital Reserve
- Capital Project Reserve
- Recycled Water Cash Flow Reserve
- Recycled Water SRF Reserve

Quarterly reports on the Investment Portfolios will include the details of investments of each reserve account.

Recommendation

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



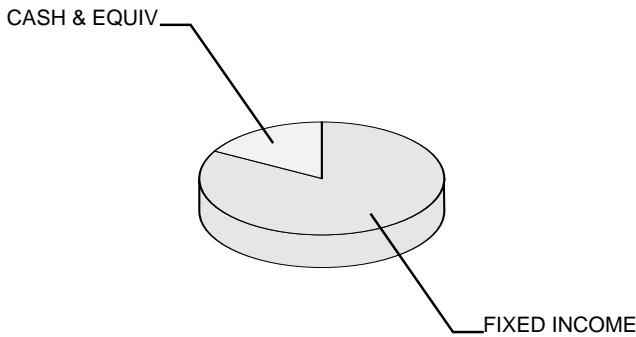
**WBSD - OPERATING RESERVE**

Account Number: 02/01/21 -  
 Statement Period: 02/28/21

WEST BAY SANITARY DISTRICT  
 500 LAUREL STREET  
 MENLO PARK CA 94025

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

**Asset Allocation**



**Asset Valuation**

Description	Market Value	% of Account
Cash & Equiv	1,605,538.06	16.9%
Fixed Income	7,895,817.22	83.1%
<b>Total Portfolio</b>	<b>\$ 9,501,355.28</b>	<b>100.0%</b>
Accrued Income	54,912.95	
<b>Total Valuation</b>	<b>\$ 9,556,268.23</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 9,567,486.53</b>	<b>\$ 9,530,903.35</b>
Income		
Interest.....	28,412.63	166,206.89
Purchased Income.....	-1,476.95	-11,463.30
Disbursements.....	-1,576.41	-12,728.40
Realized Gains/(Losses).....	1,649.77	1,590.20
Change In Accrued Income.....	-9,617.21	-5,983.80
Change In Market Appreciation/(Depreciation).....	-15,555.92	-64,963.11
Non-Cash Asset Changes.....	-13,054.21	-47,293.60
<b>Ending Market Value</b>	<b>\$ 9,556,268.23</b>	<b>\$ 9,556,268.23</b>



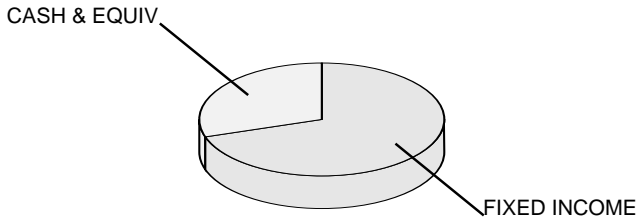
**WBSD - RATE STABILIZATION RESERVE**

**Account Number:** 02/01/21 -  
**Statement Period:** 02/28/21

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

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

**Asset Allocation**



**Asset Valuation**

Description	Market Value	% of Account
Cash & Equiv	873,040.52	29.7%
Fixed Income	2,070,292.42	70.3%
<b>Total Portfolio</b>	<b>\$ 2,943,332.94</b>	<b>100.0%</b>
Accrued Income	13,951.10	
<b>Total Valuation</b>	<b>\$ 2,957,284.04</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 2,966,815.74</b>	<b>\$ 1,408,407.26</b>
Income		
Interest.....	1,478.03	35,373.49
Purchased Income.....	-3,674.31	-11,000.82
Additions.....	0.00	1,555,000.00
Disbursements.....	-490.67	-2,391.69
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	5,023.98	-3,501.83
Change In Market Appreciation/(Depreciation).....	-11,664.68	-10,237.11
Non-Cash Asset Changes.....	-204.05	-14,365.26
<b>Ending Market Value</b>	<b>\$ 2,957,284.04</b>	<b>\$ 2,957,284.04</b>



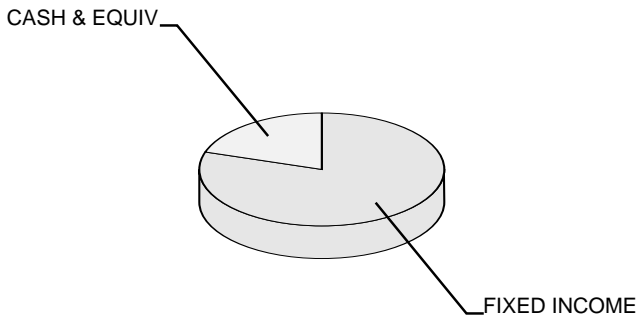
**WBSD - EMERGENCY CAPITAL RESERVE**

**Account Number:** 02/01/21 -  
**Statement Period:** 02/28/21

WEST BAY SANITARY DISTRICT  
 500 LAUREL STREET  
 MENLO PARK CA 94025

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 Michael D. Smith  
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**Asset Allocation**



**Asset Valuation**

Description	Market Value	% of Account
Cash & Equiv	831,600.73	20.3%
Fixed Income	3,265,194.73	79.7%
<b>Total Portfolio</b>	<b>\$ 4,096,795.46</b>	<b>100.0%</b>
Accrued Income	21,393.81	
<b>Total Valuation</b>	<b>\$ 4,118,189.27</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 4,124,413.58</b>	<b>\$ 3,904,702.49</b>
Income		
Interest.....	10,369.91	66,587.48
Purchased Income.....	-882.68	-6,695.31
Additions.....	0.00	200,000.00
Disbursements.....	-680.07	-5,286.33
Realized Gains/(Losses).....	15.60	-313.63
Change In Accrued Income.....	-3,397.04	-3,962.41
Change In Market Appreciation/(Depreciation).....	-8,719.09	-19,291.49
Non-Cash Asset Changes.....	-2,930.94	-17,551.53
<b>Ending Market Value</b>	<b>\$ 4,118,189.27</b>	<b>\$ 4,118,189.27</b>



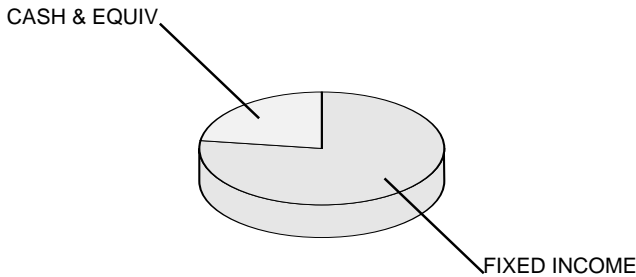
**WBSD - CAPITAL PROJECT RESERVE**

**Account Number:** 02/01/21 -  
**Statement Period:** 02/28/21

WEST BAY SANITARY DISTRICT  
 500 LAUREL STREET  
 MENLO PARK CA 94025

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

**Asset Allocation**



**Asset Valuation**

Description	Market Value	% of Account
Cash & Equiv	805,969.47	23.3%
Fixed Income	2,650,894.78	76.7%
<b>Total Portfolio</b>	<b>\$ 3,456,864.25</b>	<b>100.0%</b>
Accrued Income	15,860.60	
<b>Total Valuation</b>	<b>\$ 3,472,724.85</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 3,476,681.10</b>	<b>\$ 2,781,874.82</b>
Income		
Interest.....	21,070.80	67,797.65
Purchased Income.....	-1,958.51	-7,238.61
Additions.....	0.00	683,500.00
Disbursements.....	-572.02	-3,933.90
Realized Gains/(Losses).....	0.00	656.01
Change In Accrued Income.....	-12,552.44	-9,673.19
Change In Market Appreciation/(Depreciation).....	2,910.44	-14,159.01
Non-Cash Asset Changes.....	-12,854.52	-26,098.92
<b>Ending Market Value</b>	<b>\$ 3,472,724.85</b>	<b>\$ 3,472,724.85</b>



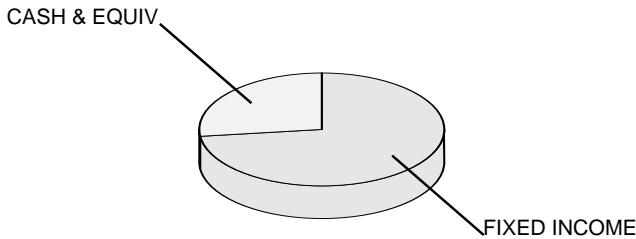
**WBSD - RECYCLED WATER CASH FLOW**

Account Number: 02/01/21 -  
 Statement Period: 02/28/21

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

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**Portfolio**  
 Michael D. Smith  
 (408) 490-2079

**Asset Allocation**



**Asset Valuation**

Description	Market Value	% of Account
Cash & Equiv	61,918.46	27.1%
Fixed Income	166,352.86	72.9%
<b>Total Portfolio</b>	<b>\$ 228,271.32</b>	<b>100.0%</b>
Accrued Income	1,526.58	
<b>Total Valuation</b>	<b>\$ 229,797.90</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 229,925.16</b>	<b>\$ 228,463.67</b>
Income		
Interest.....	626.05	3,719.38
Purchased Income.....	-55.42	-908.95
Disbursements.....	-37.85	-305.39
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-252.82	343.59
Change In Market Appreciation/(Depreciation).....	-232.25	-1,023.13
Non-Cash Asset Changes.....	-174.97	-491.27
<b>Ending Market Value</b>	<b>\$ 229,797.90</b>	<b>\$ 229,797.90</b>



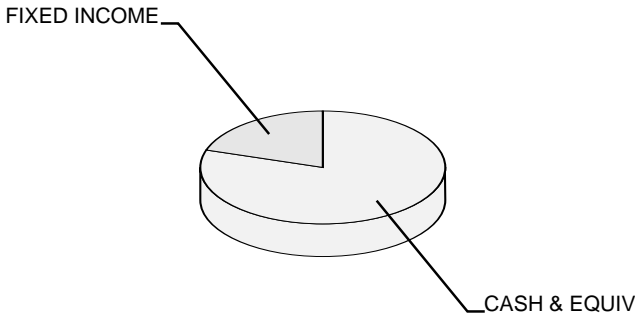
**WBSD - RECYCLED WATER SRF RESERVE**

**Account Number:** 02/01/21 -  
**Statement Period:** 02/28/21

WEST BAY SANITARY DISTRICT  
 RECYCLED WATER SRF RESERVE  
 500 LAUREL STREET  
 MENLO PARK CA 94025

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

**Asset Allocation**



**Asset Valuation**

Description	Market Value	% of Account
Cash & Equiv	1,237,053.88	80.5%
Fixed Income	299,690.25	19.5%
<b>Total Portfolio</b>	<b>\$ 1,536,744.13</b>	<b>100.0%</b>
Accrued Income	2,436.38	
<b>Total Valuation</b>	<b>\$ 1,539,180.51</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 1,539,413.74</b>	<b>\$ 1,530,349.55</b>
Income		
Interest.....	2,011.44	28,971.29
Purchased Income.....	0.00	-3,928.32
Disbursements.....	0.00	-1,540.43
Realized Gains/(Losses).....	0.00	4,993.54
Change In Accrued Income.....	-1,274.00	-6,481.04
Change In Market Appreciation/(Depreciation).....	-369.60	-2,902.50
Non-Cash Asset Changes.....	-601.07	-10,281.58
<b>Ending Market Value</b>	<b>\$ 1,539,180.51</b>	<b>\$ 1,539,180.51</b>

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

**To: Board of Directors**

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

**Subject: Consideration to Authorize the District Manager to Consent to  
the Abandonment of Public Utility Easement at 76 Old Spanish  
Trail, Portola Valley**

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Background

Sunukjian & Associates on behalf of the County has requested the abandonment of an existing Public Utility Easement (PUE) that crosses the property at 76 Old Spanish Trail. The easement was for ingress, egress, electrical and water facilities for a water tank in the Los Trancos neighborhood. This water tank was decommissioned in the 1960's. The District currently has no sewer main within the property & the District's public sewer main has yet to extend to this part of the neighborhood.

Analysis

The District does not have any utilities within the property. This parcel is not annexed into the District.

Fiscal Impact

None

Recommendation

The Projects and IT Manager recommends the District Board authorize the District Manager to provide a "no objection" letter to the requester.

Attachment: Exhibit A - Letter from Sunukjian & Associates  
Exhibit B - PUE Abandonment Exhibit  
Exhibit C – Site Map



March 15, 2021

West Bay Sanitation District  
Attn: Administration  
500 Laurel Street  
Menlo Park, CA 94025

Re: 76 Old Spanish Road (APN 080-050-310), Portola Valley, CA – Proposed Vacation of Public Utility Easement

To Whom It May Concern:

On behalf of San Mateo County (per the enclosed LOA), I am contacting you regarding the proposed vacation (abandonment) of a public utility easement encumbering the above-referenced parcel. The easement was originally recorded to provide ingress, egress, electrical and water line facilities for the Los Trancos County Water Tank No. 3 which served the Old Spanish Trail houses. The water tank was decommissioned in the late 1960's.

The County will process the proposed vacation under the provisions of the Public Streets, Highways and Public Service Easements Vacation Law (California Streets & Highways Code Section 8335). Vacation of this easement, if approved, would eliminate the public easement on the affected property. The easement is not currently improved or maintained by the County and the Department of Public Works does not intend to improve it or maintain it in the future.

I would appreciate it if you would review the enclosed map and let me know whether West Bay Sanitary District has any existing facilities in the easement area that would necessitate reserving an easement for those facilities, or whether you have any objection to the proposed vacation. I would appreciate a response from you within thirty (30) days. If I do not hear from you within that time, I will assume that this matter is of no concern to WBSD and that there is no objection to the vacation of this public utility easement.

If you have any comments, concerns or questions about this proposed vacation you may contact me by any method via my contact info below my signature line.

Sincerely,

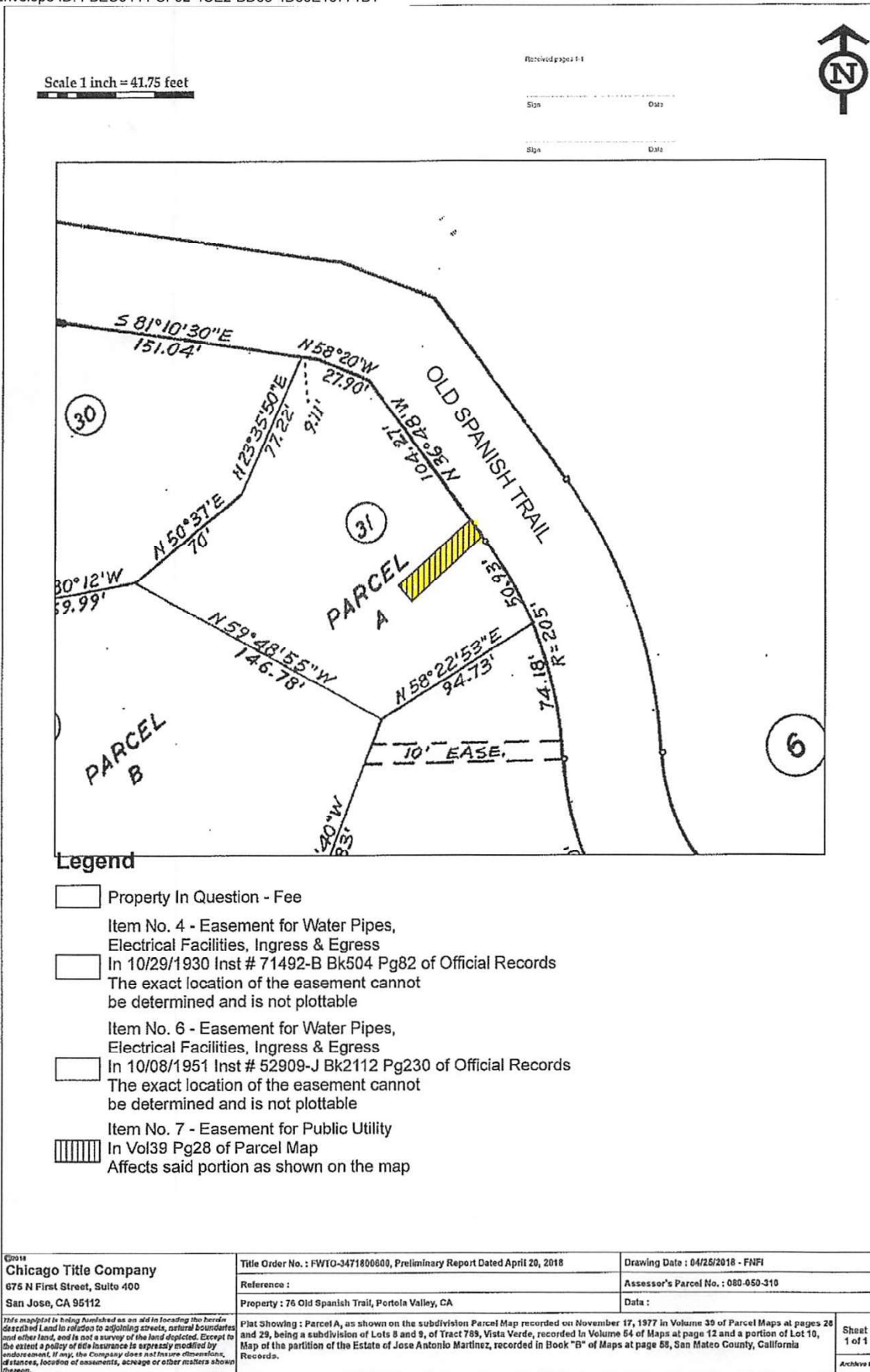
A handwritten signature in blue ink, appearing to be 'Jason Sunukjian', written over a horizontal line.

Jason Sunukjian  
Principal  
Sunukjian & Associates

Encl.

924 Laguna St • Suite B • Santa Barbara, CA 93101  
p 805.448.1955 f 805.966.5254 e jason.sunukjian@gmail.com





**ORDER NO. : 0360023754**

**EXHIBIT A**

The land referred to is situated in the unincorporated area of the County of San Mateo, State of California, and is described as follows:

Parcel A, as shown on the Subdivision Parcel Map recorded on November 17, 1977 in Volume 39 of Parcel Maps at Pages 28 and 29, being a subdivision of Lots 8 and 9, of Tract 789, Vista Verde, recorded in Volume 54 of Maps at Page 12, and a portion of Lot 10, Map of the partition of the Estate of Jose Antonio Martinez, recorded in Book "B" of Maps at Page 58, San Mateo County, California Records.

APN: 080-050-310

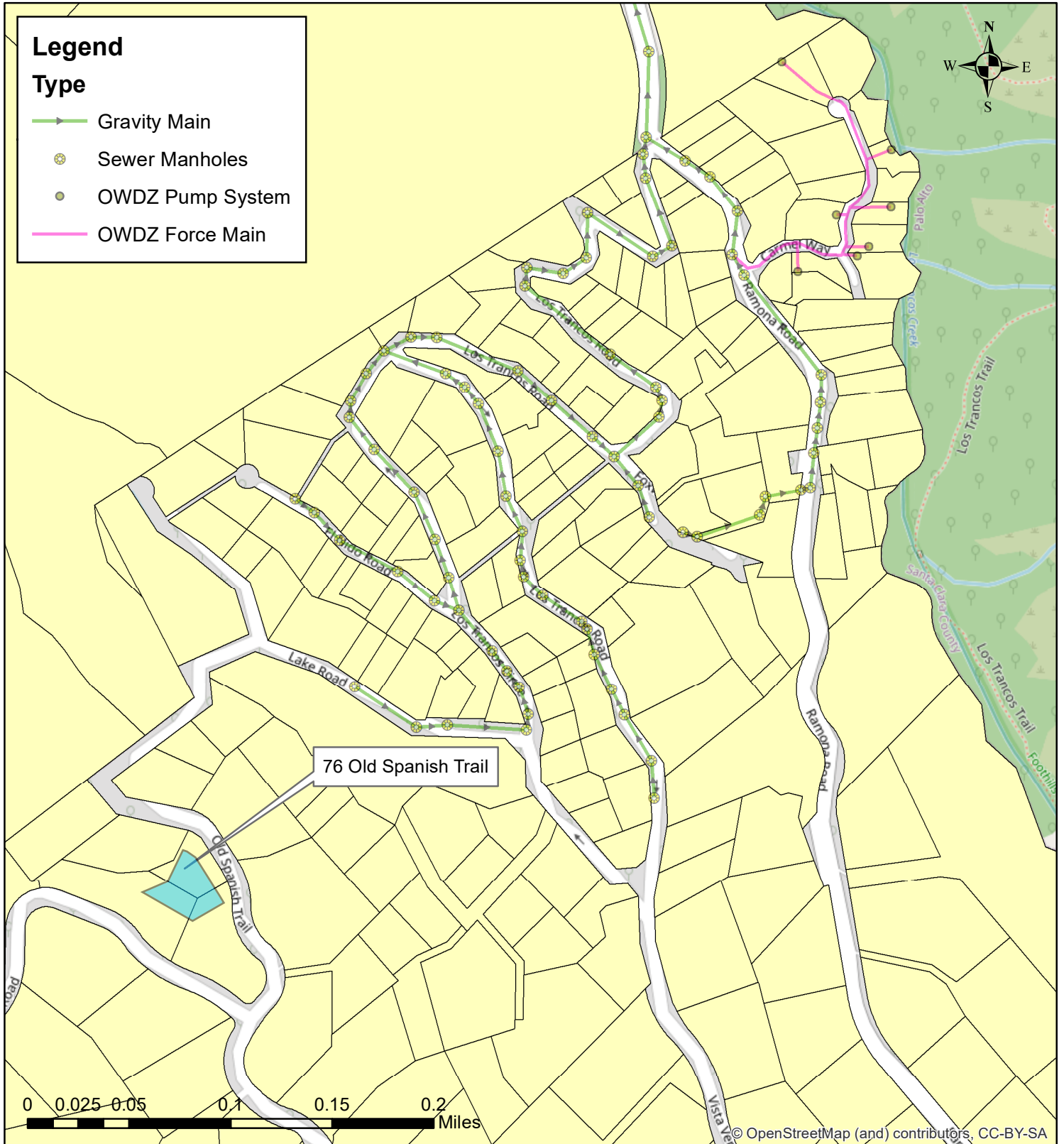
JPN: 080-005-050-22.01A

JPN: 080-005-050-26A

JPN: 080-005-050-26.01A



WEST BAY SANITARY DISTRICT  
EXHIBIT "C"  
SITE LOCATION  
76 OLD SPANISH TRAIL  
PORTOLA VALLEY, CA



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## WEST BAY SANITARY DISTRICT AGENDA ITEM 4

**To:** *Board of Directors*

**From:** *Sergio Ramirez, District Manager*

**Subject:** *District Manager's Report*

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**1) Administrative:**

- a. Personnel Policy update should be ready by April 14<sup>th</sup> meeting.
- b. Is editing the Housen and Associates draft EPA Development Sewer System Capacity Study.
- c. District Manager is considering entering into a PG&E agreement to replace all light fixtures in the Admin building or performing the work in-house.

**2) Finance:**

- a. The Finance Advisory Committee will meet to review the new Purchasing Policy and Investment Policy.
- b. Staff has been working on the draft Budget for FY2021/22.
- c. Sewer Service Charge 218 Notice and will be mailed by March 10th.

**3) CIP & IT Projects:**

**a. Levee Improvement Project:**

- i. F&L is addressing the Levee and Bayfront Environmental Impact Review comments.

**b. Construction Capital Improvement Program (CIP)**

- i. District Manager will enter into a contract for compaction testing and lab services for the North Bay Road and Ringwood CIP in the amount not to exceed \$43,750.00. This is a budgeted item in the approved CIP project for FY2021/22.
- ii. Precision Pipeline has begun construction work on this year's CIP project. The first construction site is on Gilbert Ave. in Menlo Park.
- iii. The City of Menlo Park has received all for the information required in order process the building permit for the Metal Storage Building.

**4) Operations and Maintenance:**

**a. Collection System:**

- i. The new Unit 208 Service Truck is on the road. You may see it in a neighborhood near you, servicing laterals or conducting an Underground Service Alert marking.

**b. Training:**

- i. The Rehabilitation Technician has obtained his CWEA Grade II certification.
- ii. After one month, the new Maintenance Worker has obtained his Commercial Driver Permit.

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### Report to the District Board for the Regular Meeting of March 24, 2021

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:**
    - i. The recycled water plant has been operating well. The golf course pond is once again full.
    - ii. The first Annual Report is due to the State by late April 2021. Water Quality staff would like support in generating the District's first report. District Manager will enter into an agreement with West Yost for support services in an amount not to exceed \$10,000.00. The amount is approved in the professional support services budget for FY2021/22.
  - b. **Bayfront Recycled Water Facility (BRWF):**
    - i. Environmental Impact Report (EIR) could be certified by late April/ early May 2021.
    - ii. Menlo Park City Staff reported some last minute concerns with the Water Purveyor MOU which are being addressed.
    - iii. Meetings will be scheduled with the Recycled Water Ad Hoc Committee and District Counsel, as we continue to engage with Developers.
  - c. **West Bay:**
    - i. Staff is evaluating personnel needs to support the Chief Plant Operator (CPO) with the District's recycled water efforts, due to regulatory requirements and staffing overlap; as well as the STEP and Grinder Pump Systems.
- 6) **Fleet and Facilities:**
  - a. **Vehicle Maintenance:**
    - i. Maintenance Operations Staff Managers are reviewing the need for an additional hydro cleaning machine for collection system maintenance.
- 7) **Personnel:**
  - i. The District's new Modification (Ex-Mod) factor is .79 well below the industry's standard. The Ex-Mod factor is the factor by which a standard workers compensation premium is multiplied to reflect an insured's actual loss experience.
- 8) **Upcoming Events:**
  - a. **Regular Board Meeting:** March 24, 2021
  - b. **Next Regular Board meetings:** April 14, 2021
- 9) **Misc./Action Items from Previous Meeting:**
  - a. **West Bay SSOs:** Zero SSOs for February 2021.
  - b. **LAH Contract:** Negotiations are underway.
  - c. **Town of Woodside Contract:** Negotiations for the next contract will begin.
  - d. **Revenue:** EPA Developers have paid for the Sewer System Capacity Study.

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## Report to the District Board for the Regular Meeting of March 24, 2021

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:** *Sergio Ramirez, District Manager*

**Subject:** *March 24<sup>th</sup>, 2021 Update Report on District Response to Corona Virus*

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### **Background**

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

### **Analysis**

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

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

*Social Distancing:* District staff has employed several measures related to Social Distancing including; limiting meeting size to 10, marking seating spots at tables with 6 foot separation, signage encouraging 6 foot distancing, separation of reporting stations to include the FERRF, Plexi-glass shields at the counter and between workspaces that cannot achieve 6 foot distancing, and closing of the District Office to the public unless by appointment.

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**Report to the District Board for the Regular Meeting of March 24, 2021**

*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 be 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 be 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.

### **Fiscal Impact**

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

### **Recommendation**

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



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 6**

**To: Board of Directors**

**From: Sergio Ramirez, District Manager**

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

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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.

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

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

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 7**

**To: Board of Directors**

**From: Sergio Ramirez, District Manager**

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

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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 8**

**To: Board of Directors**

**From: Sergio Ramirez, District Manager**

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

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

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 9**

**To:            *Board of Directors***

**From:         *Sergio Ramirez, District Manager***

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

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

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**Report to the District Board for the Regular Meeting of March 24, 2021**

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