

1902 - Serving Our Community for over 115 Years - 2021

WEST BAY SANITARY DISTRICT

AGENDA OF BUSINESS

REGULAR MEETING OF THE DISTRICT BOARD

WEDNESDAY, FEBRUARY 10, 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, February 10th.

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at: <https://zoom.us/j/94462471696?pwd=RVIJSjFHVVBOTTV4VEVTYkNTcEZPQT09>
Meeting ID: 944 6247 1696 Passcode: 053428

Or by phone, call: 1-669-900-6833 Meeting ID: 944 6247 1696 Passcode: 053428

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 27, 2021 Pg. 3A-1

B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru January 31, 2021 Pg. 3B-1

C. WBSD Operations and Maintenance Report – January 2021 Pg. 3C-1

- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2021 Pg. 3D-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – January 2021 Pg. 3E-1
 - F. Bank of the West Monthly Investment Portfolio Statements Pg. 3F-1
 - G. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 60 Valencia Court, Portola Valley (079-122-170) Lands of Gray Pg. 3G-1
4. District Manager’s Report Pg. 4-1
 5. February 10th Update Report on District Response to Corona Virus Pg. 5-1
 6. Report and Discussion on Sharon Heights Recycled Water Plant Pg. 6-1
 7. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 7-1
 8. Discussion and Direction on Menlo Country Club Recycled Water Project and Status Update Pg. 8-1
 9. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 9-1
 10. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 10-1
 11. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
 12. Adjournment

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



1902 - *Serving Our Community for over 110 Years* - 2021

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 27, 2021 AT 7:00 P.M.

1. **Call to Order**

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

Roll Call

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: District Manager Ramirez, Finance Manager Fisher, District Counsel Condotti by Zoom

Others Present: Rick Simonson and Gabe Sassar with HF&H, Resident E.J. Shalaby.

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: None.

- A. Approval of Minutes for Regular meeting January 13, 2021
- B. Consideration to Approve Grant Deed of Easement 35 Sioux Way, Portola Valley
- 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

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

Comments: HF&H reported on the draft Sewer Service Charge Rate Study. It was reported that the District is in need of a rate increase in order to meet revenue requirement for future capital expenditures. The Board of Directors reviewed the 10 year Capital Improvement Project schedule, including the expenditures needed to raise the Levee at the Flow Equalization Resource Recovery Facility due to sea level rise. District Manager Ramirez reported the need to perform pipeline improvements at the entrance of Bayfront Park due to large diameter concrete pipelines that have recently shown degradation. President Dehn asked staff to remain engaged with the City of Menlo Park and the County of San Mateo with their paving and other projects in order to coordinate work. HF&H continued to report on the District's reserves and the need to refund the reserves to the District's target levels. The Board of Directors requested HF&H to study a 2.5% increase in anticipation of major future capital expenditures at FERFF and the Silicon Valley Clean Water (SVCW) regional treatment plant. HF&H will bring a revised report for the Board to consider at the February 24, 2020 Regular Board Meeting.

5. Consideration to Approve Transfer of Sharon Heights Golf & Country Club SRF Deposit to Money Market Account

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

Comments: The Board considered refunding, at Sharon Heights request, the over deposit for the recycled water facility, as well as moving the Sharon Heights funds from an investment account into a “no risk” money market account. Sharon Heights has also requested refunding back to the investment account’s gains and interest accrued from the account. According to District Counsel, the Board could refund the over deposit. As for moving the funds into a money market account, it is the District’s discretion as to where the money is held. In addition, according the Long Term Agreement (LTA) any gains and interests accrued shall be kept in the account for the duration of the SRF loan. After some discussion, Treasurer Thiele-Sardiña made a motion to refund the over deposit and that the funds will be moved to a money market account, as requested, but only after the funds have been liquidated without a loss or when the funds have reached their short term maturity. In addition, the gains and interest will be kept in the account as stated in the Long Term Agreements. A rollcall vote was taken with 4 Ayes 0 Nays and 1 Abstained (due to a ZOOM conference call disconnection by Secretary Walker.)

6. District Manager’s Report

Comments:

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.
- f. District Manager Ramirez reported on a new system, Forward Lateral, which allows plumbers to upload private laterals CCTV videos. The new system would make things more automated and lessen contact with plumbers especially during COVID-19. Forward Lateral is being integrated with the HomeServe Insurance group and could further enhance that program. The Board requested the Pilot Project proceed but would like an update at a later date including the true cost of the program and gained staff efficiency.

- 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.
- 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.

7. January 27th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez reported staff will be conducting training on the new COVID-19 Prevention Plan.

8. Report and Discussion on Sharon Heights Recycled Water Plant

Comments: District Manager Ramirez reported over 20 million gallons of recycled water have been delivered to-date.

9. Discussion and Direction on Future Recycled Water Projects and Status Update

Comments: District Manager Ramirez reported staff will be meeting with developers to explain the estimated cost for the Bayfront Recycled Water Facility. A report was also given about a potential recycled water facility at the Menlo Country Club in the Town of Woodside. Meetings will be scheduled with LAFCo and San Mateo County about the potential venture.

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

Comments: President Dehn reported the next meeting is scheduled on January 28.

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

Comments: Director Otte reported the directional drilling is going well. Approximately, half of the tunnel has now been bored.

12. Closed Session

Entered closed session at 9:02 p.m. Left closed session at 9:07 p.m.

Reportable action: No Reportable Action.

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

Comments: None.

14. Adjournment Time: The meeting was adjourned at 9:10 PM

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WEST BAY SANITARY DISTRICT
Financial Activity Report
January 1, 2021 through January 31, 2021

Date: February 10, 2021

To: Board of Directors

From: Annette Bergeron, Personnel & Accounting Specialist
 Debra Fisher, Finance Manager

Subject: Approve Monthly Financial Activity Report

Financial Activity for the month:

<u>Receipt Summary:</u>	
Commercial Deposits	140,978.43
Deposits in Transit	40,260.00
Credit Cards	6,895.34
Wires, ACH, & Transfers	5,927,775.62
Total Receipts	<u>6,115,909.39</u>

<u>Withdrawal Summary</u>	
Total Checks	332,459.81
Total Corp Card	12,667.88
Total Bank Transfers	2,905,034.17
Total Internal Transfers from Checking	
Total Withdrawals	<u>3,250,161.86</u>

<u>Fund</u>	<u>Summary by Budget Category</u>	
100	Operations	3,207,361.66
200	Capital	42,800.20
500	SHGCC	0.00
	Summary by Fund	<u>3,250,161.86</u>

Presented to West Bay Sanitary District Board of Directors for review and approval.

President _____

Secretary _____

WEST BAY SANITARY DISTRICT
Receipts & Incoming Transfers
January 1, 2021 through January 31, 2021

RECEIPT NUMBER	DEPOSIT DATE	DESCRIPTION	AMOUNT
461597	1/4/2021	1A Repair - Open Trench Permit # 17047 Credit Card Auth No -	290.00
461598	1/4/2021	Inv 2020/21-042: SSC 175 Los Trancos Circle, PV	612.00
461599	1/4/2021	Inv 2020/21-032: SSC 295 Golden Oak Drive, PV	1,694.00
461600	1/4/2021	1A New - Open Trench Permit # 17048	290.00
461601	1/5/2021	1A New - Open Trench Permit # 17050	290.00
461602	1/6/2021	4B Disconnect Permit # 17052	170.00
461603	1/6/2021	1A Permit # 17051	290.00
461604	1/7/2021	1A Permit # 17055	290.00
461605	1/7/2021	1F Cured in Place & CCTV Permit # 17053	65.00
461606	1/7/2021	\$585.00 Annexation Fee, \$585.00 OWDZ Fee, \$2,200 Publication Fee	3,370.00
461607	1/8/2021	4B Disconnect Permit#: 17056, 17059, 17060, 17061 1A Permit#: 17057, 17058, 17062	1,550.00
461608	1/8/2021	1F Repair - Trenchless Permit # 17063	355.00
461609	1/12/2021	Inv 2020/21-059: LAH Payment for October Work	53,740.50
461610	1/12/2021	Inv 2020/21-067: LAH Payment for November Work	35,001.13
461611	12/8/2020	Prior Month: CC Pmt Visa Transaction ID354236130, \$473.28	0.00
461612	12/22/2020	Prior Month: CC Pmt Visa Transaction ID357197799, \$290.00	0.00
461613	1/12/2021	CCTV CCTV Review Permit # 17065	95.00
461614	1/12/2021	1A New - Open Trench Permit # 17066	290.00
461615	1/13/2021	4B Disconnect Permit # 17067	170.00
461616	1/14/2021	Inv 2020/21-032: SSC 295 Golden Oak Drive, PV	1,694.00
461617	1/14/2021	4B Disconnect Permit # 17068	170.00
461618	1/14/2021	4B Disconnect Permit # 17069	170.00
461619	1/15/2021	1A New - Open Trench Permit # 17070	290.00
461622	1/15/2021	Town of Woodside: Sewer Maint. Agreement	32,211.39
461623	1/15/2021	1B New - Open Trench Permit # 17071	290.00
461624	1/19/2021	Inv 2020/21-043: SSC 177 Los Trancos Circle, PV	612.00
461625	1/19/2021	Reim overpayment Inv. 72027996	29.93
461626	1/19/2021	CCTV Review Permit # 17073	90.00
461627	1/19/2021	Inv 2020/21-068: Reimburse PG&E: 2006 & 2900 Sand Hill Road	11,633.48
461628	1/19/2021	1A New - Open Trench Permit # 17074	290.00
461629	1/21/2021	1A New - Open Trench Permit # 17075	290.00
461630	1/21/2021	4B Disconnect Permit # 17076	170.00
461631	1/22/2021	Re-inspection fee for permit# 17027	85.00
461632	1/25/2021	1F Repair - Trenchless Permit # 17077	280.00
461633	1/25/2021	1F Repair - Trenchless Permit # 17077. Paid \$75 for difference for 1F	75.00
461634	1/26/2021	1F Repair - Trenchless Permit # 17011. Paid \$75 for difference for 1F	75.00
461635	1/26/2021	1A New - Open Trench Permit # 17078	290.00
461636	1/26/2021	Cash Deposit: 155 Cherokee Way, PV	37,224.00
461637	1/27/2021	Swimming Pool Discharge Permit# NR-0429	715.34
461638	1/27/2021	Inv 2020/21-045: SSC 19 Redberry Rdg, PV	847.00
461639	1/27/2021	Inv 2020/21-019: SSC 140 Meadwood Dr, PV	847.00
461640	1/28/2021	1A New - Open Trench Permit # 17079	290.00
461641	1/28/2021	1A New - Open Trench Permit # 17080	290.00
461642	1/28/2021	Inv 2020/21-050: SSC 850 Los Trancos Road, PV	612.00
Total Office Receipts			\$188,133.77
Office Receipt Summary:			
	1/21/2021	Commercial Deposit	140,978.43
		Deposits in Transit	40,260.00
		Credit Cards	6,895.34
Total Office Receipts			188,133.77
WIRE/ACH Received:			
461620	1/12/2021	SHGCC-RWF: Nov O&M	127,175.12
461621	1/14/2021	Remittance: Recology	8,581.42
461654	1/29/2021	San Mateo County	3,292,019.08
Total Transfers to BofW Checking			\$3,427,775.62
Internal Transfers:			
461653	1/21/2021	LAIF: Transfer to Checking	2,500,000.00
Total Internal Transfers to BofW Checking			\$2,500,000.00
TOTAL RECEIPTS			\$6,115,909.39

Note: Receipts #461643-461652 were issued in February 2021.

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
January 1, 2021 through January 31, 2021

CHECK	DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
67312	1/4/2021	PACIFIC GAS & ELECTRIC	Gas & Electric Service - SHRWF	11,633.48
67313	1/4/2021	READYREFRESH BY NESTLE	Water Delivery	240.27
67314	1/4/2021	DOLPHIN GRAPHICS	Work Shirts	731.41
67315	1/4/2021	GRAINGER	Cordless Drill 12/2020	319.33
67316	1/4/2021	HF&H CONSULTANTS, LLC	Prof Svc: Sewer Service Rates 11/2020	5,510.00
67317	1/4/2021	CITY OF MENLO PARK - Water	Water Service	85.47
67318	1/4/2021	OMEGA INDUSTRIAL SUPPLY, INC.	PPE Stock Hand Sanitizer Foam Natural Way	2,006.86
67320	1/4/2021	PACIFIC GAS & ELECTRIC	Gas & Electric Service	5,220.98
67321	1/4/2021	PRECISE CONCRETE SAWING, INC.	Flat Saw 12/2020	400.00
67322	1/4/2021	SAN MATEO COUNTY CLERK	LSSA Recording Fee: 1025 Wallea Drive	23.00
67323	1/4/2021	WOODARD & CURRAN	Bayfront Recycled Water Project Clean Water SRF Application	4,824.00
67324	1/11/2021	A-A LOCK & ALARM	Padlocks	346.89
67325	1/11/2021	ACTION TOWING	Unit 212 And Unit 215 Towed For Repairs 12/2020	585.00
67326	1/11/2021	MATHESON TRI-GAS, INC.	Gas Supplies 12/2020	56.91
67327	1/11/2021	ANDERSON PACIFIC	SHGCC Operations & Maintenance 10/27/20-11/26/20	58,897.91
67328	1/11/2021	BAYSIDE EQUIPMENT COMPANY	Onan Generator for Unit 216 (New) 12/2020	6,800.35
67329	1/11/2021	WEX BANK (Chevron)	Vehicle Gas For Unit 220 12/2020	64.29
67330	1/11/2021	CINTAS CORP.	Uniform Cleaning	2,082.47
67331	1/11/2021	ESRI	ESRI Rent-A-Tech Consulting Services 12/2020	2,125.00
67332	1/11/2021	EMBARCADERO MEDIA	Legal Notices & Advistiments	384.00
67333	1/11/2021	FEDERAL EXPRESS	Shipping Charges - 12/2020	215.38
67334	1/11/2021	NAVIA BENEFIT SOLUTIONS	Flexible Spending Account PR Contributions & Commuter Fees	727.68
67335	1/11/2021	FRANCHISE TAX BOARD	Wage Garnishment	325.00
67336	1/11/2021	FREYER & LAURETA	Levee Design & Bayfront Canal Diversion Pipeline Project 12/2020	122,332.31
67337	1/11/2021	GRAINGER	Disposable Respirator 12/2020	85.74
67338	1/11/2021	HILLYARD/SAN FRANCISCO	Toilet Paper Stock 12/2020	360.93
67339	1/11/2021	HOME DEPOT CREDIT SERVICES	Tools,Wood, & Misc Supplies 12/2020	937.57
67340	1/11/2021	IEDA	Consulting Fees 1/1/21-1/31/21	786.00
67341	1/11/2021	JANI-KING OF CA, INC - SFR/OAK	Custodial Service 1/2021	743.31
67342	1/11/2021	KONE PASADENA	Elevator Maintenance 1/2021	267.12
67343	1/11/2021	MORSE HYDRAULICS	Unit 220 High Pressure Water Line Repair 12/2020	601.81
67344	1/11/2021	NIXON-EGLI EQUIPMENT COMPANY	Lateral Root Saw Pump 12/2020	291.35
67345	1/11/2021	PENINSULA BUILDING SUPPLY	Speed Plug 50lb, Grout 50lb, Pallet of Asphalt Patch	1,199.20
67346	1/11/2021	REDWOOD GENERAL TIRE CO., INC.	Tire Replacement Unit 205 11/2020	507.11
67347	1/11/2021	REGISTRAR OF VOTERS	Election Expense 11/2020	4.37
67348	1/11/2021	SAN MATEO COUNTY CLERK	Notice of Exemption Recording Fee: Altschul Main Extension	50.00
67349	1/11/2021	SAN MATEO COUNTY CLERK	LSSA Recording Fee: 2105 Monterey	20.00
67350	1/11/2021	SAN MATEO COUNTY CLERK	LSSA Recording Fee: 202 Pope, 062-353-010	20.00
67351	1/11/2021	SAN MATEO COUNTY HEALTH	Permit Renewal 2021	566.00
67352	1/11/2021	COUNTY OF SANTA CLARA	2021 Permit - Los Trancos Pump Station	587.00
67353	1/11/2021	SEEKZEN SYSTEMS	IT Consulting Service 12/2020	475.00
67354	1/11/2021	SHARP BUSINESS SYSTEMS	Lease for(3) copiers 1/2021	1,085.18
67355	1/11/2021	SNAP ON INDUSTRIAL	Tools; Pliers,Philips, etc. 12/2020	723.63
67356	1/11/2021	TPX COMMUNICATIONS	TPx - District VoIP Phone Service 12/2020	2,898.93
67357	1/11/2021	WESTERN TRUCK FAB	Unit 220 Passenger Side Bin Replacement 9/2020	962.36
67358	1/11/2021	YOUNG'S AUTO SUPPLY CENTER	Unit 211: Cabin Filter, Unit 212: Battery	490.50
67359	1/18/2021	AIR & LUBE SYSTEMS, INC.	2nd Pymt for Diesel Tanks Replacement Proj.	2,637.96
67360	1/18/2021	READYREFRESH BY NESTLE	Water Bottles 9/2020	115.26
67361	1/18/2021	ATCHISON, BARISONE & CONDOTTI	Attorney Fees 12/2020	4,885.80
67362	1/18/2021	CALIFORNIA WATER SERVICE	Water Service	1,344.51
67363	1/18/2021	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding 1/1/21-1/15/21	35.36
67364	1/18/2021	CHEMSEARCH	Spill Absorbents	559.36
67365	1/18/2021	DUKE'S ROOT CONTROL, INC	Sewer Root Control	22,058.76
67366	1/18/2021	GRAINGER	Drill Chuck, Caddy, Disposable Respirator	427.38
67367	1/18/2021	RA. NOSEK INVESTIGATIONS	Background Check - 1/2021	295.00
67368	1/18/2021	OCCUPATIONAL HEALTH CENTERS	Physicals 12/2020	208.00
67369	1/18/2021	PACIFIC GAS & ELECTRIC	Gas & Electric Service	163.26
67370	1/18/2021	PREFERRED ALLIANCE	On-Site Testing 12/2020	235.98
67371	1/18/2021	PRINCIPAL LIFE INSURANCE CO.	Employee Benefits Dental, Vision, Disability, Life 2/2021	5,493.00
67372	1/18/2021	CITY OF REDWOOD CITY	Service on Unit 215 12/2020	1,370.96
67373	1/18/2021	TOWNE FORD SALES	Unit 212 Radiator Repair 12/2020	5,808.24
67374	1/18/2021	VAR TECHNOLOGY FINANCE	Fujitsu fi-7900 Scanner for Admin e-filing	462.99
67375	1/19/2021	SERGIO RAMIREZ	Payroll: YE Dept Manager Compensation	9,510.07
67376	1/25/2021	AT&T	Long Distance 12/13/20-1/12/21	1,056.87

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
January 1, 2021 through January 31, 2021

67377	1/25/2021	READYREFRESH BY NESTLE	Water Delivery 12/11/20-1/10/21	276.65
67378	1/25/2021	BAY AREA AIR QUALITY MGMT DIST	Permit Renewal - MP	580.00
67379	1/25/2021	BAYSIDE EQUIPMENT COMPANY	Unit 216 New Generator Service 1/2020	157.30
67380	1/25/2021	CDW GOVERNMENT	Additional Laptops for Telecommuting 1/2021	6,293.27
67381	1/25/2021	CALIFORNIA WATER SERVICE	Water Service - Portola Rd 12/10/20-1/8/21	69.36
67382	1/25/2021	CHEMSEARCH	Disposable Gloves 9/2020	1,030.83
67383	1/25/2021	CINTAS CORP.	Uniform Cleaning 1/20/2021	580.89
67384	1/25/2021	DU-ALL SAFETY, LLC	DuAll Safety Monthly Contract 12/2020	1,620.00
67385	1/25/2021	NAVIA BENEFIT SOLUTIONS	Flexible Spending Account PR Contributions	702.68
67386	1/25/2021	FRANCHISE TAX BOARD	Wage Garnishment	325.00
67387	1/25/2021	GRAINGER	PPE Stock On Disposable Gloves 12/2020	681.72
67388	1/25/2021	KIMBALL MIDWEST	Tool Stock And Supplies 10/2020	1,047.55
67389	1/25/2021	HF&H CONSULTANTS, LLC	Sewer Service Charges Rate Study, Update SW Rate Model	9,665.00
67390	1/25/2021	ISAC INC	ISAC Telemetry System Audit 1/2020	1,500.00
67391	1/25/2021	CITY OF MENLO PARK - Water	Water Service	529.93
67392	1/25/2021	PACIFIC GAS & ELECTRIC	Gas & Electric Service	1,988.98
67393	1/25/2021	PRECISE PRINTING AND MAILING	Annual Easement Letter Printing and Mailing	3,230.50
67394	1/25/2021	STAPLES CREDIT PLAN	Office Supplies	1,091.96
67395	1/25/2021	TELETRAC NAVMAN US LTD.	GPS For Existing District Vehicles 11/2020	553.99
67396	1/25/2021	TOWNE FORD SALES	Unit 209 Trailer Connector 12/2020	50.26
67397	1/25/2021	VERIZON WIRELESS	District Cellphones	1,127.19
67398	1/28/2021	JUSTIN MORIN	Final PR Jan 16-28	1,561.10
67399	1/28/2021	JOSE QUEZADA	Final PR Jan 16-28	1,525.79

332,459.81

Corporate Cards:

GL	DATE	Account Number & Name	Description	Amount
54080	1/20/2021	Memberships	CWEA Test & Membership Fees	1,065.00
54091	1/20/2021	Stationary and Office Supplies	Office Supplies	249.91
54101	1/20/2021	Ops Supplies & Materials	Operating Supplies for New Unit 208 and CCTV Truck	269.02
54106	1/20/2021	Small Tools	Tools for New Unit 208	456.88
54144	1/20/2021	Misc. Rental Equipment	Rental of Aerial List for Installation of Exterior Lights	1,388.46
54151	1/20/2021	Fleet/Vehicle R&M	Aquaetch Inspections on Unit 205	272.00
54174	1/20/2021	Mgmt Conf. & District Meetings	District Meetings	247.40
54175	1/20/2021	CWEA Conf/Section Mtgs	CWEA Renewal Fees	103.00
54176	1/20/2021	Business Meetings	Meeting with Board President	35.04
54192	1/20/2021	Telephone	Phone System 11/2020	2,898.93
54193	1/20/2021	Cellular Service	District Cell Phones 11/2020	1,991.24
54194	1/20/2021	Water	Veolia Environment: Water Service	84.04
54202	1/20/2021	Other Misc. Operating Expense	Sympathy Flowers, Holiday Gifts for Staff, Record Bayfront EIR	1,809.73
54158	1/20/2021	Computer Software R & M	Log Me In, Zoom & Microsoft: Monthly Subscriptions	175.38
54159	1/20/2021	Computer Hardware R & M	Laptop, Webcams, Tablet, & Misc. Hardware	1,536.85
54205	1/20/2021	Bank Expenses	Annual Rewards Fee	85.00

Bank of the West: Credit Card

12,667.88

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
January 1, 2021 through January 31, 2021

Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
1/4/2021	SVCW	SVCW: Monthly Operating Contribution	636,710.00
1/4/2021	Central Payment	Credit Card Processing Fees	560.81
1/5/2021	PrimePay	PrimePay Fees	578.00
1/10/2021	CalPERS	Health Premium	52,333.30
1/15/2021	PrimePay	Employee Payroll - Pay Period 1/1-15/2021	109,054.19
1/15/2021	PrimePay	Federal Payroll Taxes	24,837.16
1/15/2021	PrimePay	State Payroll Taxes	11,648.24
1/15/2021	ICMA	Deferred Compensation	12,765.13
1/21/2021	Bank of the West	Bank of the West: Bank Fees	495.25
1/25/2021	Bank of New York	SVCW: 2014 Wastewater Revenue Bonds	753,550.42
1/25/2021	Bank of New York	SVCW: 2015 Wastewater Revenue Bonds	502,875.00
1/25/2021	Zion Bank	SVCW: 2018 Wastewater Revenue Bonds	634,418.75
1/29/2020	PrimePay	Employee Payroll - Pay Period 1/15-29/2021	120,056.50
1/29/2020	PrimePay	Federal Payroll Taxes	24,928.06
1/29/2020	PrimePay	State Payroll Taxes	8,936.99
1/29/2020	ICMA	Deferred Compensation	11,286.37
BANK TRANSFERS FROM BofW CHECKING			<u>2,905,034.17</u>

Internal Transfers:

DATE	TO	PURPOSE	AMOUNT
Total Internal Transfers to BofW Checking			<u>\$0.00</u>
TOTAL WITHDRAWALS			<u>3,250,161.86</u>

WEST BAY SANITARY DISTRICT
Financial Activity Report
Supplemental Purchase Register
January 1, 2021 through January 31, 2021

OPERATING SUPPLIES & OFFICE EXPENSE

<u>CHECK</u>	<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67318	1/4/2021	OMEGA INDUSTRIAL SUPPLY, INC.	PPE Stock Hand Sanitizer Foam Natural Way	2,006.86
67328	1/11/2021	BAYSIDE EQUIPMENT COMPANY	Onan Generator for Unit 216 (New) 12/2020	6,800.35
67345	1/11/2021	PENINSULA BUILDING SUPPLY	Speed Plug 50lb, Quikrete Precision Grout 50lb sack, Pallet of Asphalt Patch	1,199.20
67380	1/25/2021	CDW GOVERNMENT	Additional Laptops for Telecommuting 1/2021	6,293.27
67393	1/25/2021	PRECISE PRINTING AND MAILING	Annual Easement Letter Printing and Mailing	3,230.50

MISCELLANEOUS

<u>CHECK</u>	<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67316	1/4/2021	HF&H CONSULTANTS, LLC	Prof Svc: Sewer Service Rates 11/2020	5,510.00
67323	1/4/2021	WOODARD & CURRAN	Bayfront Recycled Water Project Clean Water SRF Application	4,824.00
67327	1/11/2021	ANDERSON PACIFIC	SHGCC Operations & Maintenance 10/27/20-11/26/20	58,897.91
67331	1/11/2021	ESRI	ESRI Rent-A-Tech Consulting Services 12/2020	2,125.00
67336	1/11/2021	FREYER & LAURETA	Levee Design & Bayfront Canal Diversion Pipeline Project 12/2020	122,332.31
67359	1/18/2021	AIR & LUBE SYSTEMS, INC.	2nd Pymt for Diesel Tanks Replacement Proj.	2,637.96
67365	1/18/2021	DUKE'S ROOT CONTROL, INC	Sewer Root Control	22,058.76
67372	1/18/2021	CITY OF REDWOOD CITY	Service on Unit 215 12/2020	1,370.96
67373	1/18/2021	TOWNE FORD SALES	Unit 212 Radiator Repair 12/2020	5,808.24
67375	1/19/2021	SERGIO RAMIREZ	Payroll: YE Dept Manager Compensation	9,510.07
67389	1/25/2021	HF&H CONSULTANTS, LLC	Sewer Service Charges Rate Study, Update SW Rate Model	9,665.00
67390	1/25/2021	ISAC INC	ISAC Telemetry System Audit 1/2020	1,500.00
67398	1/28/2021	JUSTIN MORIN REIN HEIN	Final PR Jan 16-28	1,561.10
67399	1/28/2021	JOSE QUEZADA	Final PR Jan 16-28	1,525.79

Expenditures Summary FY 2020-21
7/01/2020 to 01/31/2021

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWALS
	YTD FY 2020-21	January 2021
3T Equipment Company	10,557.98	-
A-A Lock & Alarm	561.90	346.89
AAA Rentals	2,029.13	-
Abila	12,101.28	-
Access	190.00	-
Action Towing	1,056.00	585.00
Air & Lube Systems, Inc.	52,759.21	2,637.96
All Fence Company, Inc.	1,040.00	-
Alliant Insurance Services	18,487.00	-
The Almanac	4,488.00	-
American Messaging	203.66	-
American Textile & Supply	1,959.58	-
Anderson Pacific	833,588.33	58,897.91
Aquality Water Management Inc.	695.14	-
Aqua Natural Solutions	1,909.14	-
Arcon Builders	2,000.00	-
AT&T	7,124.65	1,056.87
Atchison, Barisone & Condotti	48,002.46	4,885.80
Bank of the West: Credit Card	149,937.62	12,667.88
Bank of the West: Bank Fees	2,136.39	495.25
Bay Alarm	13,464.70	-
Bay Area Air Quality Mgmt Dist	6,828.00	580.00
Bayside Equipment Company	22,129.57	6,957.65
Vance Brown	291.25	-
California Water Service	11,367.21	1,413.87
CALPERS	53,383.30	52,333.30
CALPERS - Unfunded Accrued Liability	1,982,655.00	-
CALPERS - Retirement	245,600.95	-
CALPERS - Health Premiums	292,098.92	-
Calpers Long-Term Care Program	459.68	35.36
CASA	13,600.00	-
CDW Government	6,293.27	6,293.27
Center for Hearing Health Inc.	600.00	-
Central Payment	13,591.49	560.81
Chavan & Associates LLP	14,000.00	-
Chemsearch	1,590.19	1,590.19
George Choi	9,500.00	-
Cintas Corp.	24,865.53	2,663.36
City of Menlo Park - Repair	10,190.30	-
City of Menlo Park-Fuel	17,784.95	-
City of Menlo Park - Water	11,532.30	615.40
Comcast	1,908.27	-
The Concept Genie	1,326.16	-
Costco Membership	60.00	-
Heath Cortez	225.00	-
CPS HR Consulting	387.50	-
CSDA	7,805.00	-
CSRMA c/o Alliant Insurance	160,532.60	-
CWEA	1,903.00	-
Cues, Inc.	3,950.00	-
Custom Lanyard	1,619.40	-
Dell Marketing L.P.	984.00	-
Dewey Pest Control	8,785.00	-
Ditch Witch West	1,610.14	-
Dolphin Graphics	8,137.90	731.41
Du-All Safety, Llc	12,318.75	1,620.00
Duke's Root Control, Inc	153,327.92	22,058.76
ESRI	2,125.00	2,125.00
East Bay Muni Utility District	2,458.50	-
Elite Parts LLC	622.73	-
Embarcadero Media	780.00	384.00
Emerging Sun Productions	436.00	-
Fast Response On-Site Testing	1,817.60	-
Federal Express	2,072.28	215.38
Fremont Urgent Care	2,838.00	-

Expenditures Summary FY 2020-21
7/01/2020 to 01/31/2021

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWALS
	YTD FY 2020-21	January 2021
Finishmaster Inc	1,098.92	-
City of Foster City	1,520.00	-
Franchise Tax Board	3,400.00	650.00
Freyer & Laureta	431,083.48	122,332.31
Global Equipment, Inc	1,811.15	-
Golden Gate Truck Center	564.31	-
Governmentjobs.com dba NeoGov	3,778.32	-
GovConnection, Inc.	780.00	-
Grainger	24,255.53	1,514.17
Granite Rock, Inc.	427.10	-
Hach Company	4,160.72	-
Hadronex, Inc.	34,632.00	-
Harbor Ready Mix	528.79	-
Harrington Industrial Plastics	131.02	-
HF&H Consultants, LLC	48,384.60	15,175.00
Hillyard/San Francisco	842.33	360.93
Home Depot Credit Services	5,367.68	937.57
Bob Hulsmann	1,246.15	-
ICMA	152,755.84	24,051.50
IEDA	5,502.00	786.00
ISAC Inc	1,500.00	1,500.00
Innovyze, Inc	8,194.00	-
Institute for Local Government	350.00	-
Instrument Technology Corp.	8,891.26	-
Intl Training & Rehab Tech Inc	950.00	-
Interstate Traffic Control	55.99	-
Jani-King of CA, Inc - SFR/OAK	5,203.17	743.31
Kantor's Furniture	6,610.63	-
Kimball Midwest	6,448.18	1,047.55
Kone Pasadena	1,869.84	267.12
Lasky Trade Printing	426.08	-
Learn It Inc.	1,500.00	-
Log Me In	1,801.98	-
Damian Madrigal	75.00	-
Eric Madrigal	169.10	-
Mallory Co.	9,822.63	-
Matheson Tri-Gas, Inc.	378.18	56.91
Shahriyar Matloub	460.00	-
Meineke	1,580.76	-
Menlo Chevron	790.56	-
Menlo Park Fire Protection	8,290.00	-
Mid Peninsula Abstracts	553.33	-
Mid State Container Sales, Inc	2,800.00	-
Mission Clay Products, LLC	5,601.71	-
Mission Valley Ford	1,074.25	-
Justin Morin	1,561.10	1,561.10
Morse Hydraulics	1,809.26	601.81
Municipal Maintenance Equip.	30,210.87	-
National Auto Fleet Club	87,289.71	-
Navia Benefit Solutions	7,860.04	1,430.36
NeoPost	1,200.00	-
Carrie Nevoli - Petty Cash	598.06	-
Nixon-Egli Equipment Company	291.35	291.35
North Bay Pensions	2,500.00	-
R.A. Nosek Investigations	2,645.00	295.00
Occasions, ETC.	514.96	-
Occupational Health Centers	778.00	208.00
Ogasawara Landscape Maint.	3,880.00	-
Omega Industrial Supply, Inc.	13,295.83	2,006.86
P&F Distributers	-	-
Pacific Gas & Electric	144,286.47	19,006.70
Partridge, LLC	8,501.00	-
Paytrace	904.39	-
Peninsula Battery Inc.	905.49	-
Peninsula Building Supply	2,747.78	1,199.20

Expenditures Summary FY 2020-21
7/01/2020 to 01/31/2021

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWALS
	YTD FY 2020-21	January 2021
Pier 2 Marketing	1,300.00	-
Ponton Industries, Inc.	16,900.50	-
Precise Concrete Sawing, Inc.	800.00	400.00
Precise Printing and Mailing	5,162.23	3,230.50
Preferred Alliance	1,993.08	235.98
Principal Life Insurance Co.	36,362.36	5,493.00
Priority 1 Public Safety	7,908.96	-
Quadient Leasing USA, Inc.	536.50	-
Jose Quezada	1,525.79	1,525.79
Sergio Ramirez	13,661.69	9,510.07
Ranger Pipelines	39,646.99	-
Readyrefresh By Nestle	2,695.22	632.18
Red Wing Shoe Store	6,607.03	-
City of Redwood City	1,370.96	1,370.96
Redwood General Tire Co., Inc.	637.06	507.11
Registrar of Voters	4.37	4.37
Todd Reese	500.00	-
Rich Voss Trucking	986.00	-
Roberts & Brune Company	17,028.93	-
SVCW: 2014 Wastewater Revenue Bonds	1,145,479.63	753,550.42
SVCW: 2015 Wastewater Revenue Bonds	1,610,500.00	502,875.00
SVCW: 2018 Wastewater Revenue Bonds	1,837,712.50	634,418.75
SVCW: Monthly Operating Contribution	3,820,260.00	636,710.00
SVCW: SRF Loan	506,765.21	-
San Mateo County	1,737.00	-
San Mateo County Assessor	305.00	-
San Mateo County Clerk	674.00	113.00
San Mateo County Tax Collector	945.58	-
San Mateo County Health	1,308.00	566.00
County of Santa Clara	587.00	587.00
Henry Santos	150.00	-
Robert J. Scheidt	1,296.39	-
Phil Scott	75.61	-
Seekzen Systems	7,727.80	475.00
Sharp Business Systems	7,758.75	1,085.18
Sharp Electronics Corporation	288.59	-
Snap On Industrial	1,550.79	723.63
Sonsray Machinery LLC	2,140.51	-
Spartan Tool, LLC	3,435.13	-
Staples Credit Plan	8,594.87	1,091.96
State Water Resources Control	27,719.50	-
Steven Creek Quarry, Inc.	1,998.41	-
Sunstate Equipment	3,653.29	-
Sutter EAP	1,239.75	-
Syneco Systems, Inc.	1,390.25	-
TPX Communications	2,898.93	2,898.93
Target Specialty Products	2,219.79	-
Teamsters Local No. 350	6,003.00	-
Teletrac Navman US Ltd.	1,107.98	553.99
Town of Atherton	3,000.00	-
Towne Ford Sales	62,936.34	5,858.50
Tritech Software Systems	270.00	-
Underground Service Alert	9,225.73	-
Urbanowicz, John H.	8,000.00	-
USA Blue Book	428.36	-
U.S. Jetting, LLC.	1,049.76	-
VAR Technology Finance	1,406.81	462.99
V & A Consulting Engineers	7,060.00	-
Verizon Wireless	1,549.52	1,127.19
Vision Communications Co.	4,476.06	-
Weco Industries, LLC	35,083.75	-
Western States Tool & Supply	3,283.63	-
Western Truck Fab	962.36	962.36
Wex Bank (Chevron)	1,092.87	64.29
Woodard & Curran	44,313.18	4,824.00

Expenditures Summary FY 2020-21
7/01/2020 to 01/31/2021

REGULAR PAYABLES	TOTAL BY VENDOR YTD FY 2020-21	WITHDRAWALS January 2021
Young's Auto Supply Center	681.46	490.50
Zanker Recycling	51.77	-
TOTAL REGULAR PAYABLES	14,738,153.26	2,950,122.72
<u>SALARIES, WAGES & WITHHOLDINGS</u>		
Salaries/Wages - Net Pay	1,757,007.73	229,110.69
Directors Fees - Net Pay	16,864.35	
PrimePay Fees	4,654.12	578.00
IRS - Federal Payroll Taxes	413,274.90	49,765.22
EDD - State Payroll Taxes	137,868.31	20,585.23
Performance Merit Program - Net Pay	130,427.78	-
TOTAL SALARIES RELATED	2,460,097.19	300,039.14
Transfers Between WBSD Accounts	8,000,000.00	-
TOTAL WITHDRAWALS	11,250,161.86	3,250,161.86



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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: WBSD Operations and Maintenance Report – January 2021

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 PM	Unsch. PM	USA's
January	11.4	4.7	1.2	2.7	5	5	61	0	0	0	79	12	0	153
February														
March														
April														
May														
June														
July														
August														
Sept.														
* Oct.														
Nov.														
Dec														
Yr to date	11.4	4.7	1.2	2.7	5	5	61	0	0	0	79	12	0	153
2021 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
2020 Results	134.2	51.0	8.4	29.6	72	85	754	6	0	0-Jan	1012	89	5	2362

2019 Goals	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850
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 3D**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – January 2021

	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	Miles	Miles	Miles	Miles	Qty.	Qty.	Cat. 1	Cat. 2&3s	Call Outs
Temp Help									
January	1.2	1.3	0.0	0.0	0	0	0	0	0
February									
March									
April									
May									
June									
July									
*August	1.8	1.1	0.4	1.0	4	0	0	1	0
Sept.	1.8	0.5	0.0	1.9	4	0	0	0	0
Oct.	1.7	0.8	0.0	0.8	4	0	0	0	0
Nov.	1.1	0.2	2.1	0.0	4	0	0	0	0
Dec	1.3	1.5	0.5	0.9	4	0	0	0	0
** Yr to date	8.9	5.4	3.0	4.6	20	0	0	1	0
FY20//21Goals	17.4	16.9	n/a	9.3	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

1.** = Lucity Data

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

**Subject: Town of Woodside Operations and Maintenance Report for Work
Performed by WBSD – January 2021**

Please see next page.

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



Yearly Summary Report

2/1/2021

2:41 PM

Dates Between 7/1/2020 and 1/31/2021

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	0.0	0.0	0.0	0.0	12	1	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
March	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
April	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
June	0.00	0.0	0.0	0.0	0.0	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	11.0	0.0	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	12.0	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	9.0	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	12.0	0.0	0.0	0.0	0.0
December	4.44	0.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0
Totals	4.44	0.3	0.0	0.0	79.0	1	0.0	0.0	0.0



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

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Bank of the West Monthly Investment Portfolio Statements

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

West Bay Sanitary District Reserve Accounts:

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

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

Recommendation

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



WBSD - OPERATING RESERVE

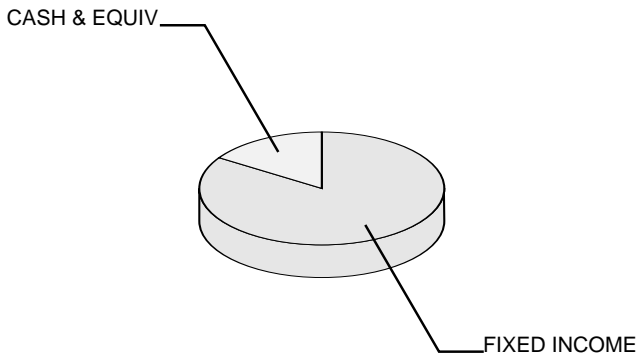
Account Number:
 Statement Period:

01/01/21 -
 01/31/21

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	1,476,294.42	15.5%
Fixed Income	8,026,661.95	84.5%
Total Portfolio	\$ 9,502,956.37	100.0%
Accrued Income	64,530.16	
Total Valuation	\$ 9,567,486.53	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 9,565,833.31	\$ 9,530,903.35
Income		
Interest.....	14,877.75	137,794.26
Purchased Income.....	0.00	-9,986.35
Disbursements.....	-1,576.57	-11,151.99
Realized Gains/(Losses).....	0.00	-59.57
Change In Accrued Income.....	3,450.81	3,633.41
Change In Market Appreciation/(Depreciation).....	-11,318.65	-49,407.19
Non-Cash Asset Changes.....	-3,780.12	-34,239.39
Ending Market Value	\$ 9,567,486.53	\$ 9,567,486.53



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

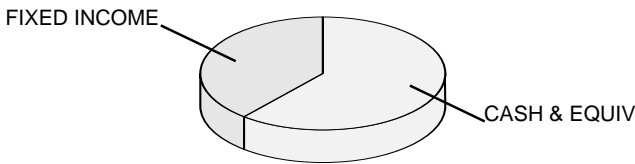
01/01/21 -
 01/31/21

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

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

Asset Allocation

Asset Valuation



Description	Market Value	% of Account
Cash & Equiv	1,808,768.11	61.2%
Fixed Income	1,149,120.51	38.9%
Total Portfolio	\$ 2,957,888.62	100.0%
Accrued Income	8,927.12	
Total Valuation	\$ 2,966,815.74	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 2,967,065.60	\$ 1,408,407.26
Income		
Interest.....	1,496.29	33,895.46
Purchased Income.....	0.00	-7,326.51
Additions.....	0.00	1,555,000.00
Disbursements.....	-490.82	-1,901.02
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	909.30	-8,525.81
Change In Market Appreciation/(Depreciation).....	-1,816.83	1,427.57
Non-Cash Asset Changes.....	-347.80	-14,161.21
Ending Market Value	\$ 2,966,815.74	\$ 2,966,815.74



WBSD - EMERGENCY CAPITAL RESERVE

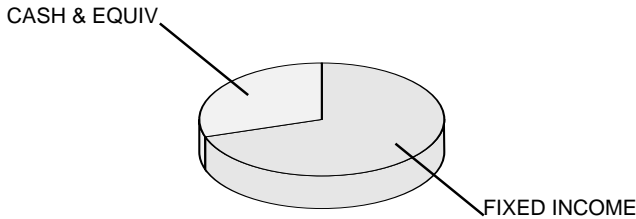
Account Number:
 Statement Period:

01/01/21 -
 01/31/21

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	1,213,954.14	29.6%
Fixed Income	2,885,668.59	70.4%
Total Portfolio	\$ 4,099,622.73	100.0%
Accrued Income	24,790.85	
Total Valuation	\$ 4,124,413.58	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 4,124,211.09	\$ 3,904,702.49
Income		
Interest.....	5,069.49	56,217.57
Purchased Income.....	0.00	-5,812.63
Additions.....	0.00	200,000.00
Disbursements.....	-680.22	-4,606.26
Realized Gains/(Losses).....	0.00	-329.23
Change In Accrued Income.....	1,450.40	-565.37
Change In Market Appreciation/(Depreciation).....	-3,229.36	-10,572.40
Non-Cash Asset Changes.....	-2,407.82	-14,620.59
Ending Market Value	\$ 4,124,413.58	\$ 4,124,413.58



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

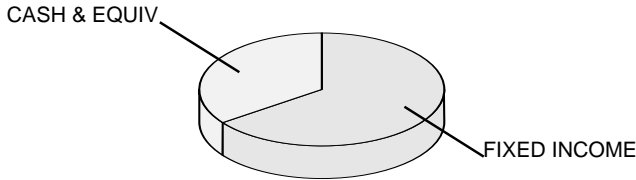
01/01/21 -
 01/31/21

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation

Asset Valuation



Description	Market Value	% of Account
Cash & Equiv	1,207,355.83	35.0%
Fixed Income	2,240,912.23	65.0%
Total Portfolio	\$ 3,448,268.06	100.0%
Accrued Income	28,413.04	
Total Valuation	\$ 3,476,681.10	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 3,476,111.08	\$ 2,781,874.82
Income		
Interest.....	5,529.27	46,726.85
Purchased Income.....	0.00	-5,280.10
Additions.....	0.00	683,500.00
Disbursements.....	-571.98	-3,361.88
Realized Gains/(Losses).....	0.00	656.01
Change In Accrued Income.....	618.42	2,879.25
Change In Market Appreciation/(Depreciation).....	-3,859.05	-17,069.45
Non-Cash Asset Changes.....	-1,146.64	-13,244.40
Ending Market Value	\$ 3,476,681.10	\$ 3,476,681.10



WBSD - RECYCLED WATER CASH FLOW

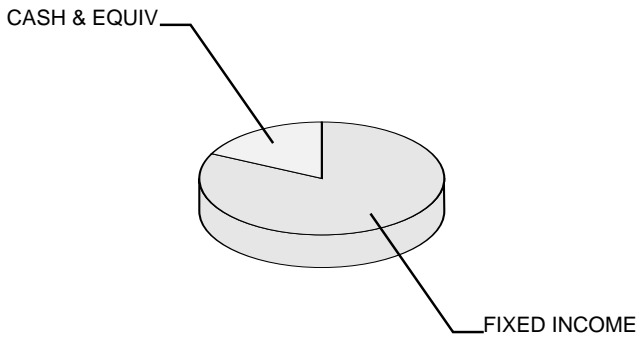
Account Number:
 Statement Period:

01/01/21 -
 01/31/21

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

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	41,385.68	18.1%
Fixed Income	186,760.08	81.9%
Total Portfolio	\$ 228,145.76	100.0%
Accrued Income	1,779.40	
Total Valuation	\$ 229,925.16	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 229,694.76	\$ 228,463.67
Income		
Interest.....	0.70	3,093.33
Purchased Income.....	0.00	-853.53
Disbursements.....	-37.87	-267.54
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	403.79	596.41
Change In Market Appreciation/(Depreciation).....	-113.82	-790.88
Non-Cash Asset Changes.....	-22.40	-316.30
Ending Market Value	\$ 229,925.16	\$ 229,925.16



WBSD - RECYCLED WATER SRF RESERVE

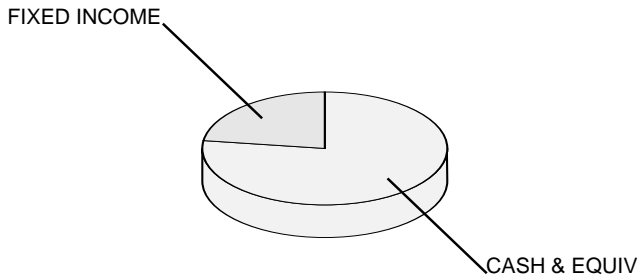
Account Number:
 Statement Period:

01/01/21 -
 01/31/21

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

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	1,185,042.44	77.2%
Fixed Income	350,660.92	22.8%
Total Portfolio	\$ 1,535,703.36	100.0%
Accrued Income	3,710.38	
Total Valuation	\$ 1,539,413.74	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 1,539,230.50	\$ 1,530,349.55
Income		
Interest.....	16.15	26,959.85
Purchased Income.....	0.00	-3,928.32
Disbursements.....	0.00	-1,540.43
Realized Gains/(Losses).....	0.00	4,993.54
Change In Accrued Income.....	825.16	-5,207.04
Change In Market Appreciation/(Depreciation).....	-645.27	-2,532.90
Non-Cash Asset Changes.....	-12.80	-9,680.51
Ending Market Value	\$ 1,539,413.74	\$ 1,539,413.74

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

To: Board of Directors

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

Subject: Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 60 Valencia Court, Portola Valley (079-122-170) Lands of Gray

Background

The owners of the property located at 60 Valencia Court in Portola Valley, CA have requested that the Local Agency Formation Commission (LAFCo) annex their property into the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. This parcel is a single-family residence that will need to connect to the existing gravity sewer main located on Alpine Road, adjacent to the property.

Analysis

Attached for the Board's review is the description of the property to be annexed (Exhibit A) and the LAFCo Resolution No. 1252 (Exhibit B) approving the annexation.

Fiscal Impact

Property owner has paid all required annexation fees, and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

Recommendation

The Projects & IT Manager recommends that the District Board approve the Resolution as presented.

Attachments: Resolution _____ (2021)
Site Location
Exhibit A – Plat/Legal description
Exhibit B – LAFCo resolution 1252

RESOLUTION NO. _____ (2021)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

**A Resolution Consenting to the Annexation of 60 Valencia Court (APN 079-122-170)
to the West Bay Sanitary District**

WHEREAS:

1. A petition for annexation of the property described herein to this District was initiated by the property owners.
2. The Local Agency Formation Commission of San Mateo County assigned the following distinctive short-form designation: Annexation of 60 Valencia Court, Portola Valley to the West Bay Sanitary District.
3. The property to be annexed is described as follows:
See Exhibit "A" attached hereto and by this reference made a part hereof.
4. The said property is uninhabited.
5. The conditions of annexation are:
 - a. In the event that, pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money either as a lump sum or installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by rules, regulations or ordinances of the District, as now or hereafter amended.
 - b. Upon and after the effective date of said annexation, the territory, and all persons entitled to vote by reason of residing or owning land within the territory, shall be subject to the jurisdiction of the District; shall have the same rights and duties as if the territory had been a part of the District upon its original formation; shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then-authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District; shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.

6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.
7. The Local Agency Formation Commission of San Mateo County has adopted Resolution 1252 (Exhibit B) ordering annexation of the referenced territory to the West Bay Sanitary District.

NOW, THEREFORE, BE IT RESOLVED that:

- a. The above described property, pursuant to the order of the San Mateo County Local Agency Formation Commission, is hereby annexed to the West Bay Sanitary District, and the District Manager is directed to make such distribution of this Resolution as is required by law or is desirable.
- b. Pursuant to Government Code Section 56837, the District consents to waiver conducting authority proceedings.
- c. The regular San Mateo County Assessment Roll will be used to collect sewer service charges.
- d. The territory will not be taxed for bonded indebtedness.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10th day of February, 2021 by the following vote:

Ayes: MORITZ, THIELE-SARDINA, WALKER, DEHN, OTTE

Noes: NONE

Abstain: NONE

Absent: NONE

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"

Date: September 26, 2020
Annexed to: West Bay Sanitary District
Name of Annexation: West Bay Sanitary

Geographic Description

All that certain real property, situate in Rancho El Corte Madera, Town of Portola Valley, County of San Mateo, State of California, described as follows:

Beginning at the North corner of West Bay Sanitary District Resolution No. 905 (81), also being on the Northwestern right of way of said Alpine Road;

From the Point of Beginning:

Course 1.) South 31°36'30" West, 50.24 feet along the Northwestern line of existing boundary, thence,

Course 2.) Leaving the existing boundary, North 12°15'58" West, 488.76 feet, said point being on the Southerly right of way of Valencia Court, said point being on a curve concave northwesterly, from which a radial bears North 07°37'42" West, thence,

Course 3.) along said right of way and said curve with a radius of 275.00 feet, through a central angle of 35°25'08", an arc length of 170.00 feet, thence,

Course 4.) Leaving said right of way' South 37°24'27" East, 284.44 feet, said point being on the Northwestern right of way of said Alpine Road, thence,

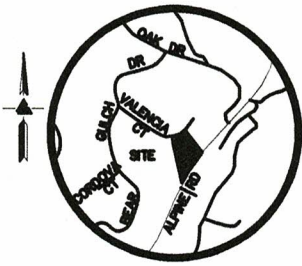
Course 5.) South 52°44'57" East, 80.00 feet to Southeastern right of way of said road, being a point on a curve concave southeasterly from which a radial bears South 52°44'57" East, thence,

Course 6.) Along said right of way and said curve with a radius of 1960.00 feet, through a central angle of 09°44'43", an arc length of 333.37 feet to the existing boundary, thence,

Course 7.) North 58°10'50" West, 93.22 feet to the **Point of beginning** containing 2.71 acres, more or less.

For assessment purposes only. The description is no a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.





VICINITY MAP
NO SCALE

DISCLAIMER:
FOR ASSESSMENT PURPOSES ONLY.
THIS IS NOT A LEGAL PROPERTY
DESCRIPTION AS DEFINED IN THE
SUBDIVISION MAP ACT AND MAY
NOT BE USED AS THE BASIS
FOR AN OFFER FOR SALE OF
THE LAND DESCRIBED.

PORTION OF
RESOLUTION NO. 1289
APN: 079-122-190

(RADIAL)
N07°37'42"W

VALENCIA
COURT (50')

LANDS OF KELLAND
APN: 079-122-180

③ R=275.00'
L=170.00'
D=35°25'08"

(RADIAL)
⑤ S52°44'57"E
80.00'

PROPOSED PARCEL
TO BE ANNEXED
2.71 ACRES

LOT 6, BLOCK 3
TRACT No. 718
42 MAPS 27-29

ALPINE ROAD
(WIDTH VARIES)

LANDS OF LYNCH
APN: 079-122-160

APN:
079-122-170
DOC.
2019109593

② N12°15'58"W
488.76'

⑥ R=1960.00'
L=333.37'
D=9°44'43"

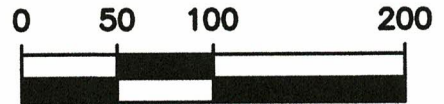
① S31°36'30"W
50.24'

⑦ N58°10'50"W
93.22'



POINT OF
BEGINNING

PORTION OF
RESOLUTION NO. 905
APN: 079-123-120



SCALE: 1" = 100'



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

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

WWW.LEABRAZE.COM

EXHIBIT "B"
PLAT TO ACCOMPANY LEGAL DESCRIPTION
PROPOSED SEWER ANNEXATION
60 VALENCIA COURT
PORTOLA VALLEY, CALIFORNIA
SAN MATEO COUNTY
RANCHO EL CORTE MADERA

RECORDING REQUESTED BY:

SAN MATEO LAFCO
LOCAL AGENCY FORMATION COMMISSION

WHEN RECORDED, PLEASE SEND TO:

San Mateo LAFCo

LAF 124

2020-138867

12:24 pm 12/03/20 CCL Fee: NO FEE

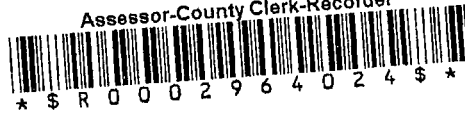
Count of Pages 7

Recorded in Official Records

County of San Mateo

Mark Church

Assessor-County Clerk-Recorder



(This space for Recorder's use only)

7P

SHORT-FORM DESIGNATION OF DOCUMENT:

Annexation of 60 Valencia Court, Portola Valley to the West Bay Sanitary District

RECORDER'S CODE: CCL

(Exempt from filing fees per Government Code 6103)



LOCAL AGENCY FORMATION COMMISSION

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

CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo, is Annexation of 60 Valencia Court, Portola Valley to the West Bay Sanitary District.
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

<u>City or District</u>	<u>Type of Change of Organization</u>
West Bay Sanitary District	Annexation

3. The above-listed cities and/or districts are located within the following counties: San Mateo County only.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on October 21, 2020 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1252, adopted on October 21, 2020.

Dated: November 24, 2020

Martha Poyatos
Executive Officer

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

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT B PAGE 1 OF 3

LAFCo File No. 20-07

RESOLUTION NO. 1252

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 20-07 -
ANNEXATION OF 60 VALENCIA COURT, PORTOLA VALLEY
TO THE WEST BAY SANITARY DISTRICT AND
WAIVING CONDUCTING AUTHORITY PROCEEDINGS**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the landowners and District have requested that the Commission waive conducting authority proceedings pursuant to Government Code Section 56837(c); and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) &

(b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: none.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 2.7 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 60 Valencia Court, Portola Valley to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56663 and this annexation is hereby ordered.

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT B PAGE 2 OF 3

Regularly passed and adopted this 21st day of October 2020.

Ayes and in favor of said resolution:

Commissioners: Ann Draper
Ric Lohman
Mike O'Neill
Harvey Rarback (Alternate City)
Warren Slocum
Joshua Cosgrove

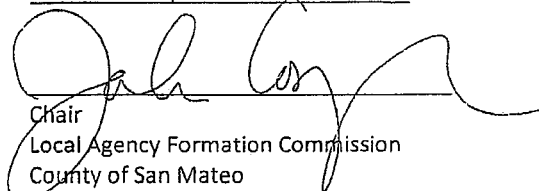
APPROVED
 SAN MATEO LOCAL AGENCY
 FORMATION COMMISSION
 455 COUNTY CENTER
 REDWOOD CITY, CA 94063
 EXHIBIT B PAGE 3 OF 3

Noes and against said resolution:


Commissioner(s): None

Commissioners Absent:

Commissioner(s): Don Horsley and Rich Garbarino


 Chair
 Local Agency Formation Commission
 County of San Mateo
 State of California

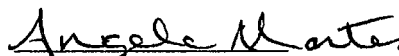
ATTEST:


 Executive Officer
 Local Agency Formation Commission

Date: 11-24-20

I certify that this is a true and correct copy of the resolution above set forth.

Date: 11-24-20


 Clerk to the Commission
 Local Agency Formation Commission



WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) Administrative:

- a. West Bay Staff held a meeting and discussion with the San Mateo County, LAFCo, Town of Woodside, and Menlo Country Club regarding a potential Menlo Country Club recycled water facility.
- b. The California Sanitation Risk Management Authority (CSRMA) has completed the annual Final Premium Audit and will return \$8,596.00 to the District. In addition, CSRMA will return a dividend to the District of about \$21,917.00.
- c. Staff is preparing a letter of appreciation for the work Anderson Pacific performed on the Recycled Water Facility.

2) Finance:

- a. The Board Packet includes the monthly Financial Activity Report for the Board's review and approval.
- b. The Finance Manager and District Manager have instructed Bank of the West to liquidate the SHGCC deposit account but not at a loss otherwise allow the investment to reach maturity. Bank of the West has stated some of the account will reach maturity this spring.
- c. Payroll has been working on and verifying deductions and contributions on the new Prime Pay module in order to streamline payroll.
- d. Staff will be reviewing the latest draft to the HF&H Sewer Service Rate Study for 2022.

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 which has now ended. F&L is gathering comments from approximately 6 entities and responding accordingly.

b. Construction Capital Improvement Projects (CIP)

- i. District Manager has sent the notice to proceed to Precision Pipeline for the North Bay and Ringwood pipeline replacement project. The contractor is required to start construction by March 15, 2021.
- ii. The metal storage building contractor, Aztec, should begin staging at the FERFF before the end of February 2021.

Report to the District Board for the Regular Meeting of February 10, 2021

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

- 4) **Operations and Maintenance:**
 - a. **Collection System:**
 - i. The Pipeline Inspection crew is CCTV inspecting in the Flood Circle area.
 - ii. The two newest maintenance staff will begin to prepare for the Commercial Driver's License.
 - b. **Training:**
 - i. COVID 19 Staff trained on the new COVID Prevention Plan on February 2nd.
- 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 has concluded.
 - ii. Staff met with Facebook and the Signature Group regarding the 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 by visiting facilities and then following up by email.
 - ii. Staff will begin to sample near Bayfront Park to support future projects in the area.
 - iii. Staff has retained the "As-Needed Services" of the previous 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 several months.
 - ii. Working on new Service Van and should be completed by the end of February.
- 7) **Personnel:**
 - i. As of February 1st the District is now fully staffed after approximately 4 years of attrition and promotions.
- 8) **Upcoming Events:**
 - a. **Regular Board Meeting:** February 10, 2021
 - b. **Next Regular Board meetings:** February 24, 2021
- 9) **Misc./Action Items from Previous Meeting:**
 - a. **West Bay SSOs:** Zero SSOs for January 2021.
 - b. **LAH Contract:** Had 3 SSOs 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:** The District received approximately \$121,000.00 in revenue from services rendered. In addition, the District received \$3,292,019.08 from the San Mateo County Assessor's Office. The District paid \$636,710.00 to SVCW for the January O&M and Capital expenses. In addition, the District made three SVCW bond payments for \$753,550.42 (2014 Bonds), \$502,875.00 (2015 Bonds), and \$ 634,418.75 (2018 Bonds).

Report to the District Board for the Regular Meeting of February 10, 2021

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *February 10th, 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 February 10, 2021

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

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

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

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

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

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

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

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

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

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

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

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

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

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

October 14 update: No updates at this time.

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

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

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

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

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

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

Fiscal Impact

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

Recommendation

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

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

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Discussion and Direction on the Menlo Country Club Recycled Water Project and Status Update

A discussion will be held on the potential Menlo Country Club Recycled Water Facility 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 9**

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 10**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

Report to the District Board for the Regular Meeting of February 10, 2021

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