

1902 - Serving Our Community for over 115 Years - 2020

WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS

REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 9, 2020 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

District Manager

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 by 4:00 p.m. on Wednesday, September 9th.

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at: <https://zoom.us/j/95314644479?pwd=d1FZSmJONm9vQmFnUVBPaVFmcjNVUT09>
Meeting ID: 953 1464 4479 Passcode: 696075

Or by phone, call: 1-669-900-6833 Meeting ID: 953 1464 4479 Passcode: 696075

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. 2021 Solid Waste and Recycling Collection Rate Study Draft Workshop and Direction Pg. 3-1
4. District Manager's Report Pg. 4-1

5. 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 August 12, 2020 Pg. 5A-1
 - B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for September 9, 2020 Pg. 5B-1
 - C. WBSD Operations and Maintenance Report – August 2020 Pg. 5C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – August 2020 Pg. 5D-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – August 2020 Pg. 5E-1
 - F. Consideration to Approve Resolution of Intention to Annex Certain Territory (17 Redberry Ridge) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing Pg. 5F-1
6. September 9th Update Report on District Response to Corona Virus Pg. 6-1
7. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Project Status Pg. 7-1
8. Discussion on Town of Atherton Ceasing SBWMA Joint Powers Authority Pg. 8-1
9. Report & Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 9-1
10. Report & Discussion on Silicon Valley Clean Water (SVCW), Discussion on SVCW CIP Program and Financing Pg. 10-1
11. Closed Session:
 - A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(2):
(1 potential case)
12. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
13. Adjournment

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 3

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *2021 Solid Waste and Recycling Collection Rate Study Draft Workshop and Direction*

BACKGROUND

As a member of the South Bayside Waste Management Authority (SBWMA), West Bay Sanitary District, as well as the other Member Agencies is closing the tenth year of the Collection Services provided by Recology San Mateo County. The transition to these services commencing on January 1, 2011 has been significant in not just the expanded scope of services but also on diversion of materials from landfill. We've seen significant increases in residential recycling and organic materials collection while solid waste generation has significantly decreased. The collection services include more convenient weekly collection of single stream recycling, organic materials (yard trimmings and food scraps) and solid waste. The Shoreway Environmental Center which is operated by South Bay Recycling will again undergo substantial capital improvements to facilitate single stream recycling service provided by Recology, enhance onsite public recycling activities, provide for fire suppression, and improve the quality of the recyclables.

ANALYSIS

HF&H Consultants, LLC contracted this year to perform a rate analysis for the 2021 rates. The rate study will look into rates that are more in line with "Cost for Service" and will look at rates for residential and commercial services. HF&H will provide the Board with three rate structure scenarios to consider. If a new rate structure is approved by the Board at the September 23rd meeting, a Prop 218 notice will be required. HF&F will also provide assistance to the District and County of San Mateo if the management of solid waste activities are transferred to the County through the divestiture of the franchise from the District to San Mateo County.

Fiscal Impact

No Fiscal Impact at this time.

Recommendation

Staff recommends discussion and feedback from the Board of Directors in order to provide Staff with direction on proceeding with the rate study and present to the Board a rate structure recommendation on September 23rd, 2020 and set a 2021 rate Public Hearing.

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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. The City of East Palo Alto has approached the District about annexing a portion of East Palo Alto into the West Bay Sanitary District's Sphere of Influence. The territory would include the area North of Bay Road adjacent to the Illinois Pump Station.
- b. HF&H to submit proposal for the FY21/22 Sewer Rate Study and to address SVCW Bond Refunds and the plant's Regional Environmental Sewer Conveyance Upgrade (RESCU) Program.
- c. Staff is reviewing scanners for the Pilot Scanning Project. A local Intern will be used once staff has created a planned approach to the project.
- d. The District assisted the City of Menlo Park with drainage issues at the duck pond in the Burgess Complex.
- e. The current and former District Managers presented on the WBSD/SHGCC Recycled Water Plant project to the Sustainable San Mateo County Water Reuse group.

2) Finance:

- a. Preparing the End of the Year Preliminary Financial Statement for the September 23rd Board meeting.
- b. Abila P.O. module is going well. Noticed a reduction of paper and gained efficiencies. More to follow.

3) CIP & IT Projects:

- a. **Levee Improvement Project:**
 - i. F&L is continuing to work on the Environmental Impact Report and preparing Draft.
- b. **Construction Capital Improvement Projects (CIP)**
 - i. Design work for Bay North and Ringwood are underway. COVID-19 Precaution Language is being considered when contractor is interacting with the public.
 - ii. District Contractor is working with Menlo Park on the Metal Storage Building permit.

4) Operations and Maintenance:

- a. **Performance Merit Pay Program:**
 - i. Staff is monitoring the goals for CCTV and Construction Dig-Ups. So far it appears staff will be close to accomplishing most goals in spite of the shutdown.
 - ii. Bringing next PMPP 20/21 program for consideration on September 23rd.

Report to the District Board for the Regular Meeting of August 12, 2020

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

- b. **Training:**
 - i. Mutual Aid Trench Rescue training with Menlo Park Fire District went well.
 - ii. Overflow Emergency Response Plan Staff Training planned for September 9th.
 - iii. COVID 19 Updated Plan Staff Training will occur in Mid-September.

- 5) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club:**
 - i. Operations going well. To date over 9 million gallons of recycled water has been delivered.
 - ii. SHGCC Reimbursement Agreement invoice has been sent for August.
 - b. **Bayfront Recycled Water Plant (BRWP):**
 - i. Working on Environmental Impact Report (EIR)
 - ii. Next meeting with potential partners is tentatively planned for September 16th. Discussions will include the District committing to owning a part of the capacity.

- 6) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. The District is now entered into an agreement with the City of Redwood City for vehicle maintenance services.
 - ii. The Water Quality Supervisor - Ford Ranger pickup was purchase through Towne Ford.

- 7) **Upcoming Events:**
 - a. **Board meetings:** Next meeting will be held on September 23, 2020.

- 8) **Misc./Action Items from Previous Meeting:**
 - a. **West Bay SSOs:** Zero SSO for July. 2020 Total = 0. 15 months in a row w/o SSO.
 - b. **LAH Contract:** Zero SSO for July. 2 SSO in 2020. Continuing to maintain the collection system and both Publicly Owned Pump Stations.
 - c. **Town of Woodside Contract:** Continuing to maintain High Frequency cleaning downtown and both Publicly Owned Pump Stations.
 - d. **Revenue:** Better than expected for services rendered to others in FY19/20. Report on revenue in the End of the Year Financial Report on September 23rd.
 - e. **COVID-19 Update:** Plan Updated by DuAll Safety.
 - f. **HomeServe Insurance Data:** Report and chart will be available at Board meeting.

Report to the District Board for the Regular Meeting of August 12, 2020

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



1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, AUGUST 12, 2020 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:05 PM

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Treasurer Thiele-Sardiña, Director Moritz, Director Otte (secretary pro tem)
BOARD MEMBERS ABSENT: Secretary Walker
STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom
Others Present: None

2. Communications from the Public: None.

3. Consideration to Approve the Final Acceptance (Notice of Completion) for the Construction of the Recycled Water Project – Sharon Heights and Authorize the District Manager to Issue a Final Acceptance Letter and Commence the Short Term Operations by Anderson Pacific Engineering Construction per the Design Build and Short Term Operations Agreement

Motion to Approve by: Thiele-Sardiña 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

4. Consider to Authorize the District Manager to Remit to Anderson Pacific Engineering Construction Inc., Fifty Percent of Retention for the Construction of the Recycled Water Project – Sharon Heights Prior to the End of the 60 Day Waiting Period

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

Comments: None.

5. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: President Dehn asked if staff could review past withdrawal orders to make sure the corporate credit card items have been reported correctly.

- A. Approval of Minutes for Regular meeting July 8, 2020
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for August 12, 2020
- C. WBSD Operations and Maintenance Report – July 2020
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – July 2020

- E. Consideration to Approve District's Investment Portfolio Reports Including the Transactions of Assets Described Therein as of 6/30/20
- F. Consideration to Authorize the District Manager to Issue the Class 3 Permit for the Sewer Main Installation on San Antonio Street, Menlo Park, CA
- G. Consideration to Approve Amendment to the District's Excavation, Backfill, and Surface Restoration Detail No. 8

6. District Manager Report

1) CIP & IT Projects:

a. Levee Improvement Project:

- i. F&L is continuing to work on the Environmental Impact Report. The comment period for the Public Notice of Preparation meeting has concluded.

b. Construction Capital Improvement Projects (CIP)

- i. Design work for Bay North and Ringwood are underway.
- ii. District Contractor has received comments re: Metal Storage Building permit.

2) Operations and Maintenance:

a. Cleaning and Inspecting Large Diameter lines:

- i. Crews are working on cleaning and televising the large diameter sewer lines; 36" From Alpine Road to the Menlo Park Pump Station at Bayfront. To date cleaning and inspections have been completed from Alpine Road to Veterans Hospital.

b. Performance Merit Pay Program:

- i. Staff is monitoring the goals for CCTV and Construction Dig-Ups.
- ii. Bringing next PMPP 20/21 program for consideration in September.

c. Training:

- i. Participating in mutual aid Trench Rescue training with Menlo Park Fire District in late August.
- ii. Working with Town of Portola Valley on their Emergency Evacuation Plan.

3) Water Quality:

a. Sharon Heights Golf and Country Club:

- i. Notice of Applicability and Notice of Operation received from the State Water Board.
- ii. Received Reimbursement Agreement payment for July from SHGCC.

b. Bayfront Recycled Water Plant (BRWP):

- i. Working on Environmental Impact Report (EIR)
- ii. Met with Greystar regarding partnership
- iii. Facebook has shown interest in BRWP

4) Administrative:

- a. Staff is working on physical and electronic files and beginning a Pilot Scanning Project by using local Intern using the established "Part-Time Clerical Assistant" salary rate.
- b. Sent a letter in support of H.R. 7073 the bill makes Special Districts eligible for payments from the Coronavirus Relief Fund. Several Special Districts in the State are supporting the bill.
- c. Updating Detail No. 8 of the District's Standard Specification for Design and Construction. The detail addresses Excavations, Backfill, and Surface Restoration.
- d. Solid Waste Rate Study: District Manager is entering into an agreement for a solid waste rate study this fall for 2021 rates with HF&H for approximately \$38k.
- e. FERRF helipad to be utilized this week for spraying of invasive plants in the Bay.

- 5) **Finance:**
 - a. Paid annual service debt for 2014, 2015, and 2018 bonds totaling \$2.7 million.
 - b. Paid Unfunded Accrual Liability (AUL) down by \$1.6 million per approved budget.
 - c. Paid regular Annual PERs payment of \$382,655.
 - d. Deployed Abila P.O. module in an effort to reduce paper and gain efficiencies.
- 6) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. City of Menlo Park City terminated the Vehicle Maintenance Service Agreement. District Staff has moved swiftly on finding an alternative.
- 7) **Upcoming Events:**
 - a. **Board meetings:** Consider cancelling the August 26th meeting for the summer season. Next meeting would be September 9th, 2020.
- 8) **Misc./Action Items from Previous Meeting:**
 - a. **West Bay SSOs:** Zero SSO for July. 2020 Total = 0. 14 months in a row w/o SSO.
 - b. **LAH Contract:** Zero SSO for July. 2 SSO in 2020. Continuing to maintain the collection system and both Publicly Owned Pump Stations.
 - c. **Town of Woodside Contract:** Cleaned entire Town and continuing to maintain High Frequency cleaning downtown and both Publicly Owned Pump Stations.
 - d. **Revenue:** Accounting for services rendered to others in FY19/20 and will report on revenue in September's financial report.
 - e. **COVID-19 Update:** Protocol Update
 - f. **YouTube Advertising Data:** Report and Chart will be available at Board meeting.

Comments: None.

7. Consideration to Approve Resolution for the Audited & Revised Sewer System Management Plan (SSMP) and Authorizing Re-Certification for 2020

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

Comments: None.

8. Consideration to Approve Purchase of a 2020 Ford Ranger for Water Quality Supervisor

Motion to Approve by: Thiele-Sardiña 2nd by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: Treasurer Thiele-Sardiña asked to call at least one dealership and request a bid price for the vehicle.

9. Consideration to Approve the Purchase of a 2020 Ford Super Duty F-350 Pump Supervisor Truck with Crane

Motion to Approve by: Thiele-Sardiña 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

10. Consideration to Approve Amendment 3 to the Consultant Agreement for Recycled Water Project Management Phase B Dated March 14, 2017

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

Comments: None.

11. Review and Consideration to Approve the Conflict of Interest Code and General Rules of Office for the District Board

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: The District Board reviewed the Conflict of Interest Code and General Rules of Office and did not have any changes.

12. August 12th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez reported 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 or have self-quarantined for 14 days, they will be asked to return to work.

13. Consideration to Authorize the District Manager to Enter Into a Fleet Equipment Maintenance Agreement with the City of Redwood City

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: District Manager Ramirez outlined the agreement between Redwood City and the District for the Board. Board was appreciative of staff and the City of Redwood City for collaborating in this manner.

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

Comments: District Manager Ramirez reported staff is meeting with potential partners for the Bayfront Recycled Water Project. President Dehn and Treasurer Thiele-Sardiña will attend as the Recycled Water representatives.

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

Comments: President Dehn reported the Shoreway Environmental Center is now open.

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

Comments: Director Otte reported SVCW will need another \$300M to complete the RESCU treatment plant rehabilitation program. SVCW is considering re-financing debt to help fund the project. He also reported on the Menlo Park Pump Station and the need to have the Flow Equalization Facility valves remain automated. The Board of Directors agreed and asked to have the valves at the pump station remain automated.

17. Closed Session

Entered closed session at 8:32 p.m. Left closed session at 9:18 p.m.

Reportable action: None.

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Board President/Legal Counsel
Unrepresented Employee: Finance Manager
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:
Title: District Manager
- C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(2):
(1 potential case)

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

Comments: None.

19. Adjournment Time: The meeting was adjourned at 9:20 PM

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WEST BAY SANITARY DISTRICT
WITHDRAWAL ORDER
August 4, 2020 through Aug 31, 2020

CHECK	DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
66868	8/10/2020	ACTION TOWING	Action Towing for CMAX Flat Tire 2/2020	193.50
66869	8/10/2020	AMERICAN MESSAGING	Pager Service 8/2020	64.57
66870	8/10/2020	BAYSIDE EQUIPMENT COMPANY	Generator Service 7/2020	274.74
66871	8/10/2020	CALPERS LONG-TERM CARE PROGRAM	Long Term Care 7/2020	35.36
66872	8/10/2020	CINTAS CORP.	Uniform Services 6/2020	1,456.38
66873	8/10/2020	GRAINGER	Light Bulbs, Gloves, Water, Face Masks	1,704.16
66874	8/10/2020	IEDA	Consulting Fees 7/2020	1,572.00
66875	8/10/2020	R.A. NOSEK INVESTIGATIONS	Background Check 8/2020	295.00
66876	8/10/2020	OMEGA INDUSTRIAL SUPPLY, INC.	Sewer Aide & Marking Paint 7/2020	1,636.50
66877	8/10/2020	PENINSULA BATTERY INC.	Batteries for Message Board	571.88
66878	8/10/2020	ROBERTS & BRUNE COMPANY	Couplers	3,459.64
66879	8/10/2020	ROBERT J. SCHEIDT	Reimbursement: Goal Luncheon Food	280.47
66880	8/10/2020	SNAP ON INDUSTRIAL	Tools; Pliers, Phillips, etc.	169.75
66881	8/10/2020	ANDERSON PACIFIC	SLAC Manhole Installation 1/2020	6,011.50
66882	8/10/2020	NAVIA BENEFIT SOLUTIONS	Flexible Spending Account PR Contributions	525.39
66883	8/10/2020	FRANCHISE TAX BOARD	Earnings Withholding Order #557391483	250.00
66884	8/17/2020	GEORGE CHOI	Return 1 yr Construction Deposit; CR 460653 5/6/19	9,500.00
66885	8/17/2020	ANDERSON PACIFIC	Recycled Water Project - Sharon Heights 50% Retention	258,753.87
66886	8/17/2020	READYREFRESH BY NESTLE	Water 7/2020	68.28
66887	8/17/2020	BAY ALARM	Alarm System Monitoring 7/2020	269.28
66888	8/17/2020	CWEA	CWEA Membership & Collections Grade 2 Renewal	288.00
66889	8/17/2020	CSRMA c/o ALLIANT INSURANCE	Liability Deductible - Claim 7/1/16	9,060.60
66890	8/17/2020	FREYER & LAURETA	1079 Levee Design 7/2020	55,850.43
66891	8/17/2020	HOME DEPOT CREDIT SERVICES	Tools, Wood, & Misc Supplies 7/2020	1,330.81
66892	8/17/2020	INSTITUTE FOR LOCAL GOVERNMENT	Board, DM and OM Ethics Training	350.00
66893	8/17/2020	JANI-KING OF CA, INC - SFR/OAK	Custodial 7/2020	743.31
66894	8/17/2020	KONE INC.	Elevator Maintenance 8/2020	267.12
66895	8/17/2020	LOG ME IN	Software 8/2020	1,667.32
66896	8/17/2020	CITY OF MENLO PARK - Water	Utilities - Coll	118.83
66897	8/17/2020	CITY OF MENLO PARK-Fuel	Gasoline, Oil & Fuel 7/2020	3,240.34
66898	8/17/2020	R.A. NOSEK INVESTIGATIONS	Background Checks	590.00
66899	8/17/2020	PREFERRED ALLIANCE	On-Site Testing 7/2020	375.09
66900	8/17/2020	SAN MATEO COUNTY CLERK	Notice of Exemption to be Recorded	50.00
66901	8/17/2020	SEEKZEN SYSTEMS	IT Consulting Services 7/2020	475.00
66902	8/17/2020	SHARP BUSINESS SYSTEMS	Copier Machine 8/2020	1,036.78
66903	8/17/2020	TELETRAC NAVMAN US LTD.	GPS Fleet tracking Software 08/01/2020-10/31/2020	553.99
66904	8/17/2020	WOODARD & CURRAN	Discharge Support 3/2020	17,896.35
66905	8/26/2020	A-A LOCK & ALARM	Locks & Keys 7/2020	215.01
66906	8/26/2020	AT&T	Long Distance July 2020	1,000.96
66907	8/26/2020	MATHESON TRI-GAS, INC.	Gas Supplies 7/2020	53.81
66908	8/26/2020	ATCHISON, BARISONE & CONDOTTI	Attorney Fees - July 2020	11,074.91
66909	8/26/2020	CWEA	CWEA Membership Renewal 2020-21	775.00
66910	8/26/2020	CALIFORNIA WATER SERVICE	Water Service - 7/2020	2,386.26
66911	8/26/2020	WEX BANK (Chevron)	Fuel 8/2020	643.41
66912	8/26/2020	DU-ALL SAFETY, LLC	Safety Training 7/2020	1,620.00
66913	8/26/2020	EMERGING SUN PRODUCTIONS	Personal Protective Equipment (PPE) Face Coverings	436.00
66914	8/26/2020	NAVIA BENEFIT SOLUTIONS	Flexible Spending Account PR Contributions	525.39
66915	8/26/2020	FRANCHISE TAX BOARD	Wage Garnishment	250.00
66916	8/26/2020	FREMONT URGENT CARE	Physical Exam & Medical Testing - 7/2020	907.00
66917	8/26/2020	HADRONEX, INC.	Smartcover Systems Annual Warranty 2020-21	34,632.00
66918	8/26/2020	CITY OF MENLO PARK - Water	Water Service - 7/2020	85.47
66919	8/26/2020	NATIONAL AUTO FLEET CLUB	Unit 217 - New Super Duty F350 with Crane	87,289.71
66920	8/26/2020	CARRIE NEVOLI - PETTY CASH	Petty Cash - Sergio Ramirez	198.06
66921	8/26/2020	PACIFIC GAS & ELECTRIC	Gas & Electric Services - 7/2020	295.82
66922	8/26/2020	PRINCIPAL LIFE INSURANCE CO.	Employee Benefits 9/2020	5,016.00
66923	8/26/2020	RED WING SHOE STORE	Boots 7/2020	2,091.38
66924	8/26/2020	SAN MATEO COUNTY CLERK	LSSA: 491 Fletcher Dr, MP	6.00
66925	8/26/2020	STAPLES CREDIT PLAN	Office Supplies & Ink 7/2020	2,106.64
66926	8/26/2020	TOWNE FORD SALES	Unit 227 - 2020 Ford Ranger Truck	42,738.06
66927	8/26/2020	VISION COMMUNICATIONS CO.	Radio Service 8/2020	690.49
66928	8/26/2020	WOODARD & CURRAN	RW PM Services Design & Construction - Phase B 6/2020	7,215.74
66929	8/31/2020	AAA RENTALS	Furniture Rental 7/2020	263.13
66930	8/31/2020	CWEA	CWEA Membership Renewal 2020-21	192.00
66931	8/31/2020	CALPERS LONG-TERM CARE PROGRAM	Long Term Care 8/2020	35.36
66932	8/31/2020	CINTAS CORP.	Uniform Services 8/2020	1,695.85
66933	8/31/2020	COMCAST	Internet Service 9/2020	277.46
66934	8/31/2020	FEDERAL EXPRESS	Shipping 8/2020	156.21
66935	8/31/2020	CITY OF MENLO PARK - Water	Water Service - 7/2020	1,353.36
66936	8/31/2020	CITY OF MENLO PARK - Repair	Vehicle Services 7/2020	6,332.99
66937	8/31/2020	MORSE HYDRAULICS	Hydraulic Hose 8/2020	338.70
66938	8/31/2020	CARRIE NEVOLI - PETTY CASH	Bobby Hulsmann Petty Cash	400.00

WEST BAY SANITARY DISTRICT
WITHDRAWAL ORDER
August 4, 2020 through Aug 31, 2020

66939	8/31/2020	OGASAWARA LANDSCAPE MAINT.	Building Maintenance 8/2020	400.00
66940	8/31/2020	OMEGA INDUSTRIAL SUPPLY, INC.	Hand Soap & Dispenser, Sewer Aide & Marking Paint	1,963.25
66941	8/31/2020	PACIFIC GAS & ELECTRIC	Gas & Electric Service - 8/2020	1,752.26
66942	8/31/2020	ROBERTS & BRUNE COMPANY	Couplers 8/2020	39.91
66943	8/31/2020	WECO INDUSTRIES, LLC	Maintenance & Hoses	1,013.04
66944	8/31/2020	WOODARD & CURRAN	As Needed Sampling Analysis & Discharge Support	2,902.50

TOTAL CHECKS **602,355.38**

CORPORATE CARDS:

GL	DATE	Account Number & Name	Description	Amount
54080	8/19/2020	Memberships	CWEA Certification	89.00
54091	8/19/2020	Stationary and Office Supplies	Office Supplies 6/2020-7/2020	390.21
54101	8/19/2020	Ops Supplies & Materials	Construction Supplies 7/2020	4,943.02
54106	8/19/2020	Small Tools	NewEgg: PC Monitor	364.58
54107	8/19/2020	Personal Protective Equip & Supply	GIH Global: Covid Fogger Disinfectant	1,403.56
54133	8/19/2020	Public Outreach	SHGCC RWF Opening - Face Masks	381.05
54151	8/19/2020	Fleet/Vehicle R&M	Truck Bed Liner Paint, Applicators, & Screws	181.85
54158	8/19/2020	Computer Software R&M	Zoom & Microsoft: Monthly Subscriptions	55.99
54159	8/19/2020	Computer Hardware R&M	Dell: New Computer For Maint & PC Cameras for Mgrs	1,514.32
54174	8/19/2020	Mgmt Conf. & District Meetings	Interviews, Meetings, P.Scott Retirement Party	643.28
54192	8/19/2020	Telephone	TPZ Communications: Telephone Service 6/2020	2,281.92
54193	8/19/2020	Cellular Service	Verizon: Cellular Service 6/2020 & 7/2020	3,535.53
54194	8/19/2020	Water	California Water: Water Service 6/2020	37.68
54195	8/19/2020	Electricity	PG&E: Electric Service 6/2020	21,389.00
54202	8/19/2020	Other Misc. Operating Expense	Fastrak: Commuter Benefits	550.00
54207	8/19/2020	Vallombrosa Center	Vallombrosa: On Call Lodging 6/2020 & 7/2020	2,700.00

TOTAL CORPORATE CARDS: **40,460.99**

WIRE TRANSFERS

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
8/5/2020	PrimePay	PrimePay Fees	688.98
8/10/2020	CalPERS	Health Premium	49,784.13
8/14/2020	PrimePay	Employee Payroll - Pay Period 7/31-8/14	102,211.26
8/14/2020	PrimePay	Federal Payroll Taxes	23,328.19
8/14/2020	PrimePay	State Payroll Taxes	7,738.18
8/14/2020	ICMA	Deferred Compensation	11,884.82
8/28/2020	PrimePay	Employee Payroll - Pay Period 8/14-28	106,788.39
8/28/2020	PrimePay	Board Payroll - August	1,895.80
8/28/2020	PrimePay	Federal Payroll Taxes	24,905.04
8/28/2020	PrimePay	State Payroll Taxes	8,058.98
8/28/2020	ICMA	Deferred Compensation	11,884.82
8/31/2020	CalPERS	Retirement Contributions	66,587.10
8/31/2020	CalPERS	1959 Survivor Contributions	60.00

WIRE TRANSFERS FROM BoW CHECKING **415,815.69**

Summary

TOTAL CHECKS	602,355.38
TOTAL CORP CARD	40,460.99
TOTAL WIRES	415,815.69

TOTAL WITHDRAWALS **1,058,632.06**

Fund Summary by Budget Category

100	Operations	656,623.18
200	Capital	143,255.01
500	SHGCC	258,753.87

1,058,632.06

President _____

Secretary _____

**WEST BAY SANITARY DISTRICT
WITHDRAWAL ORDER
SUPPLEMENTAL PURCHASE REGISTER
August 3, 2020 through August 31, 2020**

OPERATING SUPPLIES & OFFICE EXPENSE

<u>CHECK</u>	<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66873	8/10/2020	GRAINGER	Light Bulbs, Gloves, Water, Face Masks	1,704.16
66876	8/10/2020	OMEGA INDUSTRIAL SUPPLY, INC.	Sewer Aide & Marking Paint 7/2020	1,636.50
66878	8/10/2020	ROBERTS & BRUNE COMPANY	Couplers	3,459.64
66891	8/17/2020	HOME DEPOT CREDIT SERVICES	Tools, Wood, & Misc Supplies 7/2020	1,330.81
66897	8/17/2020	CITY OF MENLO PARK-Fuel	Gasoline, Oil & Fuel 7/2020	3,240.34
66923	8/26/2020	RED WING SHOE STORE	Boots 7/2020	2,091.38
66940	8/31/2020	OMEGA INDUSTRIAL SUPPLY, INC.	Hand Soap & Dispenser, Sewer Aide & Marking Paint	1,963.25

MISCELLANEOUS

<u>CHECK</u>	<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66874	8/10/2020	IEDA	Consulting Fees 7/2020	1,572.00
66881	8/10/2020	ANDERSON PACIFIC	SLAC Manhole Installation 1/2020	6,011.50
66884	8/17/2020	GEORGE CHOI	Return 1 yr Construction Deposit; CR 460653 5/6/19	9,500.00
66885	8/17/2020	ANDERSON PACIFIC	Recycled Water Project - Sharon Heights 50% Retention	258,753.87
66889	8/17/2020	CSRMA c/o ALLIANT INSURANCE	Liability Deductable - Claim 7/1/16	9,060.60
66890	8/17/2020	FREYER & LAURETA	1079 Levee Design 7/2020	55,850.43
66895	8/17/2020	LOG ME IN	Software 8/2020	1,667.32
66904	8/17/2020	WOODARD & CURRAN	Discharge Support 3/2020	17,896.35
66908	8/26/2020	ATCHINSON, BARISONE & CONDOTTI	Attorney Fees - July 2020	11,074.91
66910	8/26/2020	CALIFORNIA WATER SERVICE	Water Service - 7/2020	2,386.26
66912	8/26/2020	DU-ALL SAFETY, LLC	Safety Training 7/2020	1,620.00
66917	8/26/2020	HADRONEX, INC.	Smartcover Systems Annual Warranty 2020-21	34,632.00
66919	8/26/2020	NATIONAL AUTO FLEET CLUB	Unit 217 - New Super Duty F350 with Crane	87,289.71
66922	8/26/2020	PRINCIPAL LIFE INSURANCE CO.	Employee Benefits 9/2020	5,016.00
66936	8/31/2020	CITY OF MENLO PARK - Repair	Vehicle Services 7/2020	6,332.99
66944	8/31/2020	WOODARD & CURRAN	As Needed Sampling Analysis & Discharge Support	2,902.50

WEST BAY SANITARY DISTRICT
SUMMARY OF FY2019-20 PAYMENTS
July 1, 2020 through August 31, 2020

REGULAR PAYABLES	TOTAL BY VENDOR YTD FY 2020-21	WITHDRAWALS 7/1/2020 - 8/31/2020
A-A Lock & Alarm	215.01	215.01
AAA Rentals	447.13	263.13
Abila	4,366.00	-
Access	110.00	-
Action Towing	193.50	193.50
All Fence Company, Inc.	1,040.00	-
Alliant Insurance Services	18,218.00	-
American Messaging	129.14	64.57
American Textile & Supply	1,959.58	-
Anderson Pacific	264,765.37	264,765.37
AT&T	1,986.75	1,000.96
Atchison, Barisone & Condotti	18,865.58	11,074.91
Bank of the West - Credit Card	71,663.31	40,460.99
Bay Alarm	8,837.40	269.28
Bay Area Air Quality Mgmt Dist	391.00	-
Bayside Equipment Company	2,516.65	274.74
CSRMA c/o Alliant Insurance	9,060.60	9,060.60
CWEA	1,435.00	1,255.00
California Water Service	2,386.26	2,386.26
CALPERS 1959 Survivor Billing	60.00	60.00
CALPERS - Unfunded Accrued Liability	1,982,655.00	-
CALPERS - Retirement	66,587.10	66,587.10
CALPERS - Health Premiums	102,147.72	49,784.13
Calpers Long-Term Care Program	141.44	70.72
Center for Hearing Health Inc.	600.00	-
George Choi	9,500.00	9,500.00
Cintas Corp.	7,323.10	3,152.23
Comcast	832.36	277.46
Heath Cortez	225.00	-
Dell Marketing L.P.	984.00	-
Dewey Pest Control	164.00	-
Dolphin Graphics	763.61	-
Du-All Safety, Llc	3,240.00	1,620.00
Embarcadero Media	396.00	-
Emerging Sun Productions	436.00	436.00
Federal Express	481.62	156.21
Fremont Urgent Care	1,052.00	907.00
Finishmaster Inc	645.32	-
City of Foster City	500.00	-
Franchise Tax Board	1,000.00	500.00
Freyer & Laureta	194,070.08	55,850.43
Governmentjobs.com dba NeoGov	3,778.32	-
Grainger	1,704.16	1,704.16
Hadronex, Inc.	34,632.00	34,632.00
Home Depot Credit Services	2,614.06	1,330.81
Bob Hulsmann	1,096.15	-
IEDA	1,572.00	1,572.00
Institute for Local Government	350.00	350.00
Instrument Technology Corp.	7,035.63	-
Jani-King of CA, Inc - SFR/OAK	1,486.62	743.31
Kantor's Furniture	6,610.63	-
Kimball Midwest	1,978.24	-
Kone Inc.	534.24	267.12
Log Me In	1,734.65	1,667.32
Mallory Co.	4,412.00	-
Matheson Tri-Gas, Inc.	106.09	53.81
City of Menlo Park - Repair	10,190.30	6,332.99

WEST BAY SANITARY DISTRICT
SUMMARY OF FY2019-20 PAYMENTS
July 1, 2020 through August 31, 2020

REGULAR PAYABLES	TOTAL BY VENDOR YTD FY 2020-21	WITHDRAWALS 7/1/2020 - 8/31/2020
City of Menlo Park-Fuel	7,525.33	3,240.34
City of Menlo Park - Water	4,288.13	1,557.66
Mid State Container Sales, Inc	2,800.00	-
Morse Hydraulics	338.70	338.70
National Auto Fleet Club	87,289.71	87,289.71
Navia Benefit Solutions	2,126.56	1,050.78
Carrie Nevoli - Petty Cash	598.06	598.06
R.A. Nosek Investigations	2,065.00	885.00
Occasions, ETC.	27.75	-
Ogasawara Landscape Maint.	1,500.00	400.00
Omega Industrial Supply, Inc.	3,599.75	3,599.75
Pacific Gas & Electric	17,595.72	2,048.08
Peninsula Battery Inc.	571.88	571.88
Peninsula Building Supply	185.87	-
Pier 2 Marketing	800.00	-
Ponton Industries, Inc.	9,754.88	-
Preferred Alliance	611.07	375.09
Principal Life Insurance Co.	9,806.90	5,016.00
Priority 1 Public Safety	7,908.96	-
Quadient Leasing USA, Inc.	268.25	-
Sergio Ramirez	4,001.62	-
Ranger Pipelines	39,646.99	-
Readyrefresh By Nestle	752.04	68.28
Red Wing Shoe Store	2,091.38	2,091.38
Todd Reese	500.00	-
Rich Voss Trucking	406.00	-
Roberts & Brune Company	8,092.54	3,499.55
SVCW Bond - 2014 Bond	391,929.21	-
SVCW Bond - 2015 Bond	1,107,625.00	-
SVCW Bond - 2018 Bond	1,203,293.75	-
SVCW - Monthly Operating Payment	636,710.00	-
San Mateo County	849.00	-
San Mateo County Assessor	305.00	-
San Mateo County Clerk	142.00	56.00
Henry Santos	150.00	-
Robert J. Scheidt	280.47	280.47
Seekzen Systems	950.00	475.00
Sharp Business Systems	2,073.56	1,036.78
Snap On Industrial	169.75	169.75
Sonsray Machinery LLC	2,140.51	-
Staples Credit Plan	3,649.10	2,106.64
Sutter EAP	826.50	-
Teamsters Local No. 350	2,040.00	-
Teletrac Navman US Ltd.	553.99	553.99
Towne Ford Sales	43,056.23	42,738.06
V & A Consulting Engineers	7,060.00	-
Vision Communications Co.	1,820.98	690.49
Weco Industries, LLC	1,013.04	1,013.04
Wex Bank (Chevron)	980.85	643.41
Woodard & Curran	30,077.84	28,014.59
Zanker Recycling	51.77	-
TOTAL REGULAR PAYABLES	6,514,912.35	759,247.60

WEST BAY SANITARY DISTRICT
SUMMARY OF FY2019-20 PAYMENTS
July 1, 2020 through August 31, 2020

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWALS
SALARIES, WAGES & WITHHOLDINGS	YTD FY 2020-21	7/1/2020 - 8/31/2020
Salaries/Wages - Net Pay	528,285.65	208,999.65
Directors Fees - Net Pay	4,398.21	1,895.80
PrimePay Fees	1,295.06	688.98
IRS - Federal Payroll Taxes	113,436.55	48,233.23
EDD - State Payroll Taxes	36,974.66	15,797.16
ICMA	50,949.00	23,769.64
Performance Merit Program - Net Pay	-	-
TOTAL SALARIES RELATED	735,339.13	299,384.46
TOTAL WITHDRAWALS	7,250,251.48	1,058,632.06

WEST BAY SANITARY DISTRICT
Receipts & Incoming Transfers
7/30/2020 - 8/28/2020

RECEIPT NUMBER	DEPOSIT DATE	DESCRIPTION	AMOUNT
461339	7/30/2020	Permit: 1137 Alberni, EPA	290.00
461340	8/28/2020	Permit: 323 Oakwood, MP	1,465.00
461341	8/28/2020	Permit: 2130 Sterling, MP	290.00
461342	8/28/2020	Permit: 2020 Manzanita Ave, MP	580.00
461343	8/28/2020	Permit: 1007 Windermere, MP	290.00
461344	8/28/2020	Invoice 2019/20-075: 883 Santa Cruz, MP	5,131.88
461345	8/28/2020	Permit: 221 Laurel St, MP	290.00
461346	8/28/2020	Permit & Conn Fee: 850 & 848 Portola, PV	17,582.00
461347	8/28/2020	Postage	0.50
461348	8/28/2020	Reimbursement for Phone Charges	102.73
461349	8/28/2020	Permit: 98 Monte Vista, Ath	170.00
461350	8/28/2020	Permit: 119 Baywood, MP	170.00
461351	8/28/2020	Permit: 958 Millie, MP	290.00
461352	8/28/2020	Discharge Permit: 2100 Prospect St, MP	621.32
461353	8/28/2020	Permit: 125 Heather, MP	290.00
461354	8/28/2020	SVCW Non-Routine Discharge	602.10
461355	8/28/2020	Permit: 1620 Bay Laurel Drive, MP	290.00
461356	8/28/2020	Permit: 99 Marsh Rd., Ath	355.00
461357	8/28/2020	Permit: 2105 Monterey, MP	170.00
461358	8/28/2020	Discharge Permit: 28 Camino Por Los Arboles, Ath	570.21
461359	8/28/2020	Invoice 2019/20-090: Town of Woodside	10,471.13
461362	8/28/2020	Permit: 308 Arbor Rd., MP	290.00
461363	8/28/2020	Permit: 1943 Palo Alto Way, MP	290.00
461364	8/28/2020	Void	0.00
461365	8/28/2020	Los Altos Hills: Maintenance Services Agreement 2/2020-5/2020	113,976.72
Total Deposits			<u><u>\$154,578.59</u></u>
WIRE/ACH TRANSFERS RECEIVED			
461360	8/20/2020	SHGCC Inv. 2020/21-003, SFR Pmt #4	\$67,554.09
461361	8/12/2020	Franchise Fee 7/2020	\$8,536.41
Total Transfer to BofW Checking			<u><u>\$76,090.50</u></u>
TOTAL DEPOSITS			<u><u>\$230,669.09</u></u>

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5C**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: WBSD Operations and Maintenance Report – August 2020

Month	Basin PM Pipe Cleaning Miles	High Freq. PM Pipe Cleaning Miles	Un-Sche. Pipe Cleaning Miles	WBSD CCTV Insp. Miles	Pipe Patch Repairs Qty.	Open Trench Repairs Qty.	Pump Sta. PM Qty.	Pump Sta. Unsch. Repairs Qty.	SSO Cat. 1	SSO Cat. 2&3s	Service Calls- Unit 208			
											Call Outs	Sch	Unsch.	USA's
												PM	PM	
January	6.9	4.1	0.0	3.0	6	7	72	1	0	0	90	11	0	206
February	5.0	7.8	0.9	2.5	2	9	69	0	0	0	95	12	0	177
March	17.3	0.1	0.4	1.3	4	8	70	0	0	0	94	9	0	156
April	15.7	3.1	1.3	0.0	0	0	57	1	0	0	54	9	0	152
May	8.5	9.6	0.0	0.2	0	0	50	0	0	0	71	11	0	236
June	18.4	0.2	0.4	4.0	6	6	72	0	0	0	73	3	0	254
July	8.1	4.0	0.8	1.0	6	9	73	1	0	0	86	7	0	217
August	6.3	7.4	1.0	4.3	16	12	47	0	0	0	71	9	0	212
Sept.														
* Oct.	3.9	4.1	0.3	4.3	5	8	95	1	0	0	94	0	1	309
Nov.	0.8	8.2	0.1	3.2	4	8	83	0	0	0	105	0	3	269
Dec	13.7	0.0	0.0	4.6	6	8	76	1	0	0	88		10	160
Yr to date	104.7	48.6	5.2	28.3	55	75	764	5	0	0	921	71	14	2348
2020 Goals	120.0	50.0	n/a	45-50	65	90	n/a	<10	0-2	3 to 5	n/a	n/a	n/a	n/a
2019 Goals	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850

Report to the District Board for the Regular Meeting of September 9, 2020

2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525
2017 Results	126.4	51.5	5.7	24.8	66	97	1265	8	2	3	700	178	61	3218
2016 Results	126.4	49	6	33	65	94	1188	5	0	8	798	167	155	3222
2015Results	126.4	55	21	46	65	90	1349	6	0	5	798	174	185	2125
2014Results	126.4	63	20	48	65	78	1328	10	2	12	771	183	72	1834

* = Beginning of PMPP year.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5D**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – August 2020

	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month							Cat. 1	Cat. 2&3s	Call Outs
Temp Help	Miles	Miles	Miles	Miles	Qty.	Qty.			
Jan-20	0.5	0.8	0.2	0.8	4	1	0	0	0
Feb-20	1.3	0.2	0.1	1.2	4	1	0	1	0
Mar-20	0.0	1.2	0.0	0.0	4	0	0	0	0
Apr-20	3.2	1.8	0.0	0.0	4	0	0	0	0
May-20	3.3	1.3	0.1	0.1	4	0	0	0	0
Jun-20	1.8	0.5	0.1	1.9	4	0	0	1	0
Jul-20	1.3	1.1	0.0	1.6	4	0	0	0	0
*August-20	0.0	1.2	0.0	0.5	4	0	0	1	0
Sept.-19	0.0	1.5	0.0	1.1	4	0	0	0	0
Oct.-19	0.5	1.7	0.2	1.2	4	1	0	0	0
Nov.-19	1.0	1.0	0.0	0.0	4	2	0	0	0
Dec-19	0.0	1.7	0.1	1.2	4	0	0	0	0
** Yr to date	12.9	14.0	0.8	9.6	48	5	0	3	0
FY19/20Goals	17.4	16.9	n/a	9.3	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

** = Lucity Data

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5E**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – August 2020

Dates Between 8/31/2019 and 9/1/2020

Month	Basin PM Pipe Cleaning (miles)	High Freq PM Pipe Cleaning (miles)	Unscheduled Pipe Cleaning (miles)	CCTV Inspection (miles)	Pump Stations Preventive Maintenance Qty	Pump Stations Unscheduled Repairs Qty	SSO Cat 1	SSO Cat 2 & 3	Service Calls Call Outs
January	2.7	0.0	0.0	0.0	14.0	0.0	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	12.0	0.0	0.0	0.0	0.0
March	0.00	0.3	0.0	0.0	15.0	0.0	0.0	0.0	0.0
April	0.00	0.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	12.0	0.0	0.0	0.0	0.0
June	0.00	0.3	0.0	0.2	15.0	0.0	0.0	0.0	0.0
*July	0.00	0.0	0.0	0.0	13.0	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
September	0.00	0.0	0.0	0.0	37.0	0.0	0.0	0.0	0.0
October	0.00	0.3	0.0	0.0	22.0	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	28.0	0.0	0.0	0.0	0.0
December	1.88	0.0	0.0	0.0	18.0	0.0	0.0	0.0	0.0
Totals	4.54	0.8	0.0	0.2	196.0	0.0	0.0	0.0	0.0

*= July Start of Contract. Data shows PMPP year.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 5F**

To: Board of Directors

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

**Subject: Consideration to Approve Resolution of Intention to Annex
Certain Territory (17 Redberry Ridge) to the West Bay Sanitary
District On-Site Wastewater Disposal Zone and to Establish the
Date and Time of Public Hearing**

Background

This property will utilize a Septic Tank Effluent Pumping (STEP) system; consequently this property must be annexed into the District's On-Site Wastewater Disposal Zone. This property is already annexed into the District. The proponent shall be required to connect to the existing force main along Redberry Ridge.

Notice of the Public Hearing is required in accordance with the Government Code and during the notice period, staff shall seek written approval for the proposed annexation from all affected agencies.

Analysis

During the notice period staff shall work with the proponent to obtain design, easement and other approvals, which shall be presented to the Board when the Class 3 Permit is issued.

Fiscal Impact

None at this time.

Recommendation

The Projects and IT Manager recommends the District Board adopt the attached Resolution of Intention to Annex Certain Territory to the West Bay Sanitary District On-Site Wastewater Disposal Zone and request October 28, 2020 as the date of the public hearing.

Attachments: LAFCo's approval letter, Exhibit A, Exhibit B



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

August 24, 2020

Sergio Ramirez
General Manager
West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025

Re: LAFCo File No. 20-06 - Proposed annexation of 17 Redberry Ridge, Portola Valley, to On-site Wastewater Disposal Zone (OWDZ) of the West Bay Sanitary District

Dear Mr. Ramirez:

At a public meeting on August 19, 2020, the San Mateo Local Agency Formation Commission considered and approved the above-noted application and directed me to transmit written approval to the West Bay Sanitary District to annex the proposed single-family residence at 17 Redberry Ridge, Portola Valley to the District's On-site Wastewater Disposal Zone. As the annexation does not necessitate a filing with the Board of Equalization, this approval letter concludes the LAFCo process for this application. Please feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Poyatos'.

Martha Poyatos
Executive Officer

cc: Jonathan Werness, WBSD
David Yan, Property Owner
Nina Davies, Applicant

COMMISSIONERS: JOSHUA COSGROVE, CHAIR, SPECIAL DISTRICT ▪ WARREN SLOCUM, VICE CHAIR, COUNTY ▪ RICH GARBARINO, CITY ▪ DON HORSLEY, COUNTY ▪ MIKE O'NEILL, CITY ▪ RIC LOHMAN, SPECIAL DISTRICT ▪ ANN DRAPER, PUBLIC

ALTERNATES: KATI MARTIN, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY

MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ ROB BARTOLI, MANAGEMENT

STAFF: ANALYST ▪ ANGELA MONTES, CLERK

RESOLUTION NO. _____(2020)

**RESOLUTION OF INTENTION TO ANNEX CERTAIN TERRITORY TO THE WEST BAY
SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE**

Lands of Yan

The District Board of West Bay Sanitary District finds and determines as follows:

A. This Resolution of Intention is adopted pursuant to the District's "Zone Master Annexation Resolution" ("ZOMAR"), which was adopted by the District Board August 12, 1996. The provisions of ZOMAR are incorporated by reference into this Resolution of Intention.

B. The District has received an application to annex a parcel of real property (the "Parcel") to the District's On-Site Wastewater Disposal Zone (the "Zone"). The Parcel is described in Exhibit "A" attached to this Resolution of Intention and the description contained in the Exhibits are incorporated by reference. The name and address of the applicants and the number, type, volume and location of on-site wastewater disposal systems which are proposed to operate on the parcels to be annexed are described in Exhibit "B" attached to this Resolution of Intention and the information contained in the Exhibit are incorporated by reference.

C. The applicants have demonstrated to the satisfaction of the District Board that the Parcel constitutes "real property" for the purposes of Section 2(b) of ZOMAR in that:

All of the conditions described in Subsections i., ii., iii., iv. and v. of ZOMAR Section 2(b) are satisfied; or

Other conditions exist which demonstrate that the Parcel will benefit directly or indirectly from the activities of the Zone. If applicable, those conditions are also set forth in Exhibit "B" and are incorporated by reference.

D. All of the conditions and requirements of ZOMAR Sections 2(a), 2(c), 2(d) and 2(e) have been fully satisfied.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the District Board as follows:

1. It is the intention of the District Board to annex the Parcel to the Zone pursuant to the provisions of ZOMAR and applicable provisions of law.
2. In conjunction with a meeting of the District Board to be duly and regularly called and conducted, the Board will conduct a Public Hearing for the purpose of considering all matters pertaining to this Resolution of Intention.

The time, date and place of the Public Hearing are:

Date: October 28, 2020
Time: 7:00 PM
Place: West Bay Sanitary District Offices
500 Laurel Street
Menlo Park, CA 94025

At the Public Hearing, all interested persons will be heard.

3. This Resolution of Intention shall be published and copies shall be delivered to the persons and entities as specified in ZOMAR Section 2(e)(i.).
4. A true copy of this Resolution of Intention shall promptly be filed for record in the office of the County Recorder of the County of San Mateo.
5. The District Manager shall cause the matters set forth in Sections 3 and 4 of this Resolution of Intention to be completed as directed.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 9th day of September, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

EXHIBIT "A"
LEGAL DESCRIPTION FOR PROPERTY
LANDS OF YAN
TOWN OF PORTOLA VALLEY,
SAN MATEO COUNTY, CALIFORNIA

PARCEL I

LOT 13 AS SHOWN ON THAT CERTAIN MAP ENTITLED "BLUE OAKS, TOWN OF PORTOLA VALLEY, SAN MATEO COUNTY, CALIFORNIA", FILED IN OFFICE OF THE COUNTY RECORDER, OF SAN MATEO COUNTY, STATE OF CALIFORNIA ON AUGUST 6, 1998, IN VOLUME 128 OF MAPS, AT PAGES 64 TO 92 INCLUSIVE.

PARCEL II

A NON-EXCLUSIVE EASEMENT FOR INGRESS, EGRESS AND UTILITIES WITHIN ALL OF THE PUBLIC ROADS AND DRIVES AS SHOWN ON THAT CERTAIN MAP ENTITLED "BLUE OAKS, TOWN OF PORTOLA VALLEY, SAN MATEO COUNTY, CALIFORNIA", FILED IN OFFICE OF THE COUNTY RECORDER, OF SAN MATEO COUNTY, STATE OF CALIFORNIA ON AUGUST 6, 1998, IN VOLUME 128 OF MAPS, AT PAGES 64 TO 92 INCLUSIVE.

SAID EASEMENT IS TO BE APPURTENANT TO AND FOR THE BENEFIT OF PARCEL I ABOVE.

THE ABOVE DESCRIPTION SHOWN ON EXHIBIT "B" AND BY REFERENCE MADE A PART HEREOF.

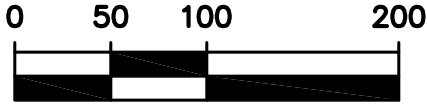
END OF DESCRIPTION

PREPARED BY OR UNDER
THE SUPERVISION OF:

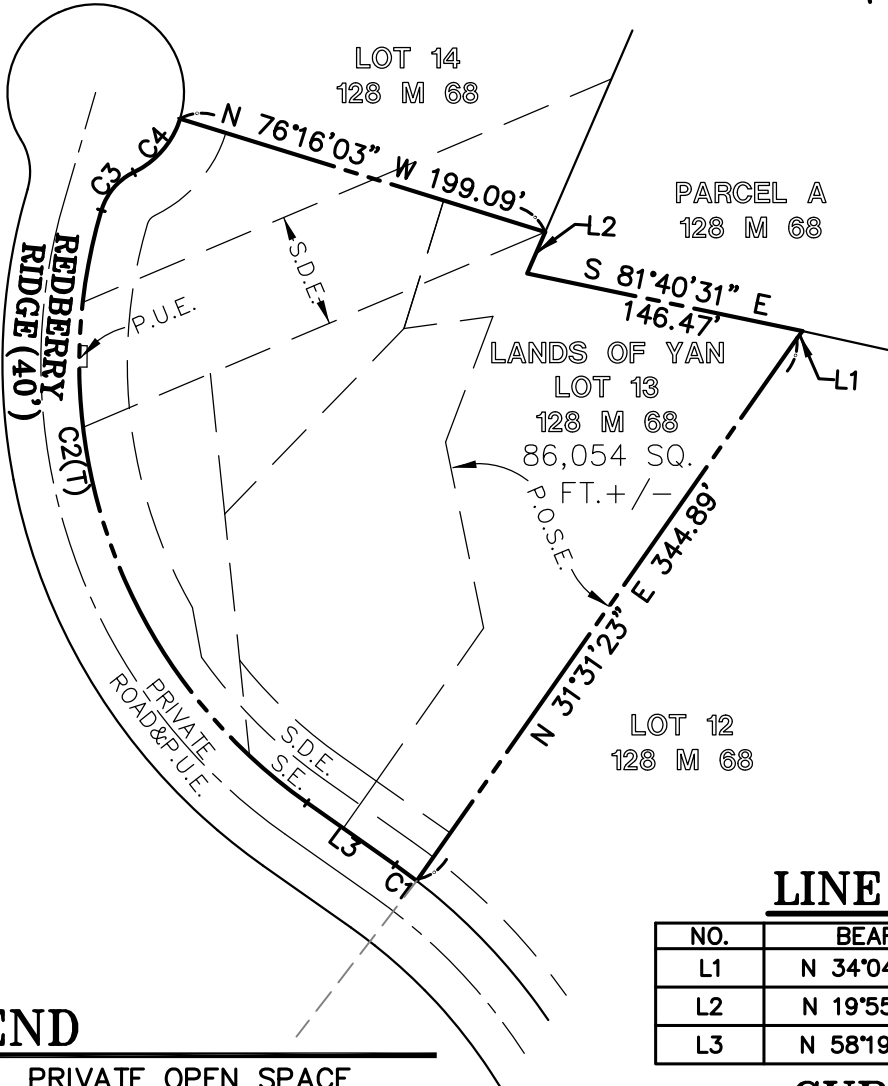
MICHAEL J. WALTERS, PLS 5528

MARCH 27, 2020
DATE





SCALE: 1" = 100'



LINE TABLE

NO.	BEARING	DISTANCE
L1	N 34°04'03" E	4.81'
L2	N 19°55'23" E	23.53'
L3	N 58°19'49" W	56.06'

CURVE TABLE

NO.	DELTA	RADIUS	LENGTH
C1	02°30'23"	320.00'	14.00'
C2	71°21'37"	280.00'	348.73'
C3	48°00'33"	32.00'	26.81'
C4	47°10'37"	46.00'	37.88'

LEGEND

- P.O.S.E. PRIVATE OPEN SPACE EASEMENT
 - S.D.E. STORM DRAIN EASEMENT
 - P.U.E. PUBLIC UTILITY EASEMENT
 - S.E. SLOPE EASEMENT
-
- PROPERTY BOUNDARY
 - CENTERLINE
 - ADJACENT PROPERTY



LEA & BRAZE ENGINEERING, INC.

CIVIL ENGINEERS • LAND SURVEYORS
 BAY AREA REGION SACRAMENTO REGION
 2495 INDUSTRIAL PKWY WEST 3017 DOUGLAS BLVD, # 300
 HAYWARD, CALIFORNIA 94545 ROSEVILLE, CA 95661
 (P) (510) 887-4086 (P) (916)966-1338
 (F) (510) 887-3019 (F) (916)797-7363
 WWW.LEABRAZE.COM

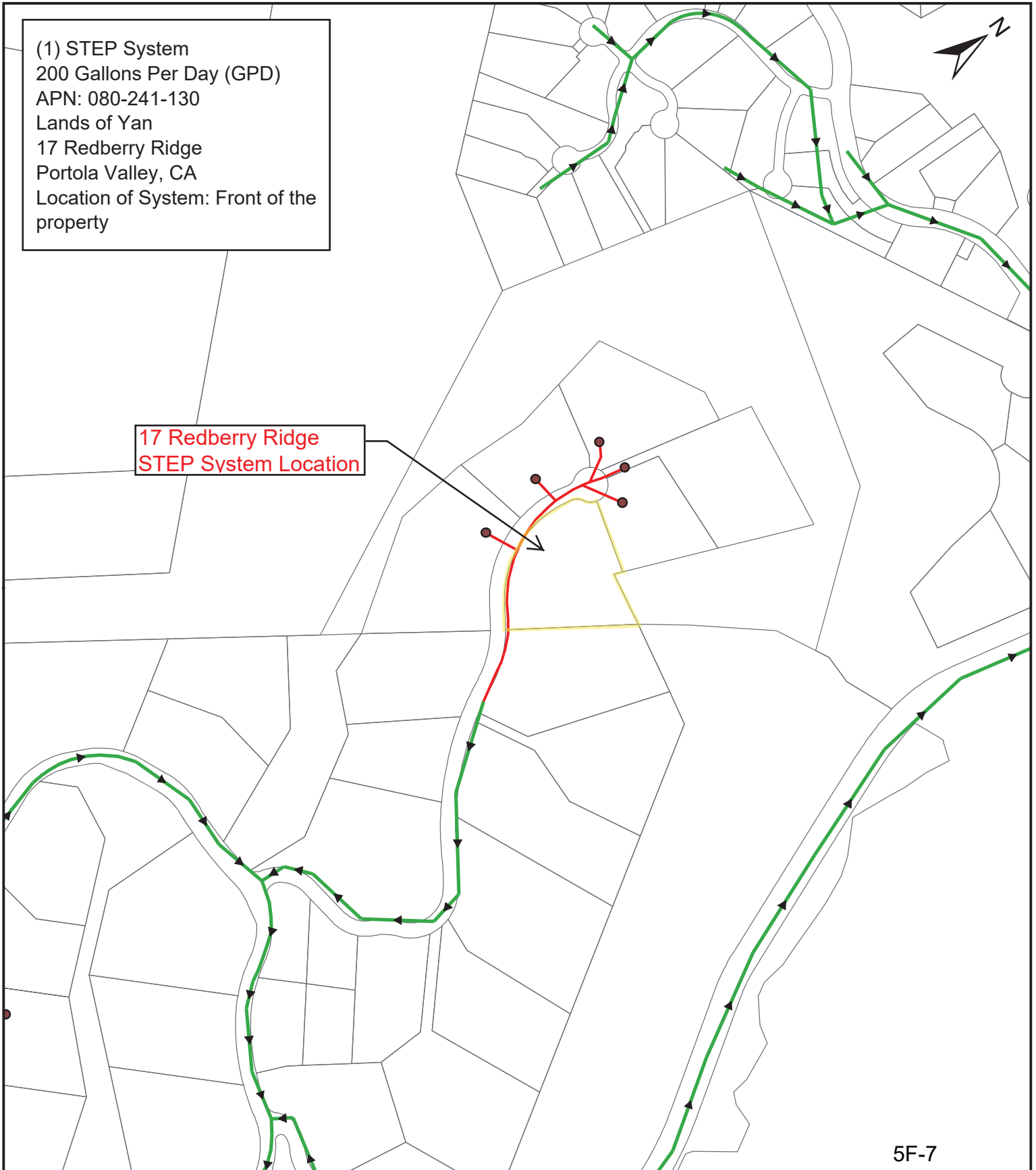
EXHIBIT "B"
PLAT TO ACCOMPANY LEGAL
DESCRIPTION FOR LANDS OF YAN
17 REDBERRY RIDGE,
PORTOLA VALLEY, SAN MATEO COUNTY, CA.

WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
17 REDBERRY RIDGE
PORTOLA VALLEY, CA
STEP SYSTEM



(1) STEP System
200 Gallons Per Day (GPD)
APN: 080-241-130
Lands of Yan
17 Redberry Ridge
Portola Valley, CA
Location of System: Front of the
property

17 Redberry Ridge
STEP System Location



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WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *September 9th 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

Report to the District Board for the Regular Meeting of September 9, 2020

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 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.

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 7**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Discussion and Direction on Recycled Water Projects – Sharon Heights and Bayfront, Including Project Status

A discussion will be held on the Recycled Water Projects – Sharon Heights and Bayfront Facility and other events related to the recycled water project including financing, design/build issues and grant applications. The Board will have opportunity to provide direction to staff and legal counsel.

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Discussion on Town of Atherton Ceasing SBWMA Joint Powers Authority*

Background

The Town of Atherton has asked to cease the SBWMA Joint Powers Authority.

Analysis

President Dehn will lead the discussion on this item.

Fiscal Impact

None at this time.

Recommendation

Provide feedback to District Manager on how to proceed.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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



SPECIAL BOARD OF DIRECTORS MEETING THURSDAY, August 20, 2020 at 2:00 p.m.

VIA ZOOM VIDEO OR TELECONFERENCE MEETING ONLY

Link to Join: <https://us02web.zoom.us/j/83306052450?pwd=YWR0T2xaVlpkZ0l2aS9DL2x2aVZiUT09>

Phone number for voice access: 1 (669) 900 9128

Meeting ID: 833 0605 2450

Password: 207513

PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20, THE MEETING WILL BE HELD BY TELECONFERENCE AND/OR VIDEO CONFERENCE ONLY. THE PUBLIC MAY PARTICIPATE BY SUBMITTING COMMENTS ON ANY AGENDA ITEM VIA EMAIL PRIOR TO OR DURING THE MEETING BY SENDING THOSE COMMENTS TO RETHINKER@RETHINKWASTE.ORG.

TELECONFERENCE PARTICIPANTS

ALL BOARDMEMBERS WILL PARTICIPATE BY TELECONFERENCE AND/OR VIDEO CONFERENCE PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-25-20

PURSUANT TO RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES SHALL BE BY ROLL CALL DUE TO ALL BOARDMEMBERS PARTICIPATING BY TELECONFERENCE AND/OR VIDEO CONFERENCE

ANY REQUEST FOR REASONABLE ACCOMMODATION SHOULD BE ADDRESSED TO CYNDI URMAN AT CURMAN@RETHINKWASTE.ORG.

AGENDA

1. Call to Order/Roll Call

2. Public Comment

Persons wishing to address the Board on matters NOT on the posted agenda may do so. Each speaker is limited to three minutes. If there are more than five individuals wishing to speak during public comment, the Chairman will draw five speaker cards from those submitted to speak during this time. The balance of the Public Comment speakers will be called upon at the end of the Board Meeting. If the item you are speaking on is not listed on the agenda, please be advised that the Board may briefly respond to statements made or questions posed as allowed under The Brown Act (Government Code Section 54954.2). The Board's general policy is to refer items to staff for attention, or have a matter placed on a future Board agenda for a more comprehensive action or report and formal public discussion and input at that time. *Speakers may also submit comments via email prior to the meeting by sending those comments to rethinker@rethinkwaste.org.*

3. Executive Director's Report

p. 5

4. Approval of Consent Calendar

Consent Calendar item(s) are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Board, staff or public request specific items be removed for separate action. *Items removed from the Consent Calendar will be moved to the end of the agenda for separate discussion.*

- A. Approval of the Minutes from the June 25, 2020 Board of Directors Meeting **ACTION p. 13**
- B. Resolution Approving a License Agreement for the Use of Shoreway Sewer Line for Discharge of Landfill Leachate by BFI's Ox Mountain Landfill (Half Moon Bay) Facility **ACTION p. 21**
- C. Resolution Extending the Proclamation of a Local Emergency Within SBWMA's Jurisdictions **ACTION p. 35**

5. Administration and Finance

- A. Potential Withdrawal of Town of Atherton from Membership in the SBWMA: Consideration of a Resolution to Determine Atherton's Liquidation Costs and Recommend Member Agencies Approve the Withdrawal Based on Certain Conditions. **ACTION p. 41**

6. Collection and Recycling Program Support and Compliance
No Items

7. Shoreway Operations and Contract Management
No Items

8. Public Education and Outreach
No Items

9. Informational Items Only (no action required)

- A. 2020 Finance and Rate Setting Calendar **p. 91**
- B. Check Register Detail for June 2020 **p. 93**
- C. Potential Future Board Agenda Items **p. 99**

10. Board Member Comments

11. Adjourn

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

**Subject: *Report & Discussion on Silicon Valley Clean Water (SVCW),
Including Discussion on SVCW CIP Program and Financing***

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

**COMMISSION OF SILICON VALLEY CLEAN WATER
JOINT POWERS AUTHORITY
REGULAR MEETING – Monday, August 17, 2020
8:00 a.m.**

TO ADDRESS THE *COVID-19 PANDEMIC*, THIS MEETING WILL BE CONDUCTED TELEPHONICALLY OR OTHERWISE ELECTRONICALLY PURSUANT TO THE PROVISIONS OF GOVERNOR NEWSOM’S EXECUTIVE ORDER N-29-20. THE COMMISSION BOARD ROOM WILL BE CLOSED TO THE PUBLIC. THE PUBLIC MAY OBSERVE AND COMMENT BY TELEPHONE OR ELECTRONIC MEANS AS DESCRIBED ON PAGE 5 OF THIS AGENDA.

SEE PAGE 5 OF THIS AGENDA FOR MEETING ACCESS INFORMATION AND INSTRUCTIONS

COMMISSIONERS

COUNCIL MEMBER ALICIA AGUIRRE, REDWOOD CITY – CHAIR
BOARD MEMBER GEORGE OTTE, WEST BAY SANITARY DISTRICT – VICE CHAIR
MAYOR WARREN LIEBERMAN, BELMONT – SECRETARY
COUNCIL MEMBER MARK OLBERT, SAN CARLOS – MEMBER

MANAGER: TERESA A. HERRERA

ATTORNEY FOR THE AUTHORITY: CHRISTINE C. FITZGERALD

CONTROLLER: MICHELLE P. FLAHERTY

TREASURER: MATTHEW ANDERSON

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact SVCW (650) 591-7121. Notification in advance of the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting.

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

Any member of the public may address and ask questions of the Chair under this item relating to any matter within the Commission’s jurisdiction that does not appear as a separate item on the Agenda. An opportunity will be provided for members of the public to address the Chair and ask questions about any item that is listed on the

agenda at the time the Commission considers the item and before action is taken. If you address the Commission on a non-agenda item, be aware that the Ralph M. Brown Act (Gov. C. § 54950 et seq.) prohibits the Commission from acting on or discussing such matters at this meeting. Any such item may be referred to staff for a decision with regard to placing it on a future agenda for discussion, action or a report. Written comments received within two hours of the beginning of the meeting will be read into the meeting record.

5. SAFETY MOMENT and REPORTS

- A. Safety Moment.....pg. 7
- B. Manager’s Report.....pg. 9
- C. Financial Reports
 - 1. Investment Report.....pg. 11
 - 2. Second Quarter Investment Performance.....pg. 15
 - 3. Memorandum from Chief Financial Officer.....pg. 34
- D. Engineering Projects CIP Spend Analysis.....pg. 38
- E. Commission Requested Staff-Level Action Items.....pg. 40
- F. RESCU Program Design-Build Project Status Update.....pg. 44

6. MATTERS OF COMMISSION MEMBER’S INTEREST

7. CONSIDERATION OF MOTION APPROVING CONSENT CALENDAR (begins pg. 52)

8. BUSINESS ITEMS

- A. CONSIDERATION OF RESOLUTION AND MOTION APPROVING MEMORANDUM OF AGREEMENT WITH U.S. FISH & WILDLIFE SERVICE (USFWS) FOR BENEFICIAL REUSE OF GRAVITY PIPELINE TUNNEL MUCK (pg. 67)

Proposed Actions:

- i. Move adoption of RESOLUTION APPROVING MEMORANDUM OF AGREEMENT WITH USFWS FOR BENEFICIAL REUSE OF TUNNEL MUCK FOR GRAVITY PIPELINE RESCU PROJECT
- ii. Move approval of QUALITY ASSURANCE TASK ORDER FOR GRAVITY PIPELINE PROJECT (CIP# 6008) IN AN AMOUNT NOT TO EXCEED \$132,272 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS - WRA INC.

- B. DISCUSS PUBLIC OUTREACH ACTIVITIES FOR SILICON VALLEY CLEAN WATER (PG. 71)

Proposed Action:

No formal action is required. This item is for information and discussion purposes only, and possible further direction to staff.

9. CLOSED SESSION

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property Description: 525 Skyway Road, San Carlos

SVCW Negotiators: Kim Hackett, Authority Engineer

Negotiating Parties: Samantha Bechtel, General Manager, Izzy's Steak House

Under Negotiation: Price and terms

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property Description: 525 Skyway Road, San Carlos

SVCW Negotiators: Kim Hackett, Authority Engineer

Negotiating Parties: City of San Carlos

Under Negotiation: Price and terms

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9 (One Potential Case)

10. RECONVENE IN OPEN SESSION – Announce action taken in Closed Session, if any

11. ADJOURN

CONSENT CALENDAR

NOTICE TO PUBLIC

All matters listed under CONSENT CALENDAR are considered to be routine. There may be discussion on items on the CONSENT CALENDAR. All items will be enacted by one motion with a voice vote unless members of the Commission, staff, or public request specific items be removed from the CONSENT CALENDAR for separate action.

7. A. APPROVAL OF MINUTES – July 20, 2020 (pg. 52)

B. CONSIDERATION OF MOTION APPROVING CLAIMS AND CHECKS DATED JULY 1, JULY 10, JULY 24, AND JULY 31, 2020 AND NECESSARY PAYMENTS THROUGH JULY 31, 2020 (pg. 58)

C. CONSIDERATION OF RESOLUTION REVIEWING AND APPROVING 2020 CONFLICT OF INTEREST CODE FOR SILICON VALLEY CLEAN WATER (pg. 60)

Proposed Action:

Move adoption of RESOLUTION REVIEWING AND APPROVING 2020 CONFLICT OF INTEREST CODE FOR SILICON VALLEY CLEAN WATER

D. CONSIDERATION OF MOTION APPROVING CONTRACT CHANGE ORDER TO THE RESCU PROGRAM FRONT OF PLANT PROJECT (CIP #9502) (pg. 64)

Proposed Action:

Move approval of CONTRACT CHANGE ORDER FOR THE FRONT OF PLANT PROJECT (CIP #9502) IN THE AMOUNT OF \$814,320 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – JFSHEA/PARSONS JOINT VENTURE

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