

1902 - Serving Our Community for over 115 Years - 2020

**WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MAY 13, 2020 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025**

Board Members

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

District Manager

Phil Scott

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, May 13th.

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at: <https://zoom.us/j/97957091997?pwd=UUxTMmNnUjNvTTYxY3krczdoVHFOQT09>
Meeting ID: 979 5709 1997 Password: 033184

Or by phone, call: 1-669-900-6833 Meeting ID: 979 5709 1997 Password: 033184

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. District Manager's Report Pg. 8-1
4. 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 April 22, 2020 Pg. 4A-1
 - B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for May 13, 2020 Pg. 4B-1
 - C. WBSD Operations and Maintenance Report – April 2020 Pg. 4C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – April 2020 Pg. 4D-1
5. Consideration of Accepting Work by Ranger Pipelines for the Alpine Road Sanitary Sewer Replacement Project and Authorizing the District Manager to File the Notice of Completion Pg. 5-1
6. Consider Resolution to Approve Amendment to Agreement for Engineering Design Services from Freyer & Laureta, Inc. for the North Bay Road and North Palo Alto Project Areas (2019 – 2020) for Additional Services and Amend the Ten Percent Contingency Allocated for Additional Work on an As-Needed Basis Pg. 6-1

7. Consideration of Resolution Accepting Deed of Easements and Quit Claim of Unused Easements for the Recycled Water Treatment Facility at Sharon Heights Golf & Country Club Pg. 7-1
8. Consideration to Accept the District's 2019 Performance Measurement Report Pg. 8-1
9. Consider Resolution to Call for Elections – County of Santa Clara Pg. 9-1
10. Consideration of Adopting Resolution Honoring the Service of Phil Scott to the District Pg. 10-1
11. Consider Resolution to Approve Amendment 2 to the Consultant Agreement for Recycled Water Project Management Phase B Dated March 14, 2017 Pg. 11-1
12. Consideration of Revising Electronic Board Packet Guidelines Pg. 12-1
13. May 13th Update Report on District Response to Corona Virus Pg. 13-1
14. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Project Status Pg. 14-1
15. Report & Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 15-1
16. Report & Discussion on Silicon Valley Clean Water (SVCW), Discussion on SVCW CIP Program and Financing Pg. 16-1
17. Closed Session:
 - A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Board President/Legal Counsel
Unrepresented Employee: District Manager
 - B. PUBLIC EMPLOYMENT
(Pursuant to Cal. Govt. Code §54957)
Title: District Manager Recruitment & Employment Agreement
 - C. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Chan, Moreno, Vestnys, Pebbles v. WBSD – San Mateo County Court Case No. 19CIV07567
 - D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC Case No. 18CIV02183
18. Consideration of Resolution Authorizing the President and Secretary of the District Board to Enter into Employment Agreement Between the West Bay Sanitary District And New District Manager Pg. 18-1
19. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
20. 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: Phil Scott, District Manager
Subject: District Manager's Report

- 1) **CIP Project:**
 - a. **Design work continuing on FERRF Levee Improvement and 2020 CIP**
 - b. **Cleaning/TVing Large Diameter lines:** Crews are working on cleaning and televising the large diameter sewer lines; finding substantial amounts of grit. 36" on Sand Hill Road completed.
- 2) **Affiliate Agency/Association News:**
 - a. **CMPK:** Building permit application has been submitted for Metal Building at FERRF and is being reviewed now by CMPK.
 - b. **County:** The County confirmed that Tax Roll payments to the District will remain on time in spite of the relaxing of tax payment deadline. April payment has been received.
- 3) **Upcoming Events:**
 - a. **Board meetings:** Regular Board meeting May 27
 - b. **Water Quality Supervisor:** Scheduled to start on May 18.
- 4) **Misc./Action Items from Previous Meeting:**
 - a. **SSOs:** Zero SSO for April. 2020 Total = 0. 11 months in a row w/o SSO.
 - b. **LAH:** Zero SSO for April. 1 SSO in 2020.
 - c. **SSC Rate Study:** was revised to incorporate Boards suggestion to explain why capital projects related to District buildings and vehicles were reduced in FY 20-21 Budget cycle.

Report to the District Board for the Regular Meeting of May 13, 2020

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

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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, APRIL 22, 2020 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:03 PM

Roll Call

BOARD MEMBERS PRESENT: Dehn, Otte, Thiele-Sardiña, Walker, Moritz by Zoom

BOARD MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Scott, Condotti by Zoom, Ramirez, Kitajima, Fisher

Others Present: John Farnkopf, Gabe Sasser and Rick Simonson of HF&H
(all by Zoom)

2. Communications from the Public: None.

3. Public Hearing: Consideration of Proposed Increase in Sewer Service Charges for Fiscal Year 2020/21

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

Comments: Rick Simonson presented the final rate study report to the Board.

Motion to Close by: Sardina 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

4. Consideration of a General Regulation Amending the Code of General Regulations and Establishing Sewer Service Charges for Fiscal Year 2020/21

Comments: None.

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

5. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Sick (20 Navajo Place, Portola Valley)

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

Comments: None.

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

6. **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 Sick (20 Navajo Place, Portola Valley**

Comments: None.

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

7. **Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 20 Navajo Place, Portola Valley (077-300-070), Lands of Sick**

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

Comments: None.

8. **District Manager's Report**

1) **CIP Project:**

- a. **Design work continuing on FERRF Levee Improvement and 2020 CIP**
- b. **Cleaning/TVing Large Diameter lines:** Crews are working on cleaning and televising the large diameter sewer lines; finding substantial amounts of grit.

2) **Affiliate Agency/Association News:**

- a. **CWEA:** DM & Operations Superintendent participated in a Webinar panel on April 15th, discussing what agencies are doing to comply with COVID 19 and SIP requirements.
- b. **CMPK:** Building permit application has been submitted for Metal Building at FERRF but it is unclear if CMPK is accepting permits now with COVID 19. All building permits are on hold.
- c. **County:** The County confirmed that Tax Roll payments to the District will remain on time in spite of the relaxing of tax payment deadline. April payment has been received.

3) **Upcoming Events:**

- a. **Board meetings:** Budget workshop and regular Board meeting May 13
- b. **Budget Workshop:** May 13, 2020 at 5 pm.

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

- a. **SSOs:** Zero SSO for March. 2020 Total = 0. 10 months in a row w/o SSO.
- b. **LAH:** 1 SSO for February. 39 gallons in total. **1st SSO in over 12 months.**
- c. **Emergency Sewer Repair:** 2 new sewer lateral permits have been issued.
- d. **Chief Plant Operation:** An offer has been made and the applicant is going through the pre-employment process.

9. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: President Dehn asked for clarification on the Pier 2 Marketing and Fremont Urgent Care charges on the withdrawal order. DM Scott explained that the Pier 2 Marketing charges are for as needed website services and Fremont Urgent Care was not due to an injury but rather a pre-employment physical and drug screen.

- A. Approval of Minutes for Regular meeting April 8, 2020
- B. Approval of Minutes for Special Meeting April 15, 2020
- C. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for April 22, 2020
- D. Consideration of Authorizing the District Manager to Consent to the Abandonment of Public Utility Easement at 100 Terminal Avenue, Menlo Park
- E. Ratify and Approve Report on District’s Investment Portfolio Including the Transactions of Assets Described Therein as of 3/31/20
- F. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 20 Navajo PI, Portola Valley

10. Consideration to Approve Bid for Diesel Tank Replacement Project

Motion to Approve by: Walker 2nd by: Sardina Vote: AYE: 4 NAY: 0 Abstain: 1

Comments: The estimated cost of the project was approximately \$50,000 or \$60,000 with the additional tank. The bid opening for this project was on April 15, 2020 at 2:00 PM. The District received a total of three (3) bids, which were as follows:

<u>Bidder</u>	<u>City</u>	<u>Base Bid</u>	<u>Additive</u>	<u>Total</u>
Air & Lube Systems, Inc.	Sacramento	\$44,936.43	\$7,822.78	\$52,759.21
Bayside Equipment Company	Redwood City	\$59,970.54	\$6,524.20	\$66,494.74
Aries Construction Corporation	Santa Ana	\$89,676.00	\$9,500.00	\$99,176.00

11. CIP Budget Status Report

Comments: DM Scott presented a report to the Board on FY 2019-20 CIP projects and estimated FY19-20 expenditures including the Sharon Heights and Bayfront Recycled Water Projects.

12. Consideration of Revising Electronic Board Packet Guidelines

~~Motion to Approve by: _____ 2nd by: _____ Vote: AYE: _____ NAY: _____ Abstain: _____~~

Comments: This item was tabled until the next meeting.

13. Update on District's Corona Virus

Comments: DM Scott presented an update on this item which included an Amendment to the COVID 19 Response Program to include the wearing of masks. Training on the Amendment included a Zoom training session with staff. Board consensus was to accept the District's Corona Virus report.

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

Comments: DM Scott reported that the May 18 ribbon cutting ceremony may have to be delayed if the Corona Virus shelter-in-place is extended past May 3. The operations permit for the Sharon Heights project is pending due to additional testing and COVID 19 travel restrictions placed on the test team based in Hawaii.

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

Comments: None.

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

Comments: Director Otte reported that the Commission has approved the FY 20-21 budget and the Belmont pump station project has been changed to micro-tunneling the gravity sewer thus eliminating the pump station.

17. Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Legal Counsel
Unrepresented Employee: District Manager
- B. PUBLIC EMPLOYMENT
(Pursuant to Cal. Govt. Code §54957)
Title: District Manager Recruitment
- C. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
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Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC
Case No. 18CIV02183

Entered closed session at 8:50p.m. Left closed session at 9:29p.m.

Reportable action: None.

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

Comments: Director Moritz requested a look at over-time at the next Board meeting.

19. Adjournment Time: The meeting was adjourned at 9:34 PM

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**WEST BAY SANITARY DISTRICT
WITHDRAWAL ORDER
Through May 5, 2020**

CHECK	TO WHOM PAYABLE	PURPOSE	AMOUNT
66454	ALPHA ANALYTICAL LABORATORIES	Research & Monitoring - Coll	270.00
66455	ATCHISON, BARISONE & CONDOTTI	Professional Services - A&G	10,932.90
66456	BAY AREA BARRICADE SERVICE INC	Operating Supplies - Coll	2,007.72
66457	BAYSIDE EQUIPMENT COMPANY	Repairs & Maintenance - Coll	295.97
66458	CAL-STEAM	FERRF Improvements	807.25
66459	CINTAS CORP	Contract Services - Coll	710.07
66460	DEWEY PEST CONTROL	Contract Services - Coll	164.00
66461	DU-ALL SAFETY, LLC	Professional Services - Coll	1,620.00
66462	FINISHMASTER INC	Repairs & Maintenance - Coll	375.22
66463	FULL SOURCE, LLC	Operating Supplies - Coll	147.22
66464	GRAINGER	Operating Supplies - Coll	347.67
66465	KIMBALL MIDWEST	Operating Supplies - Coll	2,818.21
66466	HF&H CONSULTANTS, LLC	Professional Services - A&G	15,696.10
66467	HACH COMPANY	Operating Supplies - Coll	3,880.08
66468	CITY OF MENLO PARK - Water	Utilities - Coll	132.97
66469	MOSS RUBBER	Repairs & Maintenance - Coll	409.81
66470	QUADIENT LEASING USA, INC.	Rents & Leases - A&G	268.25
66471	R.A. NOSEK INVESTIGATIONS	Professional Services - A&G	285.00
66472	OMEGA INDUSTRIAL SUPPLY, INC.	Operating Supplies - Coll	748.79
66473	PREFERRED ALLIANCE	Professional Services - A&G	298.98
66474	V & A CONSULTING ENGINEERS	Flow Monitoring Study	2,770.00
66475	BANKCARD CENTER	Other Operating Expense - A&G	92.86
66476	NAVIA BENEFIT SOLUTIONS	Navia Benefits	525.39
66477	FRANCHISE TAX BOARD	Wage Garnishment	250.00
66478	SDU	Wage Garnishment	508.62
66481-66485	VOID	Printing Error	0.00
66485	DELL	Repairs & Maintenance - Coll	881.65
66486	PORTOLA VALLEY PROPERTY OWNER	Reimbursement Agreement: 185 Meadowood, PV Connection	3,474.39
66487	PORTOLA VALLEY PROPERTY OWNER	Reimbursement Agreement: 185 Meadowood, PV Connection	538.63
66488	AT&T	Utilities - A&G	943.69
66489	BATTERY JUNCTION WHOLESALE	Operating Supplies - Coll	470.53
66490	FEDERAL EXPRESS	Office Expense - A&G	409.01
66491	FREYER & LAURETA	1082 SHGCC Construction Observation	8,600.00
66492	GOLDSTREET DESIGN AGENCY	Printing & Publications - A&G	811.47
66493	GRAINGER	Operating Supplies - Coll	974.74
66494	ISAC INC	Private Pump & Panel Replacements	6,569.00
66495	KIS	Repairs & Maintenance - Coll	13,916.95
66496	OGASAWARA LANDSCAPE MAINT.	Contract Services - A&G	400.00
66497	OMEGA INDUSTRIAL SUPPLY, INC.	Operating Supplies - Coll	792.40
66498	TOWN OF PORTOLA VALLEY	Encroachment Permits	32,000.00
66499	PRINCIPAL LIFE INSURANCE CO.	Employee Benefits - A&G	4,802.70
66500	PRIORITY 1 PUBLIC SAFETY	CIP: Pipehunter	8,225.20
66501	RED WING SHOE STORE	Operating Supplies - Coll	395.08
66502	SAFETY-KLEEN, CORP.	Operating Supplies - Coll	1,004.25
66503	STAPLES CREDIT PLAN	Office Expense - Coll/A&G	2,295.79
66504	U.S. JETTING, LLC.	Operating Supplies - Coll	597.98
66505	WECO INDUSTRIES, INC.	Operating Supplies - Coll	2,678.33
66506	AQUALITY WATER MANAGEMENT INC.	CIP: Recycled Water Facility - SHGCC	3,561.42
66507	TEAMSTERS LOCAL NO. 350	Union Dues	960.00
66508	SAN MATEO COUNTY CLERK	Other Operating Exp - A&G	50.00
66509	SAN MATEO COUNTY CLERK	Other Operating Exp - A&G	50.00
66510	PRECISE PRINTING AND MAILING	Printing & Publications - A&G	6,095.54

66511	SAN MATEO COUNTY ASSESSOR	County Fee for Sewer Service Charge	305.00
66512	JED M. BEYER	Other Operating Exp - A&G	300.00
66513	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding	35.36
66514	WEX BANK	Gasoline, Oil & Fuel - Coll	106.76
66515	CINTAS CORP	Contract Services - Coll	1,066.09
66516	COMCAST	Utilities - A&G	278.89
66517	CPS HR CONSULTING	Professional Services - A&G	3,417.50
66518	DEWEY PEST CONTROL	Contract Services - Coll	8,532.00
66519	MAXX METALS	Operating Supplies - Coll	131.10
66520	CITY OF MENLO PARK - Water	Utilities - A&G	845.14
66521	MORSE HYDRAULICS	Operating Supplies - Coll	53.31
66522	NAVIA BENEFIT SOLUTIONS	Navia Benefits	525.39
66523	SDU	Wage Garnishment	508.62
66524	FRANCHISE TAX BOARD	Wage Garnishment	250.00
66525	ECO OFFICE	CIP: FERRF Improvements	1,554.68
		TOTAL CHECKS	<u>165,771.67</u>

CORPORATE CARDS:

<u>TO WHOM PAYABLE</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
	TOTAL CORPORATE CARDS:	<u>0.00</u>

WIRE TRANSFERS

<u>DATE</u>	<u>TO WHOM PAYABLE</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
4/1/2020	Neopost	Postage 4/2020	300.00
4/1/2020	Neopost	Postage 4/2020	300.00
4/2/2020	Bank of the West	Bankcard fees 3/2020	334.12
4/10/2020	Navia Commuter Acct.	Transfer funds to Commuter Acct.	1,150.00
4/10/2020	Bank of the West	Emergency Capital Reserve	200,000.00
4/10/2020	Bank of the West	Capital Project Reserve	683,000.00
4/10/2020	Bank of the West	Operating Reserve	1,300,000.00
4/13/2020	Neopost	Postage 4/2020	300.00
4/20/2020	Bank of the West	Bank fees 3/2020	358.23
4/20/2020	Neopost	Postage 4/2020	300.00
4/22/2020	Neopost	Postage 4/2020	300.00
4/23/2020	ICMA	Employee Contributions	\$10,208.25
4/24/2020	LAIF	Transfer County receipts to maximize yeilds	\$6,000,000.00
4/24/2020	PrimePay	Employee Payroll - Pay Period 4/10-24	\$101,262.54
4/24/2020	PrimePay	Federal Payroll Taxes	\$23,870.08
4/24/2020	PrimePay	State Payroll Taxes	\$7,039.69
4/30/2020	PrimePay	Directors Fees	\$3,773.42
4/30/2020	SVCW	Monthly Operating Exp	\$633,247.00
5/5/2020	PrimePay	PrimePay Fees	\$591.88
		WIRE TRANSFERS FROM BofW CHECKING	<u>8,966,335.21</u>
4/15/2020	San Mateo County	FY 19/20 Sewer Service Charges	6,943,499.52
		WIRE TRANSFERS TO BofW CHECKING	<u>6,943,499.52</u>

President

Secretary

WITHDRAWAL ORDER
SUPPLEMENTAL PURCHASE REGISTER
Through 5/5/2020

OPERATING SUPPLIES & OFFICE EXPENSE

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
66456	2,007.72	BAY AREA BARRICADE SERVICE INC	Safety Cones & Bars
66465	2,818.21	KIMBALL MIDWEST	Tyvek Suits & Disposable Gloves
66467	3,880.08	HACH COMPANY	Upgrading Modems
66505	2,678.33	WECO INDUSTRIES	Flexible Blades for Root Saw Cutters
66510	6,095.54	PRECEISE PRINTING AND MAILING	Printing and Mailing Services for Flyers

MISCELLANEOUS

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
66466	15,696.10	HF&H CONSULTANTS, LLC	Services for Updating Sewer Service Charge FY 20/21
66474	2,770.00	V & A CONSULTING ENGINEERS	Services for Calibration and Data Analysis for Flow Meter
66479-66484	0.00	VOID	Printing Error
66486	3,474.39	PORTOLA VALLEY PROPERTY OWNER	Reimbursement Agreement: 185 Meadowood, PV Connection
66487	538.63	PORTOLA VALLEY PROPERTY OWNER	Reimbursement Agreement: 185 Meadowood, PV Connection
66491	8,600.00	FREYER & LAURETA	Services for Recycled Water Facility - SHGCC
66494	6,569.00	ISAC INC	Replacement of STEP System Control Panel
66495	13,916.95	KIS	Renewal Support for VMWare
66498	32,000.00	TOWN OF PORTOLA VALLEY	Slurry Seal Agreement
66500	8,225.20	PRIORITY 1 PUBLIC SAFETY	Installing Safety Lights & Radio for Unit 226 - Pipehunter
66506	3,561.42	AQUALITY WATER MANAGEMENT INC.	Services for Recycled Water Facility - SHGCC
66512	300.00	JED BEYER	Work Anniversary
66517	3,417.50	CPS HR CONSULTING	Services for Recruiting for Administrative Technician
66518	8,532.00	DEWEY PEST CONTROL	Routine Pest Control
66525	1,554.68	ECO OFFICE	Desktops & File Cabinets for FERRF

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
05/05/2020)

	TOTAL BY VENDOR 7/1/2019- 5/5/2020	WITHDRAWAL 5/5/2020
REGULAR PAYABLES		
3T Equipment Company	30,531.43	-
A-A Lock & Alarm	1,444.70	-
AAA Rentals	11,819.27	-
A & B Trailer Hitch Inc.	1,303.16	-
Aatrix Software	64.85	-
Ace Fire Equipment & Service	972.11	-
Action Towing	487.50	-
Advanced Laser	2,843.89	-
Airgas USA, LLC	806.86	-
Alliant Insurance Services Inc	15,396.00	-
The Almanac	15,305.20	-
Alpha Analytical Laboratories	4,345.00	270.00
Amazon	1,149.34	-
American Messaging	643.54	-
American Textile & Supply	171.48	-
American Water Services	305.40	-
Amvan, LLC	1,388.66	-
Anderson Pacific	7,968,085.64	-
Aqua Natural Solutions	2,959.34	-
Aquality Water Management Inc.	22,649.26	3,561.42
AT&T	11,580.24	943.69
Atlantis Casino Resort	-	-
Atchison, Barisone & Condotti	58,157.94	10,932.90
Town of Atherton	6,000.00	-
Avery Associates, Inc.	11,840.27	-
Aztec Consultants	11,827.50	-
Backflow Prevention Specialist	3,854.00	-
Baggengineers	1,660.00	-
Bankcard Center	37,706.06	92.86
Battery Junction Wholesale	470.53	470.53
Bay Alarm	12,563.26	-
Bay Area Air Quality Mgmt Dist	24,136.19	-
Bay Area Barricade Service Inc	2,007.72	2,007.72
Bay Area Paving Co. Inc.	25,929.00	-
Bay Reprographic, Inc.	106.35	-
Bayside Equipment Company	118,982.71	295.97
Annette Bergeron	704.00	-
Jed M. Beyer	1,184.50	300.00
Beyond Components, Inc.	179.20	-
David D. Bohannon Org.	211,673.53	-
Bonny Doon Environmental	4,540.22	-
Brown and Caldwell	200.00	-
Buckles-Smith	251.60	-
BuyReal	312.00	-
CASA	13,370.00	-
CSDA	15,230.00	-
CUSI	13,750.00	-
CWEA-SCVS	1,180.00	-
CWEA	10,493.00	-
CWEA Membership	2,618.00	-
CSRMA C/O Alliant Insurance	298,821.30	-
Calif. Labor Law Poster Servic	152.00	-
California Concrete Pumping	774.00	-
CA Air Resources Board	754.48	-
California Water Service	12,951.00	-
CALPERS 1959 Survivor Billing	1,645.00	-
CALPERS - Unfunded Accrued Liability	334,727.00	-
CALPERS - Retirement	396,859.21	-
CALPERS - Health Premiums	417,441.05	-
Calpers Long-Term Care Program	663.81	35.36

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
05/05/2020)

	TOTAL BY VENDOR 7/1/2019- 5/5/2020	WITHDRAWAL 5/5/2020
REGULAR PAYABLES		
Cal-Steam	844.97	807.25
CalTrans	492.00	-
Carpaccio	47.15	-
Carrie Nevoli - Petty Cash	729.79	-
Cardiac Science Corp.	719.89	-
Center For Hearing Health Inc.	661.25	-
Chavan & Associates LLP	22,825.00	-
Chevron	67.00	-
Cintas Corp	37,035.00	1,776.16
Citibank	696.92	-
Comcast	3,340.89	278.89
Consolidated Parts, Inc	4,354.12	-
Costco	764.88	-
CPS HR Consulting	21,902.36	3,417.50
Cropper Accountancy Corp.	2,700.00	-
Cues, Inc.	3,980.00	-
Custom Truck	490.10	-
DMV	388.05	-
Dale Scott & Co., Inc.	8,000.00	-
Peggy Daniels	2,935.76	-
Das Manufacturing, Inc.	1,895.44	-
Davey Tree Expert Company	7,913.00	-
Dept. of Industrial Relations	675.00	-
Dell	7,097.47	881.65
Delta Diablo Sanitation District	8,567.61	-
Detection Instruments	327.79	-
Dewey Pest Control	25,933.00	8,696.00
DoorDash	429.03	-
Dolphin Graphics	4,904.52	-
Duke's Root Control, Inc	223,089.71	-
Duckys Car Wash	639.80	-
Du-All Safety, Llc	24,232.50	1,620.00
Elio D'Urzo	1,523.50	-
ENR	66.00	-
ESRI	17,200.00	-
East Bay Muni Utility District	2,425.00	-
Eco Office	1,554.68	1,554.68
Elite Parts LLC	1,233.65	-
Emergency Essentials	2,279.10	-
EnviroZyme	3,000.50	-
ErgoWorks	1,398.48	-
Express Safety, Inc.	773.32	-
Fastrak	490.00	-
Fast Response On-Site Testing	2,217.60	-
Federal Express	3,816.53	409.01
City of Fremont	118.35	-
Fremont Urgent Care	2,656.00	-
Finishmaster Inc	1,212.78	375.22
Forestry Suppliers, Inc.	1,315.65	-
Formatop	1,387.48	-
City of Foster City	500.00	-
Four Star Automotive, Inc.	8,922.40	-
Franchise Tax Board	6,000.00	500.00
Freyer & Laureta	329,172.00	8,600.00
Full Source, LLC	147.22	147.22
Gary Pollack Construction	4,000.00	-
Goldstreet Design Agency	5,234.09	811.47
Govconnection, Inc.	780.00	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
05/05/2020)

	TOTAL BY VENDOR 7/1/2019- 5/5/2020	WITHDRAWAL 5/5/2020
REGULAR PAYABLES		
Governmentjobs.com dba NeoGov	6,633.00	-
Grainger	30,488.44	1,322.41
Granite Rock, Inc.	1,033.13	-
The Grill House	43.10	-
Hach Company	25,384.59	3,880.08
Hadronex, Inc.	34,919.44	-
Hansen Supply Company	4,710.58	-
Harben California	7,263.40	-
Harbor Ready-Mix	2,992.16	-
Harrington Industrial Plastics	192.59	-
HF&H Consultants, LLC	81,464.29	15,696.10
HP	491.61	-
H & R Plumbing & Drain	7,500.00	-
Hillyard/San Francisco	3,056.95	-
Hilton	225.03	-
Home Depot	14,408.56	-
Bob Hulsmann	1,274.26	-
IEDA	7,600.00	-
IKEA	21.93	-
James F. Illich	5,250.00	-
Innovyze, Inc	7,955.00	-
Instrument Technology Corp.	228.81	-
Interstate Traffic Control Pro	273.13	-
ISAC INC	13,150.50	6,569.00
J & B Corrosion Engineering	1,415.00	-
Jani-King of CA, Inc - SFR/OAK	7,316.13	-
Jans Deli	98.86	-
Jensen Precast	2,454.32	-
KDS Communications	1,505.00	-
KIS	13,916.95	13,916.95
Scott/Linda Kamran	16,000.00	-
Kimball Midwest	10,005.84	2,818.21
Bill Kitajima	152.83	-
Kone Inc.	2,593.40	-
L & M Transmission	1,199.93	-
Lasky Trade Printing	2,584.24	-
Liebert Cassidy Whitmore	150.00	-
Log Me In	2,396.72	-
Lucity, Inc.	20,741.42	-
Lyngso Garden Materials, Inc	356.78	-
Damian Madrigal	100.00	-
Mail Finance	804.75	-
Mallory Co.	8,972.01	-
Matheson Tri-Gas, Inc.	489.30	-
Maxx Metals	269.10	131.10
George / Karen McCown	2,996.72	-
City of Menlo Park - Repair	36,695.84	-
City of Menlo Park-Fuel	47,626.07	-
City of Menlo Park - Water	10,215.90	978.11
City of Menlo Park - Permits	4,500.00	-
SDU	12,206.88	1,017.24
Medco Supply Company	396.05	-
Menlo Park Chamber of Commerce	475.00	-
Menlo Park Fire Protection	8,290.00	-
Menlo Park Hardware Co. #14016	1,292.08	-
Microsoft	6.99	-
Mid Peninsula Abstracts	810.00	-
Mission Clay Products LLC	3,486.92	-
Morse Hydraulics	1,116.97	53.31
Moss Rubber	409.81	409.81
Mountain Mikes Pizza	186.29	-
Municipal Maintenance Equip.	1,667.98	-
My Binding	156.85	-
National Auto Fleet	142,690.88	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
05/05/2020)

	TOTAL BY VENDOR 7/1/2019- 5/5/2020	WITHDRAWAL 5/5/2020
REGULAR PAYABLES		
Navia Benefit Solutions	24,218.54	1,050.78
North Bay Pensions	1,500.00	-
Occasions, ETC.	75.35	-
Office of Water Programs	998.63	-
Office Team	8,072.00	-
Ogasawara Landscape Maint.	8,650.00	400.00
Omega Industrial Supply, Inc.	10,785.03	1,541.19
Otterbox	6.99	-
PARS	635,000.00	-
P&F Distributers	1,035.69	-
Pacific Gas & Electric	62,166.82	-
Palo Alto Staffing	1,309.60	-
Albert Patino	433.54	-
Peninsula Building Materials	4,395.62	-
Peninsula Property Group	1,602.75	-
Perotti and Carrade	750.00	-
Phil Scott	3,202.20	-
Pier 2 Marketing	3,350.00	-
PJ's Rebar Inc.	2,752.87	-
Ponton Industries, Inc.	22,090.01	-
Town of Portola Valley	32,000.00	32,000.00
Portola Valley Property Owner	32,989.42	4,013.02
Precise Printing and Mailing	20,534.53	6,095.54
Precision Engineering	923,830.82	-
Preferred Alliance	3,060.71	298.98
Principal Life Insurance Co.	58,277.79	4,802.70
Priority 1 Public Safety	8,225.20	8,225.20
Quadient Leasing USA, Inc.	268.25	268.25
Sergio Ramirez	5,458.31	-
R.A. Nosek Investigations	2,940.00	285.00
Ranger Pipelines	106,849.79	-
Readyrefresh By Nestle	2,894.31	-
Recology Peninsula Services	12,530.00	-
Red Wing Shoe Store	5,967.11	395.08
Redwood General Tire Co., Inc.	213.75	-
Reg Solutions	200.00	-
Rich Voss Trucking	2,405.00	-
Roberts & Brune Co	23,391.41	-
SVCW Bond - 2009 Bond	656,144.00	-
SVCW Bond - 2014 Bond	1,145,613.40	-
SVCW Bond - 2015 Bond	1,019,906.45	-
SVCW Bond - 2018 Bond	1,834,712.50	-
SVCW Cash Contribution on 2018 Bond	6,416,002.01	-
SVCW SRF Loan - WWTP Phase 1	506,765.20	-
SVCW - Monthly Operating Payment	6,965,717.00	633,247.00
SWRCB	14,557.00	-
Sacramento Airport Parking	20.00	-
Safety Center Inc	5,308.00	-
Safety-Kleen, Corp.	3,656.02	1,004.25
Safeway	161.75	-
San Mateo County	19,112.00	-
San Mateo County Assessor	610.00	305.00
San Mateo County Clerk	1,125.00	100.00
San Mateo CO Health Dept	2,473.00	-
San Mateo County Tax Collector	924.30	-
Rupert Sandoval	1,113.46	-
Santa Clara Valley Water Dist.	100.00	-
Santa Clara County	587.00	-
Robert J. Scheidt	263.86	-
Seekzen Systems	15,970.00	-
Shape Incorporated	39,335.47	-
Sharp Business Systems	9,345.14	-
Sharp Electronics Corporation	1,186.81	-
Signa Mechanical	18,321.16	-
Sitech Norcal	460.95	-
Smart and Final	187.91	-
Snap On Industrial C/O	750.72	-
Desiree S Slater	28.00	-
Solarwinds	57.00	-
Spartan Tool LLC	4,257.10	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
05/05/2020)

	TOTAL BY VENDOR 7/1/2019- 5/5/2020	WITHDRAWAL 5/5/2020
REGULAR PAYABLES		
Stacks	134.57	-
Staples Credit Plan	13,979.17	2,295.79
Stevens Creek Quarry, Inc.	692.99	-
Stockton Metropolitan	20.00	-
Summit Aerial Services Inc	9,250.00	-
Sutter EAP	1,249.25	-
Target Specialty Products	3,638.28	-
Tap Plastics Inc.	419.65	-
Teamsters Local No. 350	11,430.00	960.00
Teletrac Navman US LTD.	1,517.19	-
The Concept Genie	1,879.70	-
TFS-Zoom Imaging Solutions Inc	802.99	-
Toshiba Financial Services	801.78	-
Towne Ford Sales	14,426.23	-
TPX Communications	20,611.11	-
Underground, Inc.	321,504.72	-
Underground Service Alert	10,828.20	-
United Rentals Northwest, Inc.	1,082.58	-
USA Blue Book	1,051.78	-
US Bank	2,184.36	-
U.S. Jetting, LLC.	3,089.09	597.98
V & A Consulting Engineers	21,768.75	2,770.00
Valley Heating & Cooling	1,883.00	-
Vallombrosa Center	2,970.00	-
Verizon Wireless	15,860.26	-
Vision Communications Co.	12,640.67	-
V.W. Housen & Associates	47,709.50	-
WeatherTech Direct	225.46	-
Weco Industries, Inc.	149,013.91	2,678.33
West Yost & Associates	41,015.96	-
Wex Bank	630.20	106.76
Wiley Price & Radulovich	61.81	-
Woodard & Curran	104,323.44	-
Young's Auto Supply Center	739.16	-
Zanker Recycling	3,451.58	-
Zip's AW Direct	118.31	-
Zoom Imaging Solutions, Inc.	1,215.54	-
TOTAL REGULAR PAYABLES	<u>33,136,809.38</u>	<u>799,018.67</u>
SALARIES/WAGES & W/H		
Salaries/Wages - Net Pay	1,748,385.59	101,262.54
Directors Fees - Net Pay	18,356.57	3,773.42
PrimePay Fees	5,449.94	591.88
IRS - Federal Payroll Taxes	360,814.05	23,870.08
EDD - State Payroll Taxes	123,755.89	7,039.69
ICMA	180,969.83	10,208.25
Performance Merit Program - Net Pay	124,143.65	-
TOTAL SALARIES RELATED	<u>2,561,875.52</u>	<u>146,745.86</u>
TOTAL PAYABLES	<u>35,698,684.90</u>	<u>945,764.53</u>
SUMMARY		
TOTAL CHECKS		165,771.67
TOTAL CORP CARD		-
TOTAL WIRES		<u>8,966,335.21</u>
TOTAL PAYABLES		<u><u>9,132,106.88</u></u>

WEST BAY SANITARY DISTRICT
Schedule of Cash Receipt Deposits
4/15/2020-5/5/2020

DEPOSIT DATE	RECEIPT NUMBER	DESCRIPTION	AMOUNT
4/21/2020	461143	Diesel Tanks Replacement Project Bid Package #19	\$60.00
4/21/2020	461144	TP purchase	\$1.50
4/21/2020	461145	TP Purchase	\$1.50
4/21/2020	461146	TP Purchase	\$1.50
4/21/2020	461147	TP purchase	\$1.50
4/21/2020	461148	TP purchase	\$1.50
4/21/2020	461149	EVP 2020	\$175.00
4/21/2020	461150	EVP 2020	\$175.00
4/21/2020	461151	EVP 2020	\$175.00
4/21/2020	461152	EVP 2020	\$175.00
4/21/2020	461153	EVP 2020	\$175.00
4/21/2020	461154	Invoice NR-0398, NRD, Egan/Williams	\$380.71
4/21/2020	461155	Permit: 177 Watkins Ave, NR-401	\$323.09
4/21/2020	461156	EVP 2020	\$175.00
4/21/2020	461157	SRF Reimbursement # 19	\$942,900.00
4/21/2020	461158	TP purchase	\$1.50
5/5/2020	461159	Permit: 1208 Henderson Ave, MP	\$290.00
5/5/2020	461160	EVP 2020	\$175.00
5/5/2020	461161	Permit: 47 Magnolia Dr, ATH	\$355.00
5/5/2020	461162	Permit: 100 Baywood Ave., MP	\$290.00
5/5/2020	461163	Reimbursement for Bergeron's Corp Card Card Charge	\$95.00
5/5/2020	461164	Permit: 789 18th Ave, MP	\$290.00
5/5/2020	461165	EVP 2020	\$175.00
5/5/2020	461166	EVP 2020	\$175.00
5/5/2020	461167	Permit: 1425 Laurel St, MP	\$290.00
5/5/2020	461168	Permit: 879 College Ave	\$290.00
5/5/2020	461169	Permit: 465 Cotton St, MP	\$290.00
5/5/2020	461170	Permit: 957 Menlo Ave, MP	\$290.00
5/5/2020	461171	Permit: 168 Elena Ave, MP	\$290.00
5/5/2020	461172	Invoice# 2019/20-071 & 072A	\$55,966.53
5/5/2020	461173	Invoice# 2019/20-080, 081, & 082	\$54,763.61
5/5/2020	461174	Defensible Space Matching Fund Program	\$3,000.00
5/5/2020	461175	EVP 2020	\$175.00
5/5/2020	461176	Permit: 2108 Camino De Los R	\$170.00
5/5/2020	461177	Permit: 2130 Sterling Ave, MP	\$170.00
Total Deposit			<u>\$1,062,262.94</u>

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4C**

To: Board of Directors
From: Sergio Ramirez, Operations Superintendent
Subject: WBSD Operations and Maintenance Report – April 2020

Month	Basin PM Pipe Cleaning Miles	High Freq. PM Pipe Cleaning Miles	Un-Sche. Pipe Cleaning Miles	WBSD CCTV Insp. Miles	Pipe Patch Repairs Qty.	Open Trench Repairs Qty.	Pump Sta. PM Qty.	Pump Sta. Unsch. Repairs Qty.	SSO Cat. 1	SSO Cat. 2&3s	Service Calls- Unit 208			
											Call Outs	Sch PM	Unsch. PM	USA's
January	6.9	4.1	0.0	3.0	6	7	72	1	0	0	90	11	0	206
February	5.0	7.8	0.9	2.5	2	9	69	0	0	0	95	12	0	177
March	17.3	0.1	0.4	1.3	4	8	70	0	0	0	94	9	0	156
April	15.7	3.1	1.3	0.0	0	0	57	1	0	0	54	9	0	152
* Oct.	3.9	4.1	0.3	4.3	5	8	95	1	0	0	94	0	1	309
Nov.	0.8	8.2	0.1	3.2	4	8	83	0	0	0	105	0	3	269
Dec	13.7	0.0	0.0	4.6	6	8	76	1	0	0	88		10	160
Yr to date	63.4	27.4	3.0	18.8	27	48	522	4	0	0	620	41	14	1429
2020 Goals	120.0	50.0	n/a	45-50	65	90	n/a	<10	0-2	3 to 5	n/a	n/a	n/a	n/a
2019 Goals	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850
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 4D**

To: Board of Directors

From: Sergio Ramirez, Operations Superintendent

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

	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
Month							Cat. 1	Cat. 2&3s	Call Outs
Temp Help	Miles	Miles	Miles	Miles	Qty.	Qty.			
January	0.5	0.8	0.2	0.8	4	1	0	0	0
February	1.3	0.2	0.1	1.2	4	1	0	1	0
March	0.0	1.2	0.0	0.0	4	0	0	0	0
April	3.2	1.8	0.0	0.0	4	0	0	0	0
May									
June									
July									
*August	0.0	1.2	0.0	0.5	4	0	0	0	0
Sept.	0.0	1.5	0.0	1.1	4	0	0	0	0
Oct.	0.5	1.7	0.2	1.2	4	1	0	0	0
Nov.	1.0	1.0	0.0	0.0	4	2	0	0	0
Dec	0.0	1.7	0.1	1.2	4	0	0	0	0
** Yr to date	6.5	11.1	0.6	6.0	36	5	0	1	0
FY19/20Goals	17.4	16.9	n/a	9.3	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

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WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

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

Subject: *Consideration of Accepting Work by Ranger Pipelines for the Alpine Road Sanitary Sewer Replacement Project and Authorizing the District Manager to File the Notice of Completion*

Background

On December 19, 2018, the District Board awarded the Alpine Road Sanitary Sewer Replacement Project to the low bidder, Ranger Pipelines of San Francisco, CA for the amount of \$1,524,420.00 and apportioned an additional \$228,663.00 or approximately 10% to be used for additional work and approximately 5% for Construction Support Services. At the November 13, 2019 meeting the District Board approved Change Order No. 1 for additional work and permitting costs in the amount of \$35,739.78. The total allocated for construction with the 10% additional work contingency was \$1,676,862.00.

Analysis

The project involved the replacement of about 4,000 feet District sewer mains along Alpine Road in Portola Valley.

Sewer mains were replaced using the open trench method and manholes were replaced/rehabilitated.

Fiscal Impact

The Capital Assets Fund allocated a total project amount of \$1,753,083.00. The contractor was awarded the contract in an amount of \$1,524,420.00 of which an apportionment of an additional \$228,663.00 for contingency (10% for additional work and 5% for construction support services) was granted resulting in a total project amount of \$1,753,083.00.

The construction bid with CO No. 1, was \$1,560,159.78. Actual construction work amounted to \$1,585,879.78 as described in the attached Balancing Change Order No. 2. Total allocated for construction was \$1,676,862.00. Therefore, the project was completed under budget by approximately \$91K for the construction portion of the

project. Approximately \$76,221.00 was allocated for construction support services. Construction support services (geotechnical and outside inspection services) are estimated to be just under \$30,000 or under budget by \$46K. Therefore the project was under budget by approximately \$137K.

Recommendation

The Projects & IT Manager requests that the District Board accepts the work by Ranger Pipelines and to authorize the District Manager to sign the Balancing Change Order and File the Notice of Completion for the Alpine Road Sanitary Sewer Replacement Project.

Attachments: Balancing Change Order
 Notice of Completion
 Project Map

WEST BAY SANITARY DISTRICT
500 Laurel Street, Menlo Park, CA 94025

CHANGE ORDER
CO NO. 2
(Balancing Change Order)

Project: Alpine Road Sanitary Sewer Replacement Project
Location: Alpine Road
Project No. 1758.9
Contractor: Ranger Pipelines, Inc.

Date: December 5, 2019
Job No.: 1758.9
Sheet 1 of 1

The following changes are hereby made to the Contract Documents:

1. Balancing Change Order (as noted on attached)

Justification:

1. Actual installed quantities in the field.

CHANGE TO CONTRACT PRICE:

Original Contract Price: \$1,524,420.00
Current Contract Price, as adjusted by previous Change Orders: \$1,560,159.78
The Contract Price due to this Change Order will be increased by: \$ 25,720.00
New Contract Price due to this Change Order will be: \$1,585,879.78

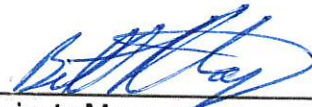
CHANGE TO CONTRACT TIME:

The Contract Time will be increased by 0 calendar days.

APPROVALS REQUIRED:

To be effective, this order must be approved by the Owner if it changes the scope or objective of the project, or as may otherwise be required under the terms of the Contract.

RECOMMENDED AND
APPROVED BY

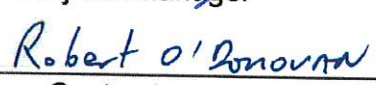


Projects Manager

2/16/2020

Date

ACCEPTED BY



Contractor

12/5/2019

Date

AUTHORIZED BY

District Manager

Date

EXEMPT FROM RECORDING FEES

Recorded at Request of
and Return to:

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

NOTICE OF COMPLETION

Notice is hereby given that West Bay Sanitary District (a Government Agency) whose address is 500 Laurel Street, Menlo Park, California 94025, caused the Alpine Road Sanitary Sewer Replacement Project within San Mateo County, California; that the contract for doing said work was made with Ranger Pipelines as contractor and entered into on December 19, 2018; that the work on said contract was actually completed on May 13, 2020; that the owner of said "Alpine Road Sanitary Sewer Replacement Project" is the West Bay Sanitary District.

WEST BAY SANITARY DISTRICT

Phil Scott

STATE OF CALIFORNIA
COUNTY OF SAN MATEO

Phil Scott being duly sworn says he is the District Manager of West Bay Sanitary District, the owner of the above referred improvements; that he has read the same, and knows the content thereof, and that the facts stated therein are true.

Phil Scott

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN MATEO)

On _____ before me,
(Date)

Name and Title of Officer (e.g., Jane Doe, Notary Public)
personally appeared **Phil Scott** who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person 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.

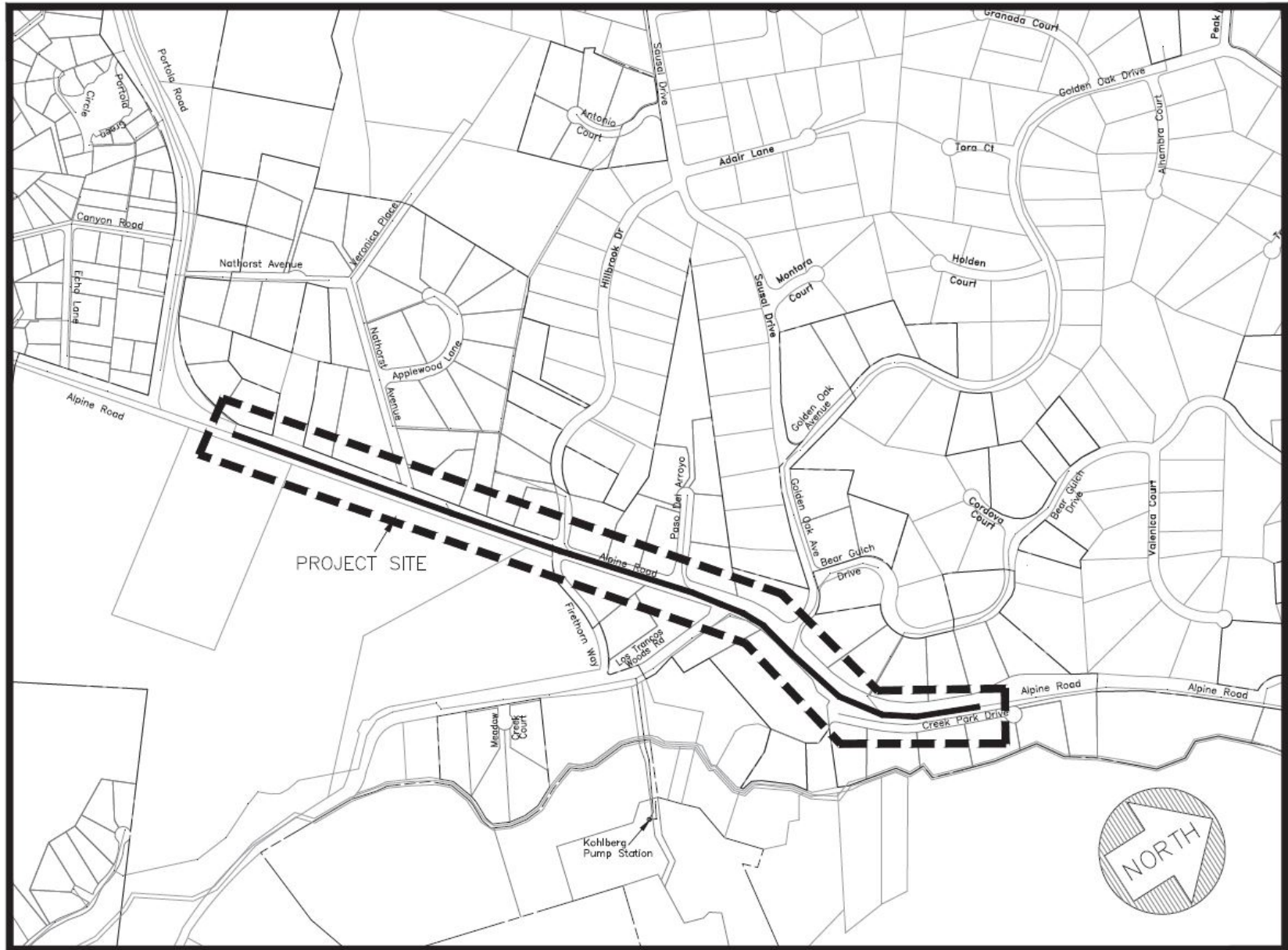
WITNESS my hand and official seal.

Place Notary Seal Above

Signature of Notary Public

WEST BAY SANITARY DISTRICT

ALPINE ROAD SANITARY SEWER REPLACEMENT PROJECT



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WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

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

Subject: *Consider Resolution to Approve Amendment to Agreement for Engineering Design Services from Freyer & Laureta, Inc. for the North Bay Road and North Palo Alto Project Areas (2019 – 2020) for Additional Services and Amend the Ten Percent Contingency Allocated for Additional Work on an As-Needed Basis*

Background

At the Regular Meeting on December 11, 2019, the District Board authorized the District Manager to execute the agreement for Engineering Design Services with Freyer & Laureta, Inc. for the North Bay Road and North Palo Alto project area and authorize the District Manager to approve up to ten percent contingency for additional work on an as-needed basis.

The project will involve the replacement and rehabilitation of the sewer mains with the standard open trench or a trenchless pipe bursting method in areas where the pipeline needs replacement and a trenchless method using a structural cured-in-place-pipe (CIPP) liner in areas where the pipeline can be rehabilitated. The original scope of this work included approximately 6,200 linear feet of pipe.

District staff recently identified 10" and 12" sewer mains in urgent need of repair along Ringwood Avenue and continuing through the Sonoma Easement to Van Buren Road. These mains are near the area of the above mentioned Capital Improvement Project. Freyer & Laureta, Inc. have proposed to include these sewer mains in the upcoming CIP, and thus have requested to add services to the original agreement.

Analysis

The amendment to the agreement includes the addition of the project areas:

- Ringwood Avenue from Bay Road to Toyon Road, approximately 2,900 linear feet
- Sonoma Easement from Bay Road to Van Buren Road, approximately 1,300 linear feet.

The addition of this approximately 4,200 linear feet of pipe will bring the total CIP scope to approximately 10,400 linear feet (~1.96 miles) of pipe, which will replace or rehabilitate approximately 1% of the District's collection system.

Freyer & Laureta's original proposal was in the amount of \$200,000, which includes survey and engineering services needed to develop biddable plans and specifications for the project. The additional work proposed in this amendment will cost \$50,000.

The Projects & IT Manager is requesting the appropriation of \$275,000 to allow for approximately a 10% contingency for possible unanticipated work or conditions which may arise in the course of the design.

Fiscal Impact

The Capital Asset Fund for Fiscal Year 2019-2020 was budgeted for \$350,000, for engineering design of all anticipated CIP projects for 2019-20. The District has spent \$368,235.53 with Freyer & Laureta, Inc. over the last 12 months.

Recommendation

The Projects & IT Manager recommends the District Board Authorize the District Manager to approve the amendment to the agreement for Engineering Design Services from Freyer & Laureta, Inc. for the North Bay Road and North Palo Alto project area and authorize the District Manager to approve up to ten percent contingency for additional work on an as-needed basis.

Attachment: Add Services Proposal #1
Exhibits 1 and 2 – Original Project Area
Exhibit 3 – Additional Project Area

May 6, 2020

Mr. Bill Kitajima
Projects Manager
West Bay Sanitary District
500 Laurel Street
Menlo Park, California 94025

**Re: ENGINEERING SERVICES PROPOSAL - CAPITAL IMPROVEMENT PROJECT
ADD SERVICES PROPOSAL #1
NORTH BAY ROAD AND NORTH PALO ALTO PROJECT AREAS, MENLO PARK**

Dear Mr. Kitajima:

Thank you for your proposal request to provide additional engineering services for the design of the rehabilitation and/or replacement of sewer main lines in the North Bay Road and North Palo Alto areas of the District. The additional project areas include:

- Ringwood Avenue from Bay Road to Toyon Road, approximately 2,900 linear feet.
- Sonoma Easement from Bay Road to Van Buren Road, approximately 1,300 linear feet.

We are pleased to present the following Scope of Professional Services and Fee Schedule.

Description of Services

Topographic Surveys

- Vertical control will be based on NAVD 88 benchmark.
- Inverts and pipe sizes for all entering and exiting pipes within sanitary sewer manholes will be determined.
- Inverts, pipe sizes and direction of flow will be collected for storm drain lines, manholes, and catch basins.
- All visible property line clean outs will be located.
- Visible improvements, driveways and utilities, including existing U.S.A. markings within the easement or street right of ways will be located. The limit of work will be the back of sidewalk. Where no sidewalk exists, limit of work will be 5' from edge of pavement.
- Utility research will be performed, and utility locations interpreted from utility company system drawings will be drawn onto the survey base.
- Easement research will be performed and drawn on the survey base map.

- Survey information will be translated to AutoCad drawings for use in the design effort.

Construction Document Preparation

- Coordinate project and permitting with the City of Menlo Park, Caltrans, and other appropriate jurisdictional agencies.
- Coordinate project with Pacific Gas and Electric. There is a large diameter, high pressure gas line in Van Buren within the North Bay area of the project.
- Prepare contract drawings that incorporate recommended pipe replacement or rehabilitation. Drawings will be in AutoCAD format at a scale appropriate to show the necessary information (most probably 20-scale). Drawings will show plan and profile and appropriate construction details and notes.
- Prepare Engineer's schedule of probable construction costs.
- We will prepare three review submittals: 50%, 90%, and 100%. Three sets of check prints and three copies of the contract specifications will be provided with each review submittal.
- Following approval, one set of reproducible drawings and one set of specifications will be provided to the District for the bidding and construction phases of the project.
- Electronic files of the drawings and specifications will be provided to the District upon request.
- Assist the District with any documents required for outreach to residents within the project area.

Exclusions

This proposal has the following exclusions:

- The scope of services does not include payment of any permit fees.
- Geotechnical Investigation is not included in this proposal.
- Potholing is not included in this proposal.
- Traffic control plans are not included but can be prepared for additional fee.
- Construction Administration is not included in this proposal.

Mr. Bill Kitajima
Page 3 of 3
May 6, 2020

Proposed Fee Schedule

All work will be on a time and materials (t&m) basis, not exceed the following limits without District authorization:

Topographic Survey	\$25,000
Construction Document Preparation	<u>\$25,000</u>
Total:	\$50,000

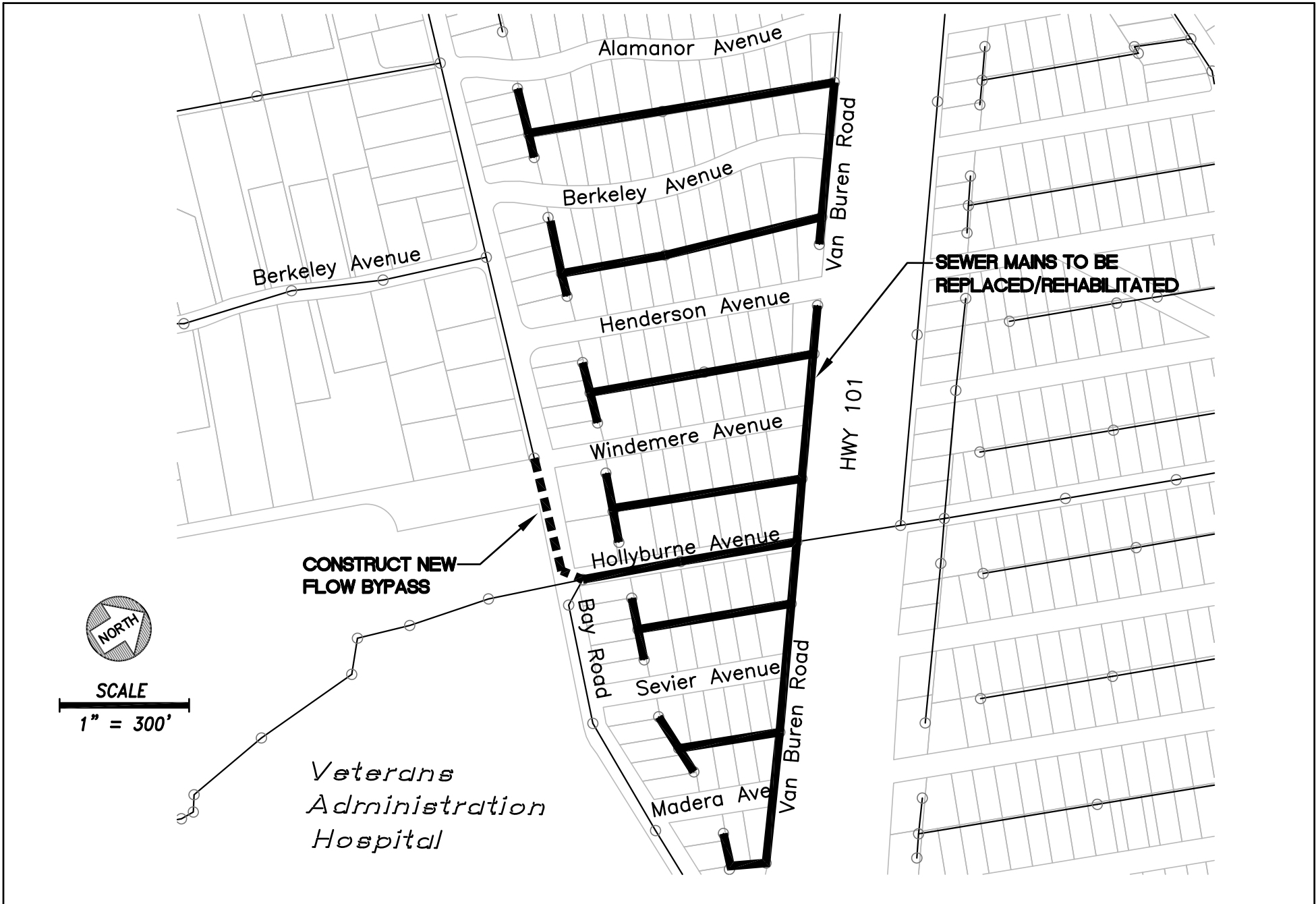
Previously approved budget was \$200,000 for this project. The new project budget will be \$250,000.

Bill, thank you for allowing us to submit this proposal to you and for your consideration. If you have any questions, please feel free to call us.

Sincerely,
FREYER & LAURETA, INC.



Richard J. Laureta, P.E.
President





**SEWER MAINS TO BE
REPLACED/REHABILITATED**



SCALE
1" = 300'

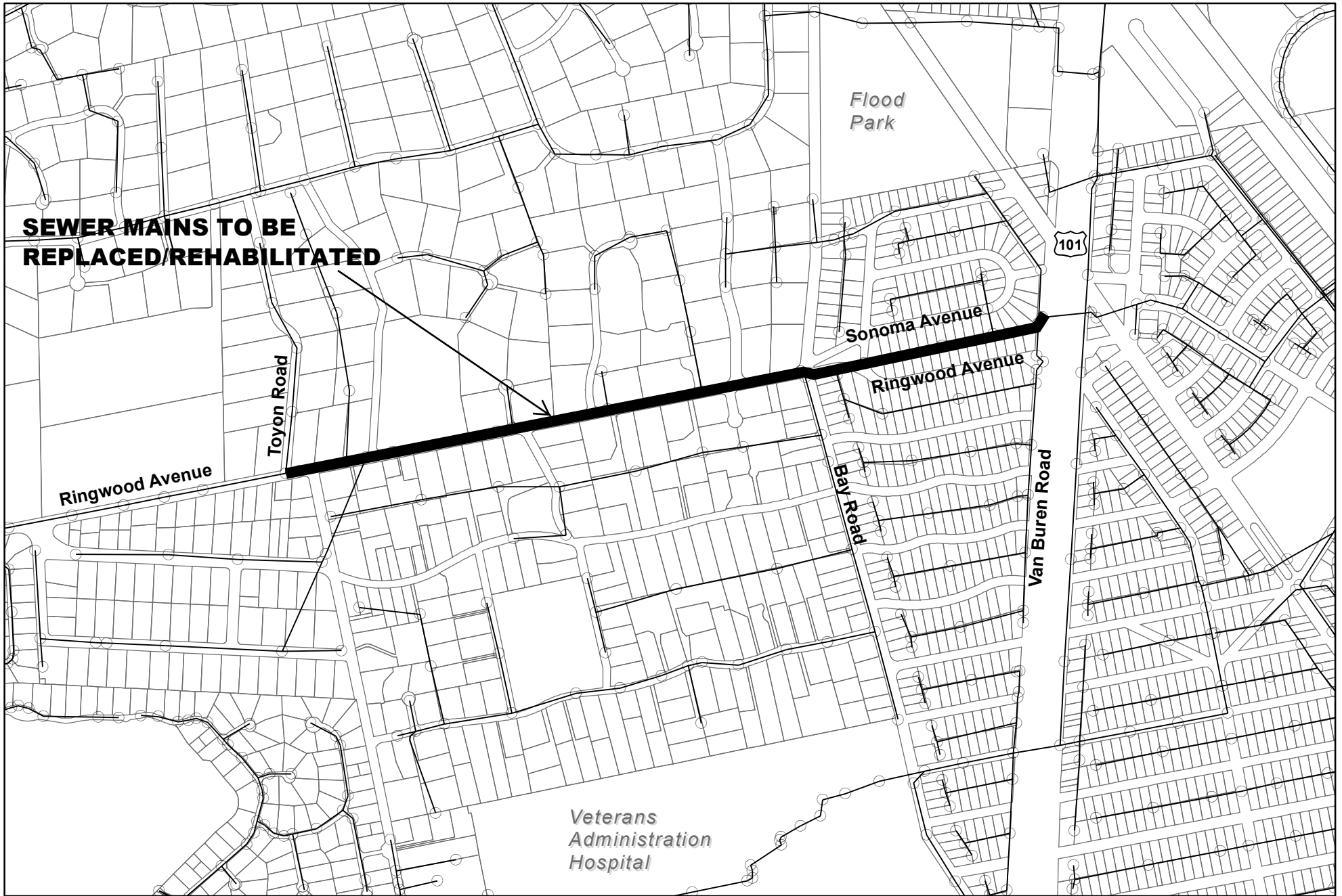


EXHIBIT 3
ADDITIONAL PROJECT AREA
RINGWOOD AVENUE & SONOMA EASEMENT



WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

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

Subject: *Consideration of Resolution Accepting Deed of Easements and Quit Claim of Unused Easements for the Recycled Water Treatment Facility at Sharon Heights Golf & Country Club*

Background

At the District's regular board meeting on May 10, 2017, the District entered into a long-term agreement with Sharon Heights Golf & Country Club for construction and operation of a satellite recycled water treatment facility. Included in this were easements for the facility and all appurtenances, which were recorded in the County's official records on June 29, 2017. Also at the January 9, 2019 regular board meeting, the Board accepted an easement for PG&E electrical from an existing electrical pull box on site to serve the recycle water facility.

Because of the nature of the Design-Build project, several changes throughout the course of the project now require additional easements to be recorded, in order to encompass the entire work as things were actually installed.

The new easements will cover:

- the actual alignment of the 8" sewer main running across the 10th fairway for discharge back into the District's collection system,
- an additional sliver of land for the actual footprint of the recycled water facility & turn-around,
- the actual alignment of the storage pond connection pipeline &
- an additional easement to cover the PG&E electrical, as the alignment ended up needing to run all the way to the right-of-way.

As the Sharon Heights' property is subdivided into two parcels, easement 3 (for the storage pond connection pipeline) is divided into easements 3a and 3b to accompany the appropriate APNs.

The original easement for the sewer across the fairway shall be quit claimed in conjunction with this, as there are no District facilities within this easement (Easement G).

Recommendation

The Projects and IT Manager recommends that the Board adopt the attached Resolution accepting the Deed of Easements and Authorize the District Manager to execute the Quitclaim Deed.

Attachments: Resolution ____ (2020)
 Grant Deed of Easements
 Legal/Plat Exhibit A

RESOLUTION NO. _____ (2020)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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

Sharon Heights Golf & Country Club

And;

BE IT RESOLVED that the District Manager is hereby directed execute the Quitclaim deed to Easement G, as shown in that certain Grant Deed of Easement recorded on June 29, 2017 (the "2017 Easement Deed") and identified as Document Number 2017-055426 in the Official Records of San Mateo County.

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 13th day of May, 2020, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

Attest:

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

RECORDING REQUESTED BY:
WEST BAY SANITARY DISTRICT

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

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

GRANT DEED OF EASEMENT

THE UNDERSIGNED GRANTOR(S) DECLARE(S):

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

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

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

SHARON HEIGHTS GOLF & COUNTRY CLUB, a California Corporation (hereinafter "Grantor")

Hereby GRANT(S) to:

**West Bay Sanitary District, a Public Agency organized and existing under the laws of the State of California,
(hereinafter "Grantee")**

Easements contemplated by the Long Term Agreement on the terms and conditions provided in the Easement Agreement recorded with the original Grant Deed of Easement and Agreement record no. 2017-055426 recorded in the Official Records of the County of San Mateo on June 29, 2017.

1. Grantor hereby grants to Grantee and Grantee's employees, contractors, agents, tenants, subtenants, guests, invitees, and licensees, the following easements shown and described in Exhibit A, attached hereto and incorporated herein by reference:

- (a) A non-exclusive easement over, under, along Easement 1 for a gravity sanitary sewer pipeline.
- (b) An exclusive easement for the sole use of Grantee, its successors and assigns, over, under, along, upon and across Easement 2. The rights granted hereunder shall consist of the right to enclose, secure, construct, install, monitor, test, maintain, use, repair, remove and replace any and all buildings, above-ground and below ground facilities, conduits, pipelines, tanks, pumps, motor controls, valves, fittings, odor control equipment, electrical wires, fencing, gates and related facilities necessary for the operation of a recycled water treatment plant, as described in Exhibit A, attached hereto and incorporated herein by reference, and all repairs, replacements and enhancements thereof, determined by Grantee as necessary for said operation (collectively, the "Treatment Facility").
- (c) A non-exclusive easement over, under, along Easement 3a & 3b for a storage pond connection pipeline.
- (d) A non-exclusive easement over, under, along Easement 4 for PG&E electrical.

2. Except as further described therein and limited thereby, the rights granted under subparagraphs 1(a) through (d), above, shall consist of the right to construct, install, maintain, use, repair, remove, replace any and all pipeline, fittings, electrical facilities and related facilities necessary for the operation of a wastewater treatment system in the area described as follows over the following described real property in the City of Menlo Park, County of San Mateo, State of California; more particularly described in Exhibit "A", attached hereto, and by this reference incorporated herein.

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

4. No building or structure of any kind shall be constructed upon the herein described easements without the mutual written consent of the Grantor and Grantee, and should a building or structure be erected in violation of this provision, Grantee, and its successors and assigns may still exercise all rights herein granted and shall have the right to remove, or cause grantor to

remove, at Grantor's expense, any building or structure that may be erected upon or over the said parcels of real property. Grantee shall not be held liable in any manner whatsoever for any damages thereby incurred, nor shall Grantee have any obligation to replace any structure that may be removed from said property.

5. Maintenance, Interference, Indemnity, Waiver, Severability, Successors, Attorneys' Fees & Governing Law shall be in accordance with the terms and conditions set forth in the Long Term Agreement & the Easement Agreement referenced above, recorded with the original Grant Deed of Easement and Agreement record no. 2017-055426 recorded in the Official Records of the County of San Mateo on June 29, 2017.

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

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

Also Known As: SHARON HEIGHTS GOLF & COUNTRY CLUB
Assessor's Parcel Number: 074-500-300 and 074-500-310

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

Printed Name Signature

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

Printed Name Signature(s)

(ATTACH NOTARY CERTIFICATE)

EXHIBIT A
LEGAL DESCRIPTIONS
EASEMENTS 1, 2, 3a, 3b, AND 4
SHARON HEIGHTS GOLF AND COUNTY CLUB

EASEMENT 1

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

A portion of Parcel A, as said parcel is described in that certain Certificate of Compliance, recorded on December 11, 2017 as Instrument No. 2017-110956 of Official Records, in the Office of the Recorder of said County, State of California, being a strip of land, 15.00 feet wide, the centerline being described as follows:

COMMENCING at the southeasterly corner of Parcel B, described in that certain Certificate of Compliance, recorded on December 11, 2017 as Instrument No. 2017-110956 of Official Records, in the Office of the Recorder of said County, State of California; thence along the northerly line of said parcel North 44°51'30" West 65.48 feet; thence leaving said northerly line North 79°40'09" West 892.34 feet to the **TRUE POINT OF BEGINNING**; thence, proceeding courses and distances: North 18°21'39" East 6.28 feet; thence North 9°27'36" East 308.20 feet; thence, North 71°38'00" West 15.78 feet. The sidelines thereof extended or shortened as necessary to provide full and complete coverage.

Containing 4,954 square feet (0.114 acres) more or less.

EASEMENT 2

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

A portion of Parcel B, as said parcel is described in that certain Certificate of Compliance, recorded on December 11, 2017 as Instrument No. 2017-110956 of Official Records, in the Office of the Recorder of said County, State of California, being described as follows:

COMMENCING at the southeasterly corner of said parcel; thence along the northerly line of said parcel North 44°51'30" West 65.48 feet; thence leaving said northerly line North 79°19'24" West 712.13 feet to the **TRUE POINT OF BEGINNING**; thence, proceeding clockwise the following courses and distances: Along a non-tangent curve to the left with a radial bearing of South 4°38'17" East with a radius of 28.59 feet, an arc length of 60.10 feet, with a delta angle of 120°24'37"; thence, along a tangent curve to the right with a radius of 55.00 feet, an arc length of 100.60 feet, with a delta angle of 104°47'49"; thence, South 69°44'55" West 12.38 feet; thence, North 23°20'14" East 49.81 feet; thence, along a tangent curve to the left with a radius of 40.42 feet, an arc length of 21.91 feet, with a delta angle of 31°03'46"; thence, along a tangent curve to the left with a radius of 3,705.61 feet, an arc length of 47.98 feet, with a delta angle of 0°44'31"; thence, along a tangent curve to the right with a radius of 20.11 feet, an arc length of 24.80 feet, with a delta angle of 70°38'10"; thence, North 18°05'57" East 5.04 feet; thence, South 75°41'29" East 31.70 feet to the **TRUE POINT OF BEGINNING**.

Containing 3,015 square feet (0.069 acres) more or less.

EASEMENT 3a

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

A portion of Parcel A, as said parcel is described in that certain Certificate of Compliance, recorded on December 11, 2017 as Instrument No. 2017-110956 of Official Records, in the Office of the Recorder of said County, State of California, being described as follows:

COMMENCING at the southeasterly corner of Parcel B, described in that certain Certificate of Compliance, recorded on December 11, 2017 as Instrument No. 2017-110956 of Official Records, in the Office of the Recorder of said County, State of California; thence along the northerly line of said parcel North 44°51'30" West 65.48 feet; thence leaving said northerly line North 78°57'10" West

506.80 feet to a point on the southerly property line of said Parcel A and being the **TRUE POINT OF BEGINNING**; proceeding clockwise the following said property line: North 85°15'47" West 84.00 feet; thence, North 76°27'44" West 142.11 feet; thence leaving said property line, Along a non-tangent curve to the right with a radial bearing of South 3°13'32" West with a radius of 919.26 feet, an arc length of 226.06 feet , with a delta angle of 14°05'24 to the **TRUE POINT OF BEGINNING**.

Containing 1,957 square feet (0.045 acres) more or less.

EASEMENT 3b

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

A portion of Parcel B, as said parcel is described in that certain Certificate of Compliance, recorded on December 11, 2017 as Instrument No. 2017-110956 of Official Records, in the Office of the Recorder of said County, State of California, being described as follows:

COMMENCING at the southeasterly corner of said parcel; thence along the northerly line of said parcel North 44°51'30" West 65.48 feet; thence leaving said northerly line North 78°57'10" West 506.80 feet to a point on the northerly property line of said parcel and being the **TRUE POINT OF BEGINNING**; leaving said property line and proceeding clockwise the following: South 17°18'56" West 15 feet; thence, Along a non-tangent curve to the left with a radial bearing of South 17°18'56" West with a radius of 904.26 feet, an arc length of 222.37 feet , with a delta angle of 14°05'24; thence North 3°13'32" East 15.00 feet to a point and the northern property line of said parcel; thence continuing along said property line South 76°27'44" East 142.11 feet; thence, South 85°15'47" East 84.00 feet to the **TRUE POINT OF BEGINNING**.

Containing 1,406 square feet (0.032 acres) more or less.

EASEMENT 4

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

A portion of Parcel A, as said parcel is described in that certain Certificate of Compliance, recorded on December 11, 2017 as Instrument No. 2017-110956 of Official Records, in the Office of the Recorder of said County, State of California, being a strip of land, 15.00 feet wide, lying northwesterly of the following described line:

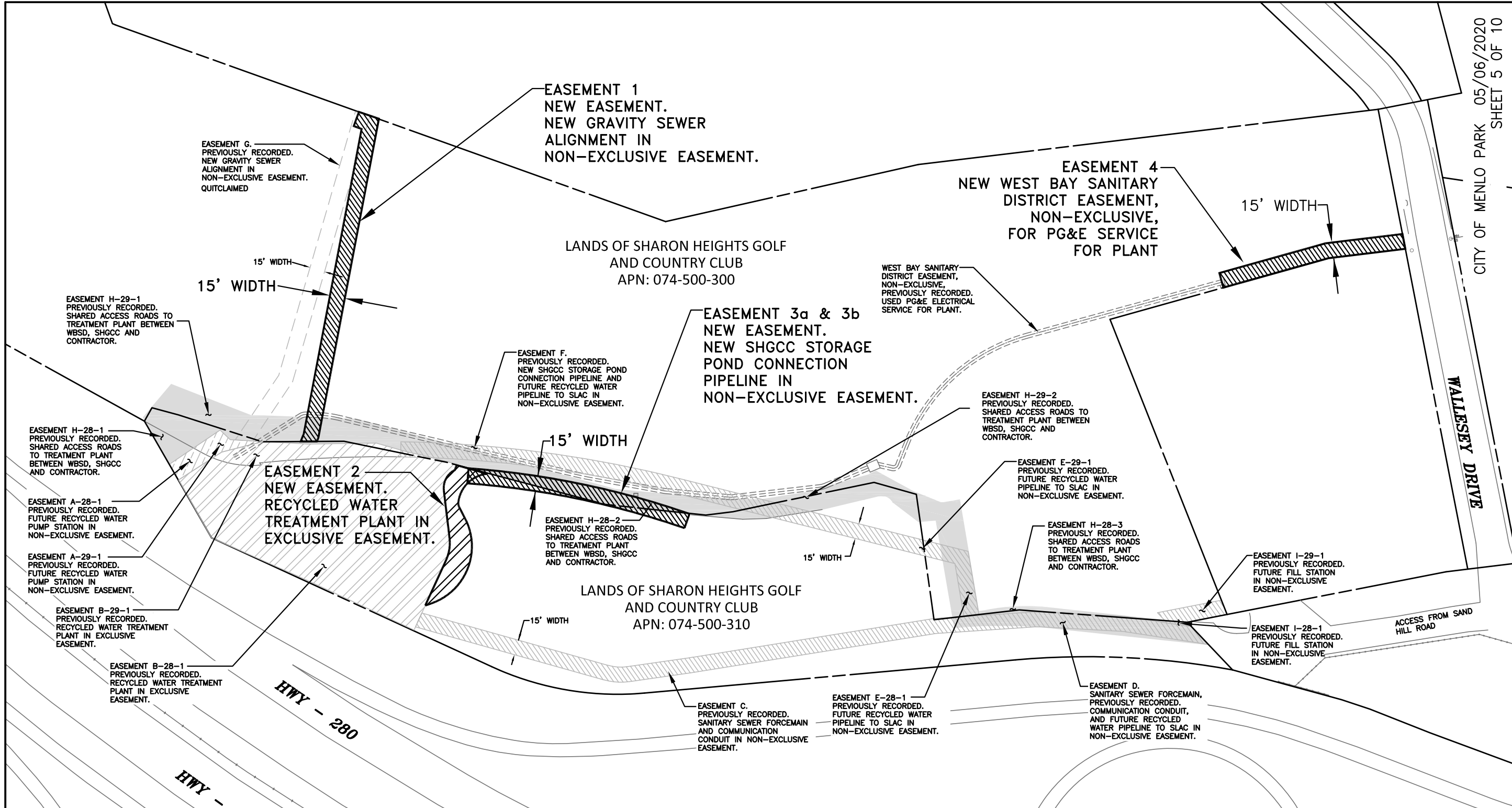
COMMENCING at the easterly most corner of said Parcel A, said corner also being a point on the southwesterly line of Wallesey Drive, said point also being the **TRUE POINT OF BEGINNING**; thence South 81°46'10" West 77.16 feet along the southerly line of said Parcel A; thence South 73°04'00" West 108.47 feet along the southeasterly line of said Parcel A.

The northeasterly sideline of said strip shall be prolonged so as to begin on the northeasterly line of said Parcel A.







Containing 2,794 square feet (0.064 acres) more or less

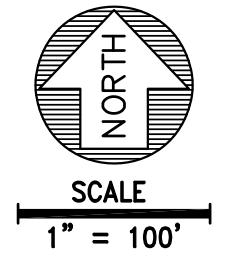
This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale or for the sale of the lands described herein.

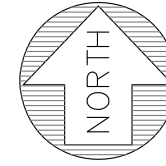
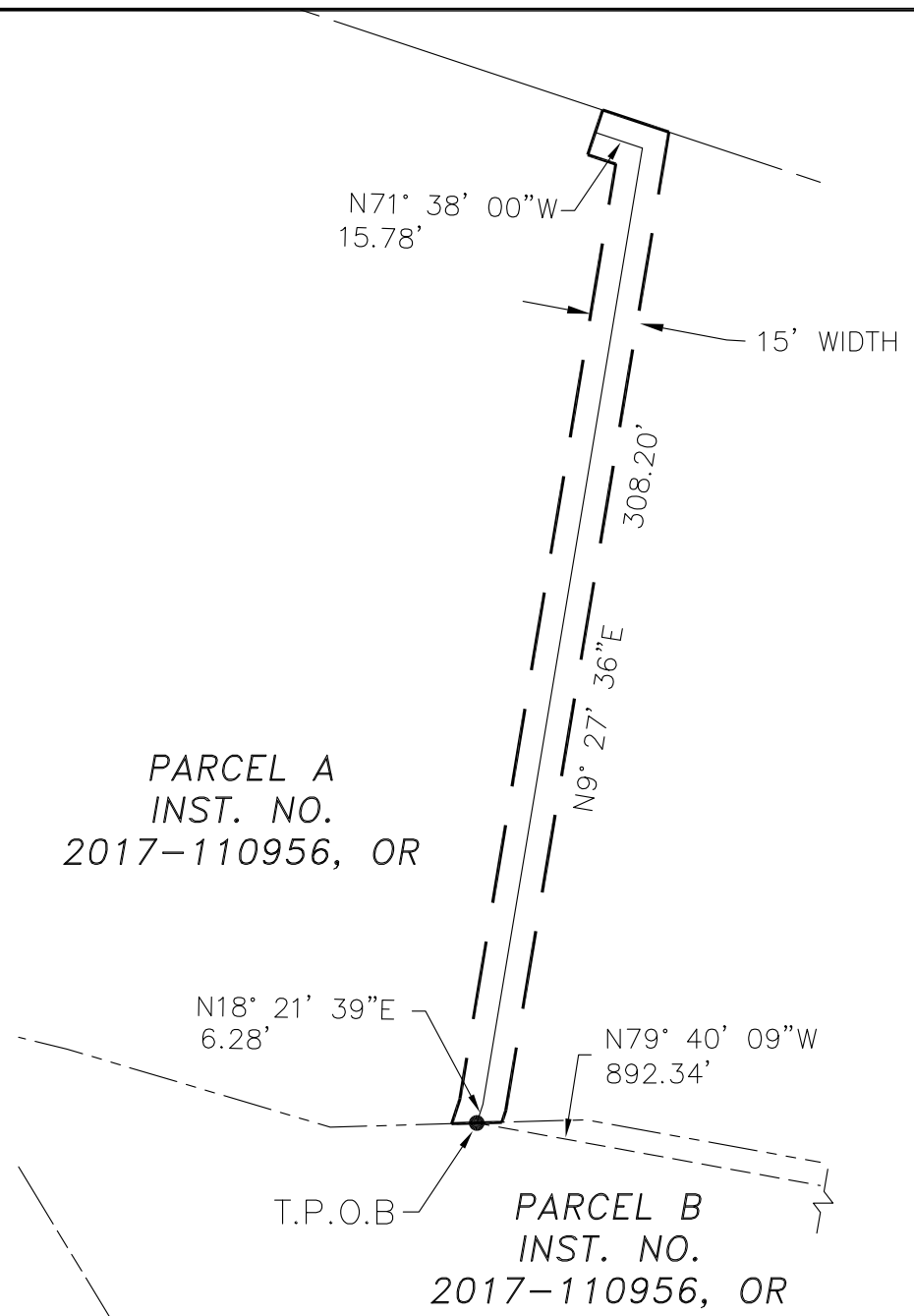
April 5, 2020



LEGEND

 SHARED ACCESS ROADS TO TREATMENT PLANT BETWEEN WBSD, SHGCC AND CONTRACTOR. RECORDED.	 RECYCLED WATER TREATMENT PLANT EASEMENT, EXCLUSIVE, RECORDED	 PIPELINE/CONDUIT EASEMENT, NON-EXCLUSIVE, NEW EASEMENT.
 PIPELINE/CONDUIT EASEMENT, NON-EXCLUSIVE, RECORDED.	 FUTURE RECYCLED WATER PUMP STATION EASEMENT, NON-EXCLUSIVE, RECORDED.	 RECYCLED WATER TREATMENT PLANT EASEMENT, EXCLUSIVE, NEW EASEMENT.

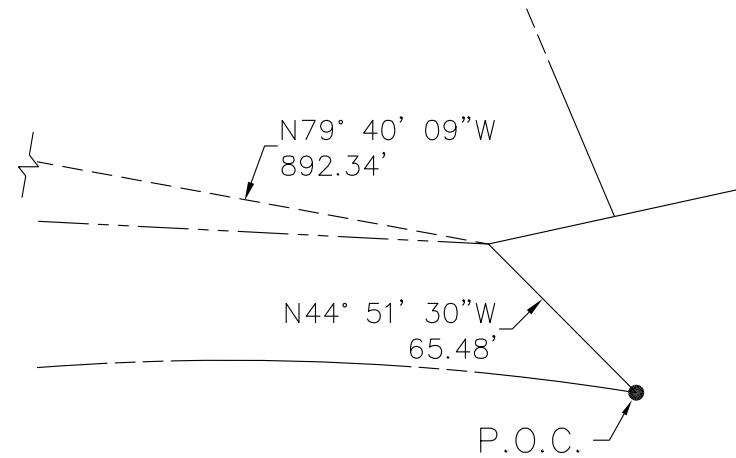




SCALE
1" = 60'

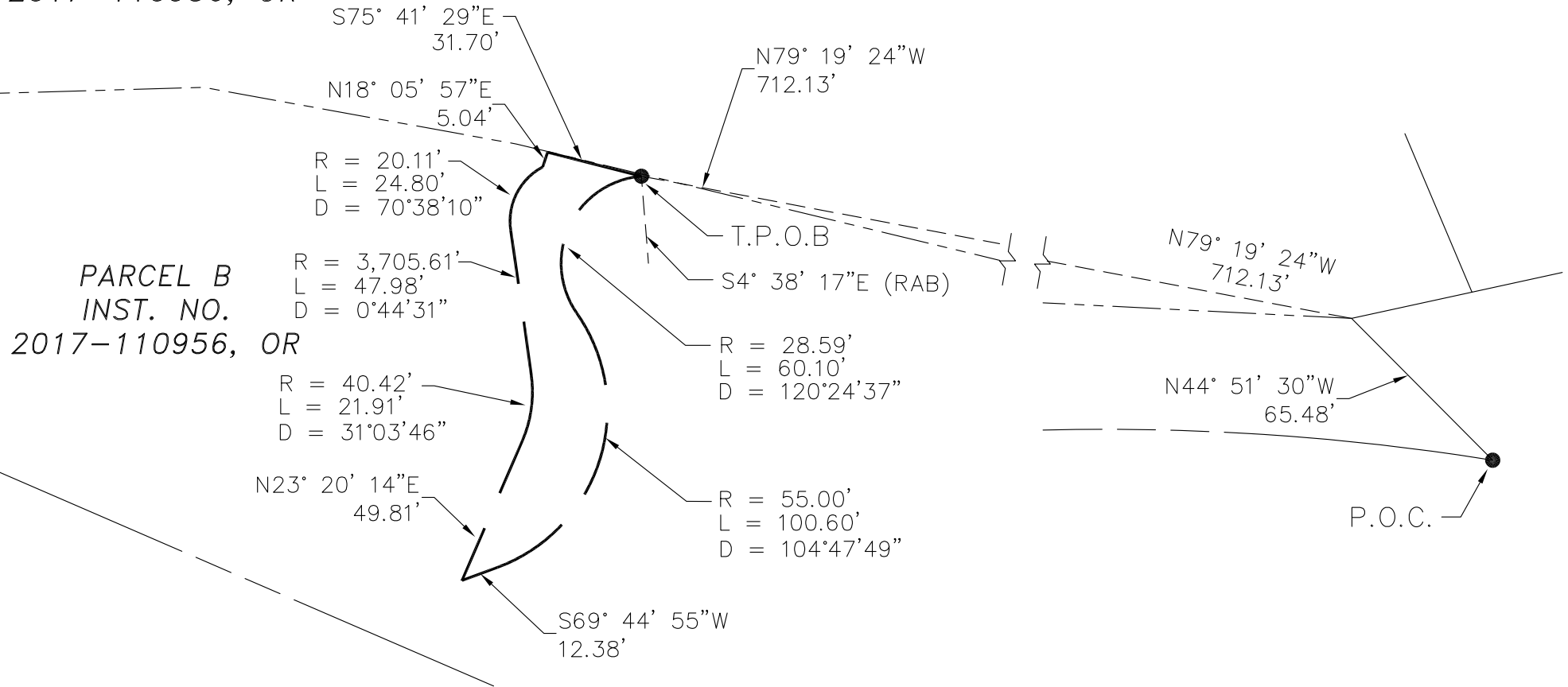
LEDGE & ABBREVIATIONS

P.O.C.---Point of Comencing
T.O.P.B--True Point Of Beginning
(RAB)---Radial Bearing



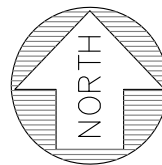
CITY OF MENLO PARK 04/05/2020
SHEET 6 OF 10

PARCEL A
INST. NO.
2017-110956, OR



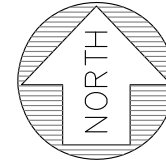
LEDGE & ABBREVIATIONS

P.O.C.---Point of Comencing
T.O.P.B---True Point Of Beginning
(RAB)---Radial Bearing



SCALE
1" = 50'

CITY OF MENLO PARK 04/05/2020
SHEET 7 OF 10



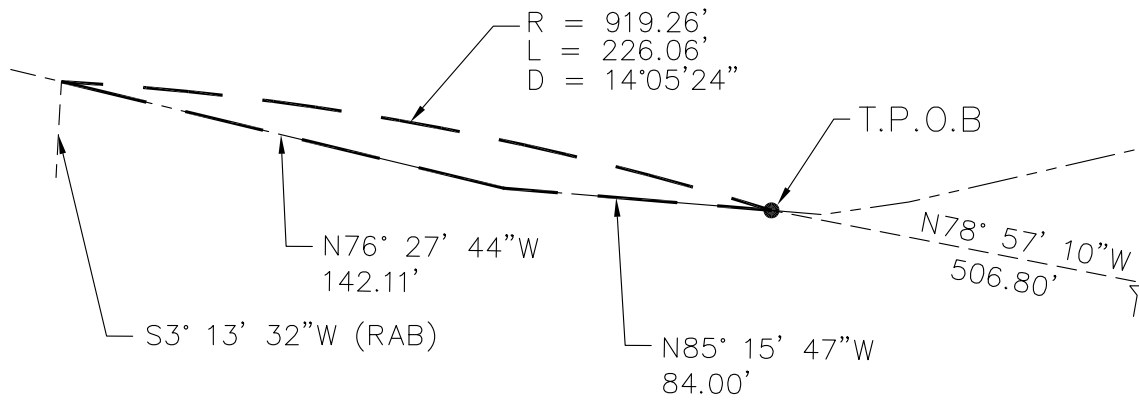
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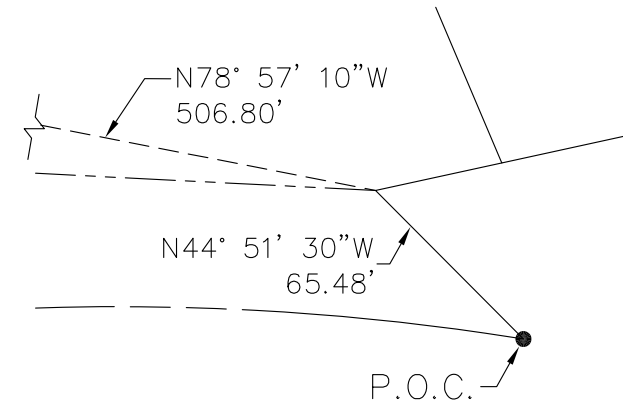
PARCEL A
INST. NO.
2017-110956, OR

LEDGE & ABBREVIATIONS

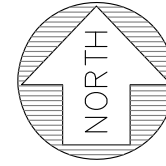
P.O.C.---Point of Comencing
T.O.P.B---True Point Of Beginning
(RAB)---Radial Bearing



PARCEL B
INST. NO.
2017-110956, OR



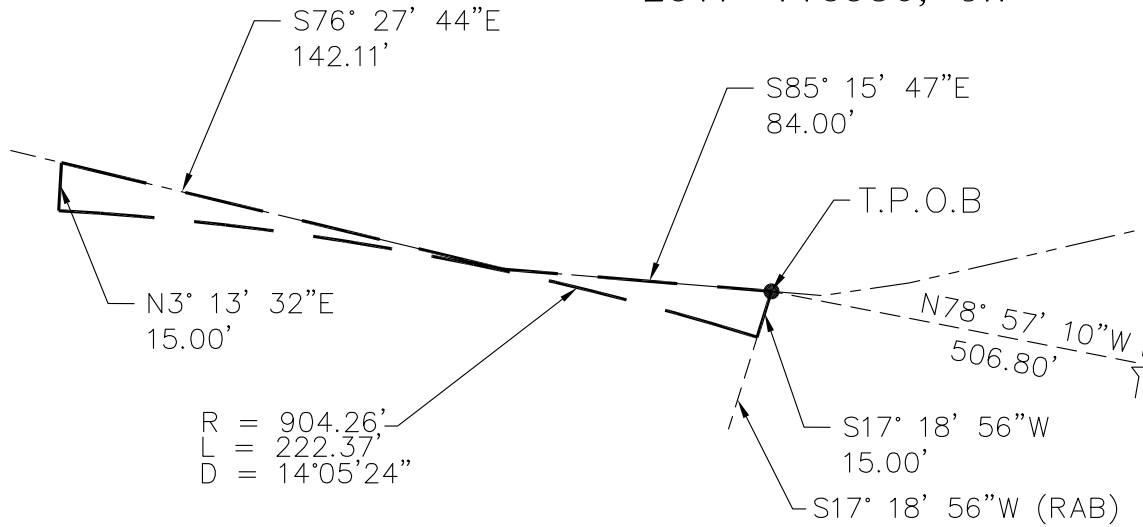
CITY OF MENLO PARK 04/05/2020
SHEET 8 OF 10



SCALE

1" = 60'

PARCEL A
INST. NO.
2017-110956, OR

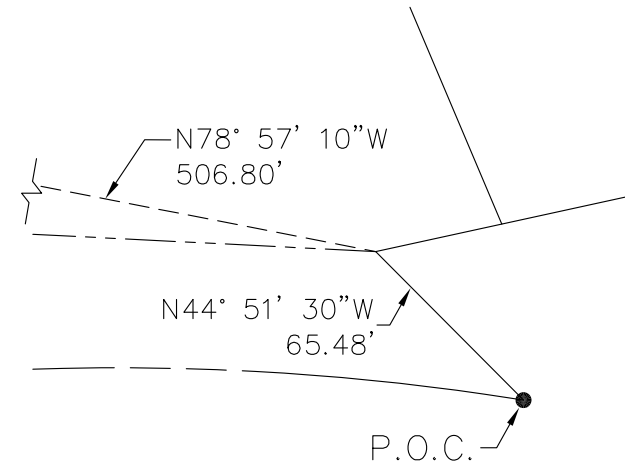


R = 904.26'
L = 222.37'
D = 14°05'24"

PARCEL B
INST. NO.
2017-110956, OR

LEDGE & ABBREVIATIONS

P.O.C.---Point of Comencing
T.O.P.B---True Point Of Beginning
(RAB)---Radial Bearing



CITY OF MENLO PARK 04/05/2020
SHEET 9 OF 10

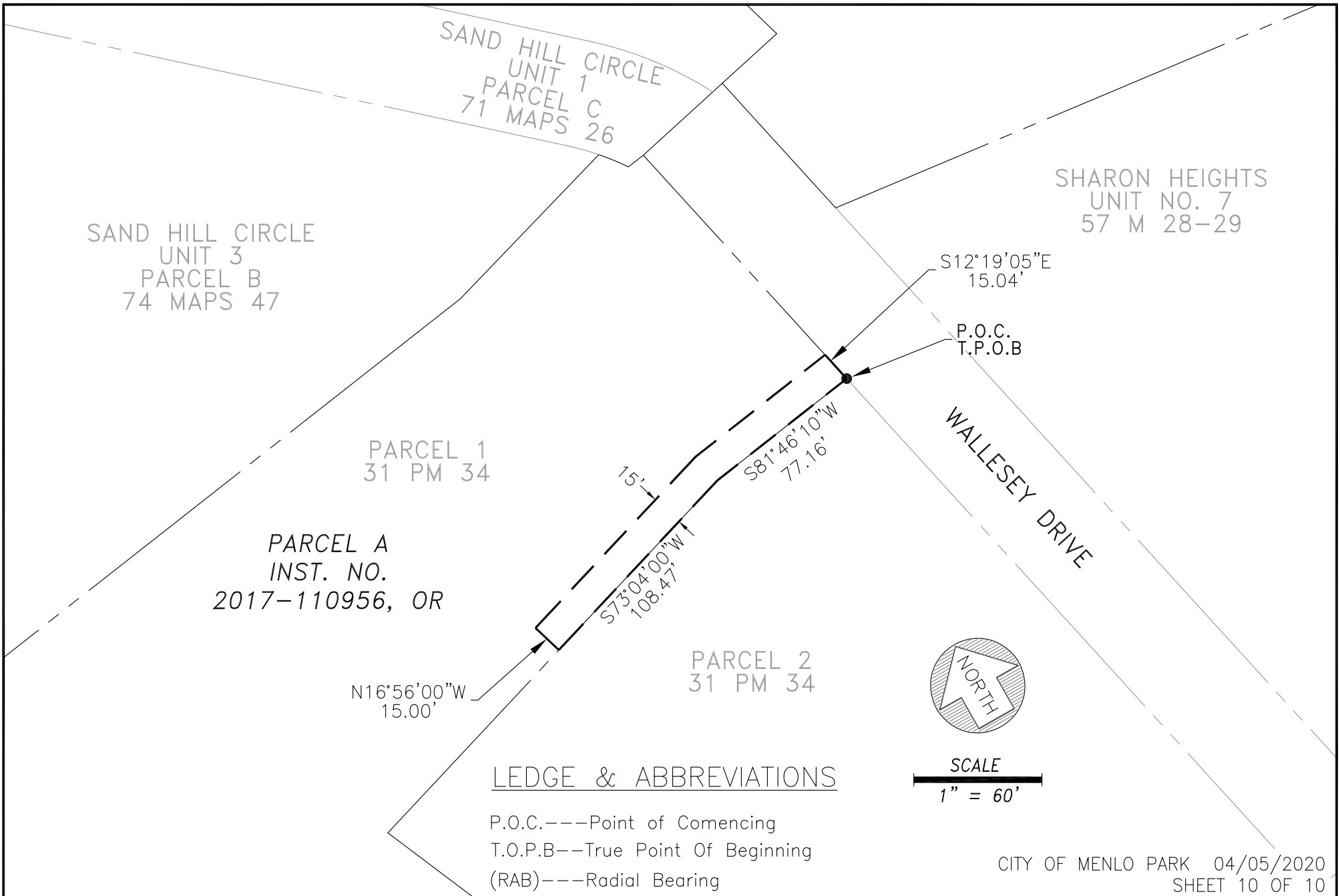
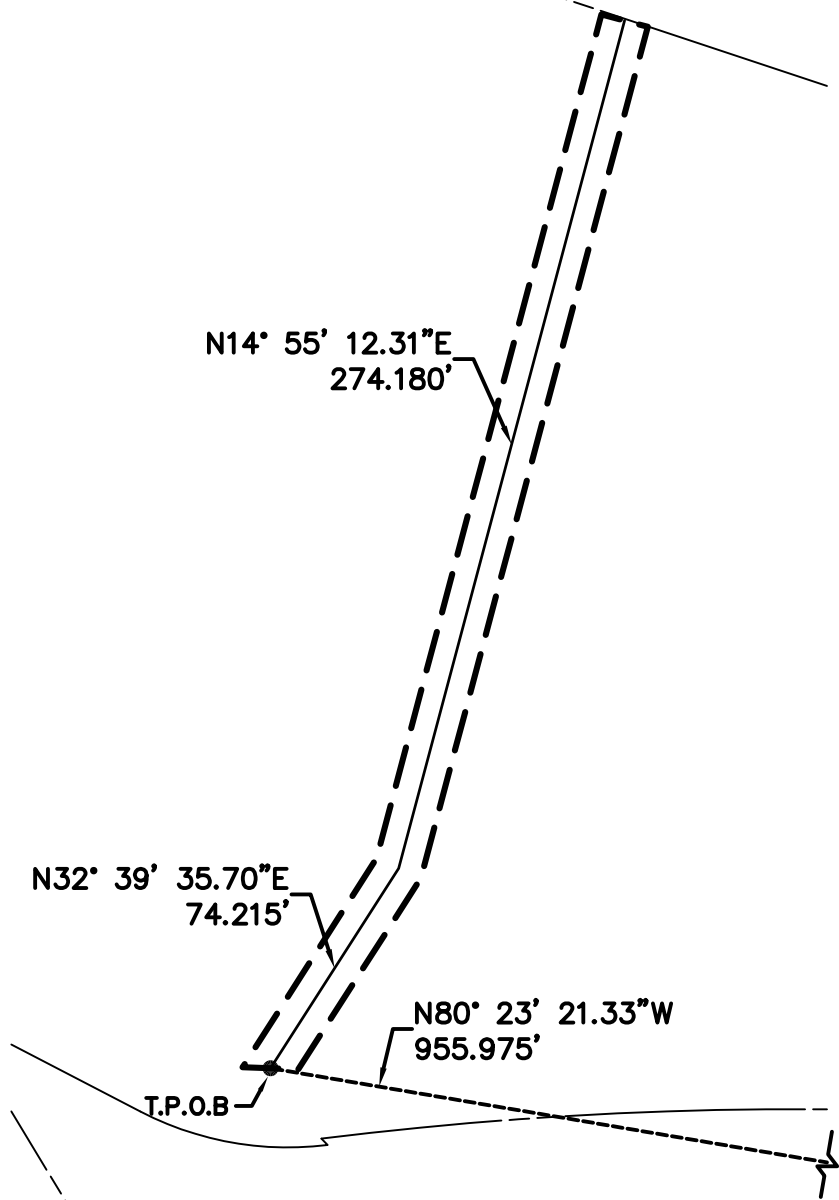


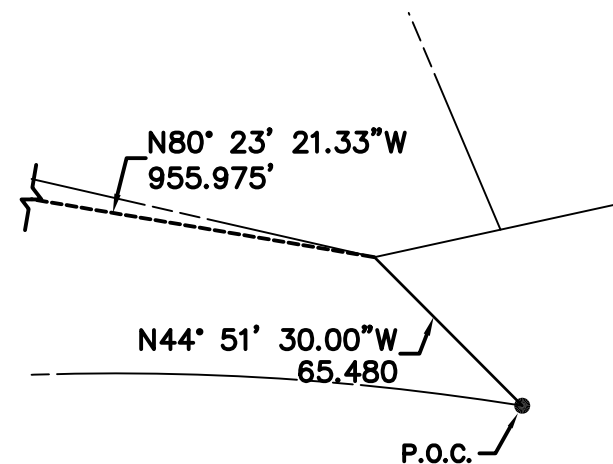
EXHIBIT A



SCALE
1" = 60'

LEGEND:

- STREET DEDICATION
- PROPERTY LINE
- TIE LINE
- P.O.C. POINT OF COMMENCEMENT
- T.P.O.B. TRUE POINT OF BEGINNING



CITY OF MENLO PARK 05/22/2017
SHEET 18 OF 18



CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS

144 North San Mateo Drive • San Mateo, CA 94401
(650)344-9901 • Fax (650)344-9920
www.freyerlaureta.com

EASEMENT G

PLAT TO ACCOMPANY LEGAL DESCRIPTION

7-17

EXHIBIT B
LEGAL DESCRIPTION
PUBLIC SERVICE EASEMENT

EASEMENT G

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

Those portions of Parcel 1 as shown on Parcel Map LANDS OF SHARON HEIGHTS GOLF AND COUNTRY CLUB, filed April 21, 1976 in Volume 31 of Maps at Pages 34 in the Office of said Recorder, being a strip of land 15.00 feet wide, the centerline being described as follows:

COMMENCING at the southeasterly corner of said parcel; thence along the northerly line of said parcel North 44°51'30" West 65.48 feet; thence leaving said northerly line North 80°23'21" West 955.98 feet to the **TRUE POINT OF BEGINNING**; thence, North 32°39'36" East 74.22 feet; thence, North 14°55'12" East 274.18 feet. The sidelines thereof extended or shortened as necessary to provide full and complete coverage.

APN 074-500-290

Containing 5,226 square feet (0.12 acres) more or less.



WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *Consideration to Accept the District's 2019 Performance Measurement Report*

Background

West Bay Sanitary District staff has prepared the annual report on the District's key performance indicators. The report is structured around the Effective Utility Management (EUM) framework for evaluating water and wastewater utilities. EUM was developed cooperatively with the US EPA, Water Environment Federation, American Water Works Association, American Public Works Association, National Association of Clean Water Agencies, other professional associations, and professional utility managers from the water and wastewater sectors. West Bay staff has evaluated EUM and believes that it is applicable and highly relevant to the West Bay Sanitary District.

EUM has identified ten attributes of effectively managed water sector utilities. One attribute, Water Resource Adequacy was felt not to be applicable to the West Bay Sanitary District since the District manages only the collection system and the pipeline infrastructure. It is intended that focusing on nine of these attributes will help the District maintain a balanced focus on all important areas of management of the wastewater utility. The performance measurement report has been divided into the following nine attributes:

1. Product Quality
2. Customer Service
3. Employee and Leadership Development
4. Resource Optimization
5. Financial Viability
6. Infrastructure Stability
7. Operational Resiliency
8. Community Sustainability
9. Stakeholder Understanding & Support

Analysis

For each of the nine attributes, there are a number of quantitative and qualitative measures that show how the District is performing. Overall, most of the indicators are

positive and show the District is performing optimally. However, there are some areas where the District could take action to improve the management of the utility. At the beginning of the report, there is an executive summary and a summary of measures and ratings. This is followed by more detailed descriptions, analysis and charts for each of the specific measures.

Fiscal Impact

None

Recommendation

The District Manager recommends the Board accept the District's 2019 Performance Measurement Report.

Attachments: WBSD 2019 Performance Measurement Report

Performance Measurement Report

Performance Measurements
for the West Bay Sanitary
District Using the “Effective
Utility Management”
Framework

Includes Data and Analysis for
Calendar Year 2019



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Introduction to the Report

This report is the eighth of what is intended to be an annual report by the West Bay Sanitary District regarding the performance of the District. It includes performance measures that, when taken as a whole, should give the reader a sense of how well the utility is performing and being managed. This report is prepared by management for use by the District's Board of Directors and by the general public.

The District has chosen to use the Effective Utility Management (EUM) framework for presenting this information. This framework is specific to water and wastewater utilities and provides for the possibility of comparing the District to other wastewater utilities once more providers begin using EUM for measuring and reporting on performance.

About Effective Utility Management

Effective Utility Management (EUM) is a framework for evaluating water and wastewater utilities. In May 2007, six major water and wastewater associations and the United States Environmental Protection Agency (EPA) agreed to support EUM collectively and individually throughout the water sector. EUM is designed to help utility managers make practical, systematic challenges to achieve excellence in utility performance, and encapsulates the collective knowledge and experience of utilities leaders who are committed to helping improve water and wastewater management.

EUM has identified Ten Attributes of Effectively Managed Water Sector Utilities. This performance measurement report has been divided into Nine of those attributes. As they are intended to help utilities maintain a balanced focus on all important operational areas rather than quickly moving from one problem to the next.

More can be learned about Effective Utility Management by visiting the website www.wwaterEUM.org.

About Performance Measures

Performance measures are those things that are measured by an organization to evaluate the performance of that organization. There are several types of measures, including input, output, efficiency and effectiveness. Input and output measures tend only to capture the amount of work performed by departments or organizations. This report focuses on efficiency and effectiveness measures, and then only on the measure that are meaningful to management of the District and that the District has some ability (total or partial) to influence.

Quick-Glance Ratings

This report includes with every measure an analysis of how the District is doing within that area. Additionally, next to each graph or qualitative measure is an icon to help the reader assess quickly how the District is performing against that measure. Those icons are as follows:



“Satisfactory” (green star) – signifies that the District has met its goals, or that the trend is positive



“Goals met but Watch” (blue & white thumbs up) – signifies that the District has met its goals but needs to watch the trend further



“Watch” (orange diamond) – signifies that the District is in danger of not meeting its goals, that the trend is indeterminate, or that there is insufficient data to make an assessment



“Unsatisfactory” (red triangle) – signifies that the District has not met its goals or that the trend is negative



“No Measure” (blue circle with slash) – signifies that the District has not developed a measurement for this performance indicator

Executive Summary

This report is the eighth Performance Measurement Report produced by the West Bay Sanitary District. It is the District's intention to produce this report annually. The report is structured around Nine of the Ten Attributes of Effectively Managed Water Sector Utilities, as developed in Effective Utility Management.

This report will be used by management of the District to identify specific trends or issues regarding the nine attributes. The Report is also intended to provide a partial answer to the question asked by the Board of Directors and the ratepayers alike, "Is the West Bay Sanitary District a well-run utility?" This document may be used by the District's Board of Directors as a source of information for setting District goals and priorities.

The following is a summary of performance measurements reported in this report.

#1

Product Quality – The District continues to meet or exceed regulatory compliance requirements within the Collection System. Significant changes and additions, in 2010, 2011, 2014 and again in 2019, to the Preventative Maintenance program has produced excellent results. The establishment of productivity goals, root foaming, basin to basin cleaning, scheduling of High Frequency cleaning including placing all small pipes on a 12-month schedule as well as patching and repairing of pipe defects have resulted in a great reduction of Sanitary Sewer Overflows. The District had four SSO's in 2019, two of the SSO's were caused by outside influence and contractors. Both the number and volume of spills are significantly below the State and/or Regional average. The number of plugged main lines are down from 81 in 2011 to 9 in 2019.

#2

Customer Service –2019 data on response times to calls for service is the seventh full year of data for reporting purposes and continues to improve. The Project Management staff continues to maintain its performance goal for plan review 95% of the time achieving 100% for the second year in a row.

#3

Employee and Leadership Development – There was higher than usual turnover due to retirements in 2017, causing a spike in experience turnover, but that trend has not continued and is not expected to continue in the near term. Employee survey responses indicate that there is no strong indication of unhappiness nor a desire to seek employment elsewhere. The measures on training indicate there is steady improvement in some training categories. In 2015 the District developed a Succession Plan for key positions, and will continue to work on a Succession Plan for other positions. Though not due to retirements, in 2016 the District experienced a turnover of 3 of the maintenance folks. Two were maintenance technicians and one was a field supervisor (lead worker). One individual left to become a union business representative, one left to "get out of California" and the last one left to further his education and start a new and different career path. The District also lost two positions to retirement in 2017. In 2018 and 2019 two Field Supervisors transitioned into Source Control Inspector positions. In 2019 the Human Resources admin retired and we were able to promote from within for the position. Succession planning will continue to be used so we may be successful in transitions beginning before retirement date.

#4

Resource Optimization – Staff is constantly looking for ways to increase its buying power, save the District money and maximize its manpower. Staff implemented a rescheduling of sewer main cleaning cycles to minimize travel time and save man-hours; these man-hours were then used to clean other sewer lines elsewhere in the system. Staff developed ways to use chemicals for odor control at pump stations rather than installing expensive infrastructure. Additionally, staff implemented the practice of purchasing fleet vehicles on state bid lists, and using Co-Op purchasing agreements for purchasing equipment saving the District tens of thousands of dollars each year. Finally, the implementation of cured-in-place pipe not only increased production but resulted in an increase in net value of District resources. The net value of pipe patching after deducting labor and materials is \$296,000/year to the District.

#5

Financial Viability –The ratio of revenue to expenditures continues to increase year over year. The ratio of capital expenditures is at a sustainable level, and the debt service coverage ratio is sustainable. The District maintains adequate policies and internal controls. The sewer service charge rate is evaluated regularly for its ability to cover life-cycle cost of service and capital funding options. The District’s reserves are accumulating to maintain stable rates.

#6

Infrastructure Stability – The District has performed an inventory of critical assets as part of the Collection System Master Plan update in 2011. The District also performs condition assessments of the collection system via CCTV every 5 years. The District had been spending over \$1M on renewal & replacement projects to meet minimum standards and targets, and increased its commitment to the infrastructure by increasing CIP spending to \$6-7 M per year .

The District is performing very well regarding collection system failure rates. Planned maintenance as a percentage of total maintenance is high in collections, and the District regularly scheduled restaurant inspections to help prevent fats, oil and grease (FOG) problems in the collection system. This resulted in no SSO’s due to commercial FOG issues. During the past five years, collection staff has also exceeded its goal by 5% to 15% of main lines annually.

Working with VW Housen and Associates, District staff has developed a linear asset management plan (LAMP) to assist the District in more scientifically prioritizing pipeline rehabilitation and replacement in order to most effectively manage risk. A LAMP consists of a numerical asset management prioritization tool using Microsoft Access. This tool refines project rehabilitation priorities by calculating Likelihood and Consequence of Failure, taking into account a wide range of criteria, for each asset (i.e. pipeline or manhole). These two components, when combined, determine the Risk of Failure for each asset. The tool assigns a Risk Score to every asset in the system, which is then reviewed in GIS to establish more rigorous and precise process for pipeline rehabilitation and replacement.

#7

Operational Resiliency – The District’s total recordable accident rates have met or exceeded the industry standard for several years. For the previous four years, the District had been lost time accident free until November 2011. Insurance claims have been declining over time, and have not been considerably expensive. The District’s Experience Modification Rate (a measure of worker accidents) had gone down steadily. The serious accident of 2011 has caused the Experience Modification Rate to increase in 2012 and the District had no lost time incidents in 2013 and 2014 and one in 2015, zero in 2016 and two in 2017. As of February 5, 2018 the District has gone 216 days without a Lost Time Accident and the current ex-mod rate in 2019 was 126 and down to 121 in 2020. The District maintains adequate Emergency Response Plans and practices them regularly. The District is aware of its operational resiliency under emergency conditions.

#8

Community Sustainability – The District has invested in programs that encourage reduced potable water consumption and environmental protection and awareness, and has incorporated “green” practices into its capital planning. Our Regulatory Compliance Department works with commercial customers to explore ways to reduce water usage in their business and prevent unnecessary wastewater from entering the collection system and requiring treatment. Staff requires dischargers to adhere to a set of Best Management Practices appropriate for individual businesses that help reduce water used for landscape irrigation, Food Service Establishments (FSE), and encourages the use of low flow sprayers and equipment. Staff has also incorporated specifications for the use of “green” technologies for pipe rehabilitation and replacement within the Capital Improvement Program. Techniques such as pipe bursting and horizontal directional drilling replace pipe without trenching the whole pipeline, requiring only a pit at the beginning and end of the pipeline. Techniques such as Cured In-Place Pipe lining allows for the rehabilitation of pipe at a significant savings and is also trenchless. These methods significantly reduce asphaltting, landfill waste, the use of rock and cement etc., and thus reduces fossil fuel emissions from associated equipment. They also have the side benefit of stretching the District’s capital dollars to rehabilitate or replace more pipe and collection system infrastructure.

The District has also sought opportunities to replace vehicles and equipment with higher fuel efficiency than in the past thus further reducing greenhouse gas (GHG). The use of field tablets and smart phones for data capturing and access of safety information etc., has increased the community stability component, improved productivity and reduced paper waste.

In 2015 the District entered into an MOU with Sharon Heights Golf Course for the design and build of a Membrane Treatment Facility on their grounds to supplement their irrigation needs and reduce their reliance on Hetch-Hetchy water. The District completed a Facilities Plan (Feasibility Study) for Recycled Water Project – Sharon Heights. The District also successfully completed a CWSRF application qualifying for a 1% loan of \$17.3M and up to \$5.2M grant to fund the construction of the treatment facility and other structures. The District also completed for \$22.5 million the RFP procurement process for the

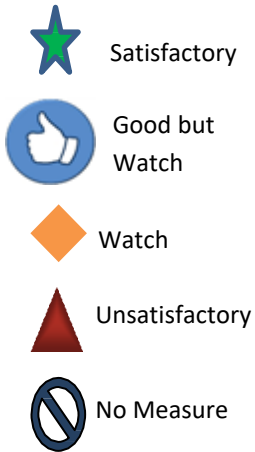
Design/Build of the project. Design has begun and construction began in April of 2018 with a completion date of the treatment facility as of March 31, 2020.



#9

Stakeholder Understanding and Support – While the District has sought out customer input and engagement through various news articles recently, the media coverage for the District has increased recently and is generally neutral or favorable regarding the District. The District has long sought out customer input and engaged through customer survey (post service delivery) and through annual newsletter articles in the Almanac. The District has also been increasing its outreach by sponsoring booths at the Chamber of Commerce Block Party, Movie Night, and Facebook picnics and game nights and CWEA job fairs, and getting very positive feedback.





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Performance Measurement Report

For CY 2019



<https://westbaysanitary.org/about-us/budget-and-finance-2/>



Sanitary Sewer Overflows (SSOs): On September 9, 2013 The State Water Board revised the Monitoring and Reporting Program Guidelines for Sanitary Sewer Overflows by adding a third category Type 3 SSO and required written water quality monitoring program for spills greater than 50,000 gallons. There are now 3-Types of SSO categories; Category-1 is any volume reaching a surface water, drainage channel tributary to a surface water or Municipal Separate Storm Sewer System (MS4) not fully recovered, which requires the implementation of the “Water Quality Monitoring Program-Technical Report within 45 days of the overflow. Category Type-2 SSO’s are discharges of 1,000 or greater fully recovered and Category-3 SSO’s are discharges less than 1,000 gallons, fully recovered and returned to the collection system.

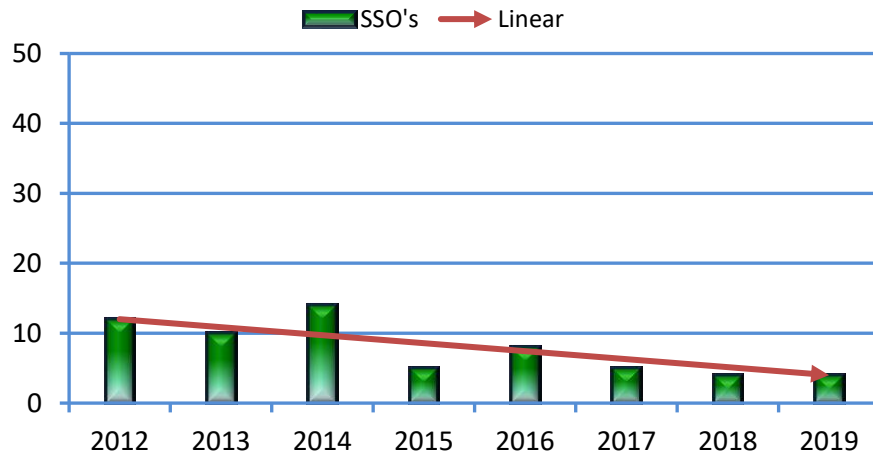
Category 3 SSO’s must submit a certified report within 30 calendar days of the end of the month

The District’s goal is to maintain the sewer collection system so that there are no SSOs. Especially important is to prevent overflows that reach a creek, tributary-drainage channel or other body of water, all of which are considered “Category 1 SSOs”. While the overall goal is to prevent all overflows, the interim goal of the District is to have fewer overflows within Region-2 of the San Francisco Bay Area. Region-2 has approximately 115 participating Agencies and that data is more reflective of West Bay Sanitary Districts Age, terrain and geological characteristics.





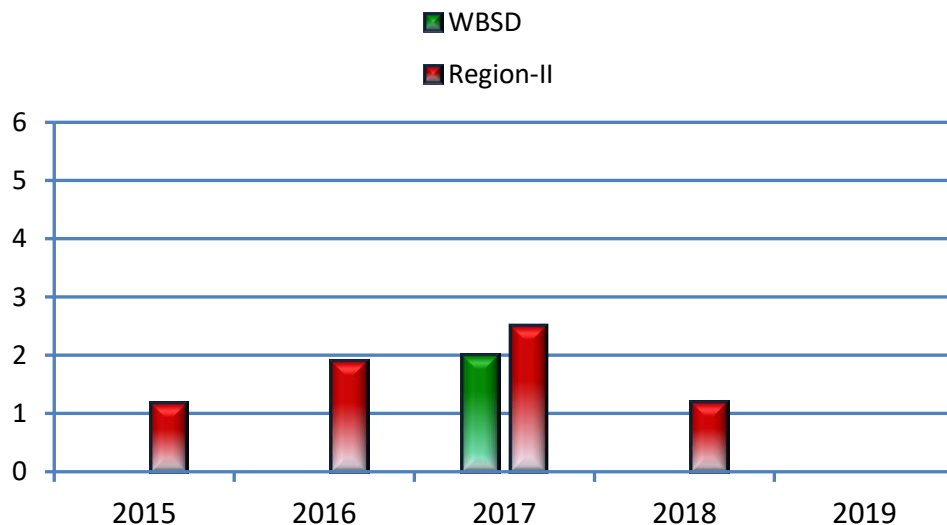
Sanitary Sewer Overflow (SSOs) 2012 to 2019



Analysis: Over the last nine years the District has implemented a rigorous maintenance program to reduce and prevent future SSO's. The implementation of an aggressive cleaning coupled with the Root Foaming Program in 2010, has resulted in a reduction from 55-SSO's in 2008 to 4-SSO's in 2019. This is the fifth consecutive year in the District's history to record single digit numbers.

It is also worth noting the number of root related blockages has decreased exponentially from 42 in 2008 to 2 in 2018 and 0 in 2019.

Category 1 Sanitary Sewer Overflows (SSOs) # of SSOs Per 100 miles Region 2 San Francisco Bay Area

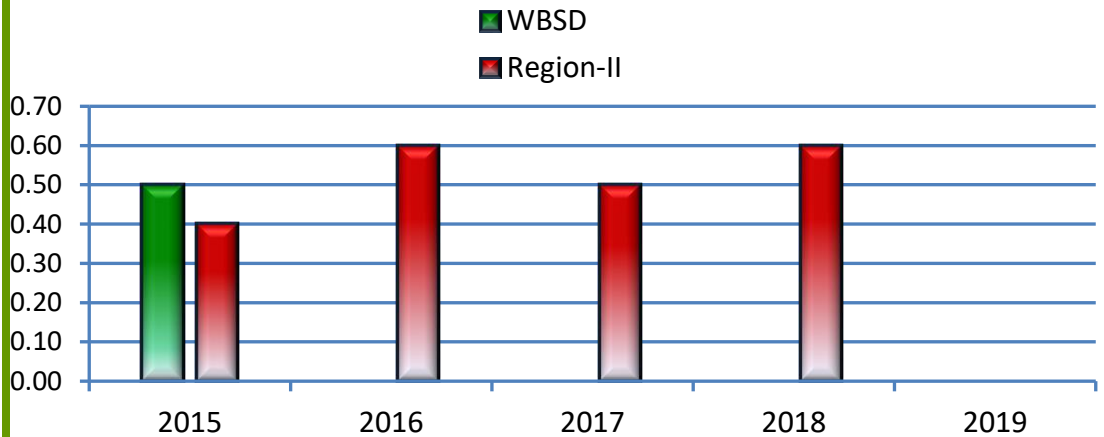


Analysis: Region 2 had an average of 2.1, Category 1, SSO's per 100 miles of pipe in 2019. However, the District had 0 Category-1 SSO's in 2019.



Category-2 SSO's: Are greater than 1,000 gallons, have been fully contained, recovered and returned to the sanitary sewer system. The chart below shows the number of Category 2 SSO's by the District compared to Region 2's sphere of influence.

**Category 2 Sanitary Sewer Overflows (SSOs)
Per 100 Miles of pipe**

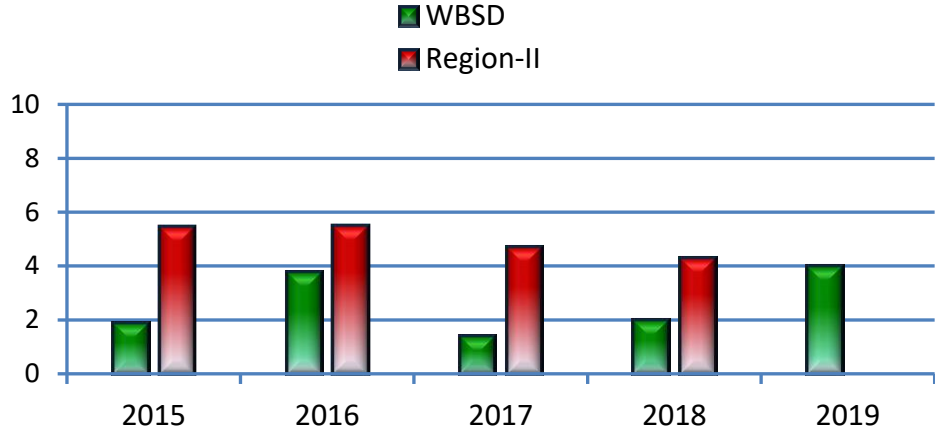


Analysis: The District did not have any Category type 2 SSO's in 2019. Regionally there were 42 category 2 SSO's (>1K gallons). Spread out over 8285.1 miles of pipe for an average of .05 SSO's per 100 miles of pipe for region II in 2018.



Category-3 SSO's: Are spills less than 1,000 gallons that have been fully contained, recovered and returned to the sanitary sewer system.

**Category 3 Sanitary Sewer Overflows (SSOs)
100 Miles Per pipe**



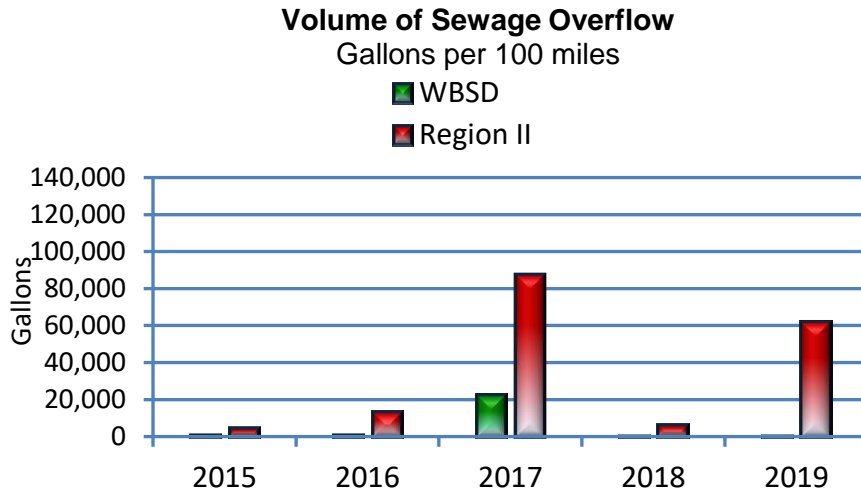
Analysis: In 2019, the District reported 4-spills less than 1,000 gallons. Region II had 591 Category 3 SSO's averaging 3.6 SSO's per 100 miles of Pipe. The District's average for Category 3 SSO's averaged at 2 per 100 miles of Pipe in 2019, significantly less than Region II over the last 5 years. This success is due to the Root Foaming Program and increased maintenance by placing all 4, 6, 8 and 10- inch pipes (considered small) on a 12- month cleaning cycle, as well as using hydraulic root cutter with flexible finishing blades and using proofing skirts on water jet nozzles to ensure a thorough cleaning of each line segment.

EUM Attribute #1
Product Quality



Volume of Sewage Overflows:

It is the District’s goal to prevent Sanitary Sewer Overflows. However, when an SSO occurs, the District strives to respond quickly to prevent as much spillage as possible. This measure is the volume of sewage spilled per 100 miles of sewer.



Analysis: The average volume of SSO’s in Region 2 for 2019 was 61, 830 gallons per 100 miles of pipe for Category 1, 10,691 gallons per 100 miles for Category 2, and 459 per 100 miles for Category 3. The District’s Sewage spill rate in 2019 was 350 gallons per 100 miles of pipe. The District’s quick response time, training, keeping lines cleaner, and performing root control both mechanical and chemical, have allowed for lower spill volumes.

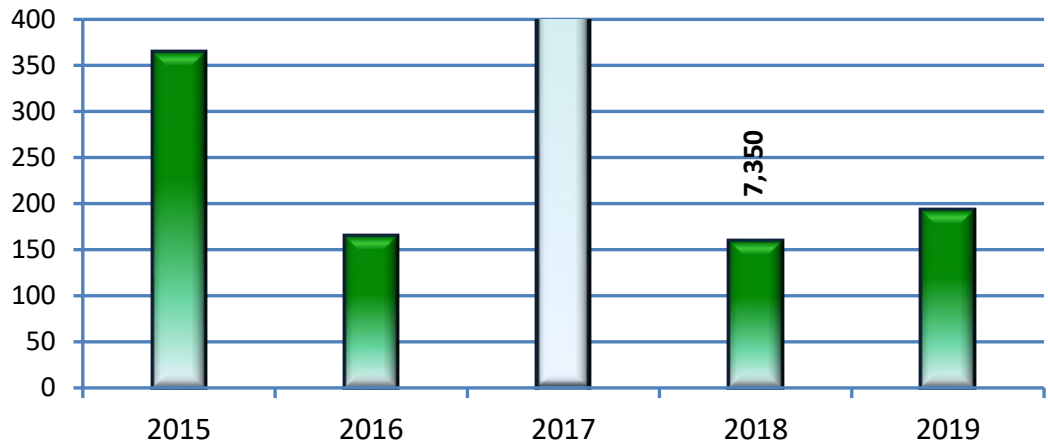
EUM Attribute #1
Product Quality



The charts below reflect the average volume per SSO and the cost to mitigate each SSO. The District's SSO volumes have been low in volume due to our customers calling in when an SSO is found and our employees rapid response to minimize the impact SSO's could have on creeks, streams, and public health.

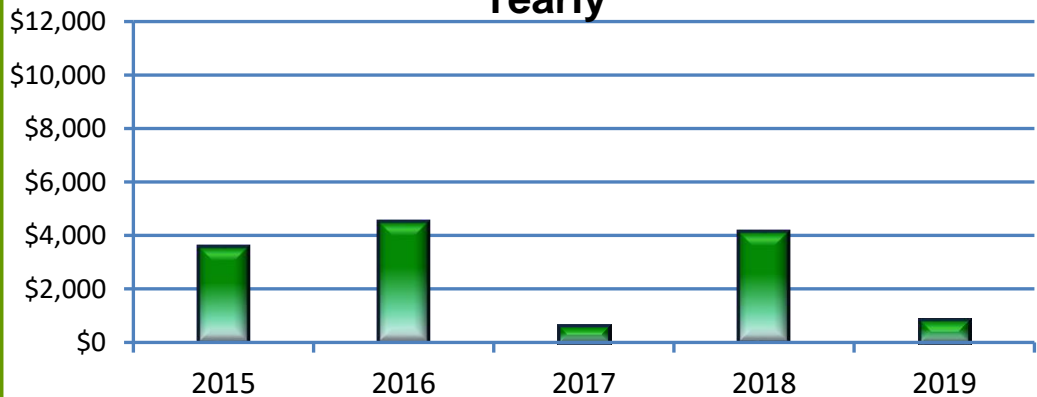
It is interesting to note as we have fewer and fewer SSO's the average volume per spill may increase slightly.

WBSD Average Spill Volume in Gallons



Note: One spill in 2017 caused by contractor cutting water main and flooding out pump stations was 7,350 gallons and spiked the average spill volume.

WBSD Cost of Responding to SSO's Yearly



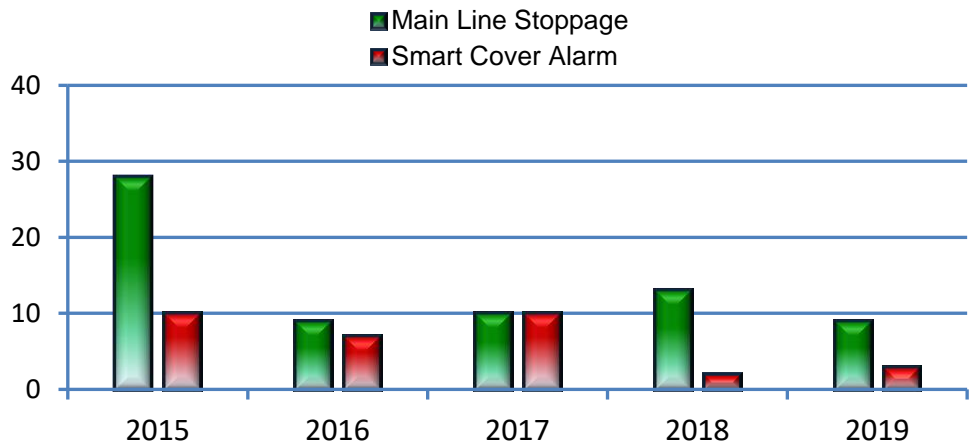


2. Product Quality Service Delivery

Product Quality Service Delivery assesses quality service based on District-established objectives and service level targets. It focuses on non-regulatory performance targets.

- **Plugged Main Lines:** This is the number of sewer mains that were plugged and needed immediate attention, but did not result in a Sanitary Sewer Overflow (SSO).

Plugged Main Lines



Analysis: The District has made significant improvements in this area and stoppages have dramatically been reduced. A downward trend is indicative of a well-focused maintenance program. 2015 equaled 28 main line stoppages identified by staff during routine maintenance. An additional 10 Smart Cover alarms were installed and several of those prevented potential SSO's in environmentally sensitive areas. In 2018 the District had found 13 sections of mainlines holding prior to performing routine maintenance and 2-smart cover alarms indicating potential problems for a total of 15.

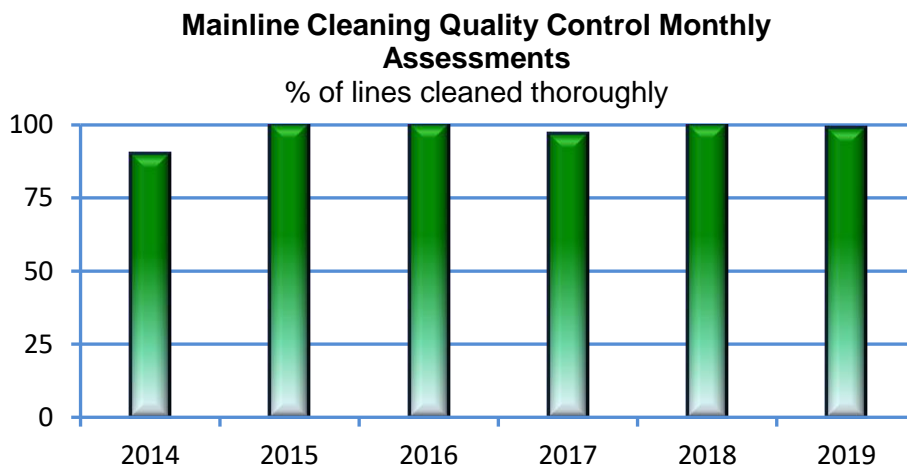
In 2019, the District found 9 main lines holding and were received by 3 Smart Cover Alarms. The Smart Cover alarms not only have prevented an SSO from occurring but have also provided an upward "Level Trend" report allowing staff to respond to potential blockages before they occur.

Smart covers have an electronic package attached to the underside of a manhole cover. When sewage levels rise beyond normal levels or if the manhole cover is opened, alarms are generated and sent to District personnel cell phones and or pagers (typically within 30 seconds). In all instances or alarms employees are able to respond quickly and avert potential SSO's



3. Mainline Cleaning Quality Control Monthly Assessments:

CCTV inspections for cleaning assessments were performed on a monthly basis, lines cleaned during Regular PM and High Frequency PM cleaning cycles. Lines not meeting the standard receive additional cleaning and/or the cleaning methods are adjusted to ensure more efficient cleaning.



Analysis: In 2011 mainline cleaning quality control and monthly assessments were implemented and reached 85% due to the addition of new nozzles, hydro flusher configurations (hose sizes and nozzle re-jetting) and employee training. In 2012 we achieved an average of 86% lines cleaned thoroughly. In 2013 we increased the amount of line segments which are surveyed for quality control from 4 per month to 5 per month. In 2014 we surveyed a total of 60 line segments, and the percentage cleaned thoroughly was 83%. In 2015 we increased the amount of line segments surveyed for quality control from 5 to 6 per month. We also introduced the use of “proofing skids” on all hydro flush cleaners. Proofing skids are placed between the end of the cleaning hose and the cleaning nozzle to ensure that the roots or grease in the pipe is cleaned, at a minimum, to the diameter of the proofing skid. In 2019 the District had 99% quality control. Proofing skids and hydraulic root saw have been the best contributor to these results, coupled with proper maintenance worker training.





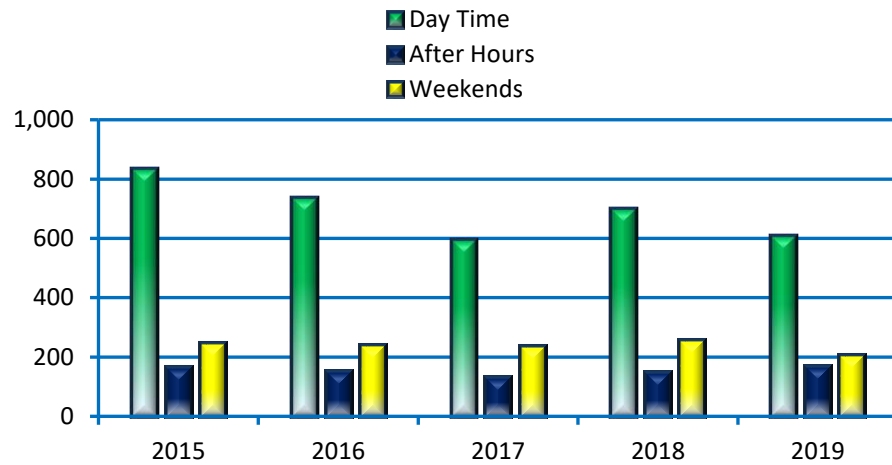
1. Customer Complaints

Customer Complaints assesses the complaint rates experience by the District. Currently, the District responds to Customer Complaints that are received through customer surveys, in-person or via telephone or email.

- **District Service Calls for Laterals:** The District uses the number of service calls for laterals as a proxy for determining customer complaints, as these problems lead to backups. The goal is to see a downward trend in this number.

Service Calls to District for Laterals

of service calls



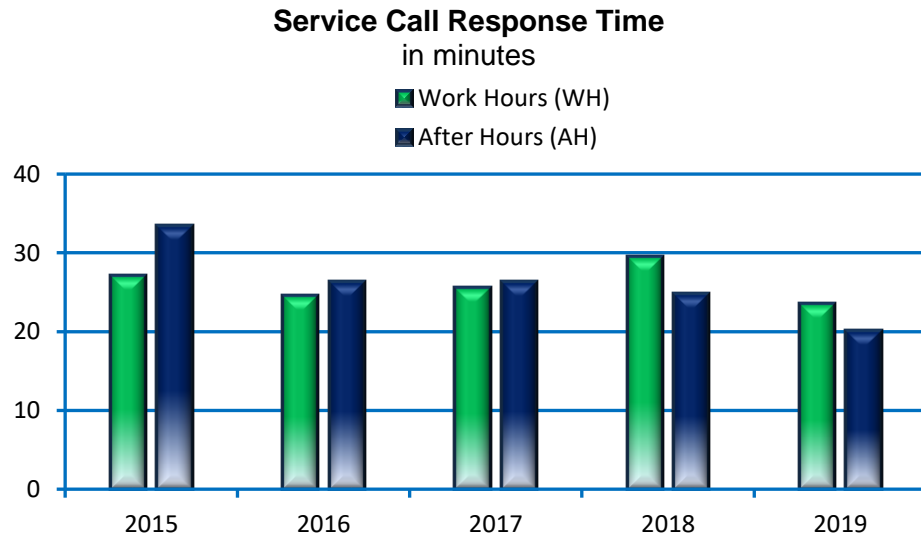
Analysis: Over the past several years, the District has focused on preventive maintenance, partially in an effort to reduce these types of call outs. In 2018 weekend service calls were up slightly in part due to increased awareness by customers to “Call Us First.” Although, the District does not own the laterals, an effort was made in 2019 to reduce the number of lateral service calls due to stoppages, by reassessing the way the District crews clean the private laterals. More information will be available next year.



2. Customer Service Delivery

This is a measure of the District's own service level targets as they relate to customer service.

- **Service Call Response Time:** The District maintains a goal of responding to service calls for sewer backups within 45 minutes of the call. This measure shows the average response time within 45 minutes.



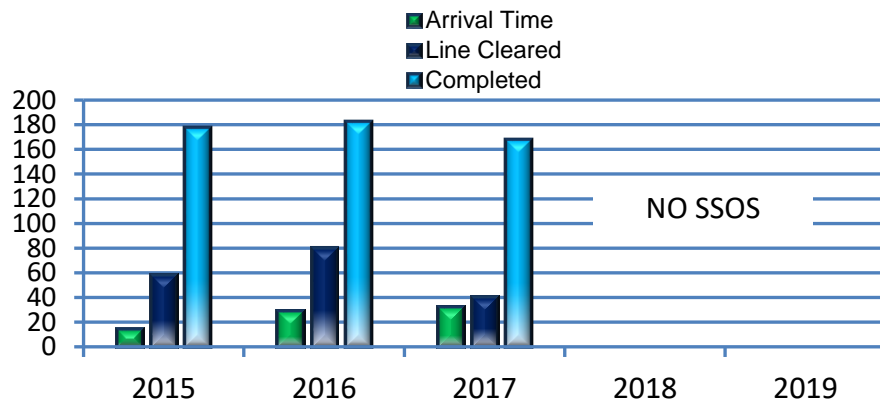
Analysis: The District began tracking the response time requirement, in 2012. The service call response time is facing an ever increasing challenge due to increased traffic in the area since Facebook has begun expanding their employee base as well as other business in the District. Response time was down in 2016 due to the fewer service calls and new on-call employees living closer to the District. In 2019 response time was reduced again, this time to the lowest response time on record. In 2019 the District began to use the Vallombrosa Center in Menlo Park for some of its on call personnel.

**EUM Attribute #2
Customer Service**

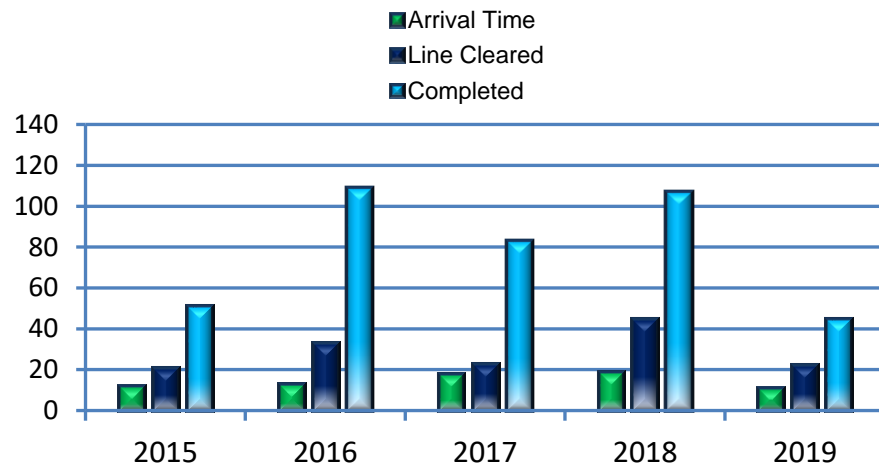
- SSO Response Time:** In 2008 the State Water Board amended the WDR by requiring a “2-Hour Reporting time frame” on SSO’s impacting a water body. To ensure the District met this requirement, staff members living within a 35 mile radius from the District were allowed to take the District “Response” vehicle home, allowing them to be on sire within 45 minutes, mitigate the SSO, call in addition resources if needed and complete the operation within the 2 hours reporting requirement of the WDR.



Average Response Time to Mitigate SSOs
(After hours - Minutes)



Average Response Time to Mitigate SSOs
(Regular Hours - Minutes)

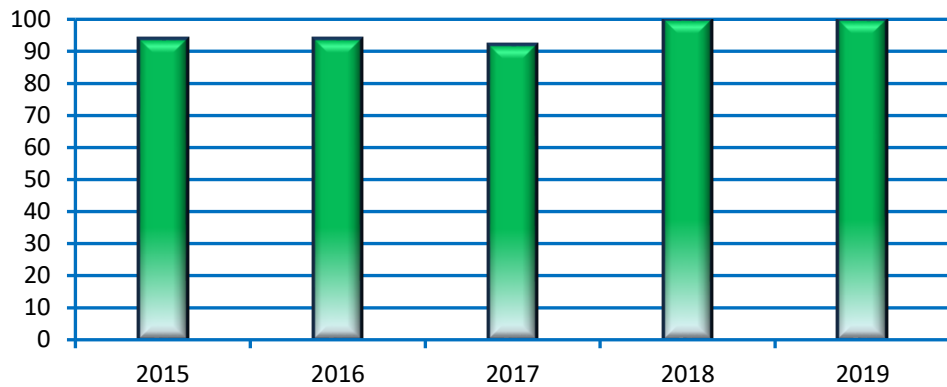


Analysis: Staff has been able to arrive on site well within the District’s standard 45 minute window, and in most cases have the blockage cleared, leaving enough time to report a category-1 spill. Average arrival time during regular hours was 11 minutes all SSO’s in 2019 were within working hours. .



3. Development Review Response Time: The District maintains a goal of completing review of development within 30 days for receipt of the plans. This chart shows the percentage of plans that were reviewed and returned within that goal.

Development Review Response Time
% of plans reviewed within 30 days



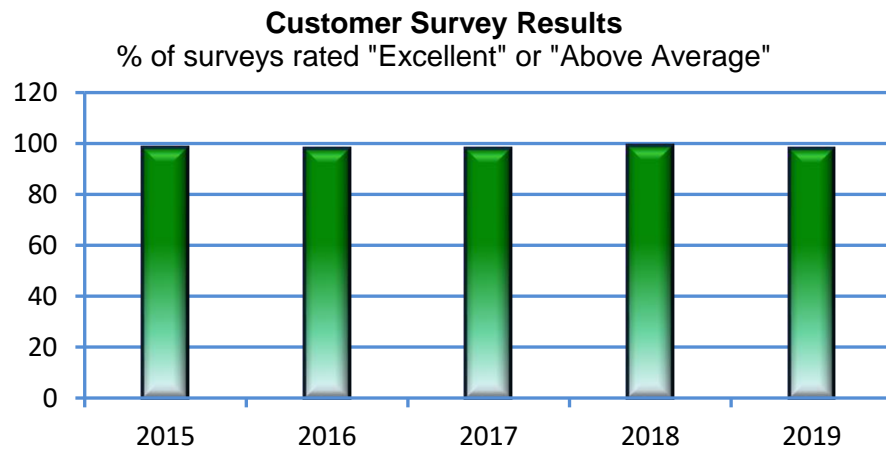
Analysis: Over the past five years that this data was captured, the percentage of plans reviewed within the goal of 30 calendar days had a decrease due to the increase of development in the area. The Department has also established and strengthened expectations among staff regarding the 30-day goal. In 2015 there was a slight decline in the percentage of plans reviewed in 30 days due to the increased number of plans submitted and the increased duties of the Projects and IT Manager. Percentage stayed the same for the following year as new Engineering Tech was in training. In 2018 and 2019 the percent is up to 100%.



3. Customer Satisfaction

This is an overarching customer satisfaction measure based on requested customer feedback (surveys), not calls received or internal customer satisfaction service level commitments.

- **Customer Satisfaction:** This is the measure of how well District staff performed according to the customer who was directly impacted by that work.



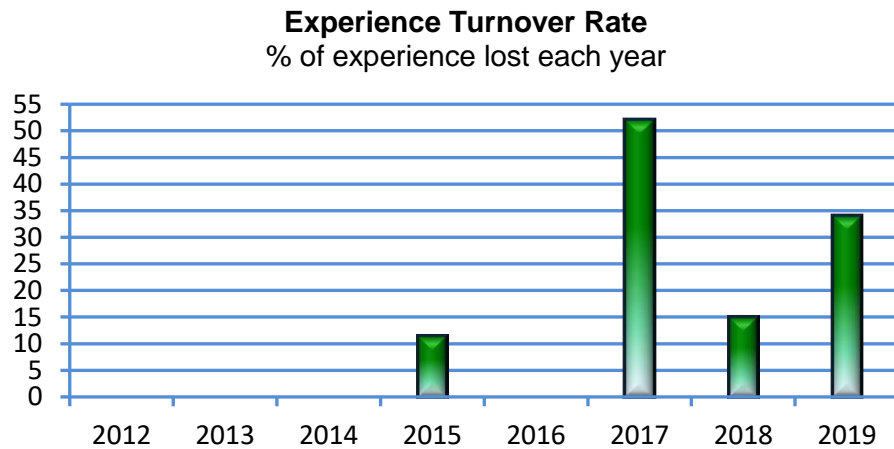
Analysis: Customer satisfaction is a measurement of customer survey results on an annual basis over the past 5 years. The goal is to achieve greater than 90% of the surveys received rating the District Excellent or Above Average. The goal was achieved for all the previous 5 years. In 2010 we began counting calls that we responded to where the home was on the Main Line Only Service List (MLO). This resulted in lower overall scores in recent years but is a more honest reflection of customer satisfaction. 2014 results are higher than previous years coming in at 97.64%. In 2015 the District rated at 98.29% up slightly from 2014. In 2018 customer survey results measured 99% Excellent or Above Average. In 2019 99.4% measured Excellent or Above Average.



1. Employee Retention and Satisfaction

This measure gauges the District's progress toward developing and maintaining a competent and stable workforce.

- **Experience Turnover Rate:** This is the percentage of years that retiring employees worked at the District compared to the total number of years of experience for all employees. It measures the amount of experience lost in any given year due to retirements at the District.

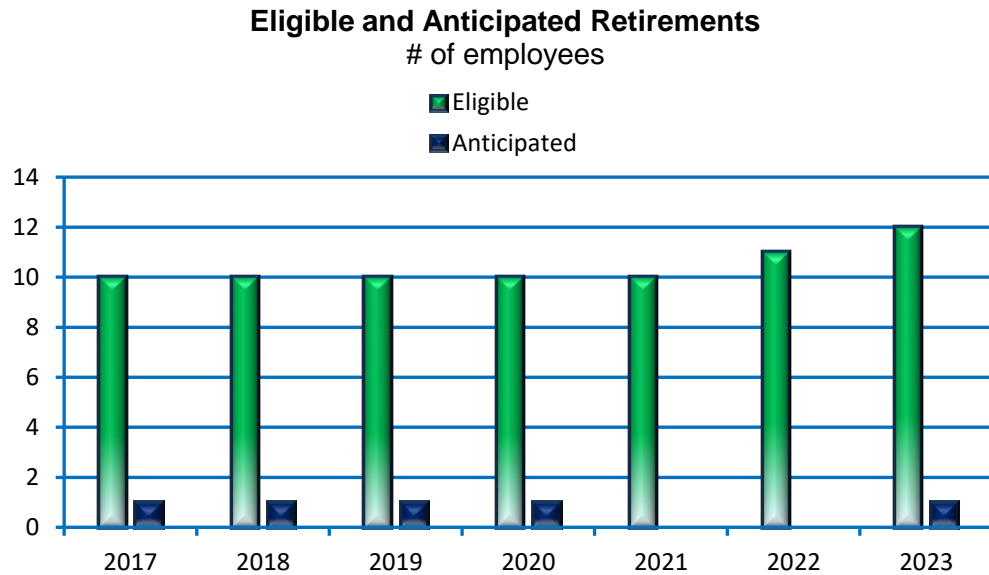


Analysis: Most employees who left employment from the District would do so through retirement. In 2008, there were three retirements of long-term employees, two of which were known and planned for, and one unplanned retirement that contributed to a 28% loss in District experience. In 2011, the two retirements were planned for and known. In 2012-2014 there were no retirements. In 2015 one employee retired. In 2016 there were no retirements. Anticipated retirements; have been addressed through the succession plan implemented in 2015. For 2016 the District began to include turnover other than retirements also. In 2017 two District employees retired with 52 years of experience. In 2018 one District employee retired with 28 years of service. In 2019 two employees retired with 34 years of experience.

EUM Attribute #3
Employee and Leadership Development



The experience turnover rate from retirements at the District is not a controllable measure, and as such this is not a performance measure as much as it's a data set that helps to inform whether there are trends in the workforce to which management needs to respond. Eligible and anticipated retirements for the next 5 years are as follows:



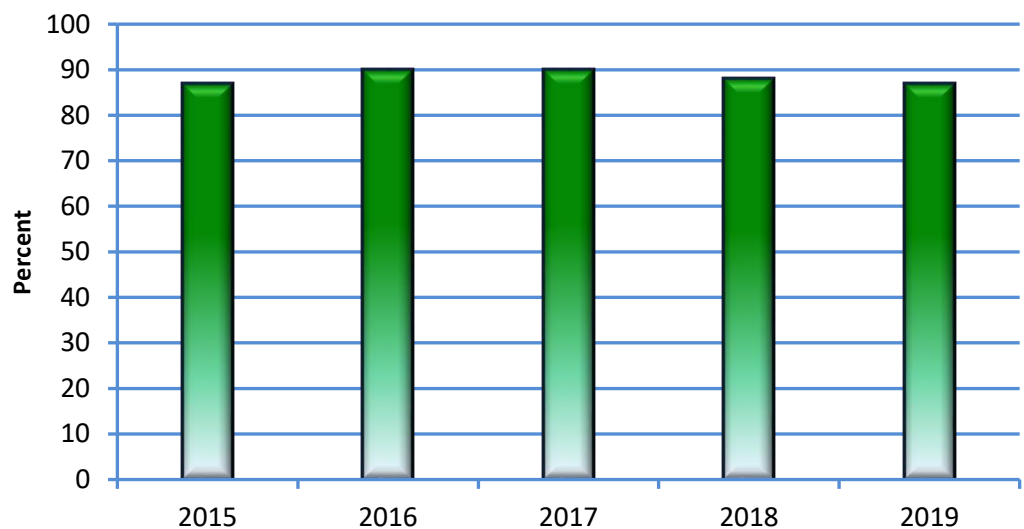
Analysis: There is nothing in the data to suggest that employees are retiring faster than would normally be expected.

EUM Attribute #3
**Employee and
Leadership
Development**

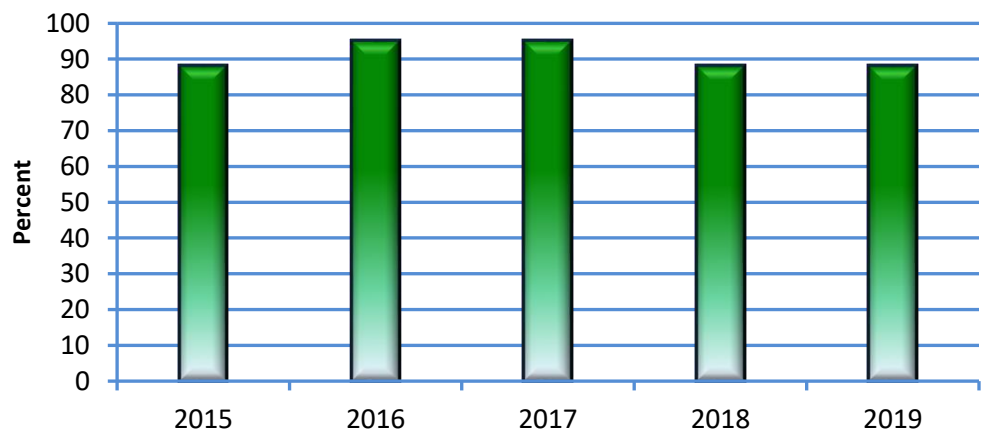


- **Employee Survey Response:** The following charts show the response to three questions asked during an annual employee survey. These questions are designed to gauge employee satisfaction. The first survey was conducted in 2011.

"I feel that I am valued by my work unit."
% of employees responding "Agree" or "Strongly Agree"



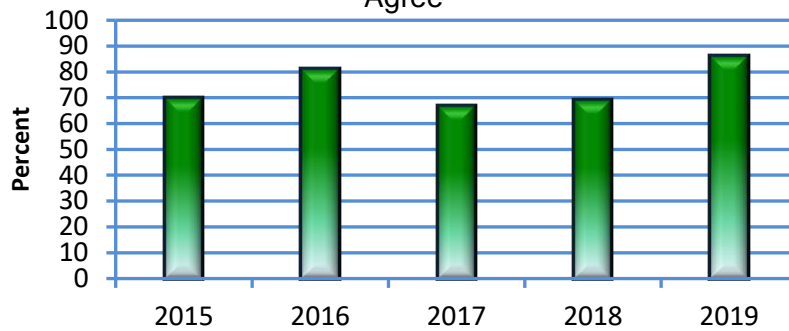
"I tell others that WBSD is a great place in which to work."
% of employees responding "Agree" or "Strongly Agree"



EUM Attribute #3
Employee and
Leadership
Development



"I will not look for work outside the District within the next year."
% of employees responding "Agree" or "Strongly Agree"



Analysis: 2011 was the first time the District surveyed its employees on these three attributes. They were graded “watch” (orange diamond) only because of the lack of data to determine whether there is an upward downward or stable trend at the District in the area of employee retention and satisfaction. In 2014 responses increased positively “telling others WBSD is a great place to work” and “I will not look for work outside the District within the next year.” In 2015 we saw an over 10% decrease in this survey possibly due to the on-going union negotiations and longer travel times to the District. The 2016 results indicate employee satisfaction with a positive increase of 10% compared to the previous year. In 2019 86% of staff responded, “I will not look for work outside the District within the next year”.





2. Management of Core Competencies

This measure assesses the District's investment in and progress toward strengthening and maintaining employee core competencies.

- **Vocational Training:** The District has focused intently on providing vocational training and certification that would provide recognition of levels of competence of certificate holders. The training program has resulted in approximately a 60% increase in certificate holders and many of the certificate holders have progressed in the grade level of the certificates (i.e. from Grade I to Grade II and so on) thus increasing their vocational proficiency. Additionally, staff has assisted the Menlo Park Fire District in trench rescue training (a 24 hour long certified course in 2012 and 2015), and provides training to members of their Local Section and the CWEA on a regular basis. The District has 90% or 19 of 21 Field/Maintenance employees certified in CWEA that are significantly involved with system operations.

- **Management Training:** Management receives increased training on policies, regulations, and Coaching and Mentoring techniques. New and revised policies are developed collaboratively with management staff and affected staff trained on the changes. Regulation updates are regularly presented and discussed in monthly management meetings and any required changes in procedures are planned for by management staff and implemented within the work teams. The District Manager has an ongoing program to work with the management team to incorporate Coaching and Mentoring techniques in their management style. Techniques such as employing SMART Goals, providing substantial Performance Reviews, Constructive Feedback, Tutoring with Questions, Performance Improvement Plans, and more are taught and implemented. The District sent 2 employees to first line supervisor training management topics such as evaluations, discipline, harassment, etc. for 3 days, 1 day per month.

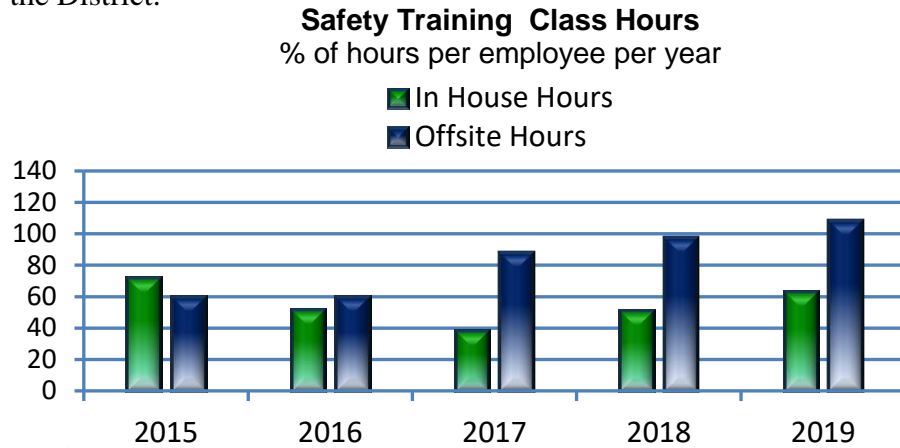
The District implemented a succession plan in 2015, and revised in 2018, that requires each manager to work on training subordinates to perform duties that would prepare them for promotional opportunities. This is one component of the succession plan that will help the District in making smooth transitions when senior employees retire without loss of institutional knowledge while enhancing employee retention.

The District also works to enhance employee's computer skills to help stay abreast of software and technology changes. This gives the District a business advantage in manipulating, acquiring, storing and interpreting data, as well as video information and GIS mapping. The total training hours graph includes time





- **Total Training Hours:** This is the total training hours provided in-house and participating off-site at CWEA Vocational Training programs to employees of the District.



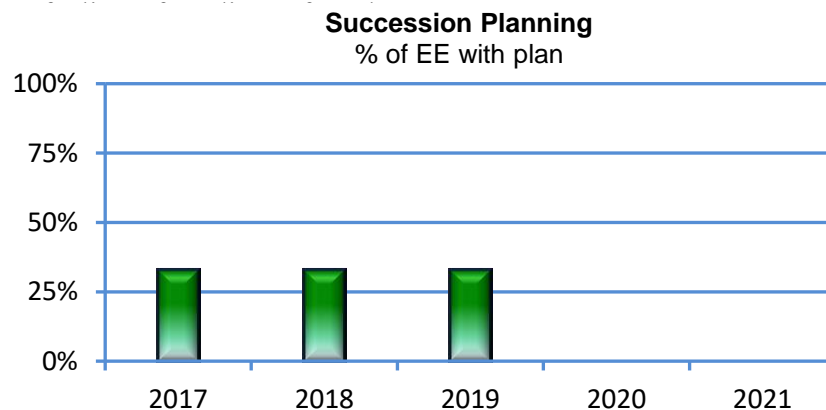
Analysis: Training hours now include hours of training performed or made available through outside associations such as California Water Environment Association. The total number of training hours will also increase in years with first year employees and then decrease slightly as they become more proficient. Field crews were sent to approximately 108 hours of CWEA technical training in 2019.

3. Workforce Succession Preparedness

This measure assesses the District's long-term workforce succession planning efforts to ensure critical skills and knowledge are retained and enhanced over time, particularly in light of anticipated retirement in future years. Focus is on preparing for workforce succession, including continued training and leadership development.

- **Succession Planning:** Percentage of key positions covered by long-term workforce succession planning.

Succession planning includes many facets, typical indicators to watch for are employee(s) (EE's) years of experience with the District, vocational certificates, college education levels, EE's with career development goals, and

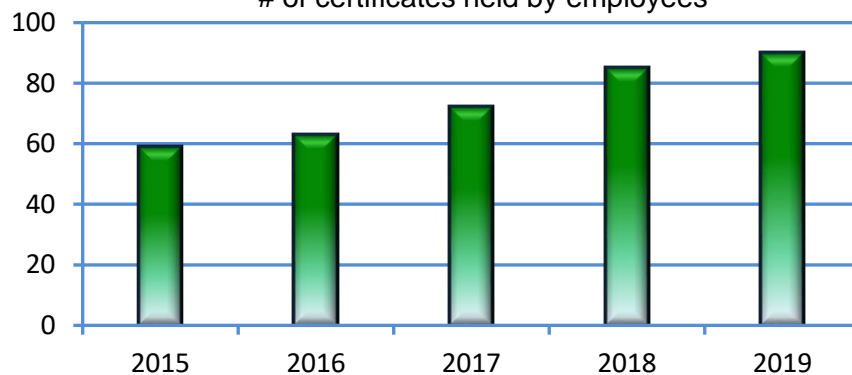


**EUM Attribute #3
Employee and
Leadership
Development**

While assessing the succession plan will be somewhat subjective, overall the succession plan contained several positive components. One component of the succession plan was to recruit and hire replacement staff for key positions such as the Operations Superintendent and Pump Facility and Field Supervisor before the incumbents retired so as not to lose institutional knowledge. In 2019 the Water Quality Manager and the Operation Superintendent participated in succession planning.

Cross training 2 maintenance workers to perform Construction Inspector duties, FOG inspections and having 1 other employee trained and certified as Safety Specialists in 2012, has significantly enhanced our succession planning goal. This cross training led to recruitment of an in-house employee as the new Construction Inspector. In 2016 a maintenance worker was cross trained in pump station maintenance. The worker was selected based on his interest, aptitude, and his proximity to the District. Seven CWEA certificates were achieved in 2014. In 2016, four CWEA Certificates were achieved. In 2016 the District created a new chart listing CWEA certificates earned by grades. In 2017 17 staff out of 28 hold certificates. In 2017 we lost two grade 3 to other employers. We lost two experienced grade 1 and 2's due to retirements, but we had several new employees obtain a grade 1 certificates. In 2018 we lost one grade 2 to an outside agency; 3 employees require CWEA certification out of 21 field and maintenance staff. As of December 2019, only 2 newer employees require CWEA certification.

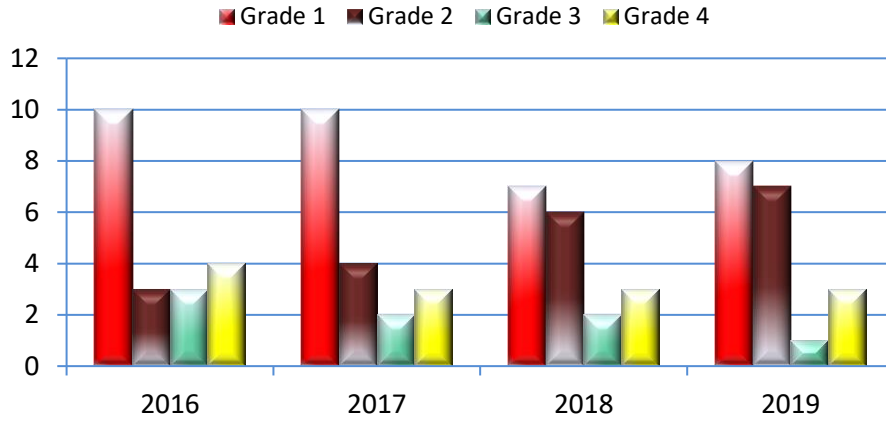
Total Vocational & Safety Certificates
of certificates held by employees



EUM Attribute #3
Employee and
Leadership
Development



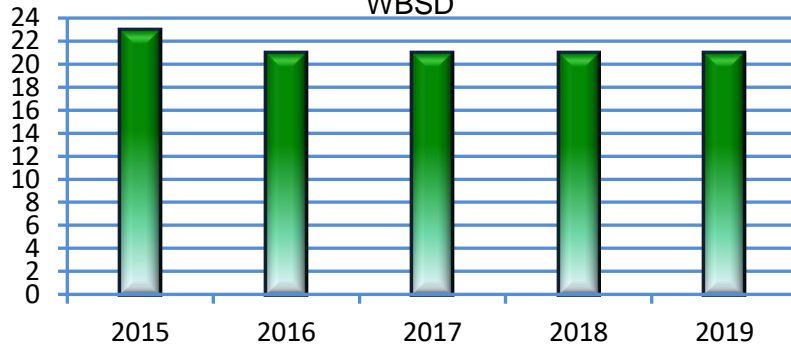
CWEA Certificates
of CWEA certificates held by employees



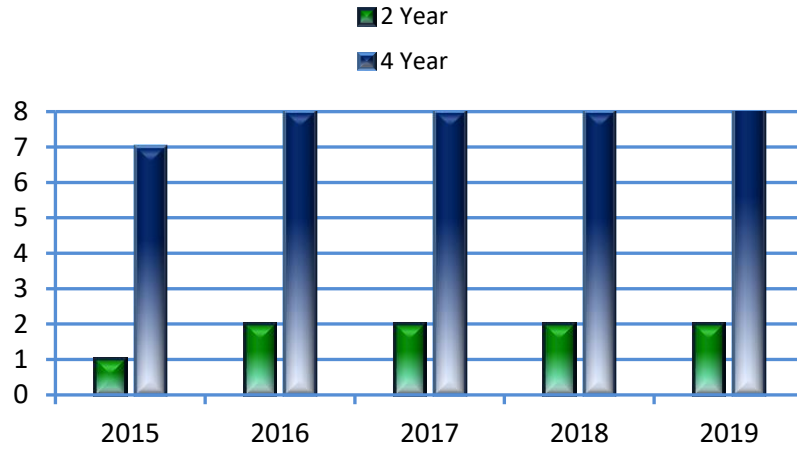
EUM Attribute #3
**Employee and
Leadership
Development**



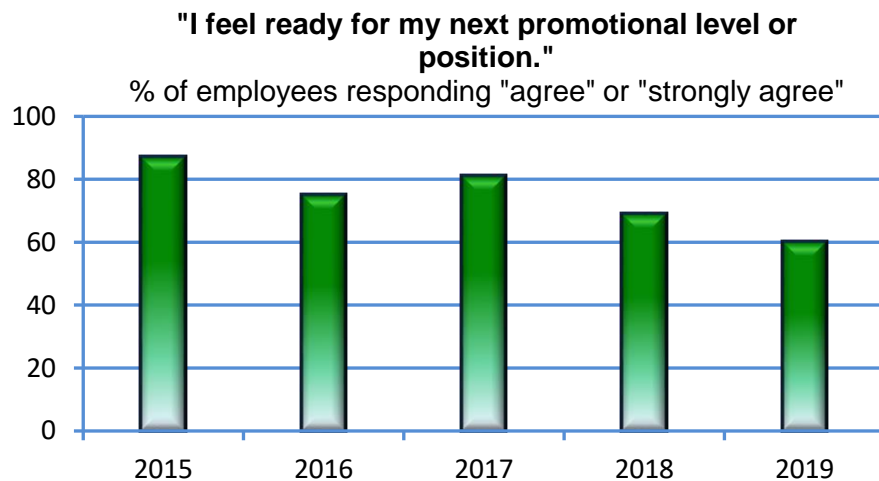
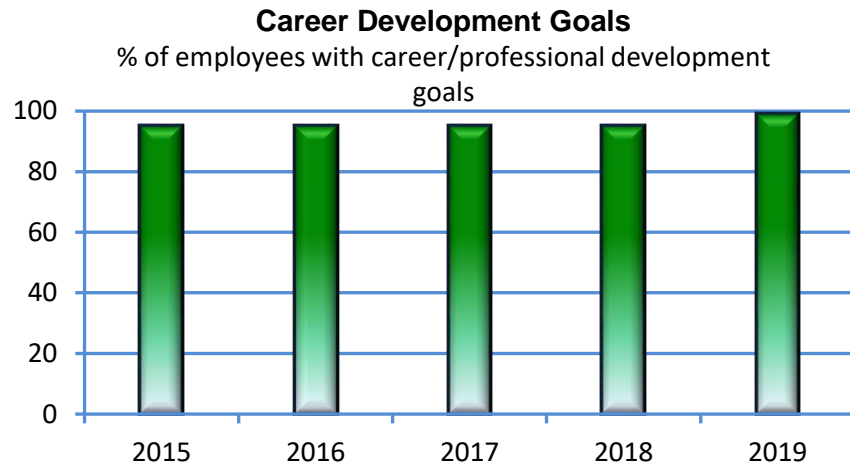
5 or More Years of Service
of employees with five years of service with
WBSD



College Education
of employees with two and four year degrees



EUM Attribute #3
Employee and
Leadership
Development



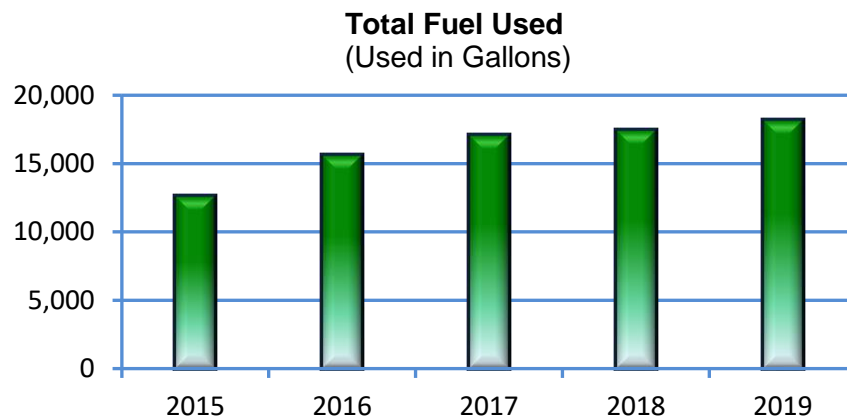
Analysis: In 2010, management implemented a new performance evaluation form to include written goals and objectives written collaboratively by the employee and their supervisors to set short term and long term goals. Responses for 2012 were provided by employees in the employee survey and offered options to disagree. 2013 and 2014 data has held steady with 2012 data. In 2015 there was an increase in the area possibly due to the increased opportunities for employees to cross-train in other job categories. In 2016 and 2017 maintenance department employees were also cross-trained in CCTV and construction inspection. In 2018 staff were trained in the source control and construction and rehabilitation departments. In 2019 several new maintenance staff were being trained, including the Construction Field Supervision and Rehab Technician.

EUM Attribute #4
**Resource
Optimization**



Resource Optimization: This measurement examines resources used efficiently, including labor, supplies & service. The District tracks such items as:

- Cost of Cleaning Sewer Mains Per Foot: The District’s burdened rate is approximately \$0.49 per foot compared to a contracted rate of \$0.88 per foot.
- Labor Savings Ideas Put In Use: The District has realized savings from changing cleaning routes; by focusing on area cleaning (or basin by basin cleaning) on a 3 year schedule and localizing “High Frequency Cleaning” to areas to minimize mobilization and travel time.
- Fuel Savings: In 2010 the District used approximately 17,478 gallons of fuel. Total fuel usage in 2011 was 14,123 gallons in 2012 usage was 11,685 gallons in 2013 fuel usage was 13,992 gallons and in 2014 fuel usage was 14,678 the increase in fuel consumption is a result of increased cleaning efforts. In 2015 fuel usage decreased to a 5-year low to 12,612 gallons due to rescheduled our small diameter pipe cleaning, so the crew is driving even less than they were before with our new more aggressive schedule. In 2016 fuel usage increased to 15,627 gallons due to more aggressive cleaning schedules and the Los Altos Hills and the Town of Woodside contracts. In 2017 fuel usage was 17,098 gallons. The increase may be due to more cleaning and T.V. efforts in Los Altos Hills and an increase in USA calls for markings. In 2018 fuel usage was 17,427. Fuel usage in 2019 was 18,201 gallons.



**EUM Attribute #4
Resource
Optimization**



- Savings in Purchases: Co-operative purchases have resulted in significant savings, including:

Vehicle Unit No.	*M.S.R.P. (Price Inc. Tax & Delivery)	Actual State or HGAC Cost	Savings
Unit 207 – Proj. Mgr.	\$40,270	\$36,589	\$3,681
Unit 202 – Asst. Supt. F250	\$45,158	\$32,226	\$12,932
Unit 213 Transit Backhoe	\$26,761	\$24,953	\$1,826
Unit 208 Service Truck	\$126,843	\$121,691	\$5,152
Unit 216 CCTV	\$63,800	\$53,000	\$7,500
Unit 205 Aquatec	\$350,000	\$265,8000	\$84,200
Unit 214- Source Control	\$369,000	\$334,768	\$34,232
Unit 217- 3Ton Pump Truck	\$44,000	\$29,000	\$15,000
Unit 210 -5Ton Pump Truck	\$41,000	\$31,000	\$10,000
Unit 206 Superintendent	\$48,000	\$47,000	\$1,000
Unit 220- F550 Flatbed	\$45,000	\$30,000	\$15,000
Unit 220 – Jetter only	\$59,000	\$54,000	\$5,000
K2 Easement Camera	\$53,500	\$45,000	\$8,500
Unit 211 – Inspector Truck	\$90,500	\$60,000	\$30,500
Unit 221 – Pipehunter	\$36,850	\$31,721	\$5,129
Unit 224 – F250 Pickup	\$263,943	\$242,352	\$21,591
Unit 206	\$42,270	\$34,801	\$7,496
Unit 208	\$50,636	\$46,794	\$3,961
Unit 221	\$51,353	\$42,801	\$8,552
	\$260,854	\$213,410	\$47,444

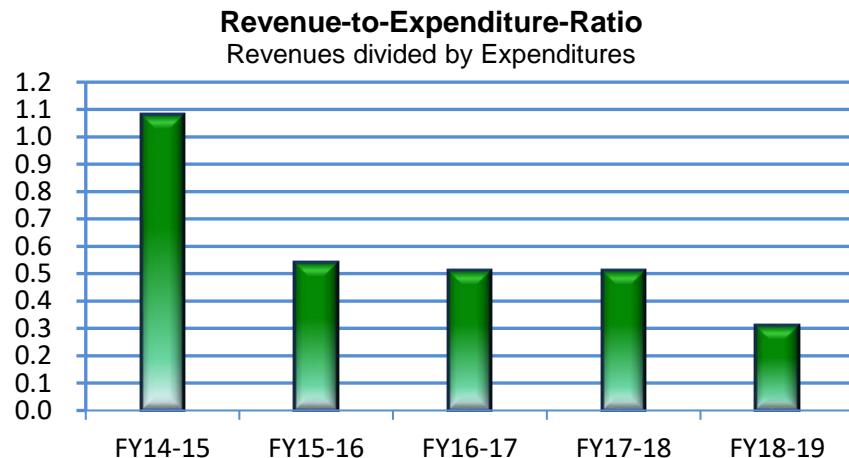
MSRP was taken from the Ford website and vendor’s retail prices.

Analysis: The District makes a considerable effort to make large purchases through the Bid Process or by using co-operatives to make sure the District obtains the best price for its necessary products and equipment. In 2019 Units 206,208 and 221 were replaced. A total of \$59,957 was saved by using the STATE bid cooperative.

1. Budget Management Effectiveness

This measure includes commonly used financial performance indicators to show the short term health and long term financial trends of the District.

- **Revenue-to-Expenditure Ratio:** This ratio is total revenue from all sources divided by total expenditures, including debt service, but excluding depreciation, minus 1. This ratio shows the annual impact to fund equity. A ratio below 0 means that there were more expenses than revenues in that year, while a number above 0 means there was more revenue than expenditures. The ratio can fluctuate above and below 0, depending on the financial plan for the year, but a long-term trend of expenditures greater than revenues (a ratio of less than 0) is problematic and indicative that reserves are being used to finance the ongoing expenses of the District and that a course correction is likely.

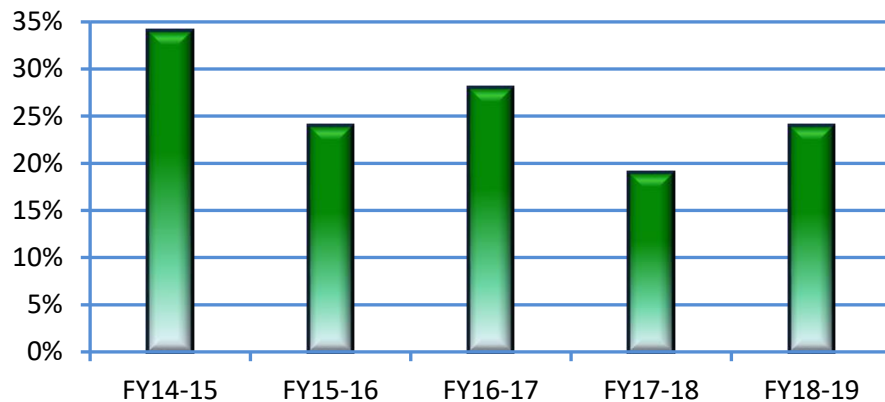


Analysis: Steady increases in sewer service fees over the past 5 years have offset increases in operating expenses. The Revenue to Expenditure Ratio decreased from 1.08 in FY 14-15. However, as operating expenses have continued to increase, particularly the costs associated with the Silicon Valley Clean Water (SVCW) treatment plant for operations and debt service, the Revenue to Expenditure Ratio has decreased to .54 in FY 15-16 and .51 in FY 16-17 and FY 17-18, and .31 in FY 18-19. In FY 18-19 the District chose to use cash reserves to pay down the 2018 SVCW bond issue.



- **Capital Expenses Compared to Operating Expenses:** Capital expenses as a percentage of operating expenses (less depreciation) is a measure that has meaning only when compared against itself over time, or compared to other similar agencies. An upward trend is indicative of an expansion period or a period focused on renewal and replacement of capital assets, while a downward trend is indicative of decreased growth or less investment in system renewal and replacement.

Capital Expenses as a Percentage of Operating Expenses

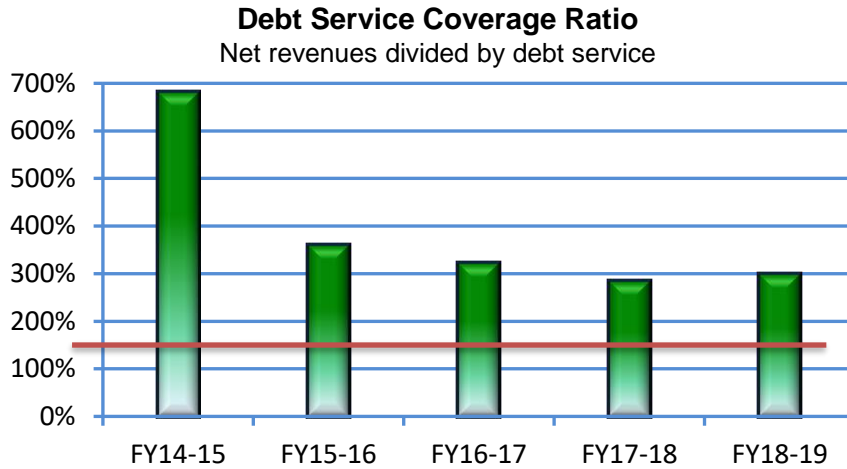


Analysis: More study is necessary to determine what an appropriate “baseline” or “target” number should be, although the District currently maintains a Capital Improvement Plan that shows \$46 million over 10 years for pipeline replacement and rehabilitation alone. Annual capital expenditures have been on track to achieve this goal. A total of \$23.3 million has been spent during the past 5 years on capital equipment and projects. Note: capital expenditures do not include the \$22.5 million that the District is spending on development of the recycled water treatment plant for Sharon Heights Golf & Country Club. SHGCC will be responsible for the debt service payments on the SRF loan that was acquired to fund the project through an agreement with the District.





- **Debt Service Coverage Ratio:** The ratio is a measure of all revenue sources minus all operating expenses (excluding depreciation and debt service) divided by total debt service.



Analysis: Although the District carries no debt of its own, as member of a JPA for waste treatment provided by Silicon Valley Clean Water, the District is obligated to pay its share of debt for bonds and SRF loans secured by the treatment facility. Using the District's share of debt service to calculate coverage, the District has maintained a healthy ratio 300%.

The District is also responsible for making payments on a SRF loan up to \$22.5 million for Sharon Heights Recycled Water Treatment Plant. However, the District has an agreement with Sharon Heights Golf Course to make the SRF payments and pay the other costs in exchange for recycled water for irrigating the golf course.



2. Financial Procedure Integrity

These are questions that gauge the presence of “best practices” and internal processes to ensure a high level of financial management integrity.

- **Does the District have financial accounting policies and procedures? (Y/N)**

Yes. Comprehensive policies were adopted in June 2008, and are revised and updated annually at each fiscal year end as needed.

- **Are the financial results and internal controls of the District audited annually? (Y/N)**

Yes. The District is required to conduct an annual audit.

- **Have the number control deficiencies and material weaknesses been reduced from previous audits? (Y/N)**

The management letters in the audit reports have stated that no control deficiencies or material weaknesses were found in any of the years contained in this report (FY2014-FY2019).

- **Has the District established rates that fully consider the life-cycle cost of service and capital funding options? (Y/N)**

Yes. Rates are set based on capital improvement needs and SVCW operational and capital needs. Rate studies do consider operational and life cycle capital costs.

- **Does the District maintain a rate stabilization reserve to sustain operations in addition to operating reserves? (Y/N)**

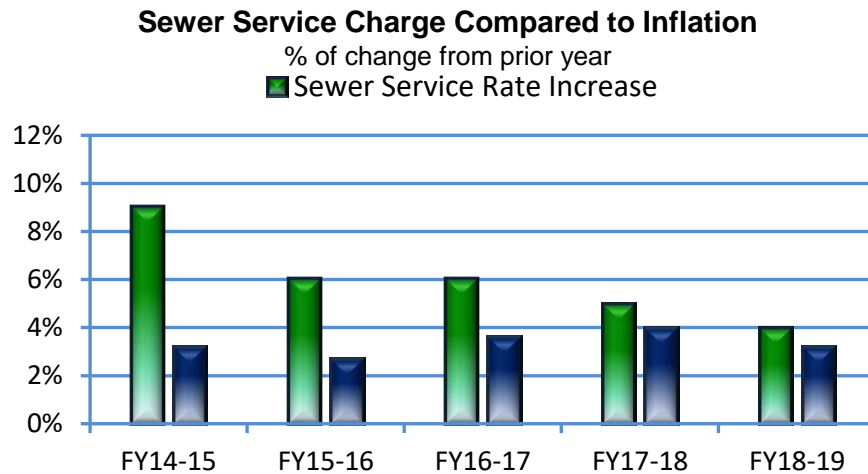
Yes. In addition to maintaining operating reserves equal to 5 months operating budget, an emergency capital reserve of \$5 million, and a capital project reserve of \$3.5 million, the District added a rate stabilization fund of \$3 million in October 2015 and a recycled water treatment facility cash flow reserve of \$8 million in December 2016.

Analysis: Sewer Service Charges (SSC’s) constitute over 99% of District revenues, with the significant majority of that revenue coming from residential customers. SSC’s are collected as an assessment on the property tax statements. This factor helps to provide adequate revenue stability for the District. The establishment of the reserves, which are fully funded, help to provide financial stability.

3. Rate Adequacy

These measures help the District consider its sewer service rates relative to factors such as external economic trends, short-term financial management, and long-term financial health.

- **Sewer Service Charges Compared to Inflation:** The annual increase in sewer service charges (SSC) compared with the Consumer Price Index for all Urban Consumers (CPI-U) in the San Francisco/Oakland/San Jose area.



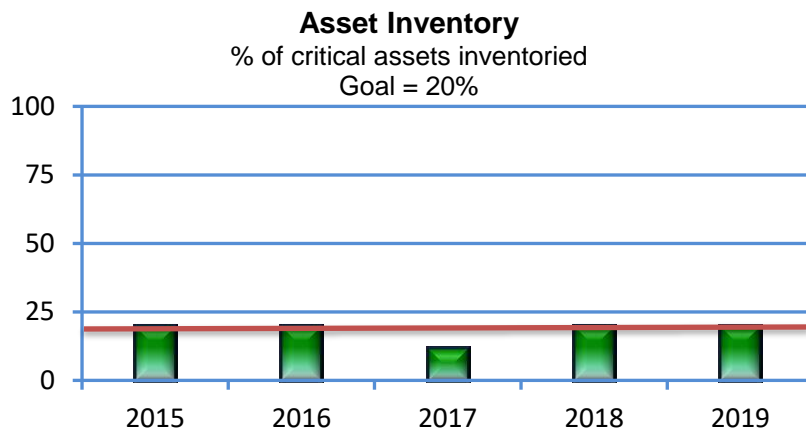
Analysis: There were SSC increases from FY 14-15 through FY 18-19, of 9%, 6%, 6%, 5% and 4.5% respectively. These rate increases were intended to bring the rate up to meet operational demands within the collection system and at the treatment plant and to fund capital improvements.



1. Asset Inventory and Condition Assessment

These measure gauges the District's efforts to assess assets and asset conditions, as a first step toward building a comprehensive asset management program.

- **Asset Inventory:** This is the percent of the District's critical assets that have been inventoried within the past 5-10 years.

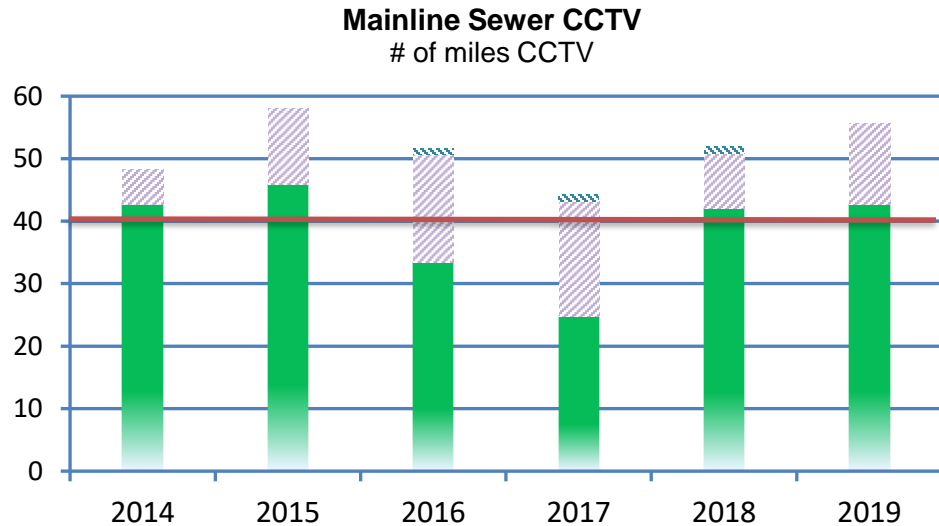


Analysis: The District inventoried all assets in 2010 in preparation for the 2011 Collection System Master Plan. In 2011 we re-assessed by visually inspecting approximately 25% of our assets by CCTV in miles of pipes and manholes. 14 miles were done by an outside contractor in 2011 approximately 23% of our assets were re-assessed. The remainder of the re-assessments were all performed in-house. The annual goal is 20% per year. In 2019 District crews re-assessed 20% of the system.





- **Sewer Main Condition Assessment:** This graph shows the percent of sewer main lines that are video inspected each year and assessed for condition and maintenance problems.



Analysis: The District has renewed its focus on CCTV and invested in maintaining proper inventory, spare CCTV cameras and setting SMART goals for productivity. As a result, CCTV inspection performance has dramatically improved and productivity increased over the last 7 years. The goal is to CCTV the entire system in 5 years. In 2014 the District CCTV inspected 42.8 miles of pipe without the use of outside contractors. Also assessed 5.5 miles for the Town of Los Altos Hills under contract, for a total for 48.3 miles. In 2015 the District CCTV inspected 45.9 miles of pipe (in addition to 12.2 miles for the Town of Los Altos Hills). In 2017 the District CCTV inspected 24.8 miles of West Bay pipes, 18.4 for Town of Los Altos and Town of Woodside, for a total of 43.2 miles. High turnover in the CCTV Inspection group contributed to the decrease in miles. In 2019 West Bay crews CCTV inspected 42.7 miles of pipe plus an additional 13 miles for Los Altos Hills and the Town of Woodside, for a total of 55.7 miles. (The shaded area above the bar graph for 2014, 2015, 2016, 2017, 2018, and 2019 represent the CCTV footage for LAH and TOW).

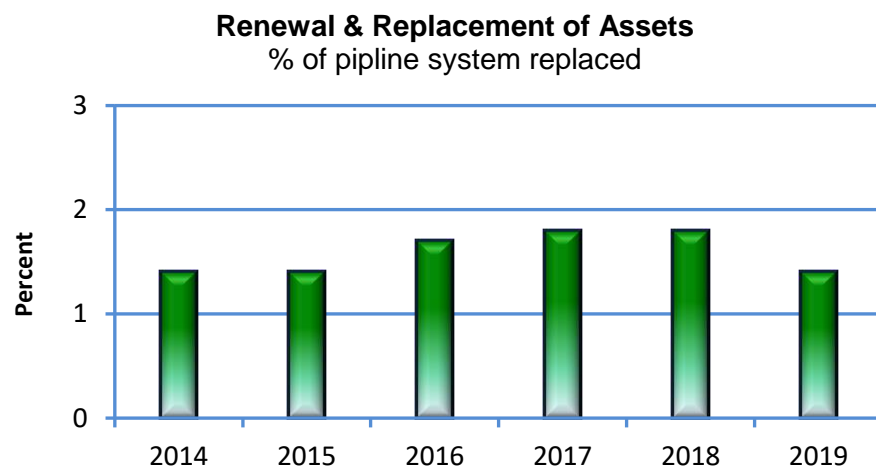
As mentioned in previous reports, now that we’ve televised the entire LAH system the District percent of system TV’s increased in 2018 and 2019. In 2019 a total of 55.7 miles were CCTV inspected between West Bay and Los Altos Hills.



2. Asset Renewal/Replacement

This measure assesses asset renewal/replacement rates over time. The measure should include targets, based on the District's determination of acceptable risk for different asset classes.

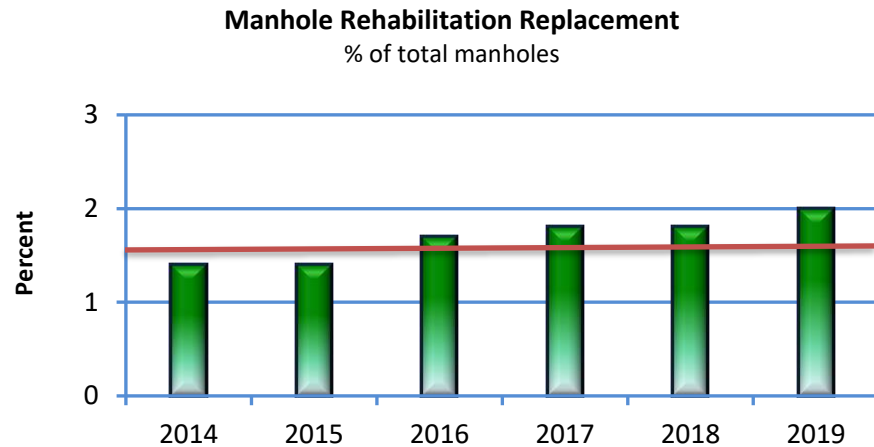
- **Renewal & Replacement of Pipeline:** This graph shows the amount of pipeline actually renewed or replaced as a percentage of the total pipeline infrastructure in the District.



Analysis: The District should be replacing between 1.5% and 2% of its pipeline assets, on average, through renewal and replacement of those assets. The District has done well in recent years. The planned Capital Improvement program was increased in 2010 and is scheduled to continue over the next 10 years. By maintaining appropriate funding for CIPs and maximizing dollars by rehabilitating pipe via cured in place pipe when possible the District can make progress on the back log of pipeline repairs with the ultimate goal of replacing pipelines before exceeding their useful life. In 2019 1.4% of the District's system was replaced and rehabilitated.



- **Manhole Rehabilitation/Replacement:** This graph shows the amount of manholes rehabilitated or replaced as a percentage of the total manholes within the collection system (5,000 manholes).



Analysis: The District should be replacing/rehabilitating 1.5% to 2% (75-100 manholes) of its manholes through the CIP program, and has been achieving this goal the last several years. In 2019 the District replaced and rehabilitated 102 manholes or 2%.





3. Collection System Integrity

This measure examines the frequency of collection system failures. When tracked over time, the District can evaluate whether the rate is increasing, stable or decreasing.

• **Collection System Failure Rate:** A collection system failure is when a portion of sewer pipe collapses and flows become obstructed or uncontained from that collapse, rather than being caused by sediment, grease, roots or some other foreign object.

- 2019 6” VCP Oakley Ave and Alameda De Las Pulgas Pipeline Failure.
- 2018 none
- 2017 Alameda & Campo Bello Pipelines Failure
- 2016 none
- 2015 none
- 2014 none
- 2013 none
- 2012 none
- 2011 none
- 2010 –24” CMP on Haven after contractor had struck pipe, years ago.
- 2009 – Cotton Avenue Pipeline failure in 2009.

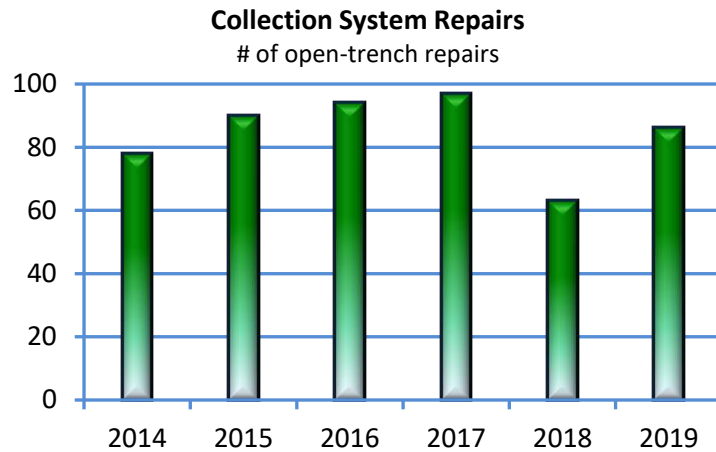
Analysis: There are so few of these types of failures that a graph would not be meaningful. The District’s record of failure rates is outstanding.



EUM Attribute #6
Infrastructure
Stability

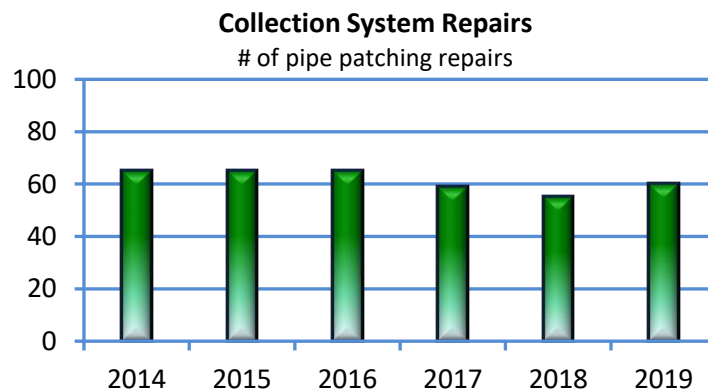


- **Collections System Repairs:** This is the total number of open-trench repairs made to the collection system by staff.



Analysis: With an improved CCTV inspection program, management has renewed its focus on repairing sewer lines in-house and dedicates three full-time staff to perform open-trench repairs safely and efficiently. In 2014 District crews performed 78 open-trench repairs with a contract value of \$624,000.00 or \$8,000.00 per repair. In 2015 District crews performed 90 open-trench repairs with a contract value of \$720,000 based on \$8,000 per repair. In 2017 District crews performed 97 open-trench repairs with a contract value of \$776,000. The Districts costs were approximately \$625,000, including paving. Each in house repair costs \$6,443, on average. 2018 and 2019 were the lowest number of repairs than in past years in large part due to staff turnover in the construction team and the Coyote Hill retain wall easement project. In 2019 District crews performed 86 open trench repairs.

- **Collections System Pipe Patching:** This is the total number of Cured In-Place Pipe liner type repairs made to the collection system by the staff without cutting the street. This method saves asphalt, permit and labor costs.

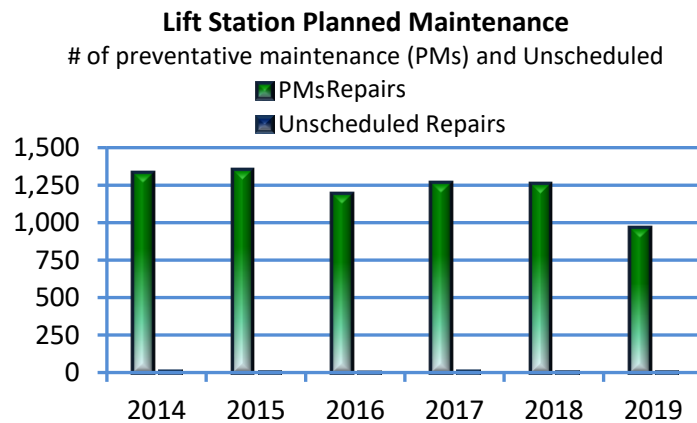


Analysis: The pipe patch program was implemented in 2010 and staff has been successful repairing sewer lines without open-cut trenching when possible. This method not only saves costs but reduces risk to the workers. The pipe patching method is allowing the District to maintain and improve its collection system's integrity. In 2017 District crews performed 59 pipe patch repairs with a contract value of \$129,000.00 or \$2,200.00 per patch. The District's in-house costs are \$1,128 per patch on average. In 2018 District crews' pipe patched 55 spot repairs, saving over \$70,000 conservatively. In 2019 District crews pipe patched 60 spot repairs.

4. Planned Maintenance

Planned maintenance includes both predictive and preventative maintenance, and is performed according to a predetermined schedule and goals rather than in response to failure. Predictive maintenance is initiated when signals indicate that maintenance is due, specifically for Pump Stations. All other maintenance is categorized as preventative, specifically for maintenance performed to the Collection System.

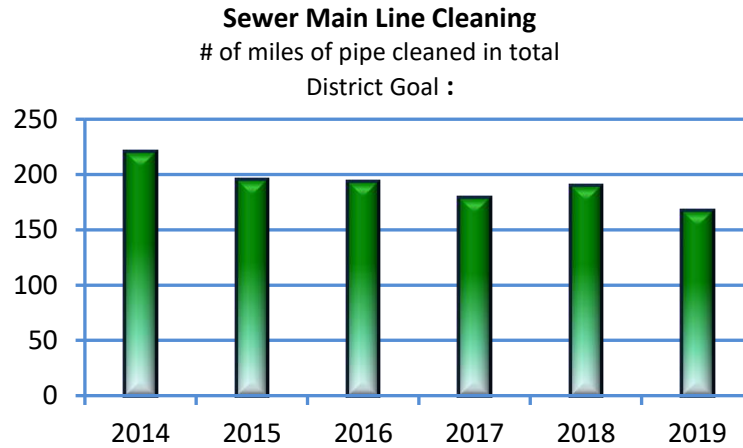
- Lift Station Planned Maintenance Ratio:** The chart below indicates Preventative Maintenance Repairs (PM) and Unscheduled Repairs performed throughout the year. There is a direct correlation between the number of Preventative Maintenance Repairs and low number of Unscheduled Repairs. As the crew performs more PM Repairs, less Unscheduled Repair need to be performed in an emergency situation thus improving the planned maintenance ratio. Since West Bay adopted a “predictive maintenance strategy” more repairs are being performed before components fail.



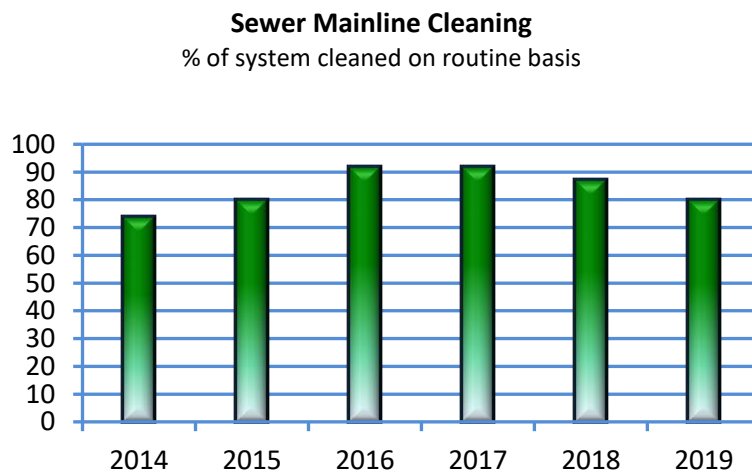
Analysis: Reliable data for this measure starts in 2011. Prior to 2011 such PMs or repairs were not being tracked in this manner. The District will continue to collect such data and observe any trends. A full year worth of data using our new Preventative Maintenance (PM) program and schedule was collected in 2012. PM efforts were increased in 2012 and many maintenance hours were utilized in solving the odor issues at the Corte Madera lift station (removed from system in 2016, flows were redirected to the Sausal Vista Lift Station). In 2014 crews performed 1328 PMs and only had 10 unscheduled repairs to perform. In 2015 crews performed 1349 PMs and only 6 unscheduled repairs were performed. In 2016 crews performed 1188 PMs and only 5 unscheduled repairs were performed. In 2017 crews performed 1265 PMs and only 8 unscheduled repairs. As more and more pumps and valves are replaced there, and replaced according to schedule, less “unscheduled” repairs to be made. In 2018 crews performed 1256 PMs and only 6 unscheduled repairs. In 2019 crews performed 967 PMs and 6 unscheduled repairs. The drop in PMs is partly attributed to the elimination of the Corte Madera Pump Station.



- Sewer Main Line Cleaning:** The following two charts show the total number of miles of pipe cleaned and the percentage of sewer main lines cleaned during the year, compared to the District’s goals and previous 5 years.



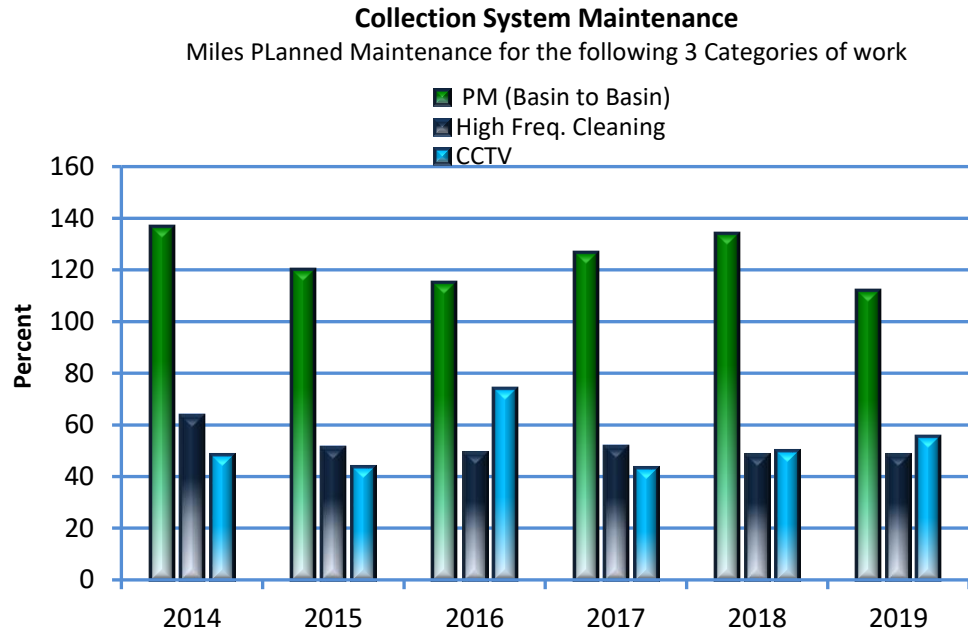
Analysis: In 2012 we re-assessed many of our high frequency lines and pushed their frequency back. We also removed some lines from our high frequency due to a successful pipe line replacement program. In 2014 we began to clean 4”, 6” 8” and 10” pipes on an annual basis, based on the fact that our SSOs were from smaller diameter pipe and a more aggressive root growth during the recent drought. In 2014 the crews cleaned 220 miles of pipe. In 2015 the crew cleaned 195 miles of pipe. In 2016 the crews cleaned 193 miles of pipe. In 2017 crews cleaned 179.6 miles of pipe. In 2018 crews cleaned 190 miles of pipe. In 2019 crews cleaned 167 miles of pipe.



Analysis: Over the past 7 years, the District has increased its efforts in preventative maintenance and cleaning of sewer mains. In September 2013 crews finished cleaning the entire system for the first time. In May of 2014 crews began to clean all small pipes (4-10 inch size) every 12 months in order to reduce SSO’s even further. In 2019 crews cleaned an equivalent of 80% of the system, resulting in only 4 SSO’s. 2 SSO’s were caused by contractor error and vandalism.



- Collections Planned Maintenance Ratio by Hours:** This is the total number of staff hours spent on planned maintenance in the collection system divided by the total number of hours spent doing any maintenance activity (planned and corrective).



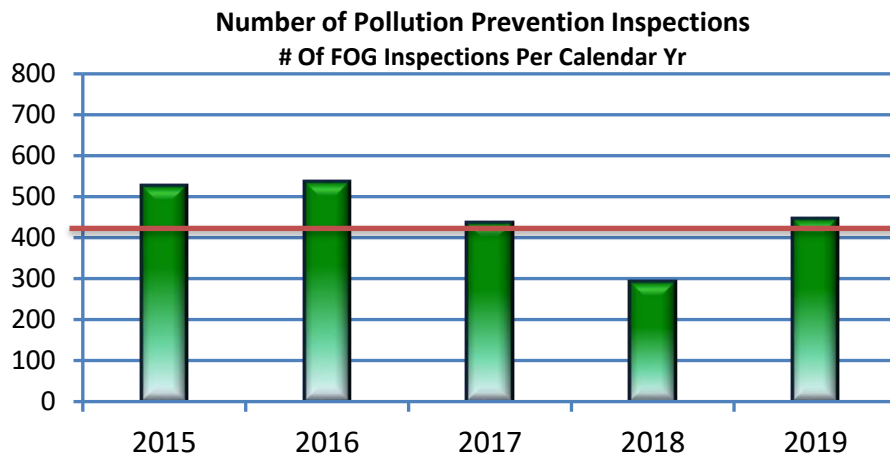
Analysis: This data represents 3 collection system categories. PM (basin to basin) cleaning, high frequency cleaning and CCTV operations. In 2014 crews cleaned 137 miles of basin to basin cleaning, 63 miles of high frequency cleaning and 42.8 miles of CCTV (plus 5.5 miles for the Town of Los Altos Hills under contract). In 2015 crews cleaned 120 miles of basin to basin cleaning (small pipe 4-10 inch in diameter), 55 miles of high frequency cleaning and 45.9 miles of CCTV (in addition to 14.8 miles for the Town of Los Altos Hills under contract). In 2017 the target goals were 120 miles of basin cleaning, 51 miles of high frequency cleaning and 45 miles of CCTV pipe inspection. Crews cleaned 126.4 miles of pipe, 51.5 miles of High Frequency cleaning and 24.8 miles of CCTV (in addition to 18.4 miles for Town of Los Altos Hills and Town of Woodside), for a total of 43.2 miles. In 2019 crews cleaned 112 miles of pipe, 48.2 miles of High Frequency Cleaning and 55.2 miles of CCTV. High frequency cleaning was down for the sixth year in a row because of in house spot repairs and miles of completed capital improvement projects.



5. FOG Program:

The fats, oils and grease (FOG) program includes food establishments and other businesses to reduce FOG in the collection system.

- **Pollution Prevention Inspections:** Pollution prevention inspections ensure that restaurants and other businesses are properly maintaining their grease traps/interceptors and oil water separators while following Best Management Practices. Properly maintaining this equipment results in fewer corrective maintenance problems in the collection system related to Fats, Oil and Grease (FOG). The number of inspections per each bar is inclusive of FOG inspections only and does not include commercial or industrial inspections.

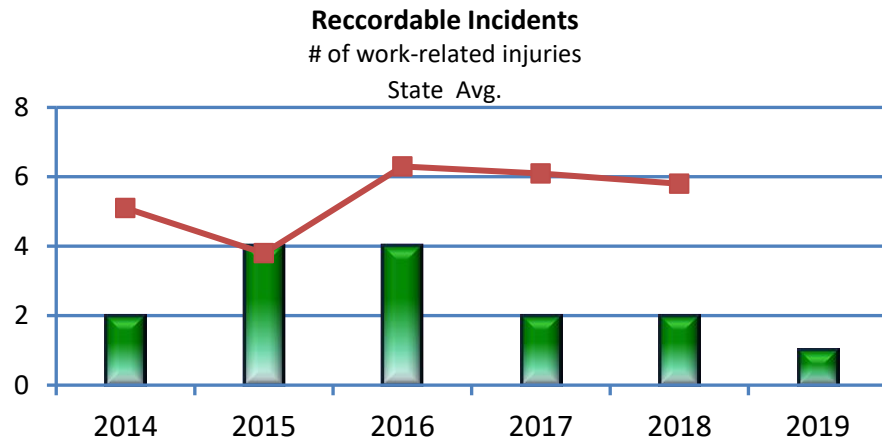


Analysis: This program began in 1992. A concerted effort was implemented in October 2011 to increase the number of inspections and re-inspections of restaurants and facilities, to encourage the proper maintenance of devices and other Best Management Practices. Prior to FY 14/15 and current District Goal was to perform 600 inspections and was reduced to 500 inspections per year. In calendar year 2014 January 1 – December 31 staff did perform 527 FOG inspections & 11 HMBP Inspections. The reasoning for the reduction in FOG inspections was to allow for increased sampling and monitoring programs). Food establishments were 81% compliant in 2015. In calendar year 2016 staff performed 501 FOG Inspections for WBSD and 36 for Sewer Authority Mid-Coastside and 10 for the Town of Woodside for a total of 537 FOG inspection, and 12 HMBP Inspection. Percentage of Compliance for 2016 was 84.2%, up 3% from 2015. In 2017 we performed 435 FOG inspections with an initial 70% compliance rate upon inspection. In 2018, 292 FOG inspections with 85% compliance rate. In 2019 the District performed 445 inspections with an 87% compliance rate. Total numbers down due to retirement, and new positions within the department. Facilities found not in compliance were given 5-days to have their equipment brought into compliance. Those facilities that did not comply were issued a Notice of Violation and invoiced for non-compliance. This close scrutiny helps keep the FOG related SSO rate under control.



1. Total Recordable Incident Rate:

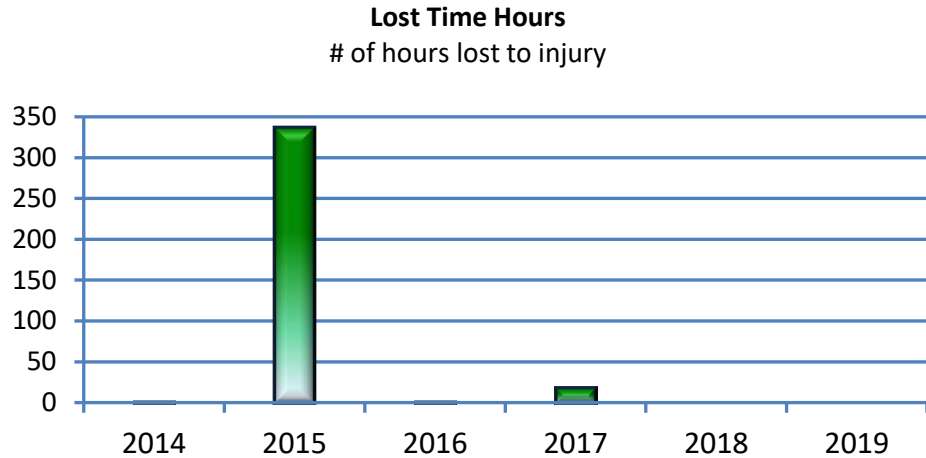
This is the number of work-related injuries and illnesses times 20,000 divided by the number of employee hours worked. This is the standard formula used by OSHA to normalize data. The 200,000 represents 100 employees working 40 hours per week, 50 weeks per year, and provides for the compatibility of incidence rates.



Analysis: The District is compared here to the “Utility: Sewage Treatment Facility” industry category as reported by the U.S. Bureau of Labor Statistics. The District’s incident rate is slightly below the state average in California for our industry when compared with 2014 data. In 2015 the District was slightly above the Industry Average of 3.8 with 4 recordable incidents. The 2016 State average for work-related injuries was 6.3 with four recordable incidents. In 2018, we had two injuries. In 2019 there was 1 injury.



Lost Time Hours: This is the number of hours that a worker could not work due to a work-related injury or illness. Lost time begins to accrue once an employee misses one full day of work.



Analysis: In 2019 we had zero Lost Time incidents. As of January 14, 2020 we have gone 972 days without a Lost Time Accident. The previous record for days without Loss Time is 1382 or 3.78 years

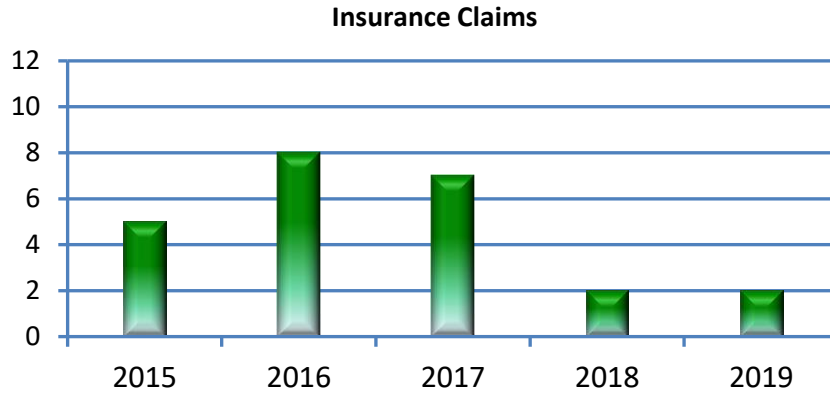




2. Insurance Claims

These measures examine the number, type and severity of insurance claims to understand insurance coverage strength or vulnerability.

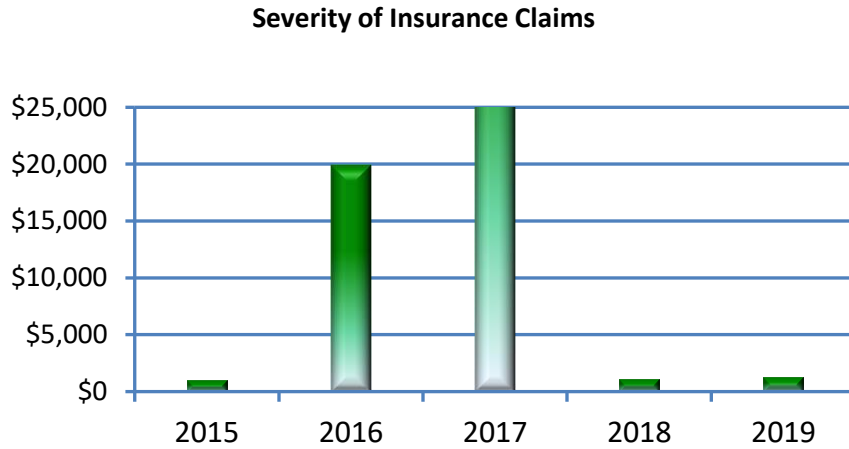
- **Number of Insurance Claims:** This is the number of general liability and automobile liability claims per year.



Analysis: In 2015 we had 5 claims, 2 of those claims were due to contractor error, and the contractor is working on settling those claims: One vehicle claim and two residential claims. The above claims have been settled. In 2016 we had 8-claims; 6 Residential backups, 1 Air Issue (caused by CIPP on Marsh Road) and 1-Auto incident, three claims have been settled, 5 are pending. In 2017 we had 7 claims. In 2018 and 2019 the District had two claims (one auto, one sewer backup).



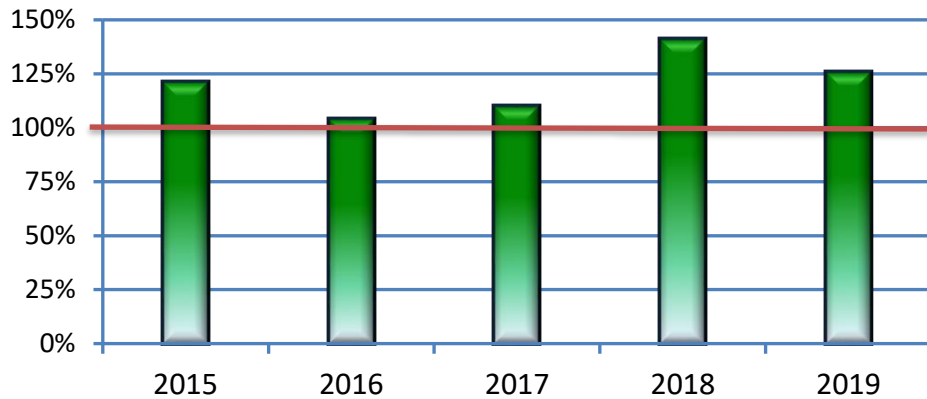
- **Severity of Insurance Claims:** This is the total amount paid out for general liability and automobile liability claims per year.



Analysis: The District continues to maintain a lower rate of insurance claims over the past several years. In 2015 we had five claims; all have been closed. In 2016, we had 8 claims; all have been closed, with a current liability of \$13,581.35. In 2017 we had 8 claims, several are still open cases with potential liability of \$59,583.00. In 2018 the District had two claims for a total cost of \$1069.60. In 2019 the District had \$342.

Experience Modification (XMOD) Rate: This is the rate used by the Worker’s Compensation Insurance Company to determine the Districts workers compensation experience. One hundred is considered the industry average, while numbers below 100 are better than the average.

Experience Modification (XMOD) Rate



Analysis: The District’s XMOD rate had remained below 100 percent for many years. However, in late 2011 one very serious accident caused our rate to increase. In a letter written to the District in April of 2012, “The workers compensation Insurance Bureau made several adjustments to the experience rating formula effective January 1, 2012, which resulted in an average increase in CSRMA’s Ex-Mod of 5%.” The adjusted increase in 2013 is significantly higher than in previous years. This is due to the increase in the number of worker compensation claims (4) in 2013 at the District and State modifications to the system. One claim from 2011 closed out in 2016. In 2014 we had 2 reportable worker compensation claims, in 2015 we had 4 reportable compensation claims and we had 4 worker compensation claims in 2016, (but no lost time accident). With the two lost time incidents of 2017 our Ex-Mod factor went up to 110% an increase of 6 percent from the previous year. The 2018 XMOD factor was 1.41. In 2019 XMOD factor was 1.26.



3. Risk Assessment and Response Preparedness

This measure asks whether the District has assessed it's all-hazards (natural and human-caused) vulnerabilities and risks and made corresponding plans for critical needs.

Are Emergency Response Plans in place for the following? (Y/N)

Lift Stations: Yes

Collection System: Yes

Administration & Maintenance Buildings: Yes
(E.A.P. Written, Training performed annually)

Analysis: Emergency Response Plans for the lift stations and collection system are in place, and are trained and practiced regularly. The Collection System staff has plans and equipment for system bypasses. Additionally, the District had performed a "Safety Compliance Assessment" in August of 2011 which identified areas within the Safety Program requiring updates, which were completed in 2012. An Emergency Action Plan was written in 2012 to include both the Administration and Maintenance buildings. In 2012 after updating our safety program we were recognized by CSRMA and received the Gold level SHELL Award for safety, health, environment, losses and liabilities. In 2013, training was completed in October and the District participated in the California Shake Out Earthquake and Evacuation Drill at 10:17am on October 17th. Staff reviews the GAP annually and will practice evacuation every other year.

Frequency of Emergency Response Plan (ERP) Trainings: The maintenance crew performs Emergency Response Training annually.

Analysis: Maintenance Personnel trains on and practices its Emergency Response Plan training once per year. In 2014, staff reviewed EAP and agreed we should implement additional Disaster Response Training and incorporate training with the local E.O.C. in 2015. Program review was performed in 2019, and continues every other year, next in 2021.

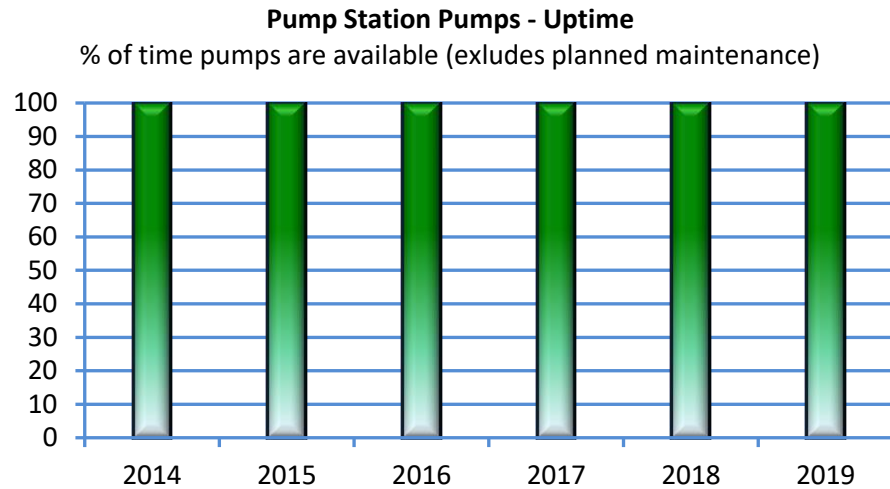




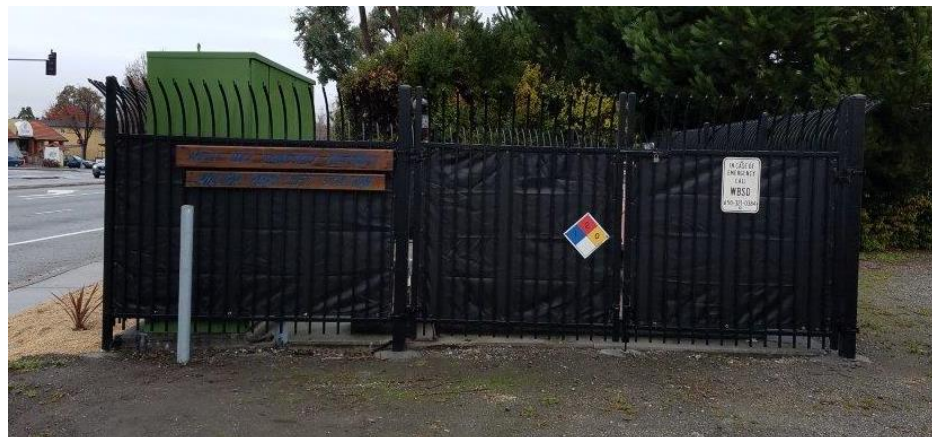
4. Ongoing Operational Resiliency

This measure assessed the District's operational reliability during ongoing or routine operations.

- **Uptime for Pumps at Pump Station:** There are two pumps at all of the Pump Stations (However, University Pump Station is a Tri-plex Station), the pump stations lift the sewage up from the collection system throughout the District and into a higher point in the system. Uptime is defined as the percentage of days that all pumps are operational and in service.



Analysis: Corte Madera Pump Station has been decommissioned and the number of pump stations has dropped from 13 to 12. Staff has in stock some of the more difficult parts to acquire in order to avoid long term breakdowns. In 2012 the Board approved a budget that included capital funds for planned rehab and replacement of lift station pumps and valves. From 2014 through 2019 the District experienced no major down time where both pumps at a station were down simultaneously.





5. Operational Resiliency Under Emergency Conditions

This measure assesses the operational preparedness and expected responsiveness in critical areas under emergency conditions.

- **Power Resiliency:** This is the number of hours that backup power is available at the pump stations and the “Time to Overflow” if all things failed. Note: Excluding the FERRF, every pump station in the collection system has a backup standby generator and pump bypass capability.

Hamilton Henderson	42 hours of Power /24 minutes to Overflow
Willow	60 hours of Power/22 minutes to Overflow
Menlo Industrial	104 hours of Power/38 minutes to Overflow
University	104 hours of Power/58 minutes to Overflow
Illinois	70 hours of Power/68 minutes to Overflow
Vintage Oaks 1	151 hours of Power/61 minutes to Overflow
Vintage Oaks 2	151 hours of Power/61 minutes to Overflow
Stowe Lane	70 hours of Power/43 minutes to Overflow
Los Trancos	20 hours of Power/53 minutes to Overflow
Sausal Vista	36 hours of Power/6 hours to Overflow
Village Square	20 hours of Power/180 minutes to Overflow

Analysis: These times indicate how long the facilities could operate during peak pumping without electricity from the grid and without additional deliveries of diesel fuel for the generators. During power outages longer than 20 hours, staff is required to refuel any given generator. Many agencies in the area have less than 12 hours backup power, some have no backup to many of their pump stations.



In late 2019, PG&E conducted their “Public Safety Power Outage” which affect there of the publicly owned pump stations. All three had generator back up power and worked well. After about 10 hours of run time. The Sausal Vista Generator failed. It took approximately two hours to have another generator installed. No SSO occurred as a result.

EUM Attribute #7
**Operational
Resiliency**



- **Critical Parts and Equipment Resiliency:** This is a measure or evaluation of lead times for the repair or replacement of operationally critical parts or equipment.
- **Pump Stations:** The pumps and controllers at the pump stations can be the most critical equipment. Other components of the process could be down and it would be less critical. During most cases, one pump is needed to manage the influent.
To mitigate problems should a pump be out of commission, the pump crew prepares one of two 6” by-pass pumps and is ready to mobilize and connect the by-pass pump should the final lead pump fail.
- **Standby GenSet:** in 2014 replaced 2 standby generators at Hamilton & Henderson and Village Square Pump Stations.
- **Sausal Vista Pump Station:** in 2016 reconstruction of the Sausal Vista Pump Station to connect exiting flows from Corte Madera in order to eliminate the Corte Madera Pump Station and has been completed.
- **Backup Power:** backup generators are tested weekly and load tested monthly and Preventative Maintenance is performed annually. The District performs weekly checks and contracts out the annual services and 3-year load bank testing. All of the District’s pump stations have backup generators.
- **Critical Staff Resiliency:** This is a measure of the ability for backup staff to cover critical operations and maintenance positions.
- **Collections:** All collection system workers are cross trained on tasks and equipment. Regular tasks are rotated to ensure continued familiarity with all tasks during emergency events. Of the 12 field maintenance workers, all are required to be on the standby rotation.
- **Pump Station Maintenance:** Both staff positions are cross trained in pump operation, repairs, standby generator operation and by-pass equipment. We are currently training additional staff to rotate through the Pump Station Maintenance functions and operation. Both staff positions are required to be on the standby rotation. The Operations Superintendent is the backup person should they not be able to fulfill their commitment. In 2012 we trained a collection system technician to perform basic pump checks and repairs and continued this cross-training in 2013. Beginning in 2015 the backup person was able to cover during standby. This effort shall continue through 2020.

Analysis: There is significant cross training for critical operations and maintenance positions to ensure adequate coverage with the appropriate knowledge, skills, experiences and ability. Note: All sixteen (16) personnel in the maintenance department are cross trained in emergency by-pass and response.

1. Green Infrastructure

“Green infrastructure” includes both the built and natural/non-built environment. This measure assesses the extent to which the District promotes or engages in practices that protect natural resources and the environment.

• Does the District have procedures that incorporate green infrastructure approaches and performance into new infrastructure investments? (Y/N)

Yes

Analysis: The District has implemented the following programs or practices:



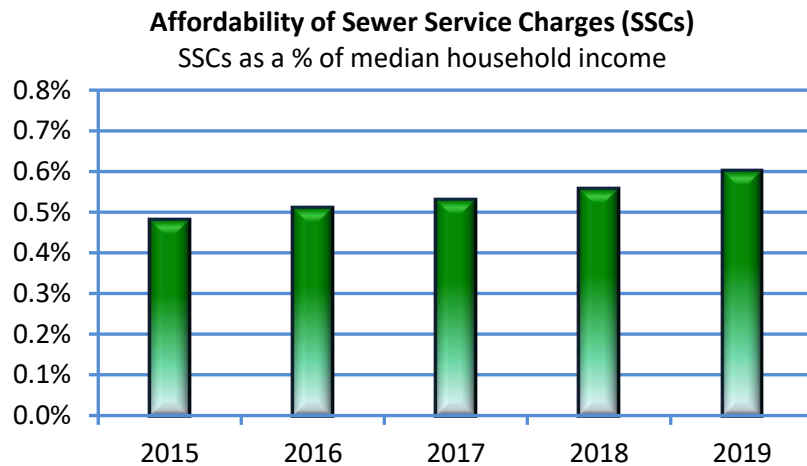
- **Pipe Bursting and Cured-in-Place Pipe (CIPP) Lining** – the District has developed a preference for pipe bursting or CIPP lining to replace or rehabilitate sewer mains, wherever feasible. These processes eliminate most of the trenching required, thus reducing landfill waste, reducing the use of rock, cement and asphalt to backfill, and reducing diesel emissions from associated equipment.
- **Pipe Patching with In-House Crew-** the District has implemented a Pipe Patch process as part of its Re-Habilitation program. Pipe Patching has many benefits including; not having to excavate soil and remove asphalt. The process for re-constructing both can be very expensive and time consuming. District Crew’s perform 2 to 3 Pipe Patches per day when assigned to perform such work.
- **Hybrid Vehicle** – In 2012 the District performed research on alternative fuel vehicles and determined a hybrid vehicle would be the most efficient type and economical to serve the District’s needs. The District has purchased its first hybrid vehicle, and will consider replacing non-emergency vehicles with hybrid units.
- **Tablets Increase Efficiency in the Field** – District staff members are now able to conduct data entry in the field with a tablet computer, eliminating the extra time it takes to travel to the office for that purpose. With advances in new technology our crews can truly go paperless with inexpensive handheld tablets and spend more time in the field. They also have the added efficiency of having maps, safety procedures and infrastructure information literally at their fingertips.
- **Purchase Construction Material in Bulk** – In 2014 District staff began to purchase large amounts of ¾” rock and aggregate base material for its construction operations. This not only saves the District money but it also saves in fuel since staff does not need to travel to purchase small amounts of material every day an open trench repair is performed.
- **Recycled Water Project** - The District is under way with construction of a Satellite Recycled Water Treatment Facility at Sharon Heights that will deliver up to 400,000 gallons of recycled water per day. The district has also completed a feasibility study on a Bayfront recycled water facility.



2. Service Affordability

Wastewater service affordability centers on community members' ability to pay for sewer services. The District must balance keeping sewer service affordable while ensuring the rates needed for long-term infrastructure and financial integrity.

- **Sewer Service Charge Bill Affordability:** Affordability is subjective. However, tracked over time, the District can evaluate whether the sewer service charges (SSCs) are becoming more or less affordable as compared to median household incomes for the District, using U.S. Census Bureau data.



Analysis: The most recent data from 2018 reports Median Household Income (MHI) on Data USA as \$154,137 and Atherton is \$250,000 MHI. The SSC as a percentage of MHI went up from FY15 to FY19.



1. Stakeholder Satisfaction

This measure addresses stakeholder perceptions of the District. Possible calculations of stakeholder satisfaction include overall satisfaction surveys, or message recollection for outreach programs.

- The District provided surveys at the Chamber of Commerce street faire – the results are as follows: 79% of those surveyed thought that WBSD provides wastewater collection only, while 49% believed that the District provided both wastewater and garbage collection. 100% responded they were aware the District provides a courtesy cleaning from sewer laterals and 85% said they have never had to call WBSD for any sewer problems.
- The District also sends customer service surveys to residents who call for service. The results are on page 25.

2. Comparative Rate Rank

This measure depicts how the District's sewer service charge compares to similar service providers in the region (i.e., local area wastewater providers with treatment and/or collections systems.).

- **Comparative Rate Rank:** The measure takes the District's sewer service charge (SSC) and graphically compares it with the SSC for comparable wastewater providers in the region.

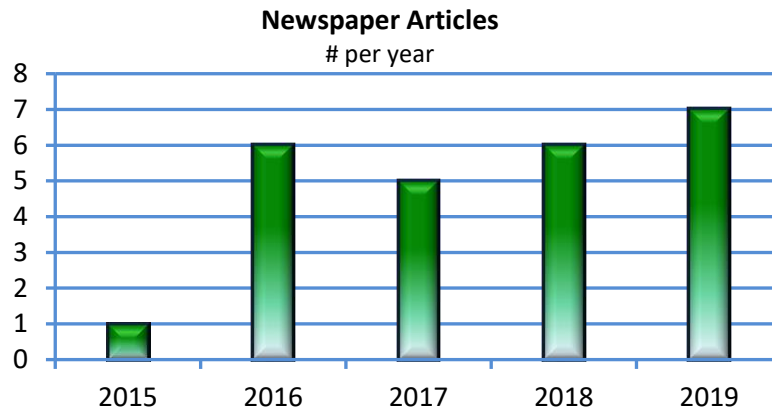
Analysis: The District's 2019 SSC ranks in the mid-range as compared to other providers in the region. The District also compares well (upper mid-range) with SVCW partners, shown in blue.



3. Media/Press Coverage

This measure captures media portrayal of the District in terms of awareness, accuracy and tone.

- **Amount of Coverage:** This is the total number of Almanac News and Daily Post articles concerning the District per year.

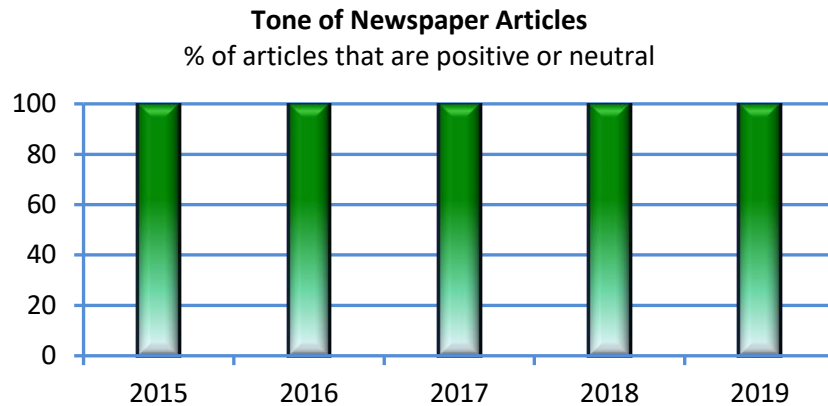


Analysis: 2012 saw a large number of articles due to the increased District public awareness campaign and NGO’s settlement. Currently, news releases includes District awards, partnerships with HomeServe USA and OpenGov, fee schedule changes, FOG ordinance changes, and the District’s Annual Winter Bulletin. In 2017, 2018 and 2019 news articles increased from the previous years due to articles on the District’s recycled water project.

EUM Attribute #9
**Stakeholder
Understanding &
Support**



- **Media Coverage Tone:** This is the percent of newspaper stories that cover the District in a positive or neutral way.

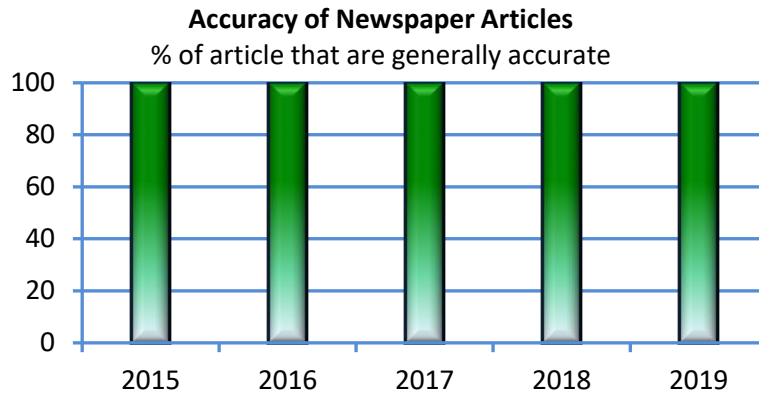


Analysis: Coverage of the District’s activities, programs and policies has been predominantly covered in a neutral or positive tone. This includes editorials and opinion columns. In 2019 the tone of newspaper articles have stayed consistent with previous years.

EUM Attribute #9
Stakeholder
Understanding &
Support



- **Media Coverage Tone:** This is the percent of newspaper stories that cover the District in a positive or neutral way.



Analysis: “Accuracy” can be subjective, so here it has been defined narrowly as meaning that there were no significant factual errors in the story that could cause a reader to misinterpret what was being reported. Media coverage continues to be very accurate over the past 5 years. In 2019 the accuracy of newspaper articles has stayed consistent with previous years.



WEST BAY SANITARY DISTRICT AGENDA ITEM 9

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *Consider Resolution to Call for Elections – County of Santa Clara*

Background

In 2020 there are 3 Board seats up for 4-year terms: Fran Dehn, David Walker and George Otte. All candidates must file forms with the County ROV. The candidate-filing period opens on Monday, July 13 and closes on Friday, August 7.

County of Santa Clara Registrar of Voters (ROV) requires a resolution calling for elections by each governing body and a District information sheet to be completed and returned to the ROV by July 1, 2020.

Analysis

The Board approved at its June 13, 2018 meeting that candidate statements will be limited to 200 words, the District cost of the candidate statements shall be borne by the District and in the event of a tie vote the winner will be selected by lot as stated in the attached resolution.

Fiscal Impact

The District may be responsible for up to \$5,409 plus \$1,655 per candidate. The District has a line item in the General Fund Budget for Election Expense.

Recommendation

The District Manager recommends the Board accept the resolution to call for elections in Santa Clara County including selecting the District's preferred options put forth in the resolution.

RESOLUTION NO. _____ (2020)

West Bay Sanitary District Call for Election in Santa Clara County

WHEREAS, a Biennial District General Election has been ordered to be held on Tuesday, November 3, 2020, in the West Bay Sanitary District of Santa Clara County for the purpose of electing:

<u>Number of Seat(s)</u>	<u>Length of Term</u>	<u>Exact Title of Each Office to be Held</u>
1	4 years	Director
1	4 years	Director
1	4 years	Director

of the District; and,

WHEREAS, pursuant to Part 3 (commencing with Section 10400) of the Elections Code of the State of California, such election may be either completely or partially consolidated; and,

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Directors of the West Bay Sanitary District calls for an election to be held on November 3, 2020 and requests the Board of Supervisors of Santa Clara County to completely consolidate the election with the statewide election.

Section 2. That the Board of Directors of the West Bay Sanitary District requests the Board of Supervisors of Santa Clara County to hold and conduct the election in the manner prescribed in Section 10418 of the Elections Code of the State of California and to further provide that the Registrar of Voters canvass the returns of the election.

Section 3. That pursuant to Section 10508 of the Elections Code of the State of California, said officers are to be elected and that the divisions, if any, from which said directors are to be elected, and the number of offices to be filled from each, are:

<u>At Large</u>	<u>By Division</u>	<u>Number of Offices/Divisions</u>
At Large		3

Section 4. That pursuant to Sections 10002 and 10520 of the Elections Code of the State of California, each district involved in a district general election in an affected county shall reimburse the county for the actual costs incurred by the county elections official in conducting the district general election for that district.

Section 5. That the candidates' statements of qualifications shall be limited to:

- **200 (select one)** words and,
- That the cost of printing, translating and distributing said statements shall be borne by the **District** who file such statements; and,
- That each candidate who files such a statement **shall not** be required to pay in advance his or her pro rata share of the estimated costs of printing, handling, and mailing said candidate statement, such estimated costs to be determined by the Registrar of Voters.

Section 6. That pursuant to Section 10522 of the Elections Code of the State of California, a current map showing the boundaries of the district and the boundaries of the divisions of the district is herewith submitted.

Section 7. That pursuant to Sections 10551 and 15651 of the Elections Code of the State of California, the method of determining the winner or winners in the event of a tie vote shall be by: **lot.**

Section 8. That the following is listed below:

- 1) Names of all current Board Members; and,
- 2) Term: full or short; and,
- 3) Seats elected by: District or At Large:

<u>Member Names</u>	<u>Term: Full or Short</u>	<u>Seats Elected by Division / At Large</u>
Fran Dehn	Full Term	At Large
David Walker	Full Term	At Large
George Otte	Full Term	At Large

PASSED AND ADOPTED by the Board of Directors of the West Bay Sanitary District, State of California, on May 13, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Fran Dehn, President
of the West Bay Sanitary District

ATTEST:

David Walker, Secretary
of the West Bay Sanitary District

APPROVED AS TO FORM AND LEGALITY:

Anthony Condotti
District Counsel



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: Board of Directors

From: Sergio Ramirez, Operations Superintendent

Subject: Consideration of Adopting Resolution Honoring the Service of Phil Scott to the District

Background

Phil Scott, District Manager has been with the West Bay Sanitary District for over 10 years and in the wastewater industry as a professional for 40 years. Mr. Scott has spent every bit of the past ten years, day and night, improving the District's performance, establishing fiscal responsibility, and developing staff to succeed him and leave West Bay Sanitary District better than how he found it.

Analysis

Mr. Scott has decided to join the ranks of the blissfully retired community. His retirement will officially commence on July 1, 2020. Mr. Scott has made many contributions to the District with his leadership, hard work, integrity, and outstanding knowledge of the profession. His invaluable contributions have helped West Bay Sanitary District protect public health and the environment. Such contributions will be remembered for years to come.

Fiscal Impact

None to report.

Recommendation

The Operations Superintendent and staff recommend the Board adopt the attached Resolution honoring the great service of Mr. Phil Scott to the District.

Attachment: Resolution

RESOLUTION NO. _____ (2020)

RESOLUTION HONORING THE SERVICE OF PHIL SCOTT TO THE DISTRICT

**BE IT RESOLVED BY THE DISTRICT BOARD OF WEST BAY SANITARY DISTRICT,
COUNTY OF SAN MATEO, STATE OF CALIFORNIA, AS FOLLOWS:**

WHEREAS:

Phil Scott was employed by the West Bay Sanitary District on the Fifteenth day of February, in the year Two Thousand Ten as the District Manager; and

WHEREAS:

Phil Scott faithfully and with honor, integrity and great distinction served as District Manager providing outstanding leadership and service for over 10 years; and admirably served in public service the majority of his long career; and

WHEREAS:

Phil Scott began his career 40 years ago with a local plumbing company, he then moved to the Union Sanitary District, followed by three other local municipalities before ending his long and prestigious career at the West Bay Sanitary District, and

WHEREAS:

During the course of his wastewater career he served as ditch digger, sewer maintenance worker, Supervisor, Superintendent of Public Works, Director of Public Works, and finally as District Manager, and managed to obtain his BS in BM as a working adult; and

WHEREAS:

Phil Scott has provided excellent public service to the District and has made a number of significant contributions to the District, including the initiation of the Recycled Water program, Succession Planning, Implementation of the Performance Measurement & Employee Recognition Program, the establishment of a Reserves Portfolio, Annual Goals Setting and Reporting, Providing Maintenance Services to Outside Agencies, and more; and

WHEREAS:

Phil Scott has earned the admiration and respect of his colleagues at the District and in the Wastewater Industry for his leadership in training, mentoring and as President of the California Water Environment Association 2016, and is known for his dedication, loyalty, dependability, enthusiasm, professionalism, corny sense of humor, hard work and kindness, and

WHEREAS:

Staff recommends this public recognition of Phil Scott on the occasion of his retirement; and

WHEREAS:

It is in the public interest and proper public purpose to recognize Phil Scott's contributions and achievements, in that by doing so, the District is promoting the high standards of integrity and dedication that have characterized Phil Scott's service to the District.

NOW THEREFORE BE IT RESOLVED:

The members of the Board of Directors of the West Bay Sanitary District, San Mateo County, California commends Phil Scott for his accomplishments and years of service to the District and expresses sincere gratitude for the invaluable contributions Phil Scott has made to the West Bay Sanitary District and to the cause of protecting the sanitation, health and welfare of the general public, and conveys its best wishes for good health and happiness in his retirement on July 1, 2020.

BE IT FURTHER RESOLVED:

That this resolution be spread upon the permanent minutes of the Board and that suitably inscribed copies be sent to Phil Scott to share with his family; and to other appropriate officials of the West Bay Sanitary District.

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 13th day of May, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 11

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *Consider Resolution to Approve Amendment 2 to the Consultant Agreement for Recycled Water Project Management Phase B Dated March 14, 2017*

Background

The West Bay Sanitary District Recycled Water Project – Sharon Heights (also known as the “Project”) is the planned construction of a water supply project that would deliver up to 152 to 200 acre-feet per year (AFY) of recycled water produced by the District at a Recycled Water Treatment facility located on property owned by Sharon Heights Golf and Country Club (SHGCC).

On March 22, 2017 the District Board approved a Professional Consultant Agreement for Phase “B” Project Management Services for the Recycled Water Project – Sharon Heights for a not-to-exceed amount of \$778,500.00 with RMC Water and Environment.

During Phase B of the Project Management, Woodard & Curran (originally RMC) incurred some additional costs due to the extended negotiations and DB Team selection process and the Board approved Amendment #1 on October 10, 2018 for a total cost impact of \$66,000.

Due to an extension of the project construction schedule extending to March 31, 2020 and the need for training and development of training materials for District staff to properly oversee the distribution and application of recycled water, an additional \$65,842 is requested as Amendment #2 to the agreement.

Analysis

The amendment to the Project Management agreement includes two changes:

- 1) Add budget to the following tasks to reflect an extension of the Project construction schedule to March 31, 2020:
 - a. Tasks 4 – Services for Construction Administration, for additional Technical Committee Meetings

- b. Task 5 - Financing Coordination, for Additional SRF Loan Distribution Requests and Management
- c. Task 6 - Regulatory and Permitting, and Partner Agencies Liaison, for additional permitting activities on air and Title 22 permitting, and
- d. Task 9 Project Management, for additional management time associated with the extended schedule

The total budget increase for these items is \$48,398, as approved by the Technical Committee for the Project in separate votes on in October 2019 and March 2020; and

- 2) Create Task 10 - Recycled Water Training – for use in developing training materials and conducting training for District and Sharon Heights Golf and Country Club staff. The total budget increase for this task is \$17,444 as approved by the Technical Committee for the Project in March 2020.

The Amendment for these Woodard & Curran contract modifications is attached.

Fiscal Impact

The costs for the Project Management consulting services are considered ‘soft costs’ of the recycled water project and are reimbursable through the SRF loan process. District Capital Asset funds will bridge the expense until reimbursement is received by the State.

Recommendation

The District Manager recommends the District Board Authorize the District Manager to Execute Amendment No.2 to the Professional Consultant Agreement for Phase “B” Project Management Services for the Recycled Water Project – Sharon Heights.

**AMENDMENT #2 TO WOODARD & CURRAN AGREEMENT FOR
PROJECT MANAGEMENT FOR THE WEST BAY SANITARY DISTRICT RECYCLED WATER PROJECT –
SHARON HEIGHTS**

WEST BAY SANITARY DISTRICT (District) has engaged Woodard & Curran, Inc. (originally RMC Water & Environment), to provide Project Management Services for design and construction of the Recycled Water Project – Sharon Heights. The purpose of this agreement is to amend the original Agreement with the District dated March 24, 2017 and to modify the scope of services as allowed under contract Section XIII.

This amendment dated this 13th day of May 2020 is the second (2nd) amendment to the Agreement. This amendment will accomplish the following:

- Add budget to the following tasks to reflect an extension of the Project construction schedule to March 31, 2020:
 - Tasks 4 – Services for Construction Administration, for additional Technical Committee Meetings
 - Task 5 - Financing Coordination, for Additional SRF Loan Distribution Requests and Management
 - Task 6 - Regulatory and Permitting, and Partner Agencies Liaison, for additional permitting activities on air and Title 22 permitting, and
 - Task 9 Project Management, for additional management time associated with the extended schedule

The total budget **increase** for these items is **\$48,398**, as approved by the Technical Committee for the Project in separate votes on in October 2019 and March 2020; and

- Create Task 10 - Recycled Water Training – for use in developing training materials and conducting training for District and Sharon Heights Golf and Country Club staff. The total budget increase for this task is **\$17,444** as approved by the Technical Committee for the Project in March 2020.

The net fee amendment is **\$65,842**. The new total amount is Not-To-Exceed **\$696,178**. This amendment is subject to the same provisions as the original agreement and is made part of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Dated _____, 2020

Dated _____, 2020

Woodard & Curran, Inc.

WEST BAY SANITARY DISTRICT

Signature

Signature

David L. Richardson

Phil Scott

Printed Name

Printed Name

Senior Vice President

District Manager

Title

Title

APPROVED AS TO FORM:

Tony Condotti, District Counsel

**AMENDMENT #2 TO WOODARD & CURRAN AGREEMENT FOR
PROJECT MANAGEMENT FOR THE WEST BAY SANITARY DISTRICT RECYCLED WATER PROJECT –
SHARON HEIGHTS**

SCOPE OF SERVICES

The amended Scope of Services detailed below are made relative to the original Agreement for Project Management Services dated March 24, 2017.

CHANGES TO SCOPE OF SERVICES

Task 4 – Services for Construction Administration

The Project duration for construction has been extended to March 2020, and additional 10 months beyond the previously assumed end date. A total of 10 months of additional Services for Construction Administration, with scope per Task 4.1, is added to the scope, and included attendance at Technical Committee Meetings (by phone or in person) for each month.

The Scope of Services for all other tasks is unchanged.

Task 5 – Financing Coordination

The Project duration for construction has been extended to March 2020, and additional 10 months beyond the previously assumed end date. A total of 10 months of additional SRF Loan Coordination, with scope per Task 5, is added to the scope.

Task 6 – Regulatory and Permitting and Partner Agency Liaison

Additional level of effort has been required to obtain the Bay Area Air Quality Management District Permit to Construct, as the permitting process was not aligned with the Design-Build approach for the Project. The permit has since been obtained, and the Work is complete.

Additional level of effort has been required due to multiple revisions to the Title 22 Reports to the Project, as result of unexplained second and third round comments on the reports the Division of Drinking Water. The permit is in the process of being obtained, however the final level of effort is unknown given the lack of final comments from the State (DDW).

Task 9 – Project Management

The Project duration for construction has been extended to March 2020, and additional 10 months beyond the previously assumed end date. A total of 10 months of additional SRF Loan Coordination, with scope per Task 9, is added to the scope.

Task 10 – Recycled Water Training

As a producer and recycled water, the District is obligated to train customers in the proper use and management of recycled water, and has reporting responsibilities associated with the distribution of recycled water. Woodard & Curran will assist the District in meeting its obligations by conducting training for the District and Sharon Height Golf and Country Club staff, including developing training materials. Additionally, Woodard & Curran will develop quick reference guides for District staff to use moving forward.

CHANGES TO CONTRACT FEE:

Changes to the Agreement fee are as follows:

Task	Agreement Fee (Phase B) As Amended by Amendment #1	Change in Fee	Amended Fee (Amendment #2) ^a
1 – Acquisition of Design Build Team	\$115,498	\$0	\$115,498
2 – Planning and Coordination	\$0	\$0	\$0
3 – Predesign, Design Reviews and Overall Design-Build Management	\$76,274	\$0	\$76,274
4 – Services for Construction Administration	\$293,254	\$20,398	\$313,652
5 – Financing Coordination	\$36,328	\$15,000	\$51,328
6 – Regulatory and Permitting and Partner Agency Liaison	\$25,536	\$3,000	\$28,536
7 – Public Outreach	\$10,000	\$0	\$10,000
8 – Funding Acquisition	\$0	\$0	\$0
9 – Project Management	\$73,446	\$10,000	\$83,446
10 – Recycled Water Training	\$0	\$17,444	\$17,444
TOTAL	\$630,336	\$65,842	\$696,178

Notes:

- a. Individual task fees may be reallocated with District approval without change to total fee.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 12

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *Consideration of Revising Electronic Board Packet Guidelines*

Background

In October of 2013 District Board discussed and developed a consensus on guidelines for electronic transmitting of Board packets and increased use of tablets and computers to participate in Board meetings in a more sustainable, eco-friendly, paperless fashion. At the same time this move would save production costs and staff time of a paper based board packet.

The conversion has been very successful and the Board is on its second set of tablets for the transmission and use of the electronic board packets.

Analysis

The goal of this agenda item is to consider revisions to the agreed upon guidelines for the use, electronic transmission, and transfer of the electronic board packet and Board tablets.

Guidelines include:

1. Electronic Board Packets will be pdf documents and delivery can be by:
 - a. Drop Box
 - b. Email
 - c. Outlook Employee Page
 - d. Board packets to be delivered on the Friday prior to Board meeting
 - e. Closed Session packets may be sent in separate deliveries
 2. Tablets are the property of the District
 3. Replacement frequency – tablets are to be replaced every 4 years or sooner if needed
 4. Transfer of tablet upon expiration of term or seat vacancy or;
 5. Purchase of tablets by Directors would be on amortized value over 24 months with a minimum of \$25 purchase value.
-

6. Pricing guidelines to be in the proximity of \$700 to \$1,100 each with 3% annual inflator from this point forward.

The Board members may elect to purchase from the District these tablets, for their personal use once their useful life has been met or exceeded at the District rather than the District disposing of the used up electronics in E-waste.

As fast as electronic tools become obsolete these days, the District will be required to renew the tablets to keep up with software changes and technological advances in the work place yet the tools may still have functionality for personal use.

These revisions would require IT staff to track the useful life of the tools and determine that the tablets have met their expected useful life and qualify for purchase at the amortized rate or minimum of \$25 by Board members.

Fiscal Impact

The District has been realizing savings of up to \$3,000 per year by foregoing of printing, collating and delivery of board packet binders. There is likely to be very little additional cost, associated with the revised guidelines and E-waste could also be reduced by allowing the District tablets to be repurposed for personal uses.

Recommendation

The District Manager recommends the Board consider approval of the revised guidelines for electronic board packets and Board tablets effective upon approval.



WEST BAY SANITARY DISTRICT AGENDA ITEM 13

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *May 13th 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 very busy employing measures to meet those regulations and guidelines as well as taking action to ensure the safe working conditions of staff and minimize exposure of and interaction with the public.

Analysis

The District has thus far taken action in regards to: Shelter in Place, Social Distancing, Personal Protective Equipment, and the Injury and Illness Prevention Program (IIPP).

Shelter in Place: The District as a wastewater agency has been designated as an “Essential Service” and supplied employees with letters drafted by legal counsel that can be shown to legal authorities, if required, to justify their travel to, during and from work. In addition, the District has developed a Modified Work Schedule that requires individuals to stay at home or telecommute in order to reduce interaction and thus the potential of any spread of the virus among District staff. The District has also implemented the use of Zoom for meetings to reduce the need for consultants, partners, the public and Board member to attend in person. A camera and large screen have been installed to accommodate this mode of virtual meetings.

Social Distancing: District staff has employed several measures related to Social Distancing including; limiting meeting size to 10, marking seating spots at tables with 6 foot separation, signage encouraging 6 foot distancing, separation of reporting stations to include the FERRF, Plexi-glass shields at the counter and between workspaces that cannot achieve 6 foot distancing, and closing of the District Office to the public unless by appointment.

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

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

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

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

Recent: 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 expected to re-open in the next week or two. 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.

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 (\$5,000 to \$7,000), Zoom Meeting Equipment (approx. \$6,000) these expenses can thus far be absorbed in the Operating budget due to staff's constant frugal spending practices. The FY2020-21 Budget won't be substantially impacted by the effects of the national COVID 19 response but the following FY2021-22 Budget will be affected to a yet undetermined amount in loss of revenue in the Commercial sector due to the current Shelter in Place mandate.

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 situation.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 14

To: *Board of Directors*

From: *Phil Scott, District Manager*

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

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 15**

To: Board of Directors

From: Phil Scott, District Manager

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

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



BOARD OF DIRECTORS
THURSDAY, April 23, 2020 at 2:00 p.m.

VIA ZOOM MEETING ONLY

Link to Join: <https://zoom.us/j/307352870>

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

Meeting ID: 307 352 870

Password: 687346

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

TELECONFERENCE PARTICIPANTS

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

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

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

AGENDA

1. Call to Order/Roll Call

2. Public Comment

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

3. Executive Director's Report

p. 5

A. COVID-19 Update

4. Approval of Consent Calendar

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

A. Approval of the Minutes from the March 26, 2020 Board of Directors Meeting **ACTION p. 11**

B. Resolution Approving Annual Contract with Aaronson, Dickerson, Cohn & Lanzone for Legal Counsel Services for FY2021-2023 **ACTION p. 17**

C. Resolution Authorizing the Executive Director to Execute a One-Year Contract with DTE Networks not-to-exceed \$38,863for Information Technology Services **ACTION p. 31**

5. Administration and Finance

6. Collection and Recycling Program Support and Compliance

- A. Resolution Recommending Approval of the Proposed Amendment One Modification to the Members' Recology Amended and Restated Franchise Agreements **ACTION p. 47**

7. Shoreway Operations and Contract Management

- A. Resolution Approving an Amendment to South Bay Recycling's 2020 Compensation Tonnage Rate for Transfer Station Material Handling **ACTION p. 67**

8. Public Education and Outreach

- A. Resolution Approving One-Year Contract with up to Two Additional Option years for a Not-to-Exceed Total Contract Value of \$94,500 with Ascent Environmental for Preparation of CalRecycle's Electronic Annual Reports for 10 SBWMA Member Agencies **ACTION p. 75**
- B. Review of SBWMA 2019 Annual Report **p. 93**

9. Informational Items Only (no action required)

- A. 2020 Legislative Session Update **p. 115**
- B. 2020 Finance and Rate Setting Calendar **p. 117**
- C. Check Register Detail for March 2020 **p. 119**
- D. Potential Future Board Agenda Items **p. 131**

10. Board Member Comments

11. Adjourn

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 16**

To: Board of Directors

From: Phil Scott, District Manager

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 18**

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: **Consideration of Resolution Authorizing the President and Secretary of the District Board to Enter into Employment Agreement Between the West Bay Sanitary District And New District Manager**

As a result of the regular meeting of April 22, and following negotiations between the new District Manager and the Board, the Board has scheduled to consider the new District Manager's Employment Agreement. The District's Legal Counsel will present this topic to the Board, following which, the Board may consider reflecting any change and the attached Resolution authorizes the President and Secretary of the District Board to enter into the agreement on behalf of the District.

Attachments: Resolution

RESOLUTION NO. ____ (2020)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

BE IT RESOLVED that the President and Secretary of the West Bay Sanitary District be and are hereby authorized to execute Employment Agreement between the West Bay Sanitary District and _____ (District Manager), Exhibit A.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 13th day of May 2020, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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