

1902 - Serving Our Community for over 115 Years - 2021

WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 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 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, January 27th.

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at: <https://zoom.us/j/98996516881?pwd=RjVLUGs1ekpZYkRxUGJjRGJQTmhjdz09>
Meeting ID: 989 9651 6881 Passcode: 175024

Or by phone, call: 1-669-900-6833 Meeting ID: 989 9651 6881 Passcode: 175024

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 January 13, 2021 Pg. 3A-1

B. Consideration to Approve Grant Deed of Easement 35 Sioux Way, Portola Valley Pg. 3B-1

C. Consideration of Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1086 for the Construction of Wastewater Facilities for 155 Cherokee Way, Portola Valley, California Pg. 3C-1

4. Workshop and Discussion on the Sewer Service Charge Rate Study for Fiscal Year 2021/22
Pg. 4-1
5. Consideration to Approve Transfer of Sharon Heights Golf & Country Club SRF Deposit to Money Market Account Pg. 5-1
6. District Manager's Report Pg. 6-1
7. January 27th Update Report on District Response to Corona Virus Pg. 7-1
8. Report and Discussion on Sharon Heights Recycled Water Plant Pg. 8-1
9. Discussion and Direction on Future Recycled Water Projects 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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: District Manager
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 110 Years - 2020

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

1. Call to Order

President Dehn called the meeting to order at 7:08 PM

Roll Call

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom

Others Present: Vivian Housen, EJ Shelby, Rich Laureta of Freyer & Laureta, Phil Scott, Robert Porr, Matt Anderson and Teresa Herrera of SVCW, Davd Richarson of Woodard & Curran

2. Communications from the Public: None.

3. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: Roll call vote. All Ayes.

- A. Approval of Minutes for Regular meeting December 9, 2020
- B. Approval of Minutes for Special meeting December 22, 2020
- C. Approval of the Financial Activity Report/Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for January 13, 2021
- D. WBSD Operations and Maintenance Report – December 2020
- E. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2020
- F. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – December 2020
- G. Consideration to Approve District's Investment Portfolio Reports Including Transactions of Assets Described Therein as of 12/31/20
- H. Consideration to Approve Resolution of Intention to Annex Certain Territory (25 Arapahoe Court) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

4. Discussion and Direction on District’s Sustainability Study

Comments: Vivian Housen gave an update of the Sustainability Plan. The plan components includes CIP, LAMP, Lift Stations Re-Hab, SSMP, OERP, Budget, Levee. Board consensus was to finalize The Sustainability Plan as a working document and an executive summary.

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

Motion to Open by :Moritz 2nd by: Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None.

Motion to Closed by :Moritz 2nd by: Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

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

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

Comments: Roll call vote. All Ayes to approve.

7. Approve and Adopt Resolution Supplementing Resolution No. 2231 of the West Bay Sanitary District Board to Consent to the Issuance by Silicon Valley Clean Water of Refunding Bonds to Refund the Existing State Water Resources Control Board Loan

Motion to Approve by: Mortiz 2nd by: Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Matt Anderson of SVCW gave a re-cap on the item which includes a \$200,000 savings on the existing SFR loan. Roll call vote. All Ayes to approve.

8. Consideration to Approve Resolution Authorizing the District Manager to Enter Into an Agreement for On-Call Construction Consultation Services with Freyer & Laureta, Inc. for the North Bay Road and Ringwood Avenue Sewer Project

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

Comments: Roll call vote. All Ayes approve.

9. District Manager’s Report

Comments:

1) **Administrative:**

- a. Staff has forwarded the fully executed Flow Study Agreement to the Developers in East Palo Alto to conduct the study to see whether the District can accommodate new development flow.
- b. Staff has forwarded the fully executed Sampling Agreement to SVCW.
- c. New intern from Menlo College is doing well with Pilot Scanning Project.

- d. Staff has given SVCW an estimate to conduct CCTV and Cleaning services.
- e. District Manager will be looking into a recognition award for not having any overflow spills in the entire calendar year of 2020.
- f. Winter Newsletter published on January 1, 2021 in the Almanac.

2) Finance:

- a. Staff would like the Board to consider approving the Financial Activity Report/Withdrawal Order on a monthly basis. This would stream line the process and allow the statements and reports to close on a monthly basis rather than intermittently throughout the month. The Financial Activity Report/Withdrawal Order would be brought to the Board for approval on the first Board Meeting following the close of the month.
- b. Staff has been working with SVCW with one final portion of their refinance plan.
- c. Staff met with HF&H to discuss the ongoing Sewer Service Rate Study for 2021.
- d. Consider scheduling a Finance Advisory Group meeting in January.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. The Bayfront Environmental Impact Report Draft is complete the Board authorized the District Manager to commence the 45 day comment period.

b. Construction Capital Improvement Projects (CIP)

- i. Bids for Bay North and Ringwood pipeline replacement are submitted. The lowest bid could be awarded at the December 9, 2020 Board Meeting.
- ii. Aztec, the metal storage building contractor, may begin staging at the FERFF before the end of January 2021.

4) Operations and Maintenance:

a. Collection System:

- i. Crews have completed the 54 inch outfall pipeline to the Menlo Park Pump Station.
- ii. Staff will be recruiting for the vacant Maintenance Worker position.
- iii. Negotiation for the Los Altos Hills and Town of Woodside contracts will commence.
- iv. Joe Richards is now a CWEA Certified Maintenance Worker.

b. Training:

- i. COVID 19 Staff re-Training will be conducted after the next update is completed.

5) Water Quality:

a. Sharon Heights Golf and Country Club:

- i. The District and Sharon Heights O&M meeting continue monthly.
- ii. Operations going well. To date over 20million gallons of recycled water has been delivered.

b. Bayfront Recycled Water Plant (BRWP):

- i. Environmental Impact Report (EIR) comment period is underway.

c. Personnel:

- i. Albert Patino has obtained the Environmental Compliance Inspector Certification.
- ii. Submitted CAL-OSHA Form 300-A. Reporting only one minor injury the entire year.

iii. Staff will begin FOG inspections via ZOOM and telephone.

6) Fleet and Facilities:

a. Vehicle Maintenance:

- i. Redwood City has been repairing vehicles and equipment successfully for the last couple of months.
- ii. Working on new Service Van and should be completed by the end of January.

7) Upcoming Events:

- a. **Regular Board Meeting:** January 13, 2021
- b. **Next Regular Board meetings:** January 27, 2021

8) Misc./Action Items from Previous Meeting:

- a. **West Bay SSOs:** Zero SSOs for December. District did not experience SSOs the entire 2020 year.
- b. **LAH Contract:** Had 3 SSO in 2020. Negotiations for the next contract will begin.
- c. **Town of Woodside Contract:** No SSOs for 2020. Crews cleaned the entire system in 2020. Negotiations for the next contract will begin.
- d. **Revenue:** Received approximately \$201,000 in services rendered for others, Sharon Heights SRF reimbursements, permits, and services fees. In addition, the District received \$15,518,901.93 from San Mateo County for annual sewer service charges.

10. Consideration to Approve One-Time Payroll Adjustment

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

Comments: Board approved a onetime payroll adjustment, as the District moves to an automated payroll system.

11. January 13th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez gave an update stating 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 Plan regarding prevention and reporting outbreaks.

12. Report and Discussion on Sharon Heights Recycled Water Plant

Comments: None.

13. Discussion and Direction on Bayfront Recycled Water Treatment Facility and Status Update

Comments: Dave Richardson gave an update on the cost sharing philosophy on project contributions from the District. The Board agreed to build a plan at .6M gallons per day with the option to add capacity to .8M gallons per day and to continue with funding contribution philosophy.

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

Comments: President Dehn gave an update on SBWMA matters.

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

Comments: Director Otte reported that the next meeting is in two weeks and commended SVCW staff for their debt re-financing efforts.

16. Closed Session

Entered closed session at 9:02p.m. Left closed session at 9:06 p.m.

Reportable action: None.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS

Agency designated representatives: Board President/Legal Counsel

Unrepresented employee: District Manager

17. Consideration to Approve End-of-Year Goals and Objectives Performance Compensation for the District Manager

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

Comments: President Dehn reported Board consensus is to approve a resolution for 5% of DM annual salary for 2020 performance compensation. Roll call vote. All Ayes to approve.

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

Comments: Secretary Walker asked if the Board would consider having all virtual Board meetings. Board consensus was to continue to offer virtual as an option.

19. Adjournment Time: The meeting was adjourned at 9:16 PM

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

To: Board of Directors

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

**Subject: Consideration of Resolution Accepting Deed of Easement
Pursuant to Class 3 Sewer Permit No. 1099 for the Construction
of Wastewater Facilities for 35 Sioux Way, Portola Valley,
California**

Background

The District requires an easement to maintain the flow from the STEP system that serves 35 Sioux Way. The easement includes ingress and egress to the location of the Septic Tank Effluent Pump system and is conforming to District specifications. All inspections have been completed and approved by District staff. The owner is currently working on the bond, warranty, encroachment permit and lien releases, and the Class 3 permit should be ready for acceptance by the February 10th Board Meeting.

Recommendation

The Projects and IT Manager recommends that the Board adopt the attached Resolution accepting the Deed of Easement.

Attachments: Resolution ____ (2021), Grant Deed of Easement

RESOLUTION NO. _____ (2021)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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

Andrew P. Vingiello and Brenda A. Vingiello
Trustees of the Vingiello Revocable Trust

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 27th day of January, 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

RECORDING REQUESTED BY:
WEST BAY SANITARY DISTRICT

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

Title Order No. N/A
Escrow No. N/A
Parcel No.

GRANT DEED OF EASEMENT

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

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

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

Andrew P. Vingiello and Brenda Vingiello, Trustees of the Vingiello Revocable Trust, Dated June 23, 2015

Hereby **GRANT(S)** to:

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

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

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

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

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

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

Also Known As: 35 Sioux Way, Portola Valley CA

Assessor's Parcel Number: 077-310-110

Executed on January 19, 2021, at Palo Alto, CA
(City and State)

Andrew P. Vingiello, Trustee of the
Vingiello Revocable Trust, Dated June 23, 2015

Printed Name **Signature**

Executed on January 19, 2021, at Palo Alto, CA
(City and State)

Brenda A. Vingiello, Trustee of the
Vingiello Revocable Trust, Dated June 23, 2015

Printed Name **Signature(s)**

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California)
County of Santa Clara)

On January 19, 2021 before me, Gina Lin, Notary Public
Date Here Insert Name and Title of the Officer

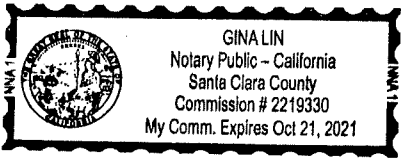
personally appeared Andrew P. Vingello and
Name(s) of Signer(s)

Brenda A. Vingello

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

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

WITNESS my hand and official seal.



Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Grant Deed of Easement
Document Date: January 19, 2021 Number of Pages: one
Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

EXHIBIT "A"
LEGAL DESCRIPTION FOR A
WEST BAY SANITARY DISTRICT
INGRESS/EGRESS EASEMENT
SIOUX WAY, TOWN OF PORTOLA VALLEY, CALIFORNIA

An easement for ingress/egress 20.00 feet wide lying 10 feet on each side of the following described centerline, situate in the Town of Portola Valley, County of San Mateo, State of California, being a portion of Lot 15, Block 1 as shown on that certain map entitled "Tract No. 774 Arrowhead Meadows Unit No. 4, Town of Portola Valley, San Mateo County, California" filed in the office of the County Recorder of San Mateo County on March 17, 1959 in Book 50 of Maps at Pages 45,46,47,48, as shown on Exhibit "B" made a part hereof, the centerline of said easement more particularly described as follows:

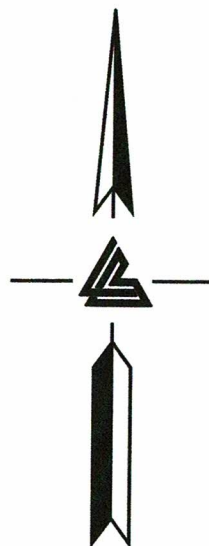
Commencing at the Easterly corner of said Lot 15, said point being on the Southwesterly right of way of Sioux Way (50' wide); thence northwesterly along the Northeasterly line of said lot and said southwesterly right of way, along a non-tangent curve to the left to which a radial bears South 50°30'00" West with a radius of 525.00 feet, through a central angle of 04°26'41", an arc length of 40.73 feet to the **Point of Beginning** of said centerline; thence leaving last said line, South 82°31'18" West, 31.79 feet; thence North 80°47'27" West, 112.47 feet.

The sidelines of said easement are to be lengthened or shortened as necessary to terminate at said Southwesterly line of Sioux Way and the westerly terminus of said centerline.

Containing 2,884 square feet, more or less.

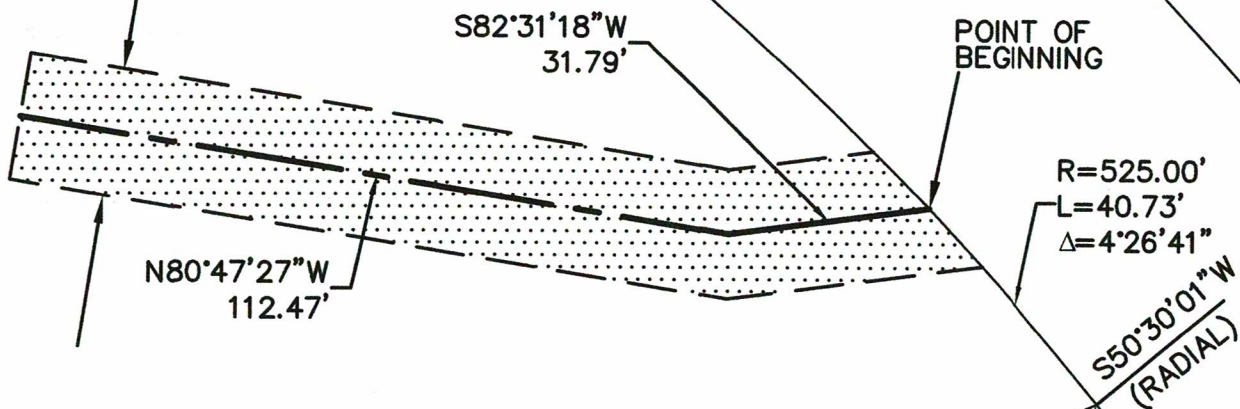
END OF DESCRIPTION





SIoux WAY (50')

WEST BAY
SANITARY DISTRICT
20' INGRESS/EGRESS
EASEMENT



LOT 15
BLOCK 1
50 MAPS 45

LOT 16
BLOCK 1
50 MAPS 45



LEA & BRAZE ENGINEERING, INC.

CIVIL ENGINEERS • LAND SURVEYORS

BAY AREA REGION
2495 INDUSTRIAL PKWY WEST
HAYWARD, CALIFORNIA 94545
(P) (510) 887-4086
(F) (510) 887-3019
WWW.LEABRAZE.COM

SACRAMENTO REGION
3017 DOUGLAS BLVD, # 300
ROSEVILLE, CA 95661
(P) (916)966-1338
(F) (916)797-7363

EXHIBIT "B"
PLAT TO ACCOMPANY LEGAL DESCRIPTION
WEST BAY SANITARY DISTRICT
INGRESS/EGRESS EASEMENT
TOWN OF PORTOLA VALLEY,
SAN MATEO COUNTY, CALIFORNIA

JOB NO: 2181350 CI

SCALE: 1" = 30'



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

To: Board of Directors

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

**Subject: Consideration of Resolution Accepting Deed of Easement
Pursuant to Class 3 Sewer Permit No. 1086 for the Construction
of Wastewater Facilities for 155 Cherokee Way, Portola Valley,
California**

Background

The District requires an easement to maintain the flow from the STEP system that serves 155 Cherokee Way. The easement includes ingress and egress to the location of the Septic Tank Effluent Pump system and is conforming to District specifications. All work has been inspected and approved by District staff. The owner is working on submitting Record Drawings, the bond and finalized encroachment permit. The Class 3 permit should be ready for acceptance at the February 10th Board Meeting.

Recommendation

The Projects and IT Manager recommends that the Board adopt the attached Resolution accepting the Deed of Easement.

Attachments: Resolution ____ (2021), Grant Deed of Easement

RESOLUTION NO. _____ (2021)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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

Yvonne D. Harrosh

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 27th day of January, 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

RECORDING REQUESTED BY: WEST BAY SANITARY DISTRICT	
WHEN RECORDED MAIL TO: WEST BAY SANITARY DISTRICT 500 LAUREL STREET MENLO PARK, CA 94025	
Title Order No.	N/A
Escrow No.	N/A
Parcel No.	

GRANT DEED OF EASEMENT

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

DOCUMENTARY TRANSFER TAX is \$0 CITY TAX is \$0 DEED TO PUBLIC AGENCY

computed on the full value of the property conveyed, or

computed on full value less value of liens or encumbrances remaining at the time of sale,

this is a conveyance of an easement and the consideration and value is less than \$100, R & T 11911 & R&T 11922.

Unincorporated area of San Mateo County City/Town of _____

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

Yvonne D Harrosh

Hereby GRANT(S) to:

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

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

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

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

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

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

Also Known As: *155 Cherokee Wy Portola Valley*

Assessor's Parcel Number: *677-242-030*

Executed on *16th*, *Jan*, at *Menlo Park, CA*
(City and State)

Yvonne D Harrosh *[Signature]*
Printed Name Signature

Executed on _____, _____, at _____
(City and State)

Printed Name Signature(s)

(ATTACH NOTARY CERTIFICATE)

ACKNOWLEDGMENT

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

State of California
County of San Mateo)

On Jan. 16, 2021 before me, Maribel Sanchez Aguilera, Notary Public
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

Signature Maribel Sanchez Aguilera (Seal)



January 15, 2021

EXHIBIT "A"

**LEGAL DESCRIPTION
PROPOSED SANITARY SEWER EASEMENT**

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, being a portion of Lot 3, Block 2, as shown on that certain Map entitled "Tract No. 814, Arrowhead Meadows Unit No. 6", which Map was filed for record on November 29, 1963, in Book 59 of Maps at Pages 18 and 19 in the Office of the Recorder of said County and State, and being more particularly described as follows:

Beginning at a point on the southwesterly boundary of said Lot, said point lying South 29°51'00" East, 25.91 feet from the most westerly corner of said Lot;

Thence leaving said boundary line North 66°15'56" East, 24.56 feet;

Thence North 29°51'00" West, 23.53 feet to the southeasterly boundary line of a 5-foot-wide public utility easement as shown on said Map;

Thence along said easement line North 60°09'00" East, 10.00 feet;

Thence leaving said easement line South 29°51'00" East, 34.66 feet;


Thence South 66°15'56" West, 34.58 feet to said southwesterly boundary of said Lot and the beginning of a non-tangent curve concave to the northeast having a radius of 275.00 feet, a radial line to said point bearing North 59°11'16" East;

Thence northwesterly along said southwesterly boundary and said curve through a central angle of 0°57'44" a distance of 4.62 feet;

Thence tangent from said curve and along said southwesterly boundary line North 29°51'00" West, 5.44 feet to the Point of Beginning.

As shown on Exhibit "B", attached hereto and made a part hereof.

Description prepared by MacLeod and Associates, Inc.

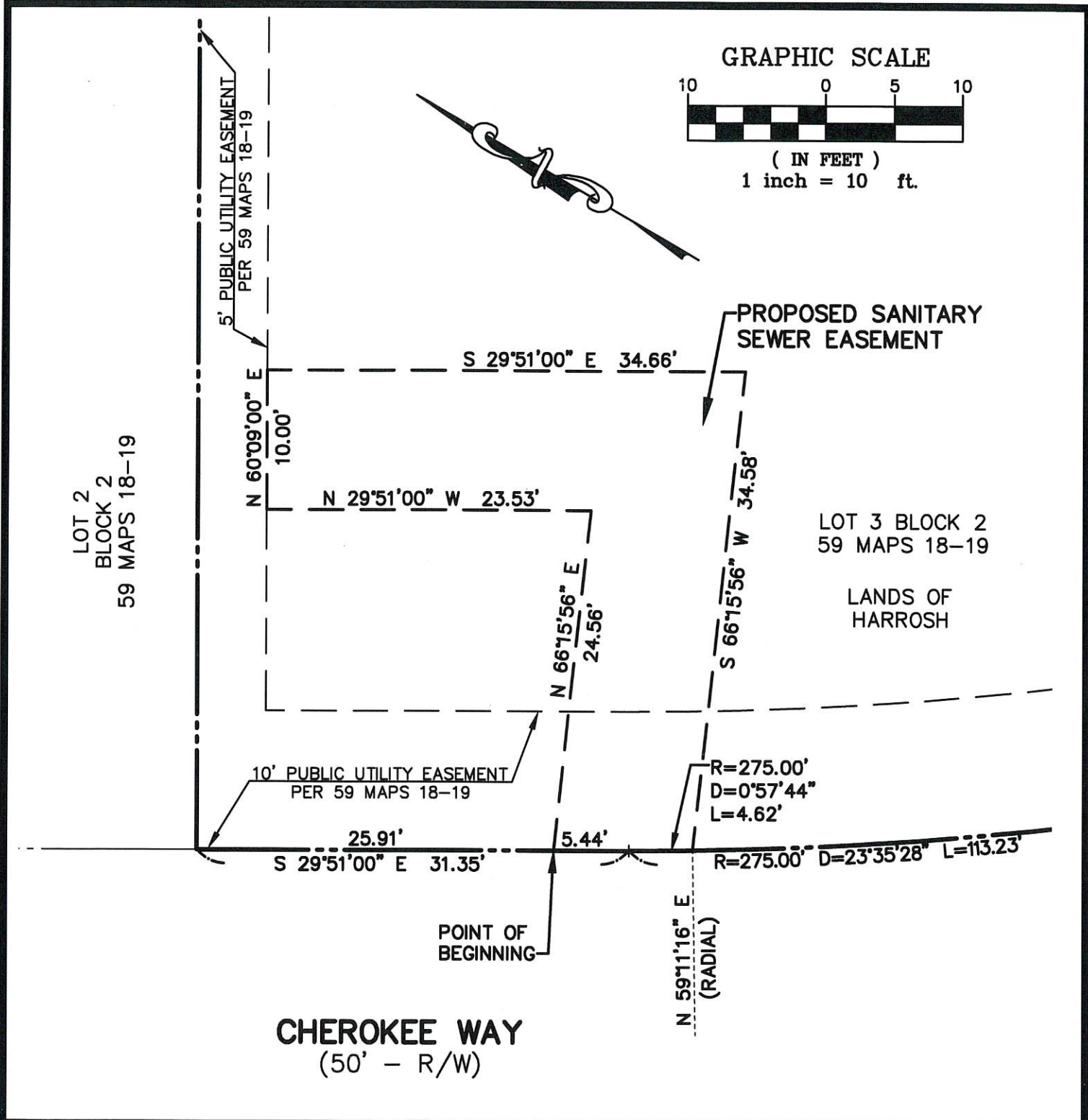


Daniel G. MacLeod **L.S. 5304**

JANUARY 15, 2021

Date





**TITLE: EXHIBIT "B" - PLAT TO ACCOMPANY LEGAL DESCRIPTION
 SANITARY SEWER EASEMENT**

PORTOLA VALLEY SAN MATEO COUNTY CALIFORNIA

PREPARED FOR: YVONNE HARROSH	PLAT: DJK	SCALE: 1" = 10'	DATE: 01-15-21	JOB #: 4559-18
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MACLEOD AND ASSOCIATES

CIVIL ENGINEERING • LAND SURVEYING

965 CENTER STREET SAN CARLOS CA 94070 (650) 583-8580



WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Workshop and Discussion on the Sewer Service Charge Rate Study for Fiscal Year 2021/22*

Background

West Bay Sanitary District procured the services of HF&H LLC, who has agreed to perform a Sewer Service Charge Rate Study for FY 2021/22. HF&H LLC is in the process of analyzing the proper rate structure to support the District's Operation & Maintenance (O&M) and Capital Replacement needs and to meet O&M and Debt Service obligations for the Silicon Valley Clean Water Plant.

Analysis

From discussion on the analysis to date, the Board will be requested to provide policy direction on the potential sewer service charges for FY 2020/21. Using a 'live' rate model, HF&H will demonstrate the effects on revenue of projected rate levels to maintain operating and non-operating expenses, CIP projects and reserves overall.

Fiscal Impact

There is no fiscal impact to discussion, however implementation of new sewer service charges would impact District revenues and could provide for necessary revenues for the operation of the District.

Recommendation

The District Manager recommends the Board engage in discussion and provide staff with policy direction regarding the sewer service charges for FY2021-22.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

From: *Debra Fisher, Finance Manager*

Subject: *Consideration to Approve Transfer of Sharon Heights Golf & Country Club SRF Deposit to Money Market Account*

Background:

The Sharon Heights Golf & Country Club (SHGCC) provided an initial deposit on the State Revolving Fund (SRF) loan on February 16, 2018 of \$806,280.04, as required by the SRF terms. These funds were transferred into a Bank of the West Investment account, created for this purpose. On June 3, 2020, SHGCC provided an additional deposit of \$675,540.88 based on the estimated annual payments, as required by their contract with the District to deposit 2.2 times the annual payments to be held for minimum of twenty-eight years, for the thirty year SRF loan totaling \$1,481,820.92.

On November 13, 2020 the State Water Resources Control Board provided an amortization schedule, after posting the final disbursement on the SRF loan. The total draw amount on the SRF loan was \$17,007,457, plus \$109,962.99 in interest applied at the completion of construction, for a total of \$17,117,419.99. The new annual payments are \$662,910.88 and are due March 31, beginning in 2021. The new annual payment makes the required 2.2 deposit \$1,458,403.94.

On December 8, 2020, the District met with the O&M Committee for the Recycled Water Project – Sharon Heights. At this meeting the District reported Quarterly Financial Statements through September 30, 2020 and the November 30, 2020 Recycled Water SRF Investment statement. The SHGCC Representative, Greg Vontz and SHGCC President Andy Duncan both requested that the SRF deposit be held in an account without principal loss risk and said SHGCC was not concerned with earning income on the deposit. The District indicated that the investments could be liquidated and transferred to a money market account. The Bank of the West investment advisors were informed and all but eight of the investments within the account have been sold, as of December 31, 2020. These eight stocks remaining represent 23% of the investment portfolio. These will be valued by an independent broker and sold to another District portfolio, to finalize the liquidation.

The funds in the Recycled Water SRF Reserve can then be transferred to a new Money Market account, restricted solely for the SRF deposits, at the Board's discretion and approval. SHGCC requested that that the overpayments for the first annual loan payment, the SRF deposit, and the income on these funds, be returned to them. After reviewing the Long Term Agreement (LTA), District Counsel agrees the deposit over payment may be refunded, however, the income in interest and gains must remain in the account for the term of the SRF Loan.

Fiscal Impact

The District will return \$23,416.98 to SHGCC for the amount received above the required deposit of 2.2 times the annual SRF payment, based on final amortization schedule.

The income from the investments, currently \$57,536.68 have been credited to the SRF Investment Account and will be transferred with the required deposit amount of \$1,458,403.94 to the Money Market Account, upon District Board approval, as required by the terms of the Long Term Agreement, Paragraph 4.03(1)(d).

The overpayment on the first annual payment of \$12,630.02, based on the original estimate, will be applied to SHGCC's payment in February 2021.

The money market account will earn a fixed interest rate, currently 0.23%, and have fixed fees of approximately \$35, less earnings credit of 0.16%, if included in our Analysis Account. This will allow us to make monthly transfers online of the SHGCC SRF installment payments, as received. A stand-alone account may have higher fees. All interest and fees related to this account will be applied directly to the account.

Recommendation

The Finance Manager recommends the Board authorize the District Manager/Chief Fiscal Officer to execute the transfer of Sharon Heights Golf & Country Club SRF Deposit from Recycled Water SRF Reserve Investment Account to a new Money Market Account.



WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) **Administrative:**

- a. Menlo Country Club has been inquiring about building a recycled water facility on their property and is seeking West Bay's involvement. The matter will be discussed with the San Mateo County LAFCo.
- b. SVCW has been using the FEF to regulate flow routinely this month.
- c. District Manager will be looking into a recognition award for not having any overflow spills in the entire calendar year of 2020.
- d. Staff is reviewing a system to streamline CCTV lateral video's that are submitted to the District for review by private plumbers and homeowner. The new system requires the plumber to pay \$30 to upload the video file to the Cloud where District Staff can review the file free of charge. This reduces staff contact with the public and stores the video for easy viewing by the District and homeowners. The new system is named Forward Lateral.
- e. The Board should consider approving a resolution for the work Anderson Pacific has done on the Recycled Water Facility.

2) **Finance:**

- a. Staff is making an adjustment to the last monthly SRF payment from the SHGCC to reflect the new final SRF loan balance.
- b. Payroll has been working on the new Prime Pay module to streamline payroll.
- c. Staff met with HF&H to discuss the ongoing Sewer Service Rate Study for 2021.

3) **CIP & IT Projects:**

a. **Levee Improvement Project:**

- i. The Bayfront Environmental Impact Report Draft is complete the Board authorized the District Manager to commence the 45 day comment period.

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

- i. A preconstruction meeting was held on January 21th for Bay North and Ringwood pipeline replacement project.
- ii. The metal storage building contractor, Aztec, may begin staging at the FERFF before the end of January 2021.

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

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

- 4) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. Crews have begun the 2021 cleaning schedule.
 - ii. The two newest maintenance staff will begin to prepare for the Commercial Driver's License.
 - b. **Training:**
 - i. COVID 19 Staff will be training on the new COVID Prevention Plan.
- 5) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club:**
 - i. The District and Sharon Heights O&M meeting continue monthly.
 - ii. Staff has begun to deliver SHGCC samples to SVCW as a trial.
 - b. **Bayfront Recycled Water Plant (BRWP):**
 - i. Environmental Impact Report (EIR) comment period is underway.
 - ii. Board direction was given to staff to begin to plan for a .6MGD recycled water facility at Bayfront with the option to upsize to .8MGD.
 - c. **West Bay:**
 - i. Staff will begin FOG inspections via ZOOM and telephone.
 - ii. Staff will begin to sample near Bayfront Park to support future projects in the area.
 - iii. Staff will retain the "As-Needed Services" of the current Anderson Pacific, Chief Plant Operator (CPO) to help support the District's CPO for the first part of 2021.
- 6) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. Redwood City has been repairing vehicles and equipment successfully for the last few of months.
 - ii. Working on new Service Van and should be completed by the end of January.
- 7) **Personnel:**
 - i. As of February 1st the District will be fully staffed with a new Maintenance Worker.
- 8) **Upcoming Events:**
 - a. **Regular Board Meeting:** January 27, 2021
 - b. **Next Regular Board meetings:** February 10, 2021
- 9) **Misc./Action Items from Previous Meeting:**
 - a. **West Bay SSOs:** Zero SSOs for December. District did not experience SSOs the entire 2020 year.
 - b. **LAH Contract:** Had 3 SSO in 2020. Negotiations for the next contract will begin.
 - c. **Town of Woodside Contract:** No SSOs for 2020. Crews cleaned the entire system in 2020. Negotiations for the next contract will begin.
 - d. **Revenue:** It was the Board's consensus at the January 13th, 2021 Regular Board Meeting to receive the Financial Activity Report (aka. Withdrawal Order), capturing a full month, at the first meeting of the month. The next Financial Activity Report is due to the Board at the February 10th, 2021 Regular Board Meeting.

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

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *January 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.

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

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

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

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

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

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

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

May 27 update: The District has opened the office to the public on Tuesdays and Thursdays. Stickers on the floors and notices on the doors and shields at the counters have been placed to remain compliant with the Health Dept. Wipes and signs have been placed in the bathrooms. All the departments except Administration have

returned to normal work hours (which are mostly 9/80 schedule but crews are still separated with the Satellite Office/Corp Yard. As a result of these changes have updated the COVID 19 response plan and affixed to entry doors as required.

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

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

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

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

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

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

October 14 update: No updates at this time.

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

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

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

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

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

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 8

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Report and Discussion 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.

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 9**

To:*Board of Directors*

From:*Sergio Ramirez, District Manager*

Subject:*Discussion and Direction on Future Recycled Water Projects and
Status Update*

A discussion will be held on the District's future 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.

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

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