

1902 - Serving Our Community for over 115 Years - 2021
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, OCTOBER 27, 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 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, and may submit comments in advance by email addressed to treese@westbaysanitary.org by 4:00 p.m. on Wednesday, October 27th.

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

<https://us06web.zoom.us/j/89712670965?pwd=MVNDK0wyVSt5a3dKNXFwUDJ1aUxDZz09>

Meeting ID: 897 1267 0965 Passcode: 600369

Or by phone, call: 1-669-900-6833 Meeting ID: 897 1267 0965 Passcode: 600369

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 October 13, 2021 Pg. 3A-1
- B. Consider Authorizing the District Manager to Consent to the Vacation of a Portion of Oak Grove Avenue at Springline Development (1300 El Camino Real, Menlo Park, CA) Pg. 3B-1

- C. Consider Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1610 for the Construction of Wastewater Facilities for 130 Shawnee Pass, Portola Valley, California Pg. 3C-1
4. District Manager's Report Pg. 4-1
5. Discussion and Direction with District Manager and HF&H Regarding the Recycled Water Financial Plan for the Bayfront Recycled Water Facility Pg. 5-1
6. Consider Approval of Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361 Pg. 6-1
7. October 27th Update Report on District Response to Corona Virus Pg. 7-1
8. Discussion and Direction on Sharon Heights Recycled Water Plant Pg. 8-1
9. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 9-1
10. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 10-1
11. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 11-1
12. Closed Session
 - A. CONF. WITH LABOR NEGOTIATORS (Cal. Govt. Code § 54957.6)
Agency designated representatives: District Manager/Legal Counsel
Represented, Unrepresented & Exempt employees
13. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
14. 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 - 2021

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, OCTOBER 13, 2021 AT 7:00 P.M.**

1. Call to Order

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

Roll Call

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Hulsmann, Condotti by Zoom

Others Present by Zoom: Greg Vontz – Sharon Heights Golf & Country Club,
Joe La Mariana and Julia Au – SBWMA,
Dave Richardson – Woodard & Curran

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 Mckelvy (130 Shawnee Pass, Portola Valley)

Motion to Open Public Hearing by: Otte 2nd by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain:

Discussion/Comments: None.

Motion to Close Public Hearing by: Moritz 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain 0

4. Consider 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 Mckelvy (130 Shawnee Pass, Portola Valley)

Motion to Approve by: Thiele-Sardiña 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: None.

- A. Approval of Minutes for Regular meeting September 22, 2021
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru September 30, 2021
- C. WBSD Operations and Maintenance Report – September 2021
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – September 2021
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – September 2021
- F. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 130 Shawnee Pass, Portola Valley

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

6. **Consider Authorizing District Manager to Enter into an Agreement for Preliminary Project Management, Engineering, and Support Services for the “Bayfront Recycled Water Facility Project” with Woodard & Curran**

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

Discussion/Comments: District Manager Ramirez reported that total appropriation for this agreement is \$62,170 and the total Project Management cost for the project is approximately \$2.5M. He also stated that Facebook is aware they will have to share approximately 50% of the Project Management cost.

7. **Consider Authorizing the District Manager to enter into an Agreement with Sharon Heights Golf and Country Club (SHGCC) and Allow the District Manager to Authorize an Application for a State Revolving Fund Loan from the State Water Resources Control Board for the Design and Construction of the Avy Altschul Pump Station**

Motion to Approve by: Dehn 2nd by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Discussion/Comments: District Manager Ramirez reported that SHGCC is formally requesting the District apply for the pump station SRF loan in order to add 100,000 gallons of recycled water to recycled water facility. SHGCC has agreed to pay for the loan application and construction of the pump station. Board consensus was to move forward with the SRF application pending entering into an agreement with SHGCC subject to District Manager and District Counsel approval.

8. Consider Accepting the Performance Merit Pay Program Results Oct. 1, 2020 to Sept. 30, 2021 and Authorize the District Manager to Disburse the Final Payout

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

Discussion/Comments: Operations Superintendent Robert Hulsmann gave a presentation on the Performance Merit Pay Program results. He reported District staff achieved 98% of the goals which equals a maximum individual merit payout of \$4,900.00 for each regular, full-time employee.

9. Consider Approving District Treasury Report First Quarter FY 2021-22

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

Discussion/Comments: District Manager Ramirez gave a summary on the District's financial positions including investments and cash positions.

10. District Manager's Report

Discussion/Comments: District Manager Ramirez reported that the LAFCo's Municipal Services Review (MSR) survey has been submitted and documents uploaded. He also reported the California Association of Sanitation Agencies will be holding an in-person conference in January 2022. He continued to report that he met with Cristo Rey High School regarding internship opportunities at the District. He also reported that the District has received recent deposits in the amount of \$500K from Mid-Pen Housing, \$20K from Menlo Country Club and \$109.9K from SHGCC. The complete District Manager's written report is in the October 13, 2021 agenda packet.

11. Discussion and Direction on the District and South Bayside Waste Management Authority (SBWMA) Implementation of California Senate Bill (SB) 1383 Short-Lived Climate Pollutants: Organic Waste Methane Emissions Reductions

Discussion/Comments: District Manager Ramirez reported on Senate Bill 1383 model ordinance which must be adopted by the District. He continued to report that two MOUs should be considered. One MOU between the District and SBWMA and the other between the District and the County of San Mateo. The MOUs and proposed ordinance will be brought before the Board at the October 27, 2021 Regular Board Meeting.

12. October 13th Update Report on District Response to Corona Virus

Discussion/Comments: District Manager Ramirez reported that he and District Counsel are working with the Teamsters Union on requiring vaccinations.

13. Report and Discussion on Sharon Heights Recycled Water Plant

Discussion/Comments: District Manager Ramirez reported the facility treated 9.1 million gallons (MG) of water and delivered 6.9MG. He explained the reason for the discrepancy is that the golf course did not need the water due to cooler weather. He continued to report Freyer & Laureta is working on the design of the Avy Altschul pump station and discussing expanding an easement with the school district.

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

Discussion/Comments: District Manager Ramirez reported that the full SRF application has been submitted. He also reported HF&H is working on the financial plan and will have the report to the Board at the October 27 meeting. He continued to report that District Council Condotti is working on a MOA for the developers and early contributors to the project. District Manager Ramirez continued to report that the new Menlo Park Community Campus may be in need of recycled water from this project.

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

Discussion/Comments: President Dehn reported on the recent meeting which included items regarding compensation agreements with Recolgy and South Bay Recycling (SBR). In addition the Board approved the renewal of a construction demolition agreement with Zanker Road Resource Management. She also reported on an upcoming RFP for additional items to address Senate Bill 1383. President Dehn presented a spreadsheet that is used to track legislation including the recently approved bill on labeling non-flushable wipes.

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

Discussion/Comments: Director Otte reported that the Commission will be considering holding future meetings via zoom now that the Governor's Executive Order N-29-20 has expired. President Dehn inquired if the District should consider a similar item. District Counsel Condotti stated yes and said his office would look into the matter.

17. Closed Session

Entered closed session at 8:43 p.m. Left closed session at 9:35 p.m.

- A. CONF. WITH LABOR NEGOTIATORS (Cal. Govt. Code § 54957.6)
Agency designated representatives: District Manager/Legal Counsel
Represented, Unrepresented & Exempt employees

- B. 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

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

Reportable action: None.

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

Discussion/Comments: None.

19. Adjournment Time: The meeting was adjourned at 9:36 PM

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WEST BAY SANITARY DISTRICT AGENDA ITEM 3B

To: *Board of Directors*

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

Subject: *Consider Authorizing the District Manager to Consent to the Vacation of a Portion of Oak Grove Avenue at Springline Development (1300 El Camino Real, Menlo Park, CA)*

Background

The owner's agent of the Springline Development property (formerly Station 1300) at 1300 El Camino Real in Menlo Park, has applied to the City for the vacation of a portion of Oak Grove Avenue right-of-way (ROW) along the sidewalk in the southern corner of the project area near the Chevron gas station as shown in Exhibits A & B. The City is requiring consent from West Bay to vacate, vacate with conditions, or object.

Analysis

The District has an 8" sewer main within the subject area to be vacated. The Springline Development also has a sewer lateral within the subject area to be vacated, this is a private line that includes a conforming property line clean out (PLCO) about 5' from the existing property line. Within the proposed ROW vacation, the PLCO would be about 11' from the new property line, this is non-conforming. District staff recommends the following conditions:

- An easement meeting District standards shall be deeded to the District for the 8" sewer main.
- The PLCO on the sewer lateral shall be moved to within 5' of the new property line, or a variance must be granted by the District Manager.

Fiscal Impact

None

Recommendation

The Projects and IT Manager recommends the District Board authorize the District Manager to provide a "no objection to vacate with conditions" letter with the conditions described above.

Attachment: Exhibit A – West Bay System Site Map
Exhibit B - Plat & Legal
Exhibit C – Portion of Oak Grove Avenue
Exhibit D – Letter from BKF Engineers



WEST BAY SANITARY DISTRICT EXHIBIT "A" SITE LOCATION SPRINGLINE DEVELOPMENT 1300 EL CAMINO REAL, MENLO PARK, CA





EXHIBIT B

August 24, 2021
Project No. 20160100-20

**EXHIBIT A
LEGAL DESCRIPTION**

All that real property situate in the City of Menlo Park, County of San Mateo, State of California, described as follows:

Being a portion of Oak Grove Avenue, as shown on that certain map entitled "FINAL MAP OF STATION 1300" field for record on September 29, 2017, in Book 141 of Maps, at pages 69 through 71, San Mateo County Records, and being more particularly described as follows:

BEGINNING at the southerly corner of Parcel 1, as shown on said map, and being a point on the westerly right of way line of Oak Grove Avenue, being the **TRUE POINT OF BEGINNING** of this description;

Thence along said right of way line, North 31°31'11" East, 38.00 feet;

Thence continuing along said right of way line, North 38°52'20" East, 62.51 feet;

Thence South 31°31'13" West, 100.00 feet;

Thence North 58°29'23" West, 8.00 feet to the **TRUE POINT OF BEGINNING**.

Containing 552 square feet, more or less.

A plat showing the above-described parcel is attached hereto and made a part hereof as Exhibit B.

This legal description was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act.

David C. Jungmann, PLS 9267



08/24/2021

Date

END OF DESCRIPTION

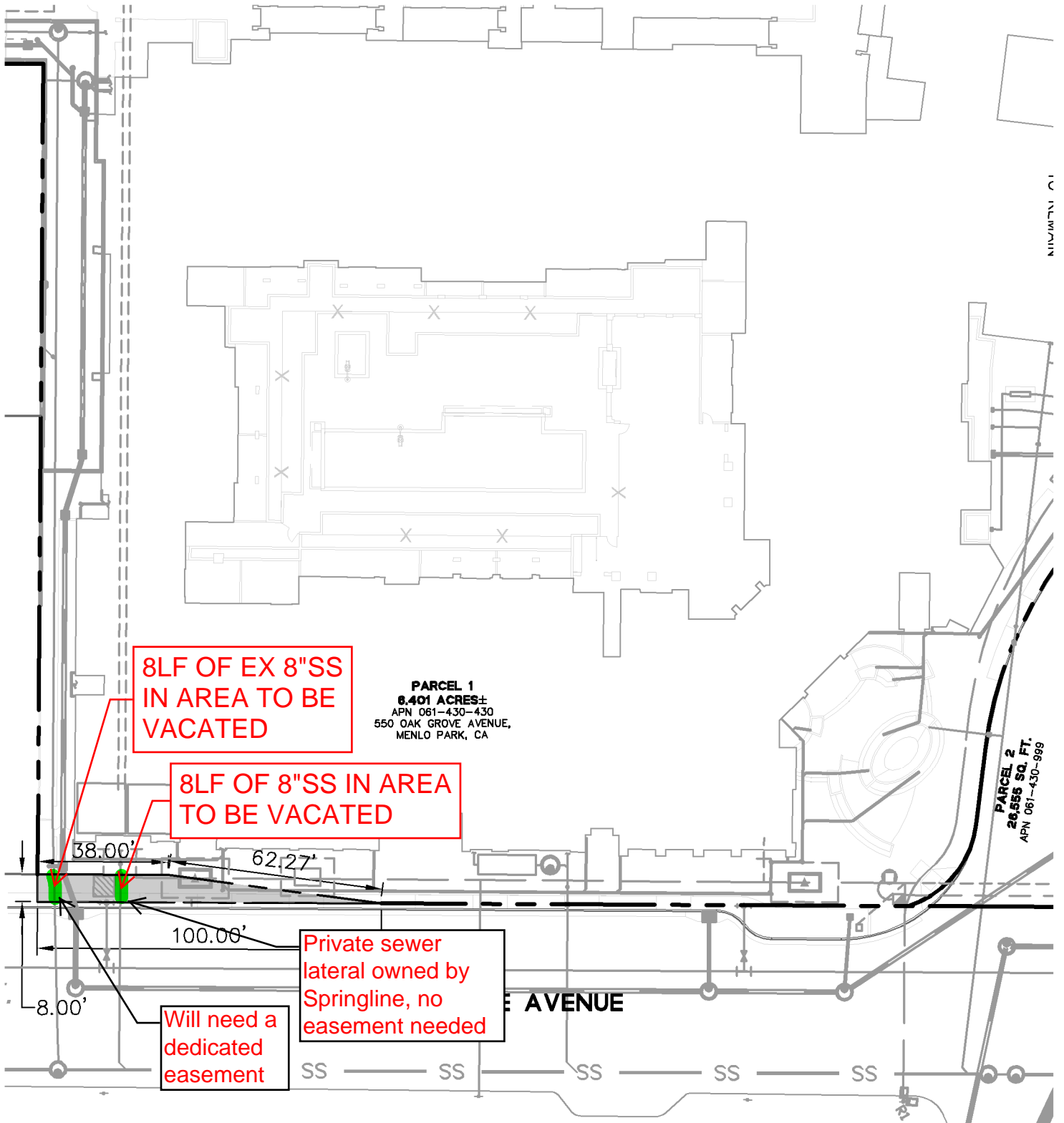
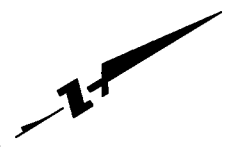
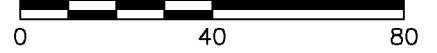
LEGEND

EXHIBIT C



OAK GROVE AVENUE
AREA: 552 SF

GRAPHIC SCALE



Date	No.	Revisions
07/02/21		
Scale	1"=40'	
Design	SG	
Drawn	SG	
Approved	LKY	
Job No	20180100	

**THE SPRINGLINE
PORTION OF
OAK GROVE AVENUE**



255 SHORELINE DRIVE, STE 200
REDWOOD CITY, CA 94065
650/482-6300
650/482-6399 (FAX)
3B-5

EXHIBIT D

October 06, 2020
BKF No: 20160100



West Bay Sanitary District
Attn: Mr. Bill Kitajima
500 Laurel Street
Menlo Park, CA 94025

**Subject: Request for Utility Approval of the Vacation of a Portion of Oak Grove Avenue
Springline Development
1300 El Camino Real, Menlo Park, California**

Dear Mr. Bill Kitajima:

As the owner's agent of the Springline Development property located at 1300 El Camino Real, Menlo Park, CA, we are applying to the City of Menlo Park for the vacation of a portion of Oak Grove Avenue (552 square feet). The portion of Oak Grove Avenue that is to be vacated is located on the southern end of the property adjacent to the existing Chevron gas station. One of the requirements of the City's application is the consent of your company to vacate or vacate with the retention of an easement which meets your requirements.

Attached for your conveniences are copies of the following:

- Plat and legal of area to be vacated
- Site plan identifying your company's utilities in the area to be vacated
- Response letter addressed to the City of Menlo Park indicating your response to the proposed vacation

Please confirm the information regarding WBSD utilities within the area to be vacated shown in the documents attached are correct and that there are no objections to this vacation request. Should you have any questions or need additional information regarding this request, please give me a call at (650) 482-6379.

Sincerely,

BKF Engineers

Handwritten signature of Saagar Ghai in blue ink.

Saagar Ghai, EIT
Project Engineer

Handwritten signature of Thomas R. Morse in blue ink.

Thomas R. Morse, PE, LEED AP
Vice President

Enclosed: Plat and Legal of Portion of Oak Grove to be Vacated
Site Plan Exhibit
Response Letter to City of Menlo Park



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

To: Board of Directors

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

**Subject: Consider Authorizing the District Manager to Issue Class 3
Sewer Permit No. 1610 for the Construction of Wastewater
Facilities for 130 Shawnee Pass, Portola Valley, California**

Background

This permit request is for the construction of a Grinder Pump System and force main extension to connect into the existing force main on Shawnee Pass to serve 130 Shawnee Pass.

Analysis

The plans, profiles, and engineering calculations for the proposed facilities have been reviewed by staff and corrections have been made to conform to District requirements. Owner has paid all associated fees.

Recommendation

The Projects & IT Manager recommends that the Board direct the District Manager to file the Notice of Exemption and authorize the District Manager to issue Class 3 Sewer Permit No. 1610.

Attachment: Resolution ____ (2021)
Notice of Exemption
Class 3 Permit No. 1610
Site Map

RESOLUTION NO. _____ (2021)

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: 130 Shawnee Pass – Grinder Pump System

Location: 130 Shawnee Pass, Portola Valley, California

Entity or Person Undertaking Project: Dorian Mckelvy

Determination of the District Board:

This District Board of West Bay Sanitary District determines, upon Staff recommendation, that another public agency, specifically the San Mateo County LAFCo, is the lead agency for this project.

The District Board hereby certifies that it has reviewed the Negative Declaration 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 Negative Declaration has been prepared and completed in compliance with the California Environmental Quality Act and the State Guidelines.

The Board finds that the project Environmental Impact Report 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 Environmental Impact Report.
- 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 Environmental Impact Report.

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 Determination pursuant to the provisions of the State Guidelines Implementing the California Environmental Quality Act adopted by Resolution No. IIO5 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 27th day of October, 2021, 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

“PRELIMINARY REVIEW”

130 Shawnee Pass – Grinder Pump System
October 15, 2021

INTRODUCTION. At the October 27, District Board Meeting, the Board will consider the approval of the Class 3 sewer permit for the construction of a Grinder system and force main extension for the Lands of Mckelvy; and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by the property owner, Dorian Mckelvy.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the Grinder System Project at 130 Shawnee Pass 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 Menlo Park, Atherton, the County of San Mateo, and the Portola Valley 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. 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; community notifications; traffic control; and preservation of cultural resources.

Most project elements also are exempt as extension of utilities of a reasonable length to serve such construction.

Staff has concluded that most project elements are “categorically exempt” under CEQA Guidelines Section 15303 (a) (Single-family residences not in conjunction with the building of two or more units) and Section 15303 (d) (Water main, sewage, electrical, gas and other utility extensions of reasonable length to serve such construction).

This project is being implemented to provide sanitary sewer service to this parcel and remove the on-site septic system.

CONCLUSION. Based on the information presented herein, staff has concluded that all of the installation of the Grinder system 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 15303(a) and (d).

WEST BAY SANITARY DISTRICT

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

Permit Number
1610

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

J. Dorian McKelvy

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

Residential Non-residential Development at said location.

ENGINEER'S

LEA BRAZE Engineering

Name

2495 Industrial Pkwy West

Address

Hayward, CA 94545

CONTRACTOR'S

Name

Address

OWNER'S

Dorian McKelvy

Name

130 Shawnee Pass

Address

Portola Valley CA 94028

Applicant's Signature

Signed by [Signature] Please Print Name

Address

130 Shawnee Pass, PV, CA 94028

Receipt of \$ 585 Application Fee is hereby acknowledged

[Signature] 7/30/2021
Date

Receipt of \$ 2,000 Cash Deposit or Performance Bond

Comments Single Family Home Sewer Connection

Approved by the District Board on _____.

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Sergio Ramirez, District Manager

Date _____

By _____

Final Acceptance by the District Board on _____.

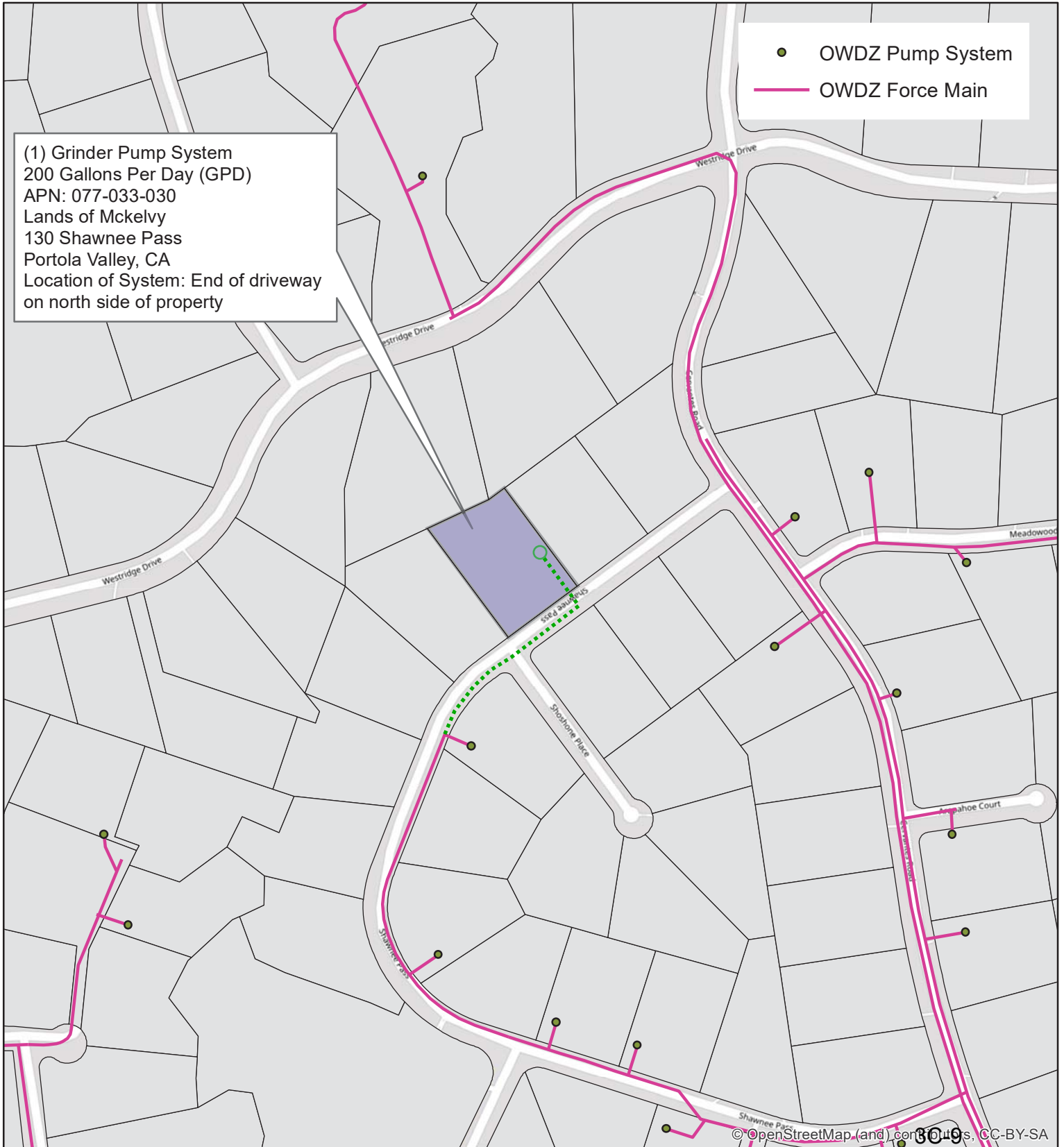
CLASS 3 SEWER PERMIT

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.



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
130 SHAWNEE PASS
PORTOLA VALLEY, CA
GRINDER SYSTEM



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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*

- 1) **Administrative:**
 - a. District staff is working on the agreement with HF&H consultants to perform this year's Sewer Service Charge rate study. The cost for the study will not exceed \$35,000.00

 - 2) **Finance:**
 - a. The auditors continue to prepare this year's financial audit and interviewing staff plus one Board Member as part of the audit.
 - b. The Finance Manager reconciled the SHGCC expenditures from June 2020 through December 2020. The District exhausted approximately \$15,000 more than what it collected from SHGCC. After some meetings with the SHGCC, they agreed to reimburse the District for the overages.

 - 3) **CIP & IT Projects:**
 - a. **Levee Improvement Project:**
 - i. The National Fish and Wildlife Foundation (NFWF) has continued our grant application forward. Staff is working on additional information they are seeking. NFWF will be announcing funding in early 2022.
 - b. **Construction Capital Improvement Program (CIP)**
 - i. The Metal Storage Building at the Flow Equalization Resource Recovery Facility is under construction. The project should be completed by December of 2021.
 - ii. Freyer & Laureta Inc. is working on the Bayfront Improvement project including the Influent Pump Station layout and large diameter pipe reconstruction design. Design should be completed by December 2021.

 - 4) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. A valued maintenance worker has submitted his resignation from the District. He will soon join the City of Pleasanton. We wish him well in his career.
 - b. **Training:**
 - i. Large Load and Cargo training was conducted for field staff in October.

 - 5) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club (SHGCC):**
 - i. The recycled water facility is working well. Staff has begun to reduce the total recycled water production rate as we enter into the fall and winter months.
-

Report to the District Board for the Regular Meeting of October 27, 2021

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

- ii. District Staff and Freyer & Laureta Inc. met with the Las Lomas School District regarding the placement of a proposed pump station at Altschul Ave. and Avy Ave. in Menlo Park. The School District appeared open to placing the pump station on school property and expanding West Bay's existing easement.
 - b. **Bayfront Recycled Water Facility (BRWF):**
 - i. The DRAFT Financial Plan for the BRWF project will be presented to the Board on October 27, 2021
 - ii. District Counsel is working on principles of an agreement and MOA for certain developers in the Bayfront area.
 - c. **Menlo Country Club:**
 - i. Staff is working with Menlo Country Club to submit the Recycled Water Feasibility application for the Woodside Recycled Water Facility. Staff has not spent time on this project in the last 4 weeks.
 - d. **West Bay:**
 - i. Staff is in discussions with the City of Menlo Park on installing recycled water pipe under the Sam Trans Railroad/ Dumbarton Rail Corridor and into the new Menlo Park Community Campus.
- 6) **Fleet and Facilities:**
- a. **Vehicle Maintenance:**
 - i. Vehicle maintenance is going well by using Redwood City's services.
- 7) **Personnel:**
- i. Recruiting for a new Field Supervisor and Maintenance Worker.
 - ii. One of our temporary workers has found regular employment with the City of Burlingame and another temporary worker will begin on October 25.
- 8) **Upcoming Events:**
- a. **Next Regular Board Meetings:** Wednesday, October 27, 2021 and November 10, 2021.
 - b. **Performance Merit Pay Program/Thanksgiving Lunch:** Tuesday, November 9, 2021 at 11:30am.
- 9) **Misc./Action Items from Previous Meeting:**
- a. **California Association of Sanitation Agencies** has resumed in person conferences. CASA provides leadership, advocacy and information to members, legislators and the public, and promotes partnerships on clean water and beneficial reuse issues that protect public health and the environment. The association serves a good resource for Sanitary District Board Officials. The next conference will take place between January 19, 2022 - January 21, 2022.
 - b. **West Bay SSOs:** No SSOs in September.
 - c. **Town of Los Altos Hills:** No SSOs in September.
 - d. **Town of Woodside:** No SSOs in September.
 - e. **West Bay** will participate in the City of Menlo Park Halloween Day Parade. The event will take place in the City's government and community center between Laurel Street and Alma Street.

Report to the District Board for the Regular Meeting of October 27, 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: *Discussion and Direction with District Manager and HF&H
Regarding the Recycled Water Financial Plan for the Bayfront
Recycled Water Facility*

Background

At the May 12, 2021 Regular Board Meeting, the Board of Directors certified the Final Environmental Impact Report (FEIR) and Mitigation Monitoring and Reporting Program (MMRP) for the project. The FEIR is the California Environmental Quality Act (CEQA) document for the Levee Improvement and Bayfront Recycled Water Treatment Facility Project at the Flow Equalization and Resource Recovery Facility (FERRF). The levee improvement portion of the project will build up the levees and protect the twenty acre site from King Tide flooding, and sea level rise to prevent inundation of the facility.

The Bayfront Recycled Water Facility (BRWF) will provide approximately 600,000 gallons or .6 million gallons per day (.6MGD) of recycled water (peak average) per day to the Bayfront Area of Menlo Park. The District has identified several potential user of recycled water including the proposed Willow Village development in the current Menlo Industrial area South/East of Willow Road and Hamilton Ave in Menlo Park. The Willow Village development has a need for approximately 260,000 gallons (.26MGD) per day of recycled water. The use of such water will benefit the community because it will offset the need for potable drinking water of the same quantity. The recycled water will be used for irrigation and commercial toilet flushing, rather than using potable drinking water from the San Francisco Public Utility Commission (SFPUC) whom provides the City of Menlo Park with water from the Hetch Hetchy Reservoir.

Woodard & Curran (W&C) has developed two Technical Memorandums (Memos). One to identify the cost of construction for the Bayfront Recycled Water Facility and its distribution system, and the other to identify the ongoing Operations & Maintenance (O&M) cost for the recycled water facility and its infrastructure.

At the July 14, 2021 Regular Board Meeting the Board directed the District Manager to work on developing a financial plan to analyze the cost implications of building the recycled water infrastructure. At the September 8, 2021 Regular Board Meeting the Board of Directors approved an agreement with HF&H Consultants, LLC to conduct the financial plan.

Analysis

HF&H Consultants, LLC, has prepared a draft financial plan for the District's proposed Bayfront Recycled Water Facilities Plan.

The purpose of the Financial Plan is to provide the District with financial information for use in its planning for negotiations with developers. The Financial Plan will be used to develop a funding strategy from sources such as user charge rates, contributions in aid of construction, and other sources.

HF&H Consultants, LLC will present the draft financial plan to the Board of Directions for consideration and discussion.

Fiscal Impact

The Financial Plan is not to exceed \$20,000.00 and will be paid for with the budgeted Recycled Water Cash Flow funds. These costs will be incorporated in the total cost of the project and will be reimbursed appropriately by the user of the recycled water.

Recommendation

The District Manager recommends the District Board provide direction to HF&H Consultants, LLC, regarding the Recycled Water Financial Plan for the Bayfront Recycled Water Facility.



ATCHISON, BARISONE & CONDOTTI, APC

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M E M O R A N D U M

October 22, 2021

TO: Board of Directors, West Bay Sanitary District
FROM: Tony Condotti, District Legal Counsel
RE: Resolution Authorizing District to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361

RECOMMENDATION: Adopt resolution authorizing District to continue the use of teleconferenced meetings pursuant to Assembly Bill 361.

BACKGROUND: On March 4, 2020, Governor Newsom issued a proclamation of State of Emergency in response to the developing COVID-19 pandemic. Due to the continued spread of the virus, the Governor issued Executive Order N-29-20 on March 17, 2020, which included a provision authorizing suspensions to the Ralph M. Brown Act’s (“Brown Act”) teleconferencing rules in order to facilitate virtual meetings while public health orders were in place.

On June 11, 2021, the Governor issued Executive Order N-08-21, which provided that the Brown Act teleconferencing suspensions would expire after September 30, 2021. On September 16, 2021, the Governor signed Assembly Bill 361 (“AB 361”), an urgency measure taking effect immediately, which amended the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology provided certain conditions are met.

DISCUSSION: AB 361 allows for teleconferenced meetings during a declared State of Emergency, as defined under the California Emergency Services Act, if one of the following circumstances apply: (1) State of local officials have imposed or recommended measures to promote social distancing; (2) The legislative body is meeting to determine whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or (3) The legislative body has determined that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees.¹

The Governor’s March 4, 2020 proclamation of State of Emergency is still in effect. Measures continue to exist that impose and recommend measures to promote social distancing. The California Department of Public Health recommends that individuals wear masks in indoor

¹ Cal. Gov’t Code § 54953(e)(1)(A)-(C)

Board of Directors, West Bay Sanitary District
October 22, 2021
Page 2 of 2

public settings.² Additionally, San Mateo County requires that face coverings continue to be worn in indoor settings for all individuals in the County.³

Moreover, in recent months, the highly transmissible delta variant has caused increases in positive cases and hospitalizations locally and throughout the State. According to the CDC, community transmission of COVID-19 in San Mateo County is moderate, however the nature of the pandemic is unpredictable and transmission rates have the potential to rise quickly. As such, holding meetings in person would present imminent risks to the health or safety of attendees due to the continued spread of COVID-19.

To continue teleconferenced meetings under AB 361, the Board of Directors will need to declare every thirty (30) days that it has reconsidered the circumstances of the State of Emergency and either (1) the State of Emergency continues to directly impact the ability of the members to meet safely in person; or (2) State or local health officials continue to impose or recommend measures to promote social distancing.⁴

FISCAL IMPACT: No significant fiscal impact.

² See CDPH, *Guidance for the Use of Face Coverings* (July 28, 2021), <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>.

³ See <https://cmo.smcgov.org/press-release/oct-7-2021-bay-area-health-officers-issue-criteria-lifting-covid-19-indoor-masking>.

⁴ Cal. Gov't Code § 54953(e)(3).

RESOLUTION NO. _____ (2021)

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

**A Resolution of the District Board of the West Bay Sanitary District
Authorizing Remote Teleconference Meeting of the Legislative Bodies of the
West Bay Sanitary District Pursuant to Brown Act Provisions**

The Board of Directors of the West Bay Sanitary District (“Agency”) does resolve as follows:

WHEREAS, the West Bay Sanitary District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of West Bay Sanitary District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and,

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government code Section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and,

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 which provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act, provided that a State of Emergency is declared by the Governor pursuant to Government Code section 8625, and either state or local officials have imposed or recommended measures to promote social distancing, or the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

WHEREAS, the State of Emergency proclaimed by the Governor on March 4, 2020 remains in effect; and,

WHEREAS, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

WHEREAS, other variants of COVID-19 exist, and it is unknown at this time whether other variants may result in a new surge in COVID-19 cases; and,

WHEREAS, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and,

WHEREAS, San Mateo County currently has a Community Transmission metric of “moderate” which indicates an elevated risk of transmission;

WHEREAS, due to the seriousness of the current pandemic situation, the CDPH has required that all unvaccinated persons wear facial coverings indoors, and the CDC and CDPH recommend that all persons, regardless of vaccination status, wear facial coverings indoors; and,

WHEREAS, the Board of Directors is empowered to take actions necessary to protect public, health, welfare and safety within the region; and,

WHEREAS, the District has an important governmental interest in protecting the health, safety and welfare of those who participate in meetings of the Board of Directors and other District committees; and,

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the Board of Directors deems it necessary to find that meeting in person for meetings of the Board of Directors and District committees and subcommittees would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing as provided in subdivision (e) of Government Code section 54953; and

WHEREAS, all teleconferenced meetings of the District Board of Directors and related committees or subcommittees shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953;

WHEREAS, State of California and County of San Mateo health officials recommend various social distancing measures, including wearing mask indoors and limiting occupancies at meeting locations; and

WHEREAS, the Board of Directors does hereby find and determine that the above conditions create a heightened risk to the health and safety of attendees; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Bay Sanitary District does hereby resolve as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Board of Directors finds that as a result of the ongoing proclaimed State of Emergency in California due to the COVID-19 pandemic, and COVID-19's continued spread, holding in person meetings of District legislative bodies would present imminent risks to the health or safety of attendees

Section 3. The General Manager and legislative bodies of West Bay Sanitary District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) thirty days from its adoption, or (ii) such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of West Bay Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on 27th day of October, 2021, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *October 27th, 2021 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 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.

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.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

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*

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

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 October 27, 2021

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

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 10**

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 11**

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.

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