

1902 - Serving Our Community for over 115 Years - 2021
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 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, March 10th.

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at: <https://zoom.us/j/97178840689?pwd=ajBOdIFKNy8vNXpoL1cyakVHMnnpnUT09>
Meeting ID: 971 7884 0689 Passcode: 418293

Or by phone, call: 1-669-900-6833 Meeting ID: 971 7884 0689 Passcode: 418293

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. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Kavanaugh (25 Arapahoe Court, Portola Valley) Pg. 3-1
4. Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Kavanaugh (25 Arapahoe Court, Portola Valley) Pg. 4-1

5. Consent Calendar
Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.
 - A. Approval of Minutes for Regular meeting February 24, 2021 Pg. 5A-1
 - B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru February 28, 2021 Pg. 5B-1
 - C. WBSD Operations and Maintenance Report – February 2021 Pg. 5C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – February 2021 Pg. 5D-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – February 2021 Pg. 5E-1
 - F. Consideration to Approve Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 25 Arapahoe Court, Portola Valley (077-300-080), Lands of Kavanaugh Pg. 5F-1
 - G. Consideration to Authorize the District Manager to Issue Class 3 Sewer Permit No. 1603 for the Construction of Wastewater Facilities for 25 Arapahoe Court, Portola Valley, California Pg. 5G-1
 - H. Consideration to Approve Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 25 Arapahoe Court, Portola Valley Pg. 5H-1
 - I. Consideration of a Resolution of Intention to Annex Certain Territory (30 Cheyenne Point) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing Pg. 5I-1
6. Consideration to Accept the East Palo Alto Developers Sewer System Capacity Study by V. W. Housen & Associates Pg. 6-1
7. District Manager's Report Pg. 7-1
8. Consideration to Authorize District Manager to enter into an Agreement for Engineering and Support Services for the "Bayfront Recycled Water Facility Project" with Woodard & Curran Pg. 8-1
9. March 10th Update Report on District Response to Corona Virus Pg. 9-1
10. Report and Discussion on Sharon Heights Recycled Water Plant Pg. 10-1
11. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 11-1
12. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 12-1
13. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 13-1
14. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
15. Adjournment

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 3

To: *Board of Directors*

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

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

Background

On January 13, 2021, the Board adopted a Resolution of intention to annex the parcel referenced above to the District's On-Site Wastewater Disposal Zone. The Public Hearing date was established as March 10, 2021.

Analysis

The District's ***Master Resolution Governing Annexations of Territory to the West Bay Sanitary District On-Site Disposal Zone*** states: "Pursuant to Section 6959 of the Health and Safety Code, the date of the Public Hearing shall be commenced no less than 45 days nor more than 60 days from the date of adoption of the Resolution of Intention, and the Public Hearing shall be completed no more than 90 days after the first day of the hearing."

In accordance with Section 6960, and 6960.1 of the same code, reviews and reports of findings are required of both the County Health Officer and Regional Water Quality Control Board. Additionally, Section 6960.3 of this code requires the review and approval by a local agency formation commission, which has adopted rules and regulations affecting the functions and services of special districts.

The San Mateo County Health Officer has responded by a letter of approval dated February 8, 2021 a copy of which is attached; the San Francisco Bay Regional Water Quality Control Board responded by a letter of approval dated February 8, 2021, a copy of which is attached; and the San Mateo Local Agency Formation Commission has approved per their Resolution No. 1256 dated November 18, 2020, a copy of which is attached.

Fiscal Impact

Property owners have paid all annexation fees and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

Recommendation

The Board is asked to close the Public Hearing following public comment.

Attachments: San Mateo County Health Officer Letter

San Francisco Bay Regional Water Quality Control Board Letter

San Mateo Local Agency Formation Commission Resolution No. 1256



February 8, 2021

APN 077-300-080

Bill Kitajima
West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025

Dear Mr. Kitajima:

**SUBJECT: ANNEXATION, 25 ARAPAHOE COURT, PORTOLA VALLEY,
APN 077-300-080**

Thank you for the February 8, 2021, letter of *Intention to Annex Certain Territory* to District's On-Site Wastewater Disposal Zone for the subject parcel. County Environmental Health has reviewed the letter of intent and has no objection to the annexation of this parcel into the District's on-site wastewater disposal zone. The existing onsite wastewater treatment system (OWTS) must be destroyed under permit with Environmental Health upon connection to the West Bay system.

Should you have any questions, please call me at (650) 372-6279.

Sincerely,

Gregory J. Smith, PG, REHS
Supervisor Water Protection and Land Use Programs

cc: Laura Russell, Planning Director, Town of Portola Valley





San Francisco Bay Regional Water Quality Control Board

February 8, 2021
File: CW-255833

Mr. Bill Kitajima (bkitajima@westbaysanitary.org)
Projects & IT Manager
West Bay Sanitary District
500 Laurel Street
Menlo Park, California 94025-3486

Approval to Annex Certain Territory (Lands of Kavanaugh) to the West Bay Sanitary District On-Site Wastewater Disposal Zone: APN: 077-300-080

Dear Mr. Kitajima:

The Regional Water Board hereby approves the annexation of the subject parcel to the On-Site Wastewater Disposal Zone of the West Bay Sanitary District (District). The property owners applied to the District for annexation “for the purpose of obtaining sewer service for a single-family residence.” To connect to existing District sewer facilities, the property owners require a Grinder Pump System that the District must maintain. Therefore, this parcel must be annexed into the District's disposal zone.

The Regional Water Board's approval is conditional upon the District (1) retaining responsibility for operation and maintenance of the grinder pump system, and (2) ensuring the proper operation and maintenance of the other sewerage facilities serving the parcel. Disposal of sewage onto soils within the disposal zone is not approved.

If you have any questions, please contact me at (510) 622-2407, or via e-mail at gaurav.mittal@waterboards.ca.gov.

Sincerely,

Gaurav Mittal
Water Resource Control Engineer

EXHIBIT B PAGE 1 OF 3

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

LAFCo File No. 20-08

RESOLUTION NO. 1256

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 20-08 -
ANNEXATION OF 25 ARAPAHOE COURT, PORTOLA VALLEY
TO THE WEST BAY SANITARY DISTRICT,
WAIVING CONDUCTING AUTHORITY PROCEEDINGS, AND ANNEXATION
TO THE ON-SITE WASTEWATER DISPOSAL ZONE**

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 1.08 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 25 Arapahoe 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.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

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 18th day of November 2020.

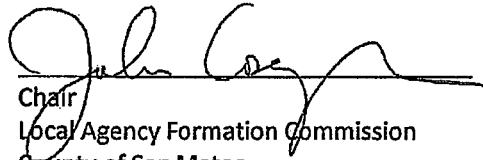
Ayes and in favor of said resolution:

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


Noes and against said resolution:

Commissioners Absent and/or Abstentions:

Commissioners: Rich Garbarino


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

ATTEST:

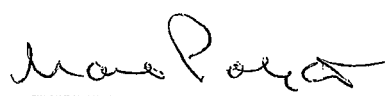

 Executive Officer
 Local Agency Formation Commission

12/30/2020

Date: ~~11-23-2020~~

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

Date: 12-30-2020


 Clerk to the Commission
 Local Agency Formation Commission

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

EXHIBIT B PAGE 3 OF 3

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 South corner of West Bay Sanitary District Resolution No. 1117;

From the Point of Beginning:

Course 1.) North $19^{\circ}12'29''$ West, 60.00 feet along the Southeastern line of existing boundary, thence,

Course 2.) Leaving the existing boundary, South $73^{\circ}30'00''$ East, 260.00 feet, thence,

Course 3.) South $30^{\circ}12'07''$ West, 242.82 feet to the center of Arapahoe Court cul-de-sac, thence,

Course 4.) North $59^{\circ}45'04''$ West, 215.33 feet to the Southeastern line of West Bay Sanitary District Resolution No. 936, thence,

Course 5.) North $19^{\circ}12'29''$ East, 102.25 feet along the Southeastern line of existing boundary to the **Point of Beginning** containing 1.08 acres, more or less.

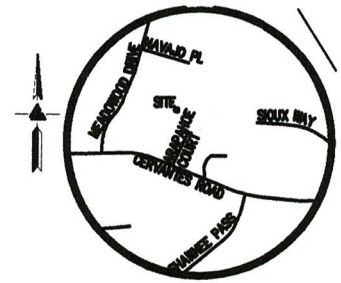
For assessment purposes only. The description is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.

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

EXHIBIT A PAGE 1 OF 2



LOT 30
50 MAPS 45
APN: 077-300-070



RESOLUTION NO. 1117
APN: 077-300-120

COURSE 1
N19°12'29"E
60.00'

COURSE 2
S78°30'00"E
260.00'

VICINITY MAP
NO SCALE

POINT OF BEGINNING

PROPOSED PARCEL
TO BE ANNEXED
1.08 ACRES

RESOLUTION NO. 936
APN: 077-300-110

COURSE 5
N19°12'29"E
102.25'

LOT 24
BLOCK 1
50 MAPS 45

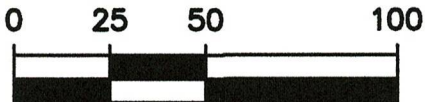
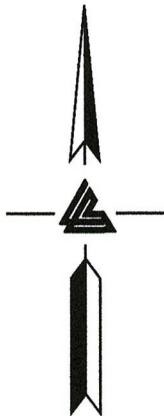
APN: 077-300-080

COURSE 4
N59°45'04"W
215.33'

COURSE 3
S30°12'07"W
242.82'

LOT 23
50 MAPS 45
APN: 077-310-190

LOT 24
50 MAPS 45
APN: 077-300-090



SCALE: 1" = 50'

ARAPAHOE
COURT (50')



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(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
25 ARAPAHOE COURT
PORTOLA VALLEY, CALIFORNIA
SAN MATEO COUNTY
RANCH EL CORTE MADERA

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WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

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

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

Background

This property will utilize a Grinder system; consequently this property must be annexed into the District's On-Site Wastewater Disposal Zone. The proponent shall be required to install a force main extension on Arapahoe Court that will eventually connect to the existing Grinder system force main located on the same street.

Analysis

Following the Public Hearing to annex certain territory to the District's On-Site Wastewater Disposal Zone, the attached resolution would formally complete the annexation of the referenced Lands of Kavanaugh.

Fiscal Impact

Property owners have paid all annexation fees and the fiscal impact would be additional sewer service charge revenue to the District once the parcel is connected.

Recommendation

Subject to the final review by legal counsel and the findings of the resolution holding true through the public hearing (i.e., protests by less than 35 percent of the voters and landholders), it is recommended by the Projects & IT Manager that the Board adopt the resolution as drafted.

Attachment: Resolution _____ (2021), Site Map, Legal/Geographic Description

WEST BAY SANITARY DISTRICT

RESOLUTION NO. _____ (2021)

RESOLUTION ORDERING ANNEXATION OF CERTAIN TERRITORY OF WEST BAY SANITARY DISTRICT TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE INCLUDING CERTAIN DETERMINATIONS, FINDINGS AND DECLARATIONS OF THE DISTRICT BOARD (LANDS OF KAVANAUGH)

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

(a) The proceedings, which are the subject of the Resolution, are undertaken pursuant to Chapter 3 of Part 2 of Division 5 (commencing with Section 6950) of the California Health & Safety (“H & S”) Code having to do with the formation of, and annexations to, on-site wastewater disposal zones.

(b) On January 13, 2021 the District Board approved and adopted Resolution No. 2235 (2021), “RESOLUTION OF INTENTION TO ANNEX CERTAIN TERRITORY TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE.” Among other things, Resolution No. 2235 (2021) described the area to be annexed to the zone, the name and address of the applicant and the number, type, volume and location of on-site wastewater disposal systems proposed.

(c) Pursuant to Resolution No. 2235 (2021), a public hearing was noticed in the manner required by H&S § 6958. The public hearing was commenced on March 10, 2021 and closed on March 10, 2021.

(d) Prior to the close of the hearing, the District Board received and considered reports from the following public officials and agencies as required by law:

- i. From the Public Health and Environmental Protection Division, Health Services Agency of the County of San Mateo, a letter dated February 8, 2021, constituting the report of the local health officer specifying the matters required by H & S § 6960.1.
- ii. From the California Regional Water Quality Control Board, San Francisco Bay Region, a letter dated February 8, 2021 constituting the report of the affected regional water quality control board with regard to the matters required by H & S § 6960.1 and approving the proposed plan for wastewater disposal by the affected regional water quality control board required by H & S § 6960.4.
- iii. From San Mateo Local Agency Formation Commission, a resolution by which the commission approved annexation to the District and the District’s On-Site Wastewater Disposal Zone.

(e) At all times during the public hearing, the District was prepared to hear and receive any oral or written protests, objections and evidence which might be offered. No oral or written protests, objections or evidence in opposition to the proposal were made, presented or filed at any time. Therefore, pursuant to H & S § 6963, it is determined that written protests filed and not withdrawn prior to the conclusion of the public hearing represented:

- i. Less than 35 percent of the number of voters who reside in the territory to be annexed to the zone; and
- ii. Less than 35 percent of the number of owners of real property in the territory to be annexed to the zone who also own not less than 35 percent of the assessed value of real property in the territory to be annexed to the zone.

(f) The number and types of on-site wastewater disposal systems proposed to be acquired, operated, maintained and monitored in the territory to be annexed to the zone are in conformity with and do not exceed the limitations set forth in the reports referred to (d) i. and ii. above.

(g) The territory proposed for annexation to the zone contains two (2) voters as defined in the Elections Code.

(h) Operation of the zone in the territory to be annexed will not result in land uses that are not consistent with general plans, zoning ordinances or other land use regulations of the Town of Portola Valley, the County of San Mateo or any other affected public agency.

In consideration of the foregoing determinations, findings and declarations,

IT IS RESOLVED by the District Board as follows:

1. The territory described in Exhibit "A" shall be annexed to the West Bay Sanitary District On-Site Wastewater Disposal Zone.
2. This annexation shall be accomplished without an election and confirmation of voters within the area to be annexed shall not be required on the question of such annexation.
3. The exterior boundaries of the annexation shall include the same territory described in Exhibit "A" to Resolution No. 2235 (2021), which Exhibit "A" is attached to this Resolution and incorporated herein by reference.
4. There shall be one on-site wastewater disposal system serving one residential user in the territory to be annexed to the zone, which system the District will either acquire, operate, maintain or monitor, as the case may be, all as set forth in Exhibit "B" to Resolution No. 2235 (2021), which Exhibit "B" is attached to this Resolution and incorporated herein by reference.
5. Operations of the portions of the zone annexed herein shall be financed by a system of fees and charges imposed upon persons who make use of the on-site wastewater disposal system in the territory annexed to the zone. The fees and charges will be structured to take into account the actual costs of operating and administering the zone and the maintenance, repair and replacement of wastewater facilities within the

territory annexed to the zone. The fees and charges will, to the extent applicable, include the cost of transporting zone-generated wastewaters to appropriate wastewater treatment facilities.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

Secretary of the District Board of the
West Bay Sanitary District, 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

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Beginning at the South corner of West Bay Sanitary District Resolution No. 1117;

From the Point of Beginning:

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Course 4.) North $59^{\circ}45'04''$ West, 215.33 feet to the Southeastern line of West Bay Sanitary District Resolution No. 936, thence,

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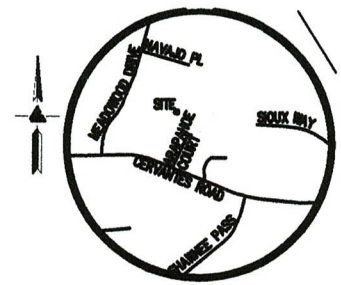
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APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 1 OF 2



LOT 30
50 MAPS 45
APN: 077-300-070



RESOLUTION NO. 1117
APN: 077-300-120

COURSE 1
N19°12'29"E
60.00'

COURSE 2
S78°30'00"E
260.00'

VICINITY MAP
NO SCALE

POINT OF BEGINNING

PROPOSED PARCEL
TO BE ANNEXED
1.08 ACRES

RESOLUTION NO. 936
APN: 077-300-110

COURSE 5
N19°12'29"E
102.25'

LOT 24
BLOCK 1
50 MAPS 45

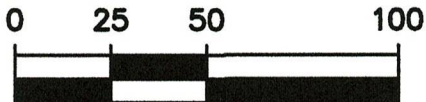
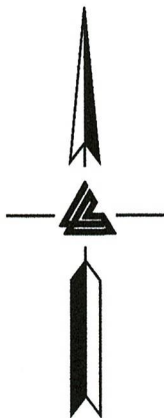
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215.33'

COURSE 3
S30°12'07"W
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LOT 23
50 MAPS 45
APN: 077-310-190

LOT 24
50 MAPS 45
APN: 077-300-090



SCALE: 1" = 50'

ARAPAHOE
COURT (50')



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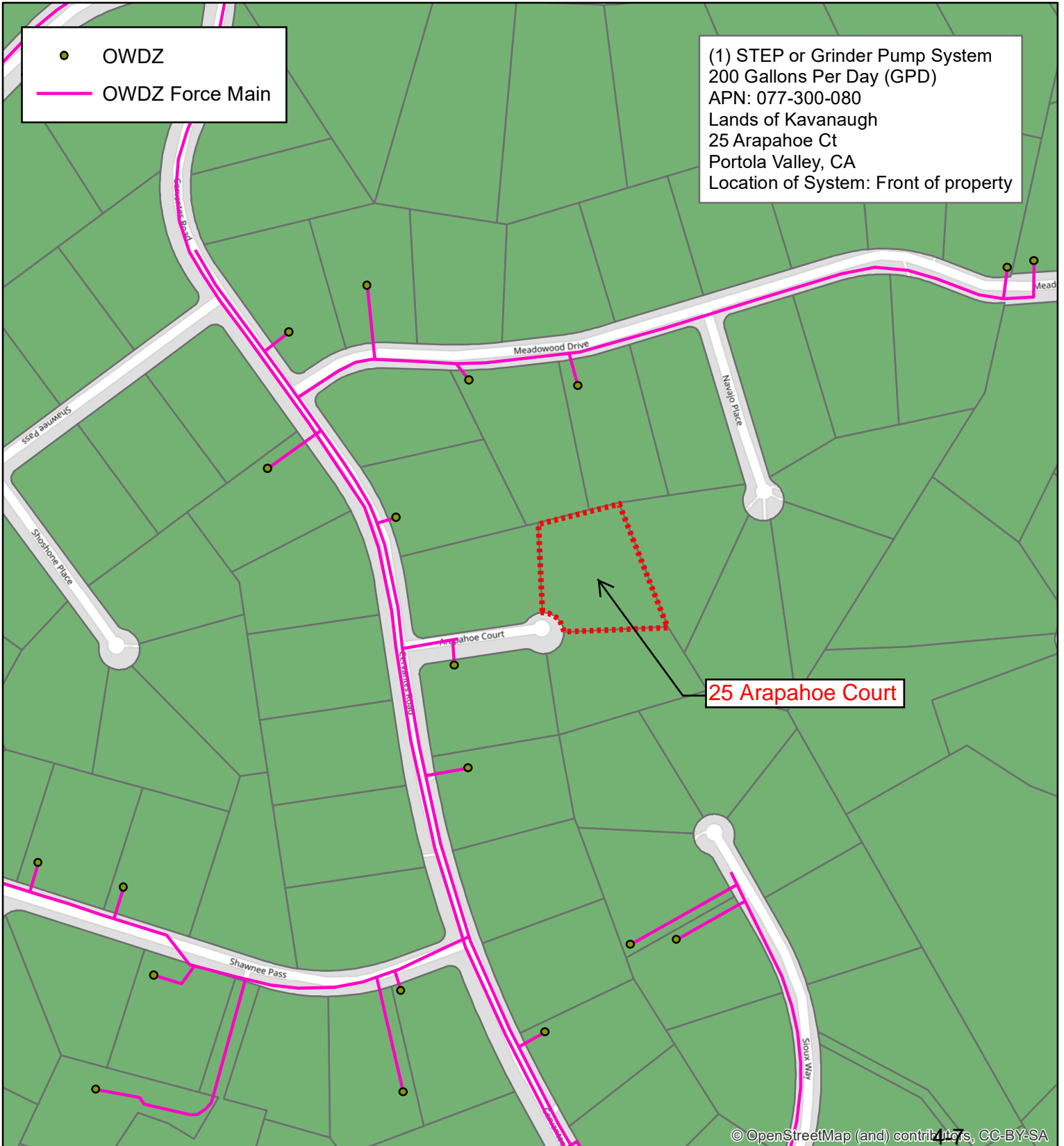
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EXHIBIT "B"
PLAT TO ACCOMPANY LEGAL DESCRIPTION
PROPOSED SEWER ANNEXATION
25 ARAPAHOE COURT
PORTOLA VALLEY, CALIFORNIA
SAN MATEO COUNTY
RANCH EL CORTE MADERA



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
25 ARAPAHOE COURT
PORTOLA VALLEY, CA
STEP OR GRINDER SYSTEM



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1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 24, 2021 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:01 PM

Roll Call

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

BOARD MEMBERS ABSENT: None

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

Others Present: Rick Simonson and Gabe Sasser with HF&H, Resident EJ Shalaby, Rich Laureta with F & L.

2. Communications from the Public: None.

3. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Regular meeting February 10, 2021
- B. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1099 for the Construction of Wastewater Facilities for 35 Sioux Way, Portola Valley, California

4. Consideration of the Establishment of a Public Hearing Date for Proposed Increase in Sewer Service Charges as Required by Proposition 218, Adopt the Updated Sewer Rate Study and Provide Staff Direction Regarding the Sewer Service Charge Rate Adjustment and the Mailing of the Proposition 218 Notice for a Public Hearing

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

Comments: Gabe Sasser of HF&H presented the draft rate study to the Board and was approved by the Board.

5. District Manager's Report

1) Administrative:

- a. The Board of Directors should consider an update to the Board Goals/Strategic Plan. District Manager would like to set up an Ad Hoc Committee to review the new Personnel Policy. District Manager would like to set up an Ad Hoc Committee to review the new Personnel Policy. Board consensus was to appoint Directors Moritz and Otte to the committee to review updates to the personnel policy. The Finance Advisory Group will remain Treasurer Thiele-Sardiña and Director Moritz and the Recycled Water Committee will remain President Dehn and Treasurer Thiele-Sardiña.
- b. Staff has prepared the letter of appreciation for the work Anderson Pacific performed on the Recycled Water Facility.
- c. Housen and Associates is completing the EPA Development Flow Study. Information will be shared during the Board meeting on February 24, 2021.

2) Finance:

- a. District Manager would like to ask the Finance Advisory Committee to review the new Purchasing Policy and Investment Policy.
- b. Payroll has been working on and verifying deductions and contributions on the new Prime Pay module in order to streamline payroll. The implementation is nearing completion.
- c. Staff has reviewed the latest draft to the HF&H Sewer Service Rate Study for 2022.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. F&L is gathering EIR comments from approximately 6 entities and is responding accordingly.

b. Construction Capital Improvement Projects (CIP)

- i. The Board should consider hiring for the design of the Bayfront Entrance Improvements in order to stay ahead of three different projects in the area. The other projects include work by San Mateo County, Salt Pound Restoration, and the City of Menlo Park. The improvements would include the replacement of the thirty six inch Reinforced Concrete Pipe that was recently discovered to be poor condition.
- ii. The metal storage building contractor, Aztec, should begin staging at the FERFF before the end of February 2021.

4) Operations and Maintenance:

a. Collection System:

- i. Crews have been working in Los Altos Hills.

b. Training:

- i. Hazardous Materials training was conducted on February 17, 2021.

5) Water Quality:

a. Sharon Heights Golf and Country Club:

- i. The District and Sharon Heights O&M meeting continue monthly.

b. Bayfront Recycled Water Facility (BRWF):

- i. District Manager would like to discuss the Woodard & Curran to provide support services for the next steps in the BRWF.
- ii. Discuss the Western Recycled Water Coalition February 11th meeting.
- iii. Environmental Impact Report (EIR) could be certified by April 2021.
- iv. Menlo Park City Staff reported some last minute concerns with the Water Purveyor MOU which are being addressed.
- v. District Manager will be scheduling meeting to include the Recycled Water Ad Hoc Committee and District Counsel, as we continue talks with Developers.

c. **West Bay:**

- i. Staff will begin to sample near Bayfront Park to support future projects in the area.
- ii. Staff has been using 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. Maintenance Staff Managers are reviewing the need for an additional hydro cleaning machine for collection system maintenance.

7) **Personnel:**

- i. Personnel Policy is under review.

8) **Upcoming Events:**

- a. **Regular Board Meeting:** February 24, 2021
- b. **Next Regular Board meetings:** March 10, 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:** Invoiced Los Altos Hills for the work performed in January.

6. **Consideration to Authorize District Manager to enter into Agreement for Engineering Design Services for the “Bayfront Sanitary Sewer Improvements Study” with Freyer & Laureta, Inc.**

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

Comments: District Manager Ramirez presented to the Board the need for the agreement for engineering services.

7. **Consideration to Approve the Financial Statements FY 2020-21, Second Quarter Ending 12/31/2020**

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

Comments: District Manager Ramirez and Finance Manager Fisher presented the second quarter financials to the Board.

8. February 24th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez reported that a vaccine letter has been given to employees to help speed up the vaccine process.

9. Report and Discussion on Sharon Heights Recycled Water Plant

Comments: District Manager Ramirez reported on the District's operations at the plant and that delivery of recycled water has been restarted to the golf course. He also reported that all payments for 2020 have been received and the District is preparing for the first SRF payment.

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

Comments: District Manager Ramirez reported that developer agreements and recycled water code updates are in the works for this project, as well as, finalizing cost for partners. Staff is reviewing a consultant agreement proposal for \$43M. President Dehn asked to bring the consultant agreement back to the Board with a timeline of the project.

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

Comments: President Dehn reported that there will be a task force meeting on February 25th and next Board meeting on March 25th.

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

Comments: None.

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

Comments: The Board requested a project schedule for the Bayfront entrance project.

12. Adjournment Time: The meeting was adjourned at 8:54 PM

**WEST BAY SANITARY DISTRICT
Financial Activity Report
February 2021**

Date: *March 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:

Receipt Summary:

Commercial Deposits	149,056.46
Deposits in Transit	0.00
Credit Cards	7,994.33
Wires, ACH, & Transfers	114,909.69
Total Receipts	<u>271,960.48</u>

Withdrawal Summary

Total Checks	252,950.21
Total Corp Card	8,841.10
Total Bank Transfers	1,081,718.06
Total Internal Transfers from Checking	
Total Withdrawals	<u>1,343,509.37</u>

Fund Summary by Budget Category

Fund		
100	Operations	1,238,406.60
200	Capital	74,926.46
500	SHGCC	30,176.31
	Summary by Fund	<u>1,343,509.37</u>

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

President _____

Secretary _____

WEST BAY SANITARY DISTRICT
Receipts & Incoming Transfers
February 1, 2021 through February 28, 2021

RECEIPT NUMBER	DEPOSIT DATE	DESCRIPTION	AMOUNT
461643	2/1/2021	4B Disconnect Permit # 17082	170.00
461644	2/1/2021	Swimming Pool Discharge Permit# NR-0428	434.33
461645	2/1/2021	SSC: Inv# 2020/21-041	612.00
461646	2/1/2021	SSC: Inv# 2020/21-028	847.00
461647	2/1/2021	SSC: Inv# 2020/21-026	748.50
461648	2/1/2021	SSC: Inv# 2020/21-038	612.00
461649	2/1/2021	SCC: Inv# 2020/21-036	847.00
461650	2/1/2021	Sewer Capacity Study: Inv# 2020/21-077	2,080.00
461651	2/2/2021	1A New - Open Trench Permit # 17085	290.00
461652	2/1/2021	4B Disconnect Permit # 17084	170.00
461655	2/3/2021	Annexation fee for 60 Valencia Ct.	585.00
461656	2/4/2021	4B Disconnect Permit # 17086	170.00
461657	2/5/2021	1A Open Trench Permit # 17087	290.00
461658	2/5/2021	1F Trenchless Permit # 17083	355.00
461659	2/5/2021	Fanton Reimbursement Agreement	22,100.48
461660	2/5/2021	Worker's Compensation Program - Final Premium Audit	8,596.00
461662	2/8/2021	1F Trenchless Permit # 17088	355.00
461663	2/8/2021	LAH: Maint. Service Agreement Dec. 2020	31,369.66
461664	2/8/2021	Invoice 2020/21-070 - Sampling & Monitoring Costs	2,906.72
461665	2/8/2021	1F Trenchless Permit # 17089	355.00
461666	2/9/2021	4B Disconnect Permit # 17090 & 1A Open Trench Permit # 17091	460.00
461667	2/9/2021	1A Open Trench Permit # 17092	290.00
461668	2/11/2021	Invoice 2020/21-073 - Sampling & Monitoring Costs	2,435.10
461669	2/12/2021	1A Repair - Open Trench Permit # 17095	290.00
461670	2/15/2021	1A Open Trench Permit # 17096	290.00
461671	2/16/2021	1F Trenchless Permit # 17093	355.00
461672	2/16/2021	1A Open Trench Permit # 17098	290.00
461673	2/17/2021	1A Open Trench & CCTV Permit # 17099	290.00
461674	2/18/2021	Sewer Capacity Study: Inv# 2020/21-076	4,160.00
461675	2/19/2021	4B Disconnect Permit # 17100	170.00
461676	2/19/2021	1A Open Trench - PLCO & CCTV Permit # 17101	290.00
461677	2/23/2021	1A New - Open Trench Permit # 17104	290.00
461678	2/23/2021	1A New - Open Trench Permit # 17105	290.00
461679	2/23/2021	Pooled Liability Program Dividends	28,923.00
461680	2/24/2021	1A Repair-Open Trench & CCTV Permit # 17106	290.00
461681	2/24/2021	1F Repair - Trenchless Permit # 17108	355.00
461682	2/24/2021	1A Open Trench Permit # 17107	290.00
461683	2/24/2021	SSC: Inv# 2020/21-034	1,694.00
461688	2/25/2021	Connection Fee, Disconnect & Commercial Open Trench Permit	40,835.00
461689	2/25/2021	1A Open Trench Permit #17110	290.00
461690	2/25/2021	1A Open Trench Permit #17111	290.00
461691	2/26/2021	338 Greenoaks Dr., ATH Sagemodern, Permit	290.00
Total Deposits			\$157,050.79
WIRE/ACH TRANSFERS RECEIVED			
461684	2/8/2021	Mandatory WW Discharge SVCW: Sampling & Monitoring Costs	1,206.70
461685	2/8/2021	Pmt 10, O&M, Deposit Credit, CAWB Review 2019-20	102,855.50
461686	2/16/2021	Franchise Fee 1/2021	8,742.24
461687	2/17/2021	Refund: Payroll 1/2021-2/2021	2,105.25
Total Transfer to BofW Checking			\$114,909.69
TOTAL DEPOSITS			\$271,960.48

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
February 1, 2021 through February 28, 2021

CHECK	DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
67400	2/1/2021	AAA RENTALS	Rental Arrow Board	542.30
67401	2/1/2021	CDW GOVERNMENT	Spare Laptops for Telecommuting 1/2021	1,573.32
67402	2/1/2021	CALIFORNIA WATER SERVICE	Water Service - Dec/Jan	37.76
67403	2/1/2021	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding 1/16-31	35.36
67404	2/1/2021	WEX BANK (Chevron)	Fuel For District Vehicle 1/2021	254.55
67405	2/1/2021	CINTAS CORP.	Uniform Cleaning 01/27/2021	629.71
67406	2/1/2021	COMCAST	Internet - 2900 Sand Hill Rd & 500 Laurel St	513.00
67407	2/1/2021	GRAINGER	Operating Supplies	2,416.51
67408	2/1/2021	R.A. NOSEK INVESTIGATIONS	Background Check - 1/2021	295.00
67409	2/1/2021	OGASAWARA LANDSCAPE MAINT.	Building Maintenance - 1/2021	400.00
67410	2/1/2021	P&F DISTRIBUTERS	HDPE Pipe Replacement Parts 1/2020	2,152.23
67411	2/1/2021	PACIFIC GAS & ELECTRIC	Gas & Electric Service	11,667.47
67412	2/1/2021	SAN MATEO COUNTY CLERK	LSSA Recording Fee: 1350 Elder Ave, 070-031-010	20.00
67413	2/1/2021	SYNECO SYSTEMS, INC.	Converting Media - 3 1/2 Gallon Pail	381.00
67414	2/1/2021	WECO INDUSTRIES, LLC	Maintenance & Hoses 1/2021	2,046.48
67415	2/1/2021	WOODARD & CURRAN	Sampling Analysis & Discharge Support 9/2020	2,065.50
67416	2/9/2021	MATHESON TRI-GAS, INC.	Gas 1/2021	56.91
67417	2/9/2021	ANGEL AMBRIZ	Reimburse: DMV Class A License	83.00
67418	2/9/2021	ANNETTE BERGERON - PETTY CASH	Petty Cash	143.43
67419	2/9/2021	CWEA	CWEA Certificate Renewal	91.00
67420	2/9/2021	FASTRAK	Void	0.00
67421	2/9/2021	NAVIA BENEFIT SOLUTIONS	FSA PR Contributions, Annual Commuter Fee, Monthly FSA fee	1,727.68
67422	2/9/2021	FRANCHISE TAX BOARD	Wage Garnishments	325.00
67423	2/9/2021	GRAINGER	Supplies 1/2021	82.27
67424	2/9/2021	KIMBALL MIDWEST	Tool Stock And Wiper Blades 2/2021	290.63
67425	2/9/2021	HOME DEPOT CREDIT SERVICES	Operating Supplies	1,315.91
67426	2/9/2021	IEDA	Consulting Fee - 2/2021	786.00
67427	2/9/2021	KONE PASADENA	Elevator Maintenance - 2/2021	267.12
67428	2/9/2021	CITY OF MENLO PARK - Water	Water Service	128.41
67429	2/9/2021	CITY OF MENLO PARK	Alarm Permit - 500 Laurel St. & 1700 Marsh Rd	50.00
67430	2/9/2021	MENLO PARK HARDWARE CO. #14016	Misc Tools, Batteries, Sprayers 12/2020	882.09
67431	2/9/2021	MUNICIPAL MAINTENANCE EQUIP.	Unit 221 & 226; Jet Eye Camera Pigtaills; Unit 221: Hydraulic Cap	969.32
67432	2/9/2021	OCCUPATIONAL HEALTH CENTERS	Health Screening & Testing - 1/13/21-1/26/21	397.00
67433	2/9/2021	PACIFIC GAS & ELECTRIC	Gas & Electric Service	6,397.85
67434	2/9/2021	PIER 2 MARKETING	Quarterly Website Maintenance - Q1 2021	500.00
67435	2/9/2021	SAN MATEO COUNTY CLERK	LSSA Recording Fee: 2579 FordhamSt, 063-085-030	20.00
67436	2/9/2021	COUNTY OF SAN MATEO	Training - 2/2021	280.00
67437	2/9/2021	SEEKZEN SYSTEMS	IT Consulting Service	475.00
67438	2/9/2021	SHARP BUSINESS SYSTEMS	Lease for 3 copiers (1st Flr Admin, 2nd Flr Admin, & Maint)	1,085.18
67439	2/9/2021	TPX COMMUNICATIONS	TPx - District VoIP Phone Service 1/2021	2,943.57
67440	2/9/2021	TEAMSTERS LOCAL NO. 350	Union Dues - Jan & Feb	1,891.00
67441	2/15/2021	A-A LOCK & ALARM	Padlocks 2/2021	252.50
67442	2/15/2021	ACE FIRE EQUIPMENT & SERVICE	Fire Exiquisher Service And Training 1/2021	1,306.05
67444	2/15/2021	ALPHA ANALYTICAL LABORATORIES	7 Day Total Dissolved Solids & Daily Coliform Sampling	6,960.00
67445	2/15/2021	VEOLIA WATER NORTH AMERICA	Water Service - Purdue Ave 12/2/20-2/2/21	75.69
67446	2/15/2021	READYREFRESH BY NESTLE	Water Delivery - 1/2021	39.28
67447	2/15/2021	ATCHISON, BARISONE & CONDOTTI	Attorney Fees 1/2021	3,788.86
67448	2/15/2021	BAY AREA AIR QUALITY MGMT DIST	BAAQMD Permit Renewals	1,227.00
67449	2/15/2021	CALIFORNIA WATER SERVICE	Water Service - Jan/Feb	27.12
67450	2/15/2021	CALPERS LONG-TERM CARE PROGRAM	Long Term Care Withholding 2/1/21-2/15/21	35.36
67451	2/15/2021	CINTAS CORP.	Uniform Cleaning 1/13/2021	1,480.65
67452	2/15/2021	DOLPHIN GRAPHICS	WBSD Facemasks, Caps 1/2021	1,523.11
67453	2/15/2021	DU-ALL SAFETY, LLC	DuAll Safety - Maintenance Contract 1/2021	1,620.00
67454	2/15/2021	EMBARCADERO MEDIA	Legal Notices & Advistiments 1/2021	3,941.20
67455	2/15/2021	FEDERAL EXPRESS	Shipping Charges - 1/2021	96.07
67456	2/15/2021	GRAINGER	Pump Station Parts 1/2020	979.11
67457	2/15/2021	HILLYARD/SAN FRANCISCO	Stock On Paper Towels 11/2020	895.90
67458	2/15/2021	JANI-KING OF CA, INC - SFR/OAK	Custodial Service 2/2021	753.72
67459	2/15/2021	CITY OF MENLO PARK - Water	Water Service Dec-Jan	71.28
67460	2/15/2021	CITY OF MENLO PARK-FUEL	District Vehicle Fuel Dec & Jan	9,645.08
67461	2/15/2021	PENINSULA BUILDING SUPPLY	Rotary Hammer & Bits 1/2021	332.54
67462	2/15/2021	RED WING SHOE STORE	Safety Shoes 2/2021	1,634.97

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
February 1, 2021 through February 28, 2021

67463	2/15/2021	SIGNA MECHANICAL	E-One Pump Replacement	9,657.07
67464	2/15/2021	COUNTY OF SAN MATEO - LAFCO	LAFCO Op Expense FY 2020-21	28,067.00
67465	2/15/2021	SAN MATEO COUNTY CLERK	LSSA Recording Fee: 2881 Drew Ct, EPA, 063-023-050	20.00
67466	2/15/2021	SAN MATEO COUNTY CLERK	LSSA Recording Fee: 2001 Menaltoa Ave, MP, 062-385-110	20.00
67467	2/15/2021	COUNTY OF SAN MATEO	Emergency Dig to Remove Unit 215	369.00
67468	2/15/2021	TOWNE FORD SALES	Unit 212 Turbo Replacement 1/2021	1,910.85
67469	2/15/2021	VAR TECHNOLOGY FINANCE	Fujitsu fi-7900 scanner for Admin e-filing	462.99
67470	2/15/2021	VISION COMMUNICATIONS CO.	Replacement Radio and Knobs 10/2020	827.53
67471	2/15/2021	YOUNG'S AUTO SUPPLY CENTER	External Crane Battery 217 2/2021	174.59
67472	2/23/2021	AT&T	Long Distance 1/13/21-2/12/21	1,053.93
67473	2/23/2021	ALPHA ANALYTICAL LABORATORIES	Daily Coliform Samples 2/2021	180.00
67474	2/23/2021	READYREFRESH BY NESTLE	Water Delivery 1/11/21-2/10/21	223.89
67475	2/23/2021	BACKFLOW PREVENTION SPECIALIST	Test & Certify 16 Backflows 2/2021	1,913.00
67476	2/23/2021	CALIFORNIA WATER SERVICE	Water Service - Jan-Feb	95.54
67477	2/23/2021	CINTAS CORP.	Uniform Cleaning - 11/2020	939.66
67478	2/23/2021	CUSI	Annual Maintenance & Technical Support 03/31/21-03/31/22	13,750.00
67479	2/23/2021	DOLPHIN GRAPHICS	Short Sleeve Green T Shirts 9/2020	637.16
67480	2/23/2021	NAVIA BENEFIT SOLUTIONS	Flexible Spending Account PR Contributions	702.68
67481	2/23/2021	FRANCHISE TAX BOARD	Wage Garnishments	325.00
67482	2/23/2021	FREYER & LAURETA	Levee Design & North Bay Road/Ringwood CIP Design 1/2021	65,269.39
67483	2/23/2021	GOLDSTREET DESIGN AGENCY, INC.	Wipes Public Outreach - Sharon Heights 12/2020	844.38
67484	2/23/2021	GRAINGER	Operating Supplies	2,188.68
67485	2/23/2021	MALLORY CO.	Gas Regulator with Pressure Switch 1/2021	592.11
67486	2/23/2021	CITY OF MENLO PARK - Water	Water Service Jan-Feb	233.10
67487	2/23/2021	PACIFIC GAS & ELECTRIC	Gas & Electric Service Jan-Feb	361.96
67488	2/23/2021	ALBERT PATINO	Employee 15 Year Anniversary	225.00
67489	2/23/2021	PREFERRED ALLIANCE	Testing 1/2021	361.98
67490	2/23/2021	PRINCIPAL LIFE INSURANCE CO.	Insurance March	5,525.26
67491	2/23/2021	RECOLOGY PENINSULA SERVICES	Recology - SHGCC RWF 2yd Trash Bin 1/2021	62.35
67492	2/23/2021	CITY OF REDWOOD CITY	Unit 225: Repairs and Maintenance F/R Brakes 11/2020	1,228.76
67493	2/23/2021	RESOLUTION GUTTER	Replaced Maintenance Building Gutters 2/2021	760.00
67494	2/23/2021	ROBERTS & BRUNE COMPANY	Couplers, Serrated Hose Clamp 2/2021	6,248.84
67495	2/23/2021	SIEMENS INDUSTRY, INC.	Hydro Ranger Replacements 1/2021	5,611.08
67496	2/23/2021	STAPLES CREDIT PLAN	Staples - Office Supplies 1/28/2021	816.82
67497	2/23/2021	SUMMIT AERIAL SERVICES INC	RW Facility Ribbon Cutting Drone Services	1,000.00
67498	2/23/2021	TEAMSTERS LOCAL NO. 350	Union Dues 3/2021	976.00
67499	2/23/2021	3T EQUIPMENT COMPANY	Pipe Patch Kits, Flex Adapters, Coated Pull Cable 1/2021	14,069.65
67500	2/23/2021	VERIZON WIRELESS	Verizon - District Cellphone 1/16-2/15	1,134.07
67501	2/23/2021	WECO INDUSTRIES, LLC	Fiberglass Hose Grabber 11/2020	1,206.84

252,950.21

Corporate Cards:

GL	DATE	Account Number & Name	Description	Amount
54080	2/23/2021	Memberships	CWEA Membership Fees	192.00
54091	2/23/2021	Stationary and Office Supplies	Office Supplies	34.74
54101	2/23/2021	Ops Supplies & Materials	Operating Supplies: Surveillance Cameras/Signs	265.00
54102	2/23/2021	Safety Supplies & Materials	Safety Award Gift Cards, Appreciation Lunch for Anderson Pacific	932.38
54107	2/23/2021	Personal Protective Equip & Su	Covid Testing Kits	1,773.65
54108	2/23/2021	Monitoring Supplies & Equip	Stainless Steet Chain Links: Flow Monitoring / Sampling	191.98
54125	2/23/2021	Health Screening & Testing	Rapid Covid Test	249.00
54158	2/23/2021	Computer Software	Log Me In, Zoom & Microsoft: Monthly Subscriptions	1,261.86
54159	2/23/2021	Computer Hardware	Desktop, Monitor, Laptop Cases	985.12
54174	2/23/2021	Mgmt Conf. & District Meetings	Manager's Meetings, Certification Recognition	474.28
54176	2/23/2021	Business Meetings	Meeting with Board President	176.09
54202	2/23/2021	Other Misc. Operating Expense	Fastrak: Transportation Expenses	415.00
54207	2/23/2021	Vallombrosa Center	Vallombrosa: On Call Lodging	1,890.00

Bank of the West - Credit Cards

8,841.10

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
February 1, 2021 through February 28, 2021

Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
2/1/2021	SVCW	Monthly Operating Contribution	636,710.00
2/1/2021	PrimePay	Payroll Correction	5,990.78
2/2/2021	NeoPost	Postage	50.00
2/2/2021	Central Payment	Credit Card Processing Fees	687.68
2/2/2021	CalPERS	Retirement	67,967.12
2/5/2021	PrimePay	PrimePay Fees	589.57
2/5/2021	PrimePay	Payroll Taxes	1,448.32
2/10/2021	CalPERS	Health Premium	52,333.30
2/12/2021	PrimePay	Employee Payroll & Directors Fees - Check Date: 2/12/2021	106,476.63
2/12/2021	PrimePay	Payroll Taxes	32,082.61
2/12/2021	ICMA	Deferred Compensation	22,017.47
2/22/2021	Bank of the West	Bank Fees	406.12
2/25/2021	NeoPost	Postage	300.00
2/26/2020	PrimePay	Employee Payroll - Check Date: 2/26/2021	109,092.01
2/26/2020	PrimePay	Payroll Taxes	31,995.62
2/26/2020	ICMA	Deferred Compensation	13,570.83
Bank Transfers From Bofw Checking			<u>1,081,718.06</u>

Summaries:

Withdrawal Summary

Total Checks	252,950.21
Total Corp Card	8,841.10
Total Bank Transfers	<u>1,081,718.06</u>
Total Withdrawals	<u>1,343,509.37</u>

Fund Summary by Budget Category

100	Operations	1,238,406.60
200	Capital	74,926.46
500	SHGCC	30,176.31
		<u>1,343,509.37</u>

WEST BAY SANITARY DISTRICT
Financial Activity Report
Supplemental Purchase Register
February 1, 2021 through February 28, 2021

OPERATING SUPPLIES & OFFICE EXPENSE

<u>CHECK</u>	<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67401	2/1/2021	CDW GOVERNMENT	Spare Laptops for Telecommuting 1/2021	1,573.32
67407	2/1/2021	GRAINGER	Masks, LED Flood Lights, Cable, Sprayer, Etrack & Ring Tie Off, Tie Down Strap, Wheelbarrow Mixer, Security Signs, Clipboards, Water Hose, Spool Adapter	2,416.51
67410	2/1/2021	P&F DISTRIBUTERS	HDPE Pipe Replacement Parts 1/2020	2,152.23
67414	2/1/2021	WECO INDUSTRIES, LLC	Maintenance & Hoses 1/2021	2,046.48
67425	2/9/2021	HOME DEPOT CREDIT SERVICES	Tools, Wood, & Misc Supplies	1,315.91
67442	2/15/2021	ACE FIRE EQUIPMENT & SERVICE	Fire Extinguisher Service And Training 1/2021	1,306.05
67452	2/15/2021	DOLPHIN GRAPHICS	WBSD Facemasks, Caps 1/2021	1,523.11
67463	2/15/2021	SIGNA MECHANICAL	E-One Pump Replacement	9,657.07
67475	2/23/2021	BACKFLOW PREVENTION SPECIALIST	Test & Certify 16 Backflows 2/2021	1,913.00
67484	2/23/2021	GRAINGER	Supplies: Marking Paint, Stacking Bins, Disinfectant Bin, Reflective Labels, PPE: Gloves 2/2021	2,188.68
67492	2/23/2021	CITY OF REDWOOD CITY	Unit 225: Repairs and Maintenance F/R Brakes 11/2020	1,228.76
67494	2/23/2021	ROBERTS & BRUNE COMPANY	Couplers, Serrated Hose Clamp 2/2021	6,248.84
67495	2/23/2021	SIEMENS INDUSTRY, INC.	Hydro Ranger Replacements 1/2021	5,611.08
67499	2/23/2021	3T EQUIPMENT COMPANY	Pipe Patch Kits, Flex Adapters, Coated Pull Cable 1/2021	14,069.65
67501	2/23/2021	WECO INDUSTRIES, LLC	Fiberglass Hose Grabber 11/2020	1,206.84

MISCELLANEOUS

<u>CHECK</u>	<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67415	2/1/2021	WOODARD & CURRAN	Sampling Analysis & Discharge Support 9/2020	2,065.50
67417	2/9/2021	ANGEL AMBRIZ	Reimburse: Class A Permit	83.00
67421	2/9/2021	NAVIA BENEFIT SOLUTIONS	Flexible Spending Account PR Contributions, Annual Commuter Fee, Monthly FSA fee	1,727.68
67444	2/15/2021	ALPHA ANALYTICAL LABORATORIES	7 Day Total Dissolved Solids & Daily Coliform Sampling	6,960.00
67448	2/15/2021	BAY AREA AIR QUALITY MGMT DIST	BAAQMD Permit Renewal - 500 Laurel, 884 Portola, 1298 Willow	1,227.00
67454	2/15/2021	EMBARCADERO MEDIA	Legal Notices & Advertisements 1/2021	3,941.20
67464	2/15/2021	COUNTY OF SAN MATEO - LAFCO	LAFCO Op Expense FY 2020-21	28,067.00
67478	2/23/2021	CUSI	Annual Maintenance & Technical Support 03/31/21-03/31/22	13,750.00
67482	2/23/2021	FREYER & LAURETA	Levee Design & North Bay Road/Ringwood CIP Design 1/2021	65,269.39
67488	2/23/2021	ALBERT PATINO	Employee 15 Year Anniversary	225.00

WEST BAY SANITARY DISTRICT
Expenditures Summary FY 2020-21
7/01/2020 to 02/28/2021

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWALS
	YTD FY 2020-21	2/2021
3T Equipment Company	24,627.63	14,069.65
A-A Lock & Alarm	814.40	252.50
AAA Rentals	2,571.43	542.30
Abila	12,101.28	-
Access	190.00	-
Ace Fire Equipment & Service	1,306.05	1,306.05
Action Towing	1,056.00	-
Air & Lube Systems, Inc.	52,759.21	-
All Fence Company, Inc.	1,040.00	-
Alliant Insurance Services	18,487.00	-
The Almanac	4,488.00	-
Alpha Analytical Laboratories	7,140.00	7,140.00
Angel Ambriz	83.00	83.00
American Messaging	203.66	-
American Textile & Supply	1,959.58	-
Anderson Pacific	833,588.33	-
Aquality Water Management Inc.	695.14	-
Aqua Natural Solutions	1,909.14	-
Arcon Builders	2,000.00	-
AT&T	8,178.58	1,053.93
Atchison, Barisone & Condotti	51,791.32	3,788.86
Backflow Prevention Specialist	1,913.00	1,913.00
Bank of the West - Credit Cards	158,778.72	8,841.10
Bank of the West	2,542.51	406.12
Bay Alarm	13,464.70	-
Bay Area Air Quality Mgmt Dist	8,055.00	1,227.00
Bayside Equipment Company	22,129.57	-
Annette Bergeron - Petty Cash	143.43	143.43
Vance Brown	291.25	-
California Water Service	11,527.63	160.42
CalPERS - Actuary Fee	1,050.00	-
CalPERS - Unfunded Accrued Liability	1,982,655.00	-
CalPERS - Retirement	313,568.07	67,967.12
CalPERS - Health Premiums	396,765.52	52,333.30
Calpers Long-Term Care Program	530.40	70.72
CASA	13,600.00	-
CDW Government	7,866.59	1,573.32
Center for Hearing Health Inc.	600.00	-
Central Payment	2,182.84	687.68
Chavan & Associates LLP	14,000.00	-
Chemsearch	1,590.19	-
George Choi	9,500.00	-
Cintas Corp.	27,915.55	3,050.02
City of Menlo Park	50.00	50.00
City of Menlo Park - Repair	10,190.30	-
City of Menlo Park-Fuel	27,430.03	9,645.08
City of Menlo Park - Water	11,879.62	432.79
Comcast	2,421.27	513.00
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	-
CUSI	13,750.00	13,750.00
CWEA	1,994.00	91.00
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	9,566.76	2,160.27
Du-All Safety, Llc	13,938.75	1,620.00
Duke's Root Control, Inc	153,327.92	-
ESRI	2,125.00	-
East Bay Muni Utility District	2,458.50	-
Elite Parts LLC	622.73	-
Embarcadero Media	4,721.20	3,941.20
Emerging Sun Productions	436.00	-
Fast Response On-Site Testing	1,817.60	-
Fastrak	-	-
Federal Express	2,168.35	96.07
Fremont Urgent Care	2,838.00	-
Finishmaster Inc	1,098.92	-
City of Foster City	1,520.00	-
Franchise Tax Board	4,050.00	650.00
Freyer & Laureta	496,352.87	65,269.39
Global Equipment, Inc	1,811.15	-
Golden Gate Truck Center	564.31	-
Goldstreet Design Agency, Inc.	844.38	844.38
Governmentjobs.com dba NeoGov	3,778.32	-
GovConnection, Inc.	780.00	-

WEST BAY SANITARY DISTRICT
Expenditures Summary FY 2020-21
7/01/2020 to 02/28/2021

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWALS
	YTD FY 2020-21	2/2021
Grainger	29,602.77	5,666.57
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	42,874.60	-
Hillyard/San Francisco	1,738.23	895.90
Home Depot Credit Services	6,683.59	1,315.91
Bob Hulsmann	1,246.15	-
ICMA	188,344.14	35,588.30
IEDA	6,288.00	786.00
ISAC Inc	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	5,956.89	753.72
Kantor's Furniture	6,610.63	-
Kimball Midwest	6,738.81	290.63
Kone Pasadena	2,136.96	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.	10,414.74	592.11
Matheson Tri-Gas, Inc.	435.09	56.91
Shahriyar Matloub	460.00	-
Meineke	1,580.76	-
Menlo Chevron	790.56	-
Menlo Park Fire Protection	8,290.00	-
Menlo Park Hardware Co. #14016	882.09	882.09
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	-
Morse Hydraulics	1,809.26	-
Municipal Maintenance Equip.	31,180.19	969.32
National Auto Fleet Club	87,289.71	-
Navia Benefit Solutions	10,290.40	2,430.36
NeoPost	1,550.00	350.00
Carrie Nevoli - Petty Cash	598.06	-
Nixon-Egli Equipment Company	291.35	-
North Bay Pensions	2,500.00	-
R.A. Nosek Investigations	2,940.00	295.00
Occasions, ETC.	514.96	-
Occupational Health Centers	1,175.00	397.00
Ogasawara Landscape Maint.	4,280.00	400.00
Omega Industrial Supply, Inc.	11,288.97	-
P&F Distributors	2,152.23	2,152.23
Pacific Gas & Electric	145,859.29	18,427.28
Partridge, LLC	8,501.00	-
Albert Patino	225.00	225.00
Paytrace	904.39	-
Peninsula Battery Inc.	905.49	-
Peninsula Building Supply	3,080.32	332.54
Pier 2 Marketing	1,800.00	500.00
Ponton Industries, Inc.	16,900.50	-
Precise Concrete Sawing, Inc.	400.00	-
Precise Printing and Mailing	5,162.23	-
Preferred Alliance	2,355.06	361.98
PrimePay Fees	5,243.69	589.57
Principal Life Insurance Co.	41,887.62	5,525.26
Priority 1 Public Safety	7,908.96	-
Quadient Leasing USA, Inc.	536.50	-
Jose Quezada	1,525.79	-
Sergio Ramirez	13,661.69	-
Ranger Pipelines	39,646.99	-
Readyrefresh By Nestle	2,718.12	263.17
Recology Peninsula Services	62.35	62.35
Red Wing Shoe Store	8,242.00	1,634.97
City of Redwood City	2,599.72	1,228.76
Redwood General Tire Co., Inc.	637.06	-
Registrar of Voters	4.37	-
Todd Reese	500.00	-
Resolution Gutter	760.00	760.00
Rich Voss Trucking	986.00	-
Roberts & Brune Company	23,277.77	6,248.84
SVCW Bond - 2014 Bond	1,145,479.63	-
SVCW Bond - 2015 Bond	1,610,500.00	-

WEST BAY SANITARY DISTRICT
Expenditures Summary FY 2020-21
7/01/2020 to 02/28/2021

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWALS
	YTD FY 2020-21	2/2021
SVCW Bond - 2018 Bond	1,837,712.50	-
SVCW - Monthly Operating Payment	4,456,970.00	636,710.00
SVCW - SRF Loan	506,765.21	-
County of San Mateo	2,386.00	649.00
San Mateo County Assessor	305.00	-
San Mateo County Clerk	731.00	80.00
San Mateo County Tax Collector	945.58	-
San Mateo County Health	1,308.00	-
County of San Mateo - LAFCO	28,067.00	28,067.00
County of Santa Clara	587.00	-
Henry Santos	150.00	-
Robert J. Scheidt	1,296.39	-
Phil Scott	75.61	-
Seekzen Systems	8,202.80	475.00
Sharp Business Systems	8,843.93	1,085.18
Sharp Electronics Corporation	288.59	-
Snap On Industrial	1,550.79	-
Siemens Industry, Inc.	5,611.08	5,611.08
Signa Mechanical	9,657.07	9,657.07
Sonsray Machinery LLC	2,140.51	-
Spartan Tool, LLC	3,435.13	-
Staples Credit Plan	9,411.69	816.82
State Water Resources Control	27,719.50	-
Steven Creek Quarry, Inc.	1,998.41	-
Summit Aerial Services Inc	1,000.00	1,000.00
Sunstate Equipment	3,653.29	-
Sutter EAP	1,239.75	-
Syneco Systems, Inc.	1,771.25	381.00
TPX Communications	5,842.50	2,943.57
Target Specialty Products	2,219.79	-
Teamsters Local No. 350	8,870.00	2,867.00
Teletrac Navman US Ltd.	1,107.98	-
Town of Atherton	3,000.00	-
Towne Ford Sales	64,847.19	1,910.85
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	1,869.80	462.99
V & A Consulting Engineers	7,060.00	-
Veolia Water North America	75.69	75.69
Verizon Wireless	2,683.59	1,134.07
Vision Communications Co.	5,303.59	827.53
Weco Industries, LLC	38,337.07	3,253.32
Western States Tool & Supply	3,283.63	-
Western Truck Fab	962.36	-
Wex Bank (Chevron)	1,347.42	254.55
Woodard & Curran	41,554.68	2,065.50
Young's Auto Supply Center	856.05	174.59
Zanker Recycling	51.77	-
TOTAL REGULAR PAYABLES	15,756,139.65	1,056,423.40
SALARIES, WAGES & WITHHOLDINGS		
Salaries/Wages - Net Pay	1,974,998.01	217,990.28
Directors Fees - Net Pay	20,433.49	3,569.14
Payroll Taxes	616,669.76	65,526.55
Performance Merit Program - Net Pay	130,427.78	-
TOTAL SALARIES RELATED	2,742,529.04	287,085.97
TOTAL WITHDRAWALS	18,498,668.69	1,343,509.37
Transfers Between WBSD Accounts	(8,000,000.00)	-

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: WBSD Operations and Maintenance Report – February 2021

Month	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pipe Patch Repairs	Open Trench Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls- Unit 208			
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Qty.	Cat. 1	Cat. 2&3s	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	4.6	7.1	0.5	2.9	5	8	66	0	0	0	68	5	0	190
* Oct.														
Nov.														
Dec														
Yr to date	16.0	11.8	1.7	5.6	10	13	127	0	0	0	147	17	0	343
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.

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

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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

	Basin PM Pipe Cleaning	High Freq. PM Pipe Cleaning	Un-Sche. Pipe Cleaning	WBSD CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month							Cat. 1	Cat. 2&3s	Call Outs
Temp Help	Miles	Miles	Miles	Miles	Qty.	Qty.			
January	1.2	1.3	0.0	0.0	4	0	0	0	0
February	1.7	0.2	0.0	1.3	4	0	0	0	1
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	10.6	5.6	3.0	5.9	28	0	0	1	1
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 5E**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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

Please see next page.

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



Yearly Summary Report

3/4/2021
2:14 PM

Dates Between 2/1/2020 and 2/28/2021

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	0.0	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	12.0	1	0.0	0.0	0.0
March	0.00	0.3	0.0	0.0	15.0	0.0	0.0	0.0	0.0
April	0.00	0.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	12.0	0.0	0.0	0.0	0.0
June	0.00	0.3	0.0	0.2	15.0	0.0	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	13.0	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	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	0.8	0.0	0.2	143	1	0.0	0.0	0.0



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

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 – 25 Arapahoe Court, Portola Valley (077-300-080), Lands of Kavanaugh

Background

The owners of the property located at 25 Arapahoe Court, Portola Valley, Lands of Kavanaugh have requested the Local Agency Formation Commission (LAFCo) annex their property to the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The parcel will be a single-family residence that will need to install a Grinder pump system and force main extension on Arapahoe Court that will eventually connect to the existing force main located on the same street.

Analysis

Attached for the Board's review is the Geographic/Legal Description (Exhibit A) of the property to be annexed and the LAFCo Resolution No. 1256 (Exhibit B) approving the annexation.

Fiscal Impact

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

Recommendation

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

Attachments: Resolution _____ (2021)
Site Map
Exhibit A – Geographic/Legal Description
Exhibit B – LAFCo Resolution No. 1256
Exhibit C – Site Map

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 Lands of Kavanaugh (APN 077-300-080) 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 (LAFCo) of San Mateo County assigned the following distinctive short form designation: Annexation of 25 Arapahoe Court, Portola Valley (APN 077-300-080) 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 LAFCo of San Mateo County has adopted Resolution 1256 (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 LAFCo, 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 March, 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



WEST BAY SANITARY DISTRICT
EXHIBIT "C"
SITE LOCATION
25 ARAPAHOE COURT
PORTOLA VALLEY, CA
STEP OR GRINDER SYSTEM

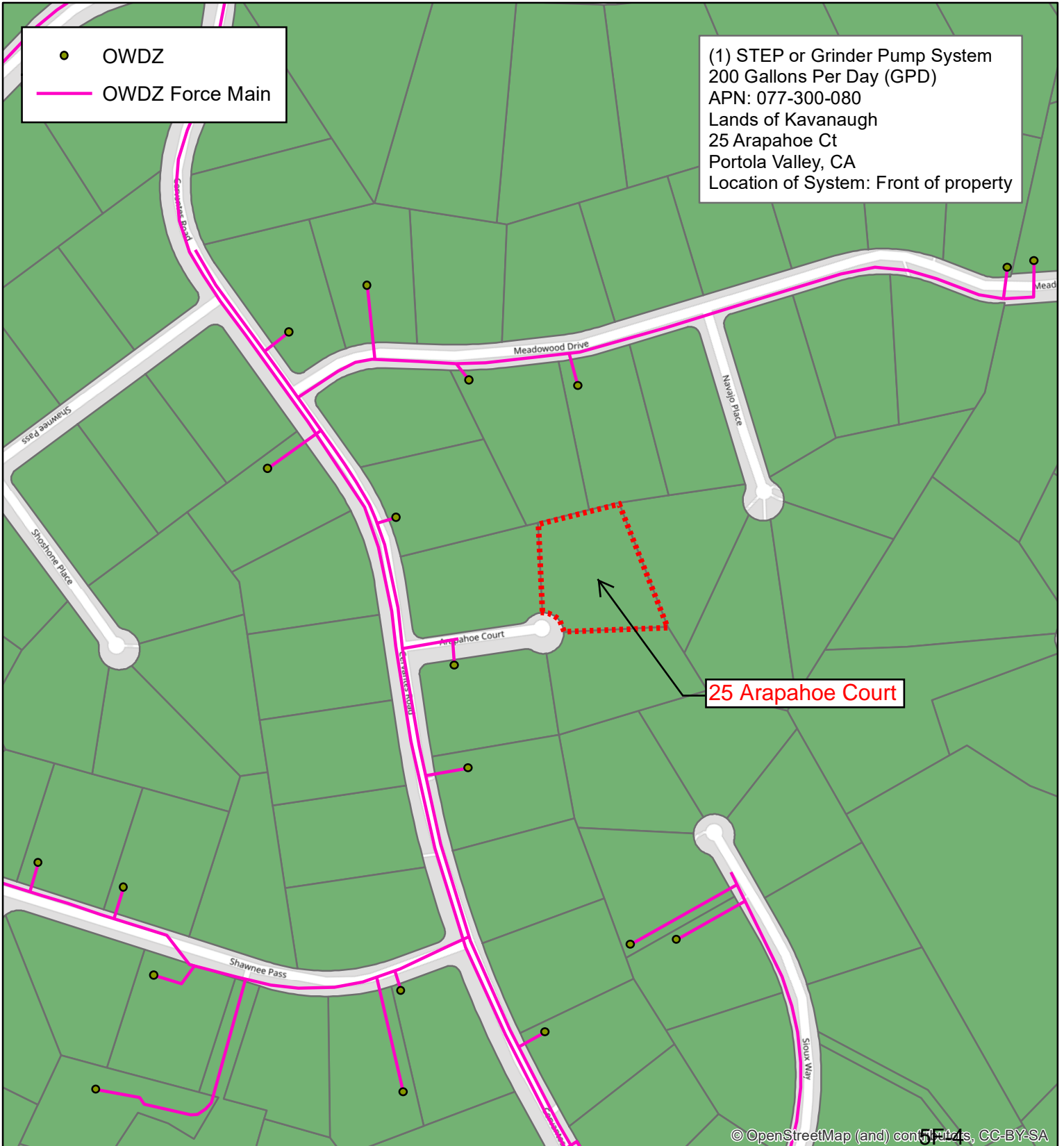


EXHIBIT "A"

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 South corner of West Bay Sanitary District Resolution No. 1117;

From the Point of Beginning:

Course 1.) North 19°12'29" West, 60.00 feet along the Southeastern line of existing boundary, thence,

Course 2.) Leaving the existing boundary, South 73°30'00" East, 260.00 feet, thence,

Course 3.) South 30°12'07" West, 242.82 feet to the center of Arapahoe Court cul-de-sac, thence,

Course 4.) North 59°45'04" West, 215.33 feet to the Southeastern line of West Bay Sanitary District Resolution No. 936, thence,

Course 5.) North 19°12'29" East, 102.25 feet along the Southeastern line of existing boundary to the **Point of Beginning** containing 1.08 acres, more or less.

For assessment purposes only. The description 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.

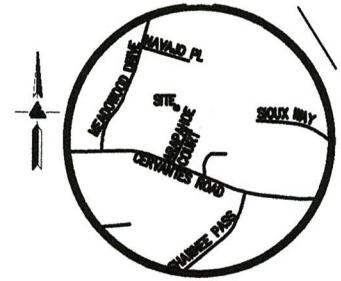
APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 1 OF 2



LOT 30
50 MAPS 45
APN: 077-300-070

RESOLUTION NO. 1117
APN: 077-300-120



VICINITY MAP
NO SCALE

COURSE 1
N19°12'29"E
60.00'

COURSE 2
S78°30'00"E
260.00'

POINT OF BEGINNING

PROPOSED PARCEL
TO BE ANNEXED
1.08 ACRES

RESOLUTION NO. 936
APN: 077-300-110

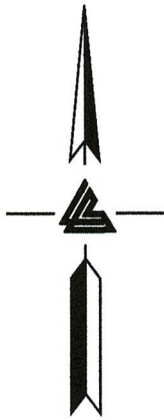
COURSE 5
N19°12'29"E
102.25'

LOT 24
BLOCK 1
50 MAPS 45

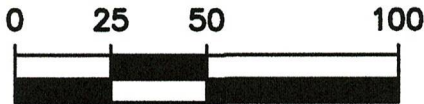
APN: 077-300-080

COURSE 4
N59°45'04"W
215.33'

LOT 23
50 MAPS 45
APN: 077-310-190



LOT 24
50 MAPS 45
APN: 077-300-090



SCALE: 1" = 50'

ARAPAHOE
COURT (50')



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
25 ARAPAHOE COURT
PORTOLA VALLEY, CALIFORNIA
SAN MATEO COUNTY
RANCH EL CORTE MADERA

Exhibit B

LAFCo File No. 20-08

RESOLUTION NO. 1256

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 20-08 -
ANNEXATION OF 25 ARAPAHOE COURT, PORTOLA VALLEY
TO THE WEST BAY SANITARY DISTRICT,
WAIVING CONDUCTING AUTHORITY PROCEEDINGS, AND ANNEXATION
TO THE ON-SITE WASTEWATER DISPOSAL ZONE**

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

EXHIBIT B PAGE 1 OF 3

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 1.08 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 25 Arapahoe 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.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

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 18th day of November 2020.

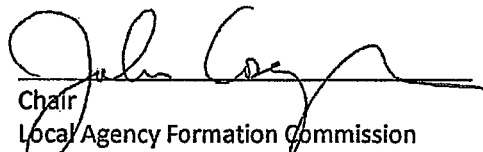
Ayes and in favor of said resolution:

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


Noes and against said resolution:

Commissioners Absent and/or Abstentions:

Commissioners: Rich Garbarino


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

ATTEST:

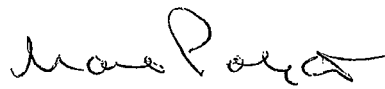

 Executive Officer
 Local Agency Formation Commission

12/30/2020

Date: ~~11-23-2020~~

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

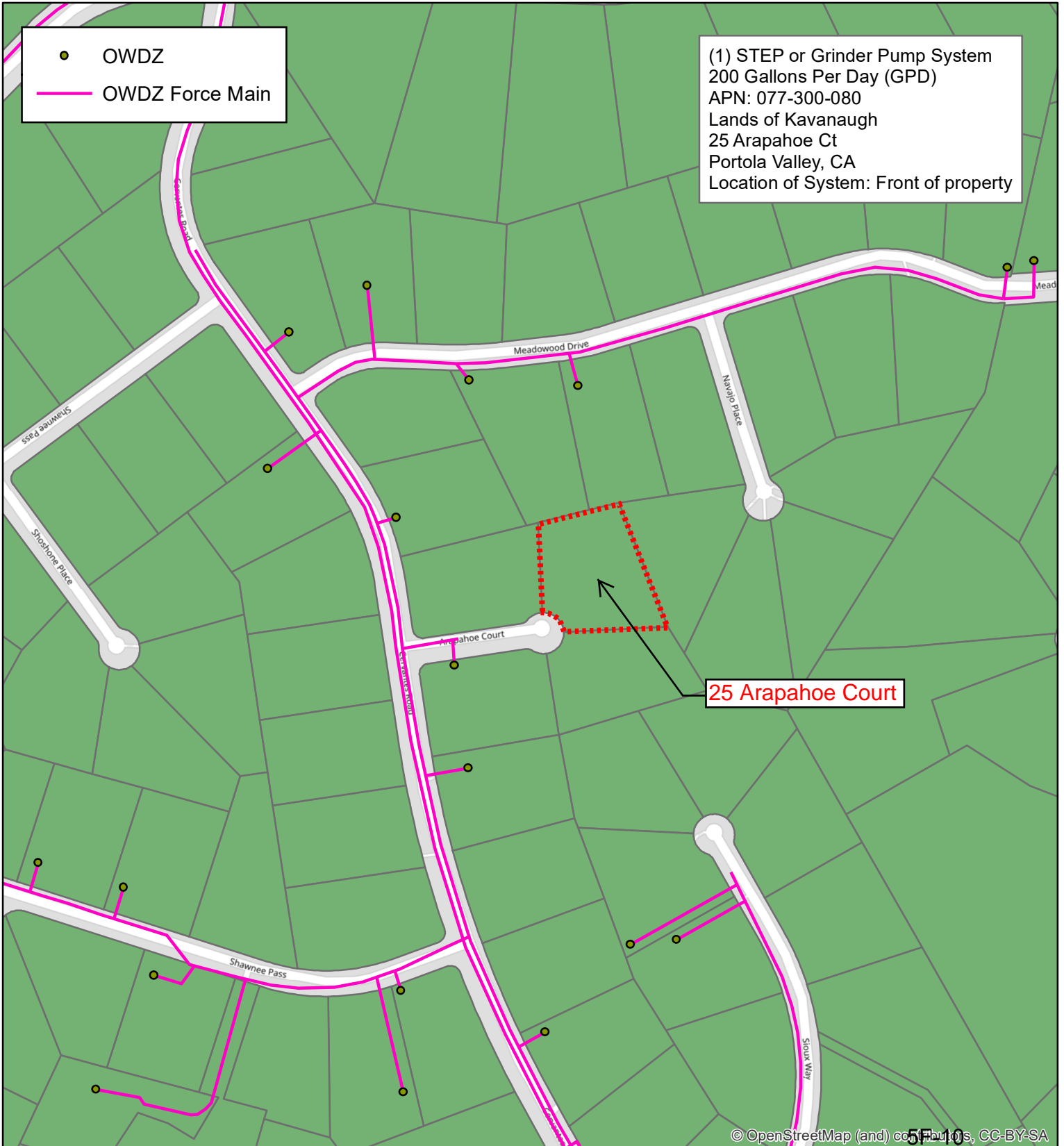
Date: 12-30-2020


 Clerk to the Commission
 Local Agency Formation Commission

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



WEST BAY SANITARY DISTRICT
EXHIBIT "C"
SITE LOCATION
25 ARAPAHOE COURT
PORTOLA VALLEY, CA
STEP OR GRINDER SYSTEM





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

To: *Board of Directors*

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

Subject: *Consideration of Authorizing the District Manager to Issue
Class 3 Sewer Permit No. 1603 for the Construction of
Wastewater Facilities for 25 Arapahoe Court, Portola Valley,
California*

Background

This permit request is for the construction of a Grinder Pump System and force main extension to connect into the existing force main on Arapahoe Court to serve 25 Arapahoe Court

Analysis

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

Recommendation

The Projects & IT Manager recommends that the Board direct the District Manager to file the Notice of Exemption and authorize the District Manager to issue Class 3 Sewer Permit No. 1603.

Attachment: Resolution ____ (2021)
Notice of Exemption
Class 3 Permit No. 1603
Site Map

RESOLUTION NO. _____ (2021)

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

BE IT RESOLVED, by the District Board of West Bay Sanitary District, County of San Mateo, State of California, as follows:

ENVIRONMENTAL IMPACT REVIEW

Name of Project: 25 Arapahoe Court – Grinder Pump System

Location: 25 Arapahoe Court, Portola Valley, California

Entity or Person Undertaking Project: John & Virginia Kavanaugh

Determination of the District Board:

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

The District Board hereby certifies that it has reviewed the Negative Declaration prepared for this project and has considered the contents thereof. The Board finds that this document is adequate for use by the District in its review of the project.

The District Board finds that the following feasible alternatives and/or mitigation measures within its powers, would substantially lessen any significant effects which the project would have on the environment:

N/A

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

The Board finds that the project Environmental Impact Report identifies the following significant effects:

N/A

The Board further finds that for each of these significant effects:

- N/A Changes or alterations have been required in, or incorporated, into the project which mitigate or avoid the significant environmental effects thereof as identified in the Environmental Impact Report.
- N/A Such changes or alterations are within the responsibility and jurisdiction of a public agency other than the District. Such changes have been adopted by such other agency or can and should be adopted by such other agency.
- N/A Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the Environmental Impact Report.

Based upon the foregoing, and upon compliance with District regulations and requirements, as applicable, the project is hereby:

- _____ Approved
- _____ Disapproved

The District Manager of West Bay Sanitary District is directed to prepare a Notice of Determination pursuant to the provisions of the State Guidelines Implementing the California Environmental Quality Act adopted by Resolution No. IIO5 of this District Board. The District Manager is not directed to prepare and file a Statement of Overriding Consideration pertaining to the approval of this project pursuant to the provisions of the same Guidelines.

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

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

“PRELIMINARY REVIEW”

25 Arapahoe Court – Grinder Pump System
February 24, 2021

INTRODUCTION. At the March 10, District Board Meeting, the Board will consider the approval of the Class 3 sewer permit for the construction of a Grinder system and force main extension for the Lands of Kavanaugh; and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by the property owners, John and Virginia Kavanaugh.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the Grinder System Project at 25 Arapahoe Court was conducted to determine whether the project is exempt from CEQA. Based on this review, staff has concluded that the project is exempt from CEQA under several sections of the guidelines. In summary, the project would not have any significant impacts on the environment because it includes little or no expansion of capacity, and will employ mitigation measures to alleviate any impacts.

This preliminary review presents and elaborates upon the rationale for the conclusions reached by staff.

Staff has concluded that all project elements are exempt under CEQA Guidelines section 15061(b)(3) (known as the “General Rule”), since it can be “seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.”

This certainty is based on the District’s past experience with numerous sewer construction projects of this nature, and the mitigation measures included in all such projects to alleviate any impacts.

Past Experience. The District has completed many miles of sewer construction projects and pump station rehabilitation projects in residential areas throughout Menlo Park, Atherton, the County of San Mateo, and the Portola Valley area. While construction-related impacts on land use, traffic, noise, air quality, erosion, drainage, public safety, and cultural resources can occur, no significant environmental impacts have resulted from this work.

The reasons these have been “less-than-significant” include the short-term nature of construction activities, application of the District’s standard construction mitigation measures, good community relations outreach programs to inform project area residents of construction activities, and active coordination with local jurisdictions.

Construction Mitigation Measures. Specific impact mitigation measures will be included in the proposed project to avoid, minimize, reduce, or rectify for construction-related impacts. These measures are used on all sewer construction projects. The measures address dust control; erosion control; noise control; protection of soils; provision for adequate drainage; protection and restoration of structures; precautions for working near sensitive and unique vegetation, protection and restoration of vegetation,

landscaping, and improvements; public health and safety precautions; community notifications; traffic control; and preservation of cultural resources.

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

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

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

CONCLUSION. Based on the information presented herein, staff has concluded that all of the installation of the Grinder system is exempt from CEQA under the CEQA Guidelines Section 15061(b)(3) (the General Rule), and that most project elements are also exempt under CEQA Guideline Section 15303(a) and (d).

WEST BAY SANITARY DISTRICT

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

Permit Number
1603

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

The undersigned, being the Owner Owner's Agent of the property located at

25 ARAPAHOE CT, P.V.

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

Residential Non-residential Development at said location.

ENGINEER'S

LEA + BRAZE
Name

2495 INDUSTRIAL PARKWAY WES
Address
HAYWARD CA 94545

CONTRACTOR'S

CSI CONSTRUCTION
Name

1755 E BAYSHORE #27A
Address
REDWOOD CITY CA 94063

OWNER'S

Jenny Virginia Kavanaugh
Name

25 ARAPAHOE CT
Address
PORTOLA VALLEY

[Signature]
Applicant's Signature
VIRGINIA KAVANAUGH
Signed by - Please Print Name

Address

Receipt of \$ 565.00 Application Fee is hereby acknowledged 7. 2008 Date

Receipt of \$ 2,000.00 Cash Deposit or Performance Bond

Comments _____

Approved by the District Board on _____.

Application approved and permit issued:

WEST BAY SANITARY DISTRICT
Sergio Ramirez, District Manager

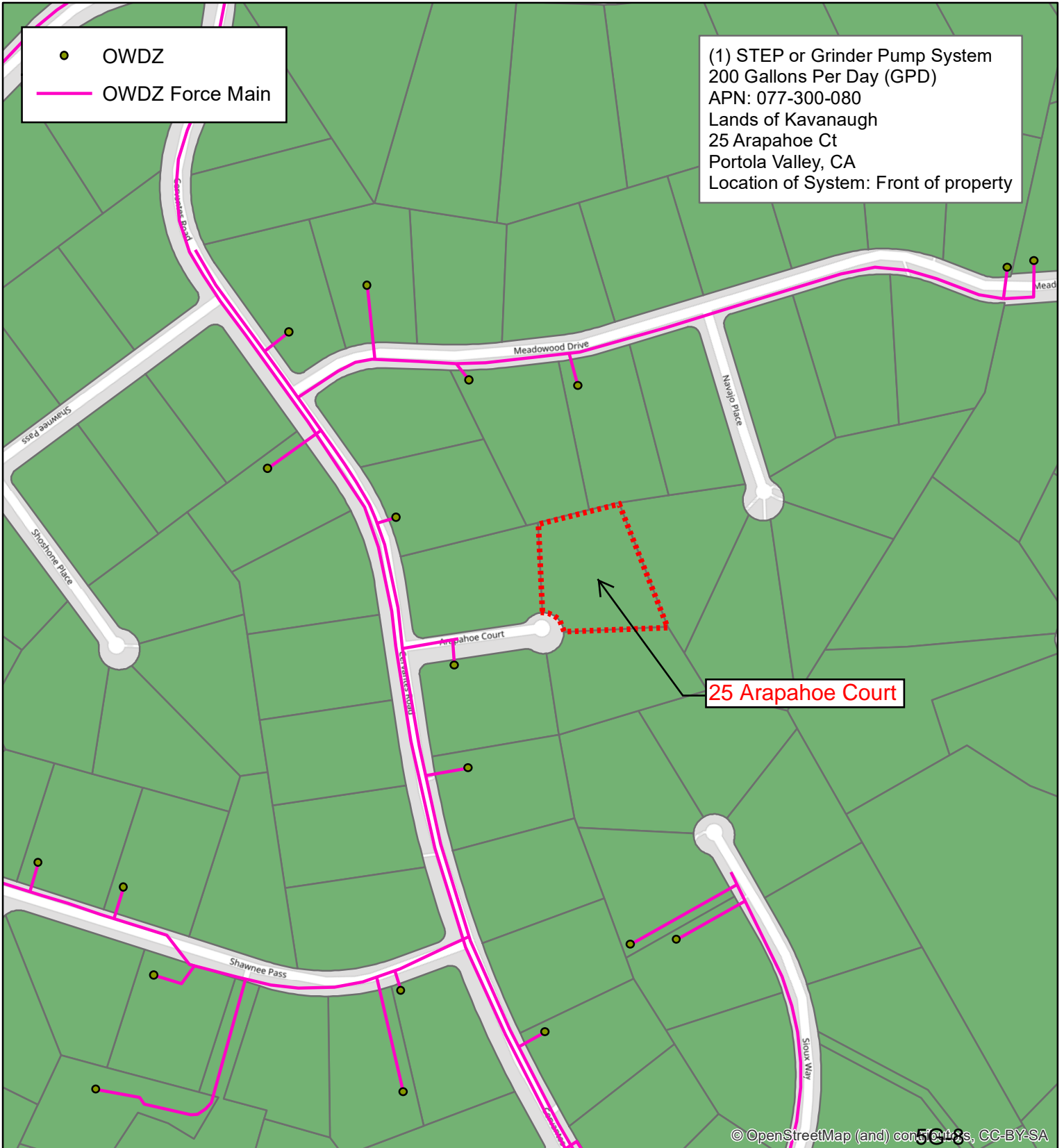
Date _____

By _____

Final Acceptance by the District Board on _____.



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
25 ARAPAHOE COURT
PORTOLA VALLEY, CA
STEP OR GRINDER SYSTEM





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

To: Board of Directors

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

**Subject: Consider Resolution Authorizing the President and Secretary to
Enter into Agreement Creating Covenants Running With the
Land for 25 Arapahoe Court, Portola Valley**

Background

The attached agreement requires that a property owner, who seeks inclusion in the District's On-Site Wastewater Disposal Zone, shall protect and maintain certain portions of the system to ensure continuity of service.

Analysis

It had been staff's experience that transfer of the property from one owner to another invariably resulted in a failure to maintain the system as previously agreed. The attached Covenants of Agreements Running with the Land ensures that all future owners are required to comply with the District's Code of General Regulations and Specifications.

Fiscal Impact

Property owners have paid all 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 the Board to approve the Resolution as presented.

Attachments: Resolution _____ (2021)
Covenants Running with the Land

RESOLUTION NO. _____ (2021)

RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF “AGREEMENT CREATING COVENANTS RUNNING WITH THE LAND,” BY AND BETWEEN JOHN AND VIRGINIA KAVANAUGH, OWNER OF REAL PROPERTY, AND THE WEST BAY SANITARY DISTRICT

The District Board finds and determines as follows:

- A. The proposed Agreement provides adequate protection for the District’s interests so as to justify the requested action.

Based upon the foregoing findings and determinations,

IT IS RESOLVED by the District Board as follows:

The Agreement is approved and the President and Secretary are authorized and directed to execute the Agreement. The District Manager is directed to record the Agreement in the Official Records of San Mateo County.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10th day of March 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)
)
 And When Recorded, Mail To:)
)
 West Bay Sanitary District)
 500 Laurel Street)
 Menlo Park, California 94025-3486)
 Attn: District Manager)

(Space above this line for Recorder's Use)

**AGREEMENT CREATING COVENANTS
 RUNNING WITH THE LAND**

Agreement entered into by and between West Bay Sanitary District, a public agency of the State of California ("District") and Virginia-John Kawanaugh, owners of the property at 25 Arapahoe Court, Portola Valley, ("Proponents").

RECITALS

1. Proponents represent that they are the owners of certain real property situated in the Town of Portola Valley, San Mateo County, California, which is commonly known as 25 Arapahoe Court, and which is more particularly described as follows:

Lot 24 in Block 1, as shown on that certain map entitled "Tract No. 774 Arrowhead Meadows Unit No. 4", filed in the office of the County Recorder of said County and State, on March, 1959 in Book 50 of maps at pages 45-48.

Containing an area of 1.05 acres, more or less (the "Real Property").

2. *Proponents' Real Property is developed with a single family residence. The residence is served by a septic tank/leachfield wastewater disposal system that has failed and cannot be repaired. Use of the present system must be discontinued or it is probable that conditions adversely affecting the public health, safety and welfare will develop on the Real Property and, potentially, off-site.*

or

Proponents' Real Property is developed with a single family residence. The residence is served by a septic tank/leachfield wastewater disposal system that is unable to meet current standards.

or

Proponents' Real Property is undeveloped. The proposed residence can not be served by a septic tank/leachfield wastewater disposal system.

3. To maintain wastewater disposal service to the site, Proponents have annexed the Real Property to the District and are seeking service from the District.

4. To obtain District administered wastewater disposal services for the Real Property, Proponents propose to construct certain unconventional wastewater disposal facilities (the "Septic Tank Effluent Pumping (STEP)" / "Grinder Pump System"), _____ linear feet of sanitary sewer force main and to connect to the District's public facilities located in Portola Valley.

5. The STEP/Grinder Pump System to be constructed by Proponents is similar to several other wastewater disposal systems constructed on other properties within the District which also connect to the District's sewer system. These systems differ substantially from traditional gravity sewer systems found elsewhere in the District's service area, and because of these differences, the District is regulating the use and operation of these systems through an On-Site Wastewater Disposal Zone. (See Health & Safety Code Sections 6950 et seq.; "The Zone".)

6. Proponents are willing to accept the stated conditions and they desire to enter into this Agreement with the District to fulfill the intentions of the parties.

TERMS AND CONDITIONS

In consideration of the foregoing Recitals and the following Terms and Conditions, it is mutually agreed by District and Proponents as follows:

1. The Proponents shall construct a new STEP/Grinder Pump System according to the District's Standard Details. All pumping equipment, control equipment, telemetry equipment, pipelines, power and phone lines, etc., are a part of the construction costs to be borne by the proponent. The applicant shall submit information about the location, type and size of all equipment and facilities to the District for review and approval. Final determination of the size, location and equipment used in the construction of the STEP/Grinder Pump System shall be at the sole discretion of the District.

2. The Proponents shall coordinate all inspection and testing with the District. The Proponents shall notify the District 48 hours in advance for inspections and testing. After completion of the initial construction, the Proponents shall guarantee the work for one-year by a maintenance bond or cash deposit for 50% of the work.

3. The Proponents shall supply the District with one extra pump of the same type and size to be installed.

4. A recorded easement on the individual property is required for District access to the STEP/Grinder Pump System for routine maintenance and repair. This easement must meet the requirements of the District's Code of General Regulations, be granted to the District, and must be recorded on the title of the property. The District must have full vehicular access at all times to the areas with wastewater facilities.

5. Any septic tanks to be abandoned shall be abandoned in accordance with County Health requirements and copy of abandonment permit is given to the District.

6. The Proponents and their successor shall be responsible to provide and maintain the following appurtenances:

- (a) A dedicated telephone line.
- (b) Electrical power for the telemetry and grinder system.
- (c) A separate 220 Volt circuit and breaker shall be provided for the STEP/Grinder Pump and shall be labeled in the circuit box as, "Do Not Touch – For STEP/Grinder Pump Use Only."

7. The proponent shall disclose to the District any secondary pumping system and changes to the internal plumbing of the residence prior to any work and connection to the grinder system. The District reserves the right to reject any Proposal/ Design which may impact the ability of the STEP/Grinder System to function effectively or result in excessive maintenance costs. Such determination shall be made at the sole discretion of the District.

8. All costs associated with the correction of the prohibitions referenced in this agreement shall be conducted at the sole cost of the Property Owner. The District shall invoice the Property Owner directly. The charge shall be the actual salary of District employees and equipment for the time necessary for the correction times 1.75, or the actual cost of Contractors Services, times 1.75. Such costs may be charged in addition to penalties authorized by the District's Code of General Regulations.

PROHIBITIONS

In addition to the Prohibitions contained in the District's Code of General Regulations, the following prohibitions shall specifically apply to properties in the District's On-Site Wastewater Disposal Zone:

1. Proponents shall not under any circumstances, change or add any secondary pumping systems without the written consent of the District.

2. Proponents shall not, under any circumstances, allow or permit changes to the infrastructure or equipment of the STEP/Grinder Pumping System without the written consent of the District. Proponents are specifically instructed not to allow disconnection or reconfiguration of telephone and electrical systems.

3. The proponent shall not under any circumstances connect swimming pool, spa, or any storm drains to piping that discharges into the grinder pump unit.

ADHERENCE TO DISTRICT REGULATIONS

With respect to all matters referred to in this Agreement, including the construction of the STEP/Grinder Pump System, its connection to the District's system, the use and operation of the STEP/Grinder Pump System and the use of the District's wastewater facilities, Proponents shall at all times fully comply with all applicable District regulations. Proponents shall operate and maintain the STEP/Grinder Pump System so that at all times it remains in good operating condition and repair. Except to the extent District accepts responsibility for some portion or portions of Proponents' STEP/Grinder Pump System and the systems of other persons similarly situated and for which the District hereafter imposes a uniform system of fees and charges applicable to all such persons, the responsibility, including all costs and expenses, for the construction, use, operation, maintenance, repairs and replacement of the Grinder Pump System shall be borne exclusively by Proponents, and the District shall have no responsibility for such matters whatsoever.

ENFORCEMENT RIGHTS OF DISTRICT

In addition to the rights and remedies established by this Agreement, the District shall have all rights and remedies otherwise afforded under applicable provisions of law to enforce this Agreement, including (a) Proponents' obligation to pay and the District's right to collect fees and charges and (b) District's right to correct violations of District's regulations.

ATTORNEY FEES

In the event of any litigation between the parties to interpret or enforce this Agreement, the prevailing party shall be entitled to recover its attorney fees, court costs and litigation expenses incurred in the litigation.

BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the respective parties, their assigns, beneficiaries, personal representatives and successors in interest.

Executed at Menlo Park, California on the dates set forth.

DISTRICT:

WEST BAY SANITARY DISTRICT
A Public Agency

Printed Name:

By: _____
President of the District Board

Date: _____


Printed Name:

And by: _____
Secretary of the District Board

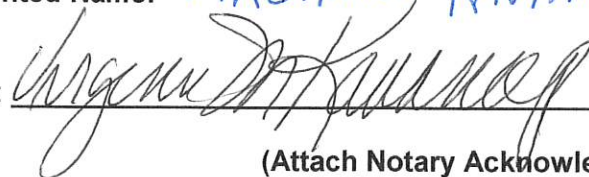
Date: _____

PROPONENTS:

Printed Name: JOHN S. KAVANAUGH

By:  _____ Date: 9/14/20

Printed Name: VIRGINIA KAVANAUGH

By:  _____ Date: 9/14/2020

(Attach Notary Acknowledgement 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 Sep. 14, 2020 before me, Maribel Sanchez Aguilera, Notary Public
(insert name and title of the officer)

personally appeared John S. Kavanaugh ? Virginia Kavanaugh,
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)



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

To: Board of Directors

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

Subject: Consideration of a Resolution of Intention to Annex Certain Territory (30 Cheyenne Point) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

Background

This property will utilize a Grinder pump system; consequently this property must be annexed into the District's On-Site Wastewater Disposal Zone. The proponent shall be required to install a grinder pump system that will connect to the existing force main on Cheyenne Point.

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

Analysis

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

Fiscal Impact

None.

Recommendation

The Projects and IT Manager recommends that the District Board adopt the attached Resolution of Intention to Annex Certain Territory to the West Bay Sanitary District On-Site Wastewater Disposal Zone and request April 28, 2021 as the date of the public hearing.

Attachments: Resolution
Exhibit A – Plat & Legal
Exhibit B – Site Location
Exhibit C – LAFCo Certificate of Completion

RESOLUTION NO. _____(2021)

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

Lands of Murphy

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

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

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

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

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

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

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

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the District Board as follows:

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

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

Date: April 28, 2021
Time: 7:00 PM
Place: West Bay Sanitary District Offices
500 Laurel Street
Menlo Park, CA 94025

& via Zoom

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

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10th day of March, 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

Wade Hammond
Civil Engineering and Land Surveying
36660 Newark Blvd. Suite C
Newark, CA 94560 Tel: 510-579-6112
wade@whlandsurveyor.com www.wadehammondpls.com

EXHIBIT A

11-25-2020

LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

ALL OF LOT 12, IN BLOCK 2, AS SHOWN ON THAT CERTAIN MAP ENTITLED TRACT NUMBER 814 ARROWHEAD MEADOWS UNIT NUMBER 6 BEING A PORTION OF THE RANCHO EL CORTE MADERA, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY, STATE OF CALIFORNIA, ON NOVEMBER 29, 1963 IN BOOK 59 OF MAPS AT PAGE(S) 18 AND 19. AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 12, SAID CORNER LYING ON THE RIGHT-OF-WAY LINE OF CHEYENNE POINT AS SHOWN ON SAID MAP; THENCE ALONG THE EASTERLY LINE OF SAID LOT 12

(1) SOUTH 37°55'00"EAST A DISTANCE OF 233.27 FEET;

TO THE SOUTHEAST CORNER OF SAID LOT 12; THENCE ALONG THE SOUTHERLY LINE OF SAID LOT 12

(2) SOUTH 57°21'36"WEST A DISTANCE OF 181.19 FEET;

TO THE SOUTHWEST CORNER OF SAID LOT 12; THENCE ALONG THE WESTERLY LINE OF SAID LOT 12

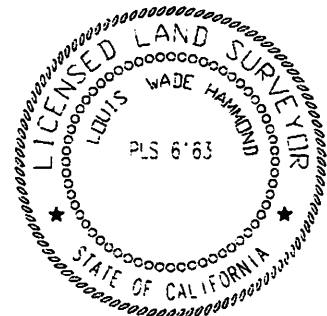
(3) NORTH 45°26'28"WEST A DISTANCE OF 215.23 FEET;

TO THE NORTHWEST CORNER OF SAID LOT 12, SAID CORNER LYING ON THE RIGHT-OF-WAY LINE OF CHEYENNE POINT AS SHOWN ON SAID MAP; THENCE ALONG THE NORTHERLY LINE OF SAID LOT 12

(4) IN A NORTHEASTERLY DIRECTION WITH A NON-TANGENT CURVE TURNING TO THE RIGHT WITH A RADIUS OF 375.00 FEET, HAVING A CHORD BEARING OF NORTH 48°19'16"EAST AND A CHORD DISTANCE OF 49.21 FEET, HAVING A CENTRAL ANGLE OF 07°31'28" AND AN ARC LENGTH OF 49.25 FEET; THENCE (5) NORTH 52°05'00"EAST A DISTANCE OF 159.50 FEET TO THE POINT OF BEGINNING.

CONTAINING 43629 SQUARE FEET OR 1.002 ACRES MORE OR LESS.
END OF DESCRIPTION

AS SHOWN ON EXHIBIT "B", ATTACHED HERETO AND MADE A PART HEREOF.



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

EXHIBIT A PAGE 1 OF 2

Wade Hammond

SCALE: 1"=50'
11-25-2020

CHEYENNE POINT
159.50'

N52°05'00"E P.O.B.

L=49.25' R=375.00'
D=7°31'28"

1.002 ACRES
43629 SQ. FT.

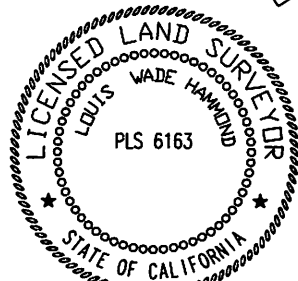
215.23'
N45°26'28"W

S37°55'00"E
233.27'

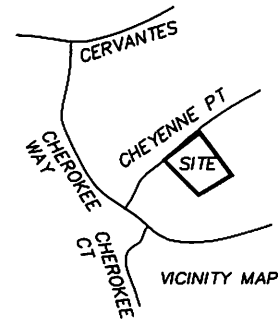
N57°21'36"E
181.19'

EXHIBIT A PAGE 2 OF 2
APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

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



Louis Wade Hammond



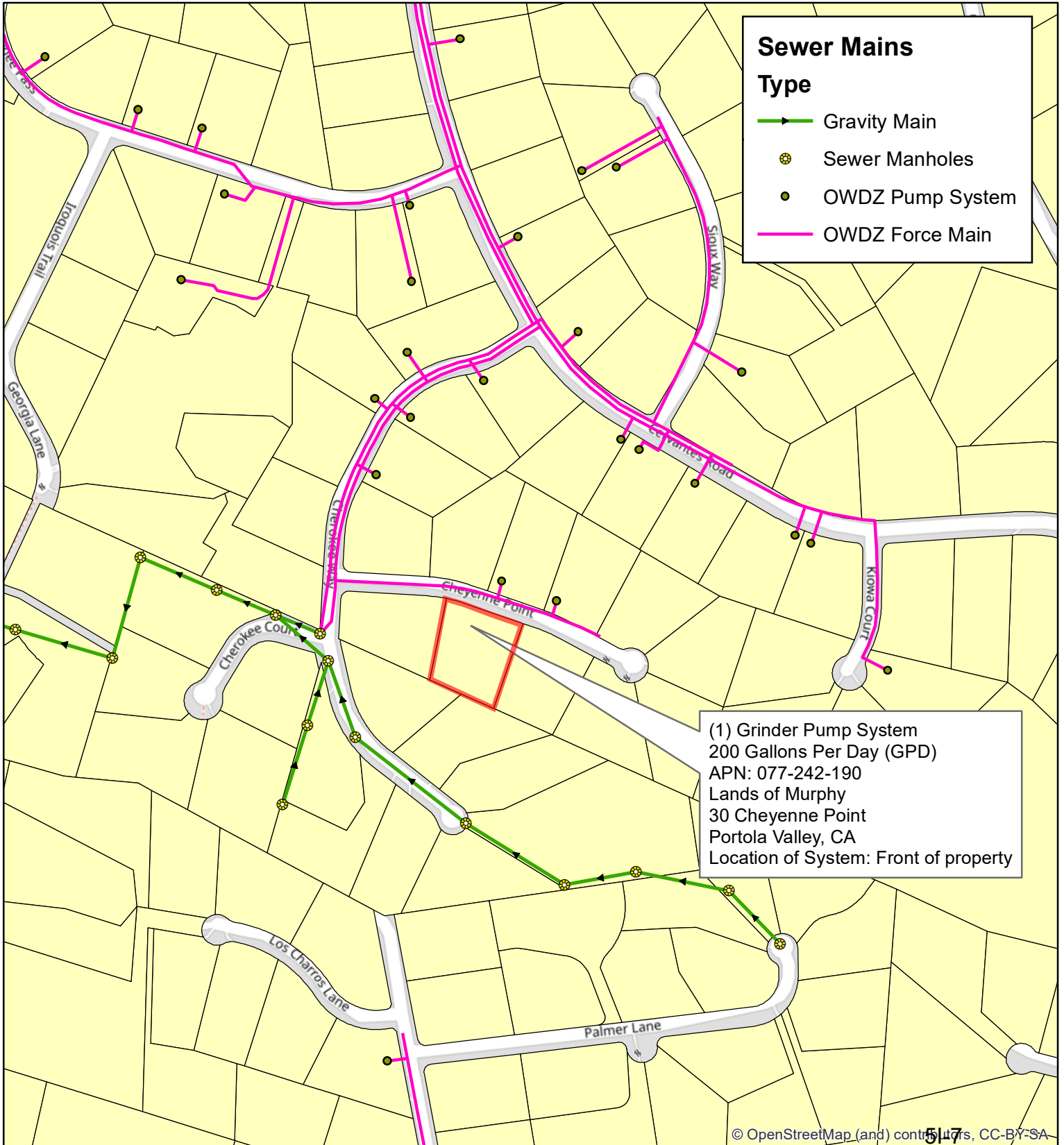
North: 7337.5356' East: 5601.0044'
Segment #1 : Line
Course: S37° 55' 00"E Length: 233.27'
North: 7153.5077' East: 5744.3523'
Segment #2 : Line
Course: S57° 21' 36"W Length: 181.19'
North: 7055.7812' East: 5591.7765'
Segment #3 : Line
Course: N45° 26' 28"W Length: 215.23'
North: 7206.7956' East: 5438.4188'
End North: 7206.7981' East: 5438.4199'
Segment #4 : Curve
Length: 49.25' Radius: 375.00'
Delta: 7° 31' 28" Tangent: 24.66'
Chord: 49.21' Course: N48° 19' 16"E
Course In: S45° 26' 28"E Course Out: N37° 55' 00"W
RP North: 6943.6823' East: 5705.6185'
End North: 7239.5205' East: 5475.1740'
Segment #5 : Line
Course: N52° 05' 00"E Length: 159.50'
North: 7337.5356' East: 5601.0044'
Area: 43629 Sq. Ft.

PROPOSED ANNEXATION OF 30 CHEYENNE
POINT (APN:077-242-190) INTO THE WEST
BAY SANITARY DISTRICT AND ON-SITE
WASTEWATER DISPOSAL ZONE

L. Wade Hammond
Licensed Land Surveyor No. 6163
36660 Newark Blvd. Suite C
Newark, California 94560
Tel: (510) 579-6112 wade@whlandsurveyor.com
PAGE 2 OF 2



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
30 CHEYENNE POINT
PORTOLA VALLEY, CA
GRINDER SYSTEM





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 30 Cheyenne Point, 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 May 20, 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 1250, adopted on May 20, 2020.

Dated: December 29, 2020


 Martha Poyatos
 Executive Officer

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

ALTERNATES: KATI MARTIN, SPECIAL DISTRICT • VACANT, CITY • JAMES O'NEILL, PUBLIC • DAVE PINE, COUNTY
 MARTHA POYATOS, EXECUTIVE OFFICER • REBECCA ARCHER, LEGAL COUNSEL • ROB BARTOLI, MANAGEMENT

STAFF: ANALYST • ANGELA MONTES, CLERK

RESOLUTION NO. 1250

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 20-04 -
ANNEXATION OF 30 CHEYENNE POINT, PORTOLA VALLEY
TO THE WEST BAY SANITARY DISTRICT,
WAIVING CONDUCTING AUTHORITY PROCEEDINGS
AND ORDERING SAID ANNEXATION
AND SUBSEQUENT ANNEXATION TO THE 'ZONE'**

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

EXHIBIT B PAGE 1 OF 3

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 1 acre, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 30 Cheyenne Point, 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.

Section 5. Subsequent annexation to the On-Site Wastewater Disposal Zone is hereby approved.

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 20th day of May 2020.

Ayes and in favor of said resolution:

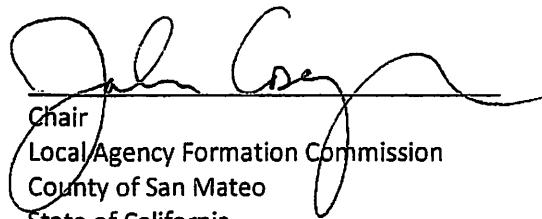
Commissioners: Ann Draper
Rich Garbarino
Don Horsley
Ric Lohman
Mike O'Neill
Warren Slocum
Joshua Cosgrove, Chair

Noes and against said resolution:

None

Commissioners Absent and/or Abstentions:

Commissioners: None


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

ATTEST:



Executive Officer
Local Agency Formation Commission

Date: 12-29-20

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

Date: _____

Clerk to the Commission
Local Agency Formation Commission

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

EXHIBIT B PAGE 3 OF 3

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WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

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

Background

East Palo Alto developers and the City of East Palo Alto have asked West Bay Sanitary District to assist in some of their development by analyzing the District flow capacity to serve future development. It is understood that several developments located in the East Palo Alto Sanitary District ("EPASD") are planned or in the process, including EPA Waterfront (a portion is within the District's service area), Jobtrain, Sobrato Center for Community Resources, Week Street Residential, and University Plaza Phase 2.

East Palo Alto developers and the City of East Palo Alto have been notified the EPASD does not have sufficient capacity to serve these developments. Therefore, the developers have asked West Bay Sanitary District ("District") to evaluate whether the District has capacity to receive these flows, and to provide an estimate for the cost to provide service. The developers understand that wastewater infrastructure, including pumping facilities, forcemain piping, and/or gravity piping will be required to convey flows to the District's service area.

Separately, the San Mateo County, Local Area Formation Commission ("LAFCO") has approved a Municipal Service Review for EPASD, the City of East Palo Alto, and West Bay Sanitary District.

On December 9, 2020, the Board approved the EPA Developer Sewer System Capacity Study. The study was paid for by the developers.

Analysis

V.W. Housen & Associates ("VWHA") has completed the Sewer System Capacity Study and will be presenting the results to the Board of Directors at the March 10, 2021 Board Meeting.

VWHA completed the following tasks:

Task 1. Project Management.

Task 2. Conceptual Flow Scenarios. VWHA will work with District staff to develop up to three potential flow paths/scenarios for the proposed flows. Each flow path is likely to require a different combination of pumping, forcemain piping, and gravity piping.

Task 3. Review of System Hydraulics. VWHA will add proposed flows from each development to the hydraulic model at the point of connection, and will determine if any infrastructure improvements are needed to accommodate the flow. VWHA will provide a conceptual cost estimate for the needed improvements.

Task 4. Project Cost Estimates. After reviewing hydraulics, VWHA will meet with District staff via teleconference to identify one or more viable alternatives, and will develop associated conceptual projects costs for infrastructure that will be required from the development property to the point of connection.

Task 5. Technical Memorandum. The work completed in Tasks 2 through 4, above, will be summarized in the draft and final project Technical Memorandum.

Fiscal Impact

There is no Fiscal Impact to the District at this time.

Recommendation

The District Manager requests the District Board accept the Sewer System Capacity Study draft performed with V.W. Housen & Associates and provide direction, if necessary.

Attachment: Sewer System Capacity Study Draft

MEMORANDUM

DATE: February 20, 2021

TO: Sergio Ramirez.
West Bay Sanitary District
District Manager

FROM: Vivian W. Housen, P.E.
V. W. Housen & Associates

SUBJECT: Review of Options for Conveying Flow from EPASD Developments

West Bay Sanitary District (“District”) has entered into an agreement with several developers that are interested in constructing five new developments in the City of East Palo Alto (“City”): East Palo Alto (“EPA”) Waterfront, Jobtrain, Sobrato Center, 965 Weeks Project, and University Plaza Phase 2. A portion of the EPA Waterfront development is located within the District’s service area. However, the remaining developments would normally be served by East Palo Alto Sanitary District (“EPASD”).

EPASD has stated that it does not have sufficient sewer collection system capacity to serve these developments. The District has agreed to evaluate whether it has capacity to serve the developments, and contracted with V. W. Housen & Associates (“VWHA”) to complete this analysis. This analysis includes an estimated cost to provide necessary capacity, if upgrades are required.

This Technical Memorandum (“TM”) summarizes and presents findings from the work completed by VWHA, including assumptions, work completed, recommendations, and estimated costs

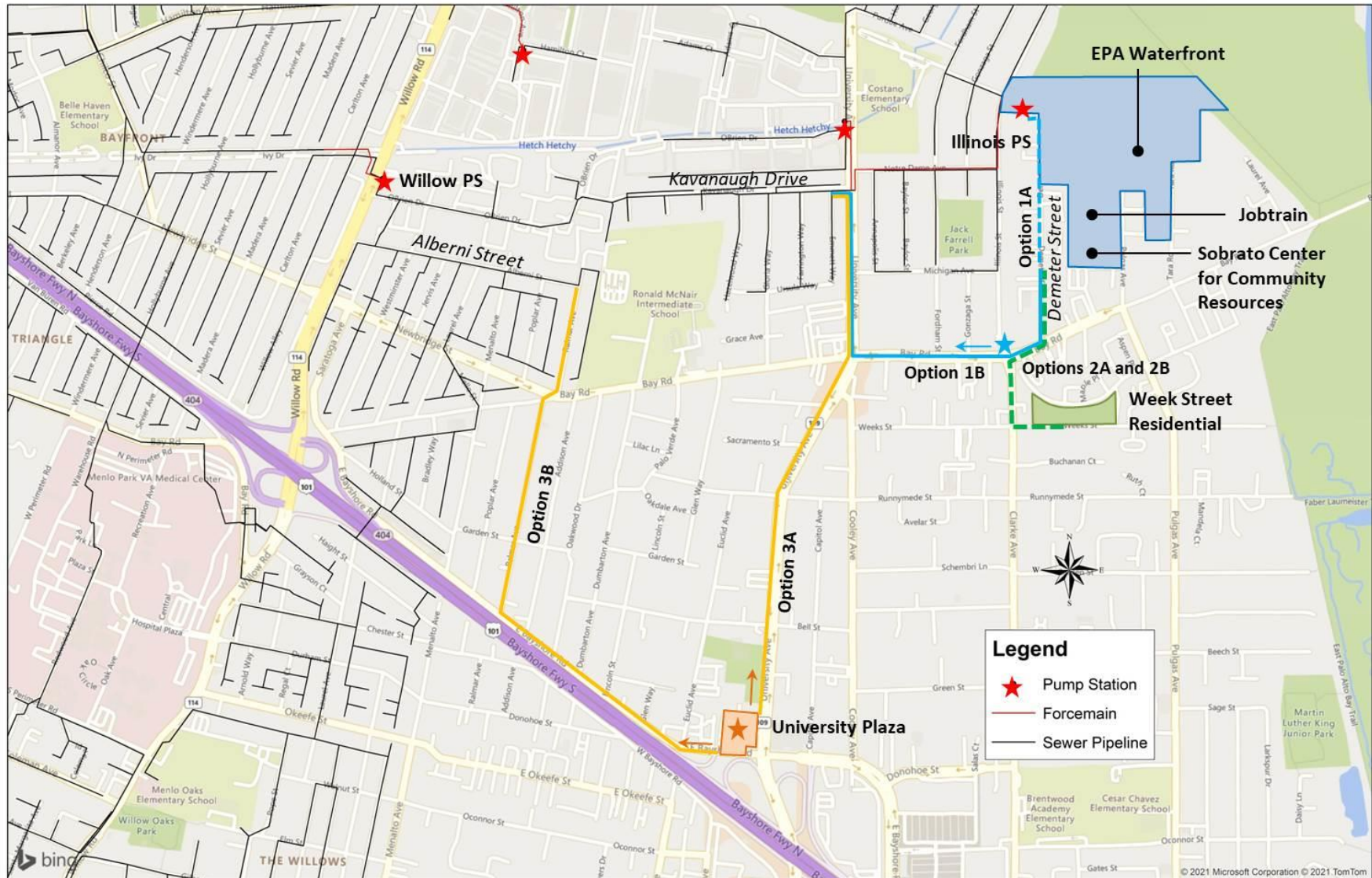
1.0 BACKGROUND

The District operates and maintains approximately 220 miles of gravity sewer pipelines and 10 miles of forcemain piping in eastern San Mateo County. The District’s service area includes, among other areas, the City of Menlo Park and a small portion of the City of East Palo Alto. The District’s service area is directly southwest of the EPASD.

Figure 1-1 on the following page shows the five proposed developments, as well the closest District sewer lines and lift stations. The northernmost portion of the EPA Waterfront development is located within the District’s service area boundary.

Figure 1-1 also shows the alignment options that were considered in this evaluation. The final project concept would combine the preferred alignment for each site. Each of the alignments is discussed in more detail later in this TM.

Figure 1-1. Proposed Developments and Potential Alignments



1) EPA Waterfront Options:

- a) It is likely that EPA Waterfront, Jobtrain, and Sobrato can flow by gravity along Demeter Street to the District's Illinois Pump Station. This alignment would double the flow that enters the Illinois pump station.
- b) Alternatively, the site could flow to a new pump station that is located near Illinois Street and Bay Road. The flow would then be pumped north to Kavanaugh Street. Option 1b has a lower cost than Option 1a.

2) 965 Weeks Project Options:

- a) It is possible that flow from this site can be conveyed by gravity to the new Demeter Street main described in Option 1a. The existing topography is flat along this route, and gravity flow would be feasible if the new Demeter Street main could be lowered by at least five feet, yet still be high enough to enter the Illinois pump station without requiring a deeper wetwell.
- b) If the gravity solution discussed in Option 2a is not possible, then a lift station will be required to serve the Weeks project. The station could be located on the 965 Weeks site, or flow could be conveyed through the pump station that is discussed in Option 1b.

3) University Plaza Phase 2 Options:

- a) University Plaza is equal to or lower in elevation than the District's sewer system. Therefore, this development requires a small pumping station. Option 3a would convey flows north to Kavanaugh Street.
- b) Alternatively, flows could be pumped west to Ralmar Avenue, and then north to Alberni Street. Option 3b has a lower cost than Option 3a.
- c) The University Plaza pump station could also discharge to the District's gravity system further upstream on Bayshore Road. However, to accommodate the additional flows, the collection system pipelines from the discharge location to Alberni Street would require upsizing, making this alignment more costly than Options 3a or 3b. Option 3c was not considered due to cost, and is not shown on Figure 1-1.

2.0 FLOW EVALUATION

Table 1-1 lists average dry weather flows for the five proposed developments, as provided by the developers. A wet-weather peaking factor of 4 was applied to these flows, following the guidelines shown in Figure 2-1 (from the Central Contra Costa Sanitary District standards). This peaking factor accounts for wet weather flow as well as diurnal peaks, and is less than the peaking factor found in the associated sewer subcatchment, which would be expected for newly-installed sewer pipelines.

Table 1-1. New Development Flows

Project Name	Projected Flow (in gpd)		Projected Flow (in mgd)	
	ADWF	PWWF	ADWF	PWWF
965 Weeks Project	32,640	130,560	0.03	0.13
University Plaza Phase 2	22,416	89,664	0.02	0.09
Sobrato Center	5,484	21,936	0.01	0.02
Jobtrain	10,365	41,460	0.01	0.04
EPA Waterfront	197,400	789,600	0.20	0.79

Figure 2-1. Wet Weather Peaking Factors (source: Central Contra Costa County Standard Specifications)

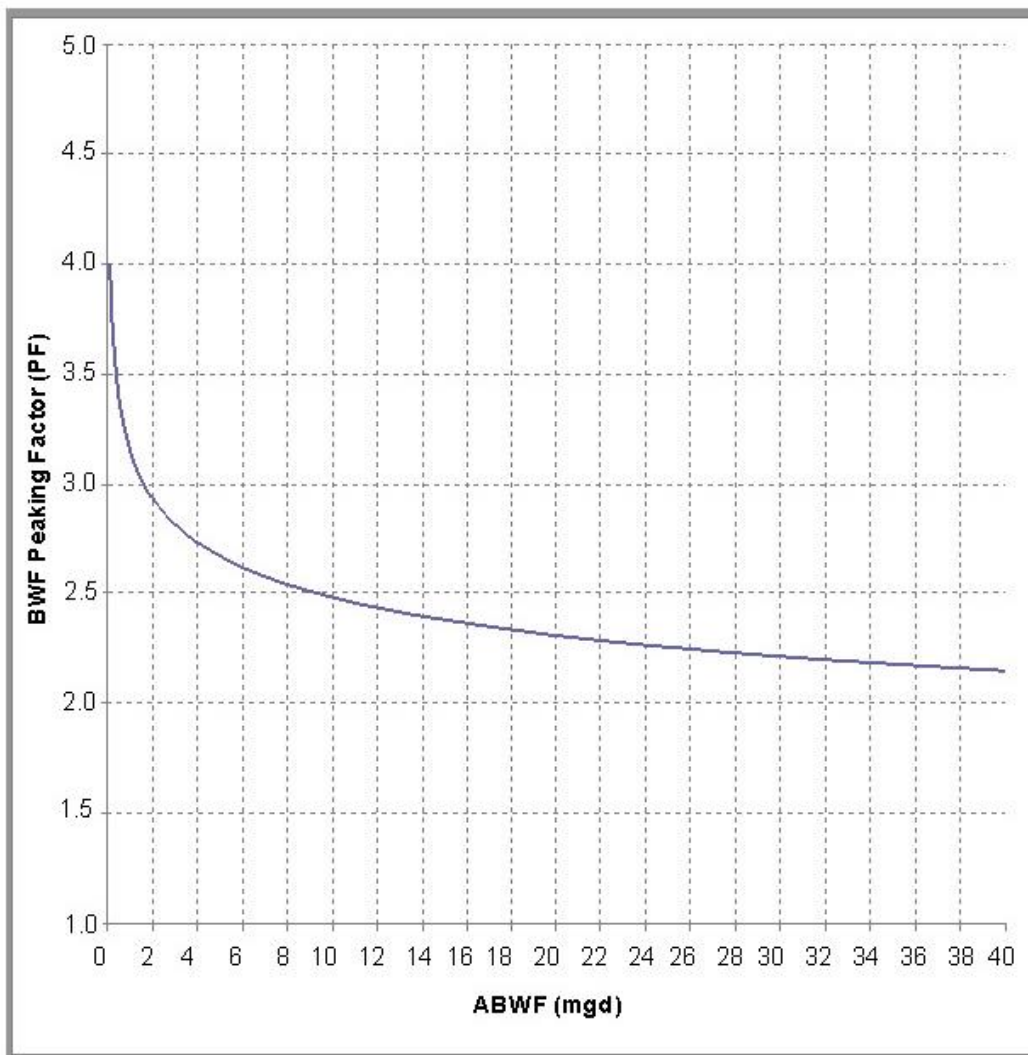


Figure 4-0-1 Peak Flow Curve

Table 2-2 shows available capacity, current flows, and remaining capacity at each of the potential connection locations to the District’s wastewater collection system.

Table 2-2. System Capacity

System Capacity	Illinois PS	Kavanaugh Interceptor	Alberni Street 8” Gravity Sewer	Saratoga Easement 10” Gravity Sewer	15” Gravity Sewer at Willow PS Discharge
Current Capacity (mgd)	0.84	1.45	0.49	0.71	1.4
Existing Flows Without New Development (mgd)	0.58	1.48	0.27	0.53	3.5
Available Capacity for New Development (mgd)	0.26	0	0.22	0.18	0

As shown in Tables 2-1 and 2-2, The Illinois pump station has sufficient capacity to receive planned flows from the 965 Weeks Project, Sobrato, and Jobtrain. However, this station requires significant capacity upgrades (i.e., doubling of the existing capacity) in order to accommodate EPA Waterfront flows.

The Illinois pump station conveys flow to Kavanaugh Street. The Kavanaugh Street interceptor, with a capacity of 1.45 mgd, is technically under-capacity after flows from the 965 Weeks Project, Sobrato, Jobtrain, and EPA Waterfront are added. The lower portion of the interceptor on O’Brien Drive from Kelly Court to Willow Road is projected to be full. However, this section of pipe is deep and the model shows only minor surcharging. Therefore, if the District does not plan to add any more flows to this portion of the system, upgrades to the Kavanaugh interceptor are not required.

The Kavanaugh interceptor flows are conveyed to the Willow pump station. Although the pump station has adequate capacity to receive these flows, the location where the Willow forcemain discharges to gravity has no available capacity and requires upsizing from 15-inches in diameter to an 18- to 21-inch pipe in order to receive flows from any of the developments.

The University Plaza development requires a small pump station, as discussed above. West of the development, the existing gravity collector system south of Alberni Street is at capacity and requires upsizing to accommodate additional flows. In order to minimize the length of collector sewers to be upsized, the most efficient discharge point for the pumped flows is at the intersection of Ralmar Avenue and Alberni Street. The Alberni Street sewer continues west and joins a 10-inch gravity sewer in the Saratoga Avenue easement north of Alberni Street. The Alberni Street and Saratoga Avenue pipelines have sufficient capacity to receive University Plaza flows. It should be noted that the Saratoga Avenue line connects to the surcharged portion of the Kavanaugh Street interceptor, and is also surcharged as a result. Due to the depth of this connection, this condition does not present an overflow risk and upsizing is not required.

3.0 SYSTEM UPGRADES AND CONCEPTUAL COSTS

This section presents conceptual project needs for each of the alignment options listed above. The viability of each of the concepts listed, as well as associated challenges and resulting costs should be confirmed by the developer. For example, ground surface elevations, the availability of an open utility corridor for each option, and other construction- and permitting-related constraints may result in changes to the project concepts listed.

3.1 Option 1A

For Option 1A, EPA Waterfront, Jobtrain, and Sobrato flows are conveyed by gravity to the District's Illinois Pump Station. This option requires the following improvements:

- Construction of a new 8-inch sewer main on Demeter Street from the site to the Illinois pump station
- Replacement of the Illinois pump station with a new 1.6 mgd pump station
- Replacement of the existing 6-inch Illinois forcemain with a new 8-inch forcemain
- Replacement of the existing 15-inch discharge line downstream of the Willow pump station, on Ivy Drive between Carleton Ave. and Hollyburne Ave. with a new 21-inch line, and replacement of the remaining 15-inch pipe from Hollyburne Ave. to the Belle Haven school driveway on Chilco Street with an 18-inch line

Table 3.1 on the following page presents conceptual construction costs for the Option 1A project components. The conceptual costs in Table 3.1 and the following tables are based on the following unit costs for construction only:

- Install 8-inch sewer main: \$350/foot
- Install 18-inch sewer main: \$600/foot
- Install 21-inch sewer main: \$650/foot
- Install 24-inch sewer main: \$700/foot
- Install 6-inch forcemain: \$275/foot
- Install 2- to 4-inch forcemain: \$175/foot
- Install pump station: \$0.50 to \$0.60 per gallon

Engineering design, construction management, administration, permitting, and construction contingency should be added to the conceptual cost estimates presented below, as appropriate.

Table 3.1 Conceptual Construction Costs for Option 1A

Item	Estimated Cost
Construct new 8-inch sewer main on Demeter Street from the site to the Illinois pump station (1,800 lineal feet)	\$630,000
Replace Illinois pump station with a new 1.6 mgd pump station	\$800,000
Replace existing 6-inch forcemain with 8-inch pipe (2,130 lineal feet)	\$750,000
Replace Willow gravity line at forcemain discharge (890 feet of 21-inch pipe and 940 feet of 18-inch pipe)	\$1,142,500
Total Estimated Construction Cost (Option 1A)	\$3,322,500

3.2 Option 1B

For this option, EPA Waterfront, Jobtrain, and Sobrato flows are conveyed by gravity to a new pump station near Illinois Street and Bay Road. Flow is then pumped north to the Kavanaugh interceptor. This option requires the following improvements:

- Construction of a new 8-inch sewer main from the site to the new Bay Road pump station
- Construction of a new 0.85 mgd Bay Road pump station
- Construction of a new 2,800 lf, 6-inch forcemain to Kavanaugh Street
- Replacement of the existing 12-inch discharge line downstream of the Willow forcemain as discussed in Option 1A

Table 3.2 presents conceptual construction costs for Option 1B.

Table 3.2 Conceptual Construction Costs for Option 1B

Item	Estimated Cost
Construct new 8-inch sewer main from the site to the new pump station (1,300 lineal feet).	\$455,000
Construct a new 0.85 mgd pump station	\$500,000
Construct new 6-inch forcemain to Kavanaugh Street (2,800 lineal feet)	\$770,000
Replace Willow gravity line at forcemain discharge	\$1,142,500
Total Estimated Construction Cost (Option 1B)	\$2,867,500

3.3 Option 2A

For this option, 965 Weeks Project flows are conveyed by gravity to the new Demeter Street sewer main described in Option 1A, above. This option assumes that Option 1A is implemented, and requires the additional improvements listed below:

- Construction of a new sewer main from the site to Demeter Street

- Expansion of the Illinois pump station from 1.6 mgd to 1.73 mgd

If Option 2A is implemented, the gravity line on Demeter Street will need to be lowered in elevation by at least five feet in order to receive gravity flows from the 965 Weeks project. In order to accommodate a deeper influent sewer pipe, the Illinois pump station wetwell may need to be deepened. For the purposes of this conceptual review, the cost estimate shown in Table 3-3 assumes that deepening of the wetwell will not be required, and that the additional flows can be accommodated through pump and motor upsizing only.

Table 3.3 presents conceptual construction costs for the additional Option 2A components.

Table 3-3 Conceptual Construction Costs for Option 2A (add to Option 1A costs)

Item	Estimated Cost
Construct new 8-inch sewer main from the site to Demeter Street (1,250 lineal feet).	\$440,000
Add 0.13 mgd capacity to the new Illinois pump station	\$65,000
Total Estimated Additive Construction Cost (Option 2A)	\$505,000

3.4 Option 2B

For this option, 965 Weeks Project flows are conveyed to the new Bay Road pump station. This option assumes that Option 1B is implemented, and requires the following additional improvements:

- Construction of a new 8-inch sewer main from the site to the Bay Road pump station
- Expansion of the new pump station from 0.85 mgd to 0.98 mgd

Table 3.4 presents conceptual construction costs for the additional Option 1B components.

Table 3.4 Conceptual Construction Costs for Option 2B (add to Option 1B costs)

Item	Estimated Cost
Construct new 8-inch sewer main from the site to the Bay Road pump station (1,050 lineal feet).	\$370,000
Add 0.13 mgd capacity to the new regional pump station	\$65,000
Total Estimated Additive Construction Cost (Option 2B)	\$435,000

3.5 Option 3A

For this option, University Plaza flows are pumped north through a dedicated forcemain to Kavanaugh Street. This option requires the following improvements:

- Construction of a new 0.09 mgd (62.5 gpm) pump station at University Plaza

- Construction of a new 4-inch forcemain from the project site to Kavanaugh Street
- All other downstream improvements are assumed to have been completed to accommodate other development flows.

Table 3.5 presents conceptual construction costs for Option 3A.

Table 3.5 Conceptual Construction Costs for Option 3A

Item	Estimated Cost
Construct new 62.5 gpm pump station at the project site	\$150,000
Construct new 4-inch forcemain from project site to Kavanaugh Street (5,280 lineal feet)	\$924,000
Total Estimated Construction Cost (Option 3A)	\$1,074,000

3.6 Option 3B

For this option, University Plaza flows are pumped northwest on Bayfront Road through a dedicated forcemain to Ralmar Avenue, and then north to Alberni Street. This alignment was selected to avoid the need to upsize existing collector system pipelines between Bayfront Road and Alberni Street. This option requires the following improvements:

- Construction of a new 0.09 mgd (62.5 gpm) pump station at University Plaza
- Construction of a new 4-inch forcemain from the project site to Alberni Street

Flows from Alberni Street discharge turn on Saratoga Ave. and continue through an easement to connect to the downstream portion of the Kavanaugh Street interceptor (on O'Brien Street, between Kelly Court and Willow Road), which is full as discussed under Option 1A. Therefore, the downstream section of the pipe through the Saratoga Ave easement is surcharged. Due to the depth of this section of pipe, if the District does not expect to add more flows to this part of the system, upsizing the surcharged pipe is not required.

Table 3.6 presents conceptual construction costs for Option 3B.

Table 3.6 Conceptual Construction Costs for Option 3B

Item	Estimated Cost
Construct new 62.5 gpm pump station at the project site	\$150,000
Construct new 4-inch forcemain from project site to Alberni Street (4,600 lineal feet)	\$805,000
Total Estimated Construction Cost (Option 3B)	\$955,000

4.0 SUMMARY

In summary, the developers have several options for conveying flow to the District’s sewer system. All of those options require either replacing or installing new lift stations, forcemains, and gravity sewers. The options are grouped and summarized by cost in Table 4-1. The least expensive conveyance option if all developments are completed is the combination of Options 1B, 2B, and 3B (new pump station near Illinois and Bay conveys flow to Kavanaugh Street, and new pump station at University Plaza conveys flow to Alberni Street). The combined estimated construction cost for this concept is \$4,257,500.

Table 4-1 Project Groupings and Comparative Costs

Option	Standalone	1A + 2A + 3A	1A + 2A + 3B	1B + 2B + 3A	1B + 2B+ 3B
1A+2A	\$3,827,500	\$4,901,500	\$4,782,500		
1B+2B	\$3,302,500			\$4,376,500	\$4,257,500
3A	\$1,074,000				
3B	\$955,000				

Options:

- 1A and 2A. EPA Waterfront, Sobrato, Jobtrain, Weeks Street flow by gravity to Illinois pump station
- 1B and 2B. EPA Waterfront, Sobrato, Jobtrain, Weeks Street flow by gravity to new Bay Road pump station, which conveys flow to Kavanaugh Street
- 3A. University Plaza pumps flow to Kavanaugh Street
- 3B. University Plaza pumps flow to Alberni Street



WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) Administrative:

- a. The Board of Directors updated to the Strategic Plan in 2018. After a review of the plan, the Strategic Plan goals are relevant. The Board should consider updating the plan in 2022 or 2023.
- b. The Personnel Committee has met and reviewed the updated Personnel Policy.
- c. Housen and Associates completed the EPA Development Sewer System Capacity Study. Information will be presented during the Board meeting by Housen & Associates.
- d. District Manager is considering entering into a PG&E agreement to replace all light fixtures at the Admin, Maintenance, and Ops buildings to more energy efficient fixtures. The program is sponsored by PG&E and is at no cost to the District.

2) Finance:

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

3) CIP & IT Projects:

a. Levee Improvement Project:

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

b. Construction Capital Improvement Program (CIP)

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

4) Operations and Maintenance:

a. Collection System:

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

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

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

approved Chemical Root Control project. This would treat roots before the summer in order to reduce impacts of the Recycled Water Plant during high production demand.

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

5) **Water Quality:**

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

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

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

- i. District Manager would like to contract with Woodard & Curran to provide support services for the next steps in the BRWF.
- ii. Environmental Impact Report (EIR) could be certified by April 2021.
- iii. Menlo Park City Staff reported some last minute concerns with the Water Purveyor MOU which are being addressed.
- iv. Meetings will be scheduled with the Recycled Water Ad Hoc Committee and District Counsel, as we continue to engage with Developers.

c. **West Bay:**

- i. Staff will begin to sample near Bayfront Park to support future projects in the area.
- ii. Staff is evaluating personnel needs to support the Chief Plant Operator (CPO) with the District's recycled water efforts, due to regulatory requirements and staffing overlap; as well as the STEP and Grinder Pump Systems.

6) **Fleet and Facilities:**

a. **Vehicle Maintenance:**

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

7) **Personnel:**

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

8) **Upcoming Events:**

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

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

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

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

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Consideration to Authorize District Manager to enter into an Agreement for Engineering and Support Services for the “Bayfront Recycled Water Facility Project” with Woodard & Curran*

Background

The Bayfront Recycled Water Facilities Plan was completed in 2019. Since finalizing this plan, the District has been coordinating with the City of Menlo Park and potential recycled water customers to better understand their recycled water needs, and a draft EIR for the project has been completed. Using this new information, the District and Woodard & Curran updated the demand estimates, capacity needs for the recycled water facility, recycled water distribution system, and phasing of the project.

Given Woodard & Curran’s knowledge of and involvement with the Bayfront Recycled Water Project and experience supporting the District with its Sharon Heights Recycled Water Project, the District has requested Woodard & Curran to provide additional support updating the capital and operation and maintenance (O&M) cost estimates that were developed during the planning stages of the project to reflect the updates to the project. Aside from updating the cost estimates, Woodard & Curran will also provide additional support reviewing and analyzing updated source water quality and flow data to identify a suitable source for the recycled water facility, developing pre-development budget estimates for the District’s consideration, and assisting the District’s staff during meetings with the City of Menlo Park, key stakeholders such as LAFCO, and developers/potential recycled water customers. District staff would also like continued support in updating its Board through written and oral reports and presentations at its Board meetings.

Analysis

The scope of work to be performed by Woodard & Curran in preparing updated cost estimates and other additional support for the District’s Bayfront Recycled Water Facility Project are as follows:

Task 1 – Updated Capital and O&M Cost Estimates

As part of the 2019 Bayfront Recycled Water Facilities Plan prepared by Woodard & Curran, capital and operations and maintenance (O&M) cost estimates were prepared. Since then, the Bayfront Recycled Water Facility Project has been updated and new data have been made available. The new data will be considered.

Subtask 1.1 – Capital Cost Estimate

Woodard & Curran will update the 2019 planning level capital cost estimate for the Bayfront Recycled Water Facility, influent pump station, and distribution pipelines.

Subtask 1.2 – O&M Cost Estimate

Woodard & Curran will develop an O&M cost estimate for the Bayfront Recycled Water Facility.

Task 1 Deliverables:

- Cost estimate in Excel spreadsheet format that includes a unit cost (\$/AF) of recycled water
- Technical memorandum to summarize the cost estimate

Task 2 – Source Water Quality and Flow Data Analysis

The Bayfront Recycled Water Project will require diversion of wastewater flows from the sewer system to the recycled water treatment facility.

Task 2 Deliverable:

- Technical memorandum summarizing source water quality and flow data analysis results

Task 3 – Pre-development Budget Estimate

Woodard & Curran will develop a pre-development budget estimate for WBSD's reference and to support agreements with developers.

Task 3 Deliverable:

- Pre-development budget table

Task 4 – Project Management, Coordination, and Meetings

Subtask 4.1 – Project Management

This task will include general project team management, coordination, and communication with WBSD and the project team.

Subtask 4.1 Deliverables:

- Monthly invoicing and progress reporting

Subtask 4.2 – Meetings with the City of Menlo Park and Potential Customers

This task includes preparation for and participation on conference calls with the City of Menlo Park and potential recycled water customers. Support may also include preparation of meeting materials and post-meeting activities, as budget allows.

Subtask 4.3 – Assistance with WBSD Board Meetings

Woodard & Curran will assist WBSD staff prepare for two (2) WBSD Board meetings. This task includes preparation of presentation slides and meetings attendance via videoconference.

Subtask 4.3 Deliverables:

- Presentation slides

Detailed descriptions can be found in the attached Woodard & Curran proposal dated February 12, 2021.

Fiscal Impact

The Recycled Water Cash Flow Reserve fund for Fiscal Year 2020/21 was budgeted at \$7,210,003. The support services agreement is for a total of \$42,923. The total appropriation is \$47,215. which includes a 10% contingency.

The cost for the agreement will be reimbursed by developers and users of recycled water as they join in the project.

Recommendation

The District Manager recommends the District Board Authorize the District Manager to enter into the agreement for Engineering and Support Services from Woodard & Curran for the Bayfront Recycled Water Facility Project and authorize the District Manager to approve up to ten percent contingency for additional work as-needed, upon District Counsel's review of the agreement.

Attached: Woodard & Curran proposal dated February 12, 2021.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 9

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *March 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 March 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.

February 24, 2021 update: District Manager issued COVID-19 Vaccine letter to staff so they may schedule their vaccine on or after February 22, 2021 as part of the Phase 1B.

March 10, 2021 update: To date 7 employees have received at least one vaccine shot and approximately 3 others have received appointments.

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 10

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 11**

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 12**

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 13**

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 March 10, 2021

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