

1902 - Serving Our Community for over 115 Years - 2020

WEST BAY SANITARY DISTRICT

AGENDA OF BUSINESS

SPECIAL MEETING OF THE DISTRICT BOARD

WEDNESDAY, NOVEMBER 18, 2020 AT 7:00 P.M.

RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

District Manager

Sergio Ramirez

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

Pursuant to Governor Newsom's Executive Order N-29-20, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate telephonically only, and may submit comments in advance by email addressed to treese@westbaysanitary.org by 4:00 p.m. on Wednesday, November 18th.

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at: <https://zoom.us/j/98613745015?pwd=ZXJyWEVIL0QwSXV2S1lPQ1M4dC9VQT09>

Meeting ID: 986 1374 5015 Passcode: 620620

Or by phone, call: 1-669-900-6833 Meeting ID: 986 1374 5015 Passcode: 620620

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. Report by Silicon Valley Clean Water (SVCW) Staff Pg. 3-1
4. Approve and Adopt Resolution Consenting to the Issuance by Silicon Valley Clean Water of Refunding Bonds to Refund All or a Portion of the 2014 Bonds and 2015 Bonds with the Principal Amount Allocated to West Bay Sanitary District not to exceed \$65 Million and Authorizing the District Manager to Approve Related Financing Documents and Actions Needed to Close the Bond Issue Pg. 4-1
5. District Manager's Report Pg. 5-1
6. 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 October 28, 2020 Pg. 6A-1
 - B. Approval of the Financial Activity Report/Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for November 18, 2020 Pg. 6B-1

- C. WBSD Operations and Maintenance Report – October 2020 Pg. 6C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – October 2020 Pg. 6D-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – October 2020 Pg. 6E-1
 - F. Bank of the West Monthly Investment Portfolio Statements Pg. 6F-1
 - G. Consideration of Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Extension Required for the Connections of 1525 and 1535 Altschul Avenue, Menlo Park 6G-1
 - H. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permits No. 1060, 1061, 1062 & 1063 for the Construction of Wastewater Facilities for 20, 30 & 40 Meadow Lane, Portola Valley, California (Formerly 1260 Westridge Drive) Pg. 6H-1
7. Report and Discussion on the City of East Palo Alto - Upcoming Projects Pg. 7-1
 8. Report by Finance Advisory Group Pg. 8-1
 9. Report & Discussion on Commuter Benefits Program Pg. 9-1
 10. Consideration of Establishing January 13, 2021 as the Date of Public Hearing to Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation Pg. 10-1
 11. November 18th Update Report on District Response to Corona Virus Pg. 11-1
 12. Report and Discussion on Sharon Heights Recycled Water Plant Pg. 12-1
 13. Discussion and Direction on Bayfront Recycled Water Treatment Facility and Status Update Pg. 13-1
 14. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 14-1
 15. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 15-1
 16. Report and Discussion on Maintenance Building Feasibility Study Pg. 16-1
 17. Closed Session
 - A. CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Representative: District Manager
Unrepresented employees: Water Quality Manager
 - B. 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. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
 19. Adjournment

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 3**

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Report by Silicon Valley Clean Water (SVCW) Staff*

The Silicon Valley Clean Water (SVCW) Staff will provide an update on the plant's finance plan. The report will include items regarding SVCW Operations, CIP and Finance; including the WIFIA loan rate reset option, Bond Refunding and State Revolving Fund RESCUE plan.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Approve and Adopt Resolution Consenting to the Issuance by Silicon Valley Clean Water of Refunding Bonds to Refund All or a Portion of the 2014 Bonds and 2015 Bonds with the Principal Amount Allocated to West Bay Sanitary District not to exceed \$65 Million and Authorizing the District Manager to Approve Related Financing Documents and Actions Needed to Close the Bond Issue*

BACKGROUND

Silicon Valley Clean Water (“SVCW” or “the Authority”) launched a ten-year Capital Improvement Program (“CIP”) in 2008 to address critical infrastructure needs, including rehabilitation of the Wastewater Treatment Plant and replacement of the conveyance system including the forcemain and related pump stations. SVCW has frequently updated the CIP, most recently in January 2020, with the entire program currently estimated to cost approximately \$931 million from inception to completion. To date, SVCW has incurred approximately \$527 million of CIP expenditures on projects that included replacement of leaking sections of forcemain, upgrades to treatment plant processes, installation of energy solutions, and significant construction of Regional Environmental Sewer Conveyance Upgrade (RESCU) assets. The community has and will benefit as these projects enhance safety, reduce environmental risks, improve reliability of treatment operations, and reduces electricity costs.

To date, SVCW and its members have funded the CIP by issuing debt in a cost-effective manner while balancing financial risks. Sources of funds include State Revolving Fund (“SRF”) loans from the State Water Resources Control Board (“SWRCB” or “the State”), Water Infrastructure Finance and Innovation Act (“WIFIA”) Loans from the U.S. Environmental Protection Agency, tax-exempt Revenue Bonds, cash funding, grants, and a Line of Credit. SVCW incorporates this debt strategy into its annual Long-Range Finance Plan (“LRFP”), which measures the cost of funding the CIP. Each year in January the LRFP is presented to member agencies in preparation for their rate-setting efforts.

ANALYSIS

SVCW Members have, to date, supported an incremental funding approach of the CIP. Thus far, approximately \$658 million has been secured for capital projects. The table

below shows the largest sources of funds to date include \$310 million from Revenue Bonds and \$275 million from Governmental Loans.

Source of CIP Funds to date (\$ millions)			
Description	All-in TIC / Interest Rate	Max Proceeds	Available Proceeds at 9/30/2020
Bonds			
2008 Wastewater Revenue Bonds*	5.03%	\$ 10.01	\$ -
2009 Wastewater Revenue Bonds*	5.12%	55.86	-
2014 Wastewater Revenue Bonds	4.18%	65.54	-
2015 Wastewater Revenue Bonds	3.75%	30.00	-
2018 Wastewater Revenue Bonds	3.43%	148.98	15.02
Subtotal - Bonds		310.38	15.02
Cash Contributions in lieu of Debt			
Belmont		46.84	2.22
Redwood City		10.00	-
West Bay Sanitary District		13.02	6.14
Subtotal - Cash		69.85	8.36
Government Loans			
SWRCB SRF - Control Building	2.60%	11.36	-
SWRCB SRF - WWTP Improvements	1.80%	31.55	-
SWRCB SRF - Conveyance Planning	1.60%	14.00	-
U.S. EPA WIFIA / Notes - RESCU Program	2.40%	218.00	82.71
Subtotal - Government Loans		274.91	82.71
Grant Funding			
PG&E Cogeneration Grant		2.40	0.32
California Energy Commission		0.50	-
Subtotal - Grant Funding		2.90	0.32
TOTAL		\$ 658.05	\$ 106.41

* Series 2008 and 2009 Bonds previously refunded

For several months, SVCW has been negotiating final terms and conditions with the SWRCB for an additional \$169 million SRF Loan. This new SRF loan is anticipated to be at or below an interest rate of 1.10%. The State has, however, changed its policy regarding SRF security requirements as compared to other outstanding SVCW Debt and are requiring loan terms and conditions that will require SVCW to refund outstanding Bonds when economically feasible, but with specific deadlines. For the 2014 and 2015 Series, current market conditions suggest a refunding would be viewed as economically feasible by the State, which for these series has set a refunding deadline of June 30, 2022.

FINANCIAL IMPACT

SVCW 2014 Series Bonds have par value of \$53,860,000 outstanding. The interest rates range from 4.20% to 5.00%, and the series has call dates of February 1, 2022 (~\$5.5 million) and February 1, 2024 (~\$43.1 million). The 2015 Series Bonds have a par amount of \$64,995,000 outstanding at an interest rate of 5.00%. The series has a call date of August 1, 2025.

Changes in the Internal Revenue Service 2017 tax code now preclude tax-exempt bonds from being issued to refund tax-exempt bonds unless the refunding bonds close within 90 days of call date. Taxable bonds, however, may be issued at any time to refund outstanding bonds. In today's low interest rate environment, even taxable bonds would provide financial benefit. A full refunding of both Bond series is estimated to reduce debt service payments by approximately \$555 thousand annually (approximately 30.5% will belong to the West Bay Sanitary District ("WBSD")) and generate \$9.9 million in Net Present Value savings (approximately \$3.02 million for WBSD), as follows:

2014 and 2015 Series Refunding (\$ Millions)				
Series	Nominal Savings to WBSD	Net Present Value Savings to WBSD	Savings %	Escrow Efficiency
2014	\$2.68	\$1.86	11.6%	61%
2015	<u>\$1.59</u>	<u>\$1.16</u>	<u>5.4%</u>	<u>37%</u>
Combined	\$4.27	\$3.02	8.3%	50%

In addition to the refunding of 2014 and 2015 Series Bonds, preliminary analysis indicates it may be financially beneficial to include the SWRCB SRF Control Building loan in the refinancing. This original \$11.5 million loan was executed in 2011 with a 2.6% interest rate and a 20-year amortization, with repayments that started in 2013. At current interest rates, refinancing this loan could reduce cash flows by approximately \$20 thousand to \$50 thousand annually over the next 13 years. Approximately 29.6% will belong to WBSD and generate \$740 thousand in Net Present Value savings (approximately \$219 thousand for WBSD).

RECOMMENDATION

Approve and Adopt Resolution Consenting to the Issuance by Silicon Valley Clean Water of Refunding Bonds to Refund All or a Portion of the 2014 Bonds and 2015 Bonds with the Principal Amount Allocated to West Bay Sanitary District not to exceed \$65 Million and Authorizing the District Manager to Approve Related Financing Documents and Actions Needed to Close the Bond Issue.

Attachments:

District Resolution Approving Bond Refunding and Documents

Fourth Amendment to Financing Agreement

West Bay Sanitary District Appendix C to Preliminary Official Statement

Continuing Disclosure Certificate

Participating Member Risk Factor Section of Preliminary Official Statement

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST BAY SANITARY DISTRICT AUTHORIZING EXECUTION AND DELIVERY OF THE FOURTH AMENDMENT OF A FINANCING AGREEMENT WITH SILICON VALLEY CLEAN WATER RELATING TO THE ISSUANCE OF REFUNDING BONDS AND APPROVING RELATED DOCUMENTS AND OFFICIAL ACTIONS

WHEREAS, in order to provide for the transmission, treatment and disposal of wastewater, the City of Belmont, the City of Redwood City, the City of San Carlos and the West Bay Sanitary District (collectively, the “Members”) have previously entered into a Joint Exercise of Powers Agreement, dated as of November 13, 1975, as amended to the date hereof (as amended, the “Joint Powers Agreement”), under which Silicon Valley Clean Water (formerly known as the South Bayside System Authority) has been organized as a joint powers authority (the “Authority”), which is a public entity separate and apart from the Members; and

WHEREAS, under the Joint Powers Agreement, the Authority owns and operates a sub-regional wastewater treatment plant and related conveyance facilities which serve the Members (the “Project), and in order to provide financing for the Project, the Authority and the West Bay Sanitary District (the “District”) has entered into a financing agreement, as amended to the date hereof (as amended, the “Original Financing Agreement”), with respect to such financings; and

WHEREAS, in order to provide financing for the portion of the costs of the Project which are allocable to the City of Redwood City, the City of San Carlos and the West Bay Sanitary District, the Authority has previously issued its 2014 Wastewater Revenue Bonds which are currently outstanding in the aggregate principal amount of \$53,860,000 (the “2014 Bonds”) and its 2015 Wastewater Revenue Bonds which are currently outstanding in the aggregate principal amount of \$64,995,000 (the “2015 Bonds”); and

WHEREAS, given the current interest rate environment, there is an opportunity to refund all or a portion of the 2014 Bonds and/or all or a portion of the 2015 Bonds to reduce the debt service payments on such bonds and the District wishes to authorize and direct staff to take certain actions necessary to accomplish such refunding; and

WHEREAS, the Authority has requested that the District enter into a fourth amendment to the Original Financing Agreement (the “Fourth Amendment to Financing Agreement”, and, together with the Original Financing Agreement as previously amended, the “Financing Agreement”) in order to facilitate the delivery of the Refunding Bonds described below; and

WHEREAS, concurrently with the execution and delivery of the Fourth Amendment to Financing Agreement, the Authority is issuing its Wastewater Refunding Revenue Bonds (the “Refunding Bonds”) under an Indenture of Trust dated as of December 1, 2020, between the Authority and Zions Bancorporation, National Association to refinance certain costs of the Project by refunding all or a portion of the outstanding 2014 Bonds and/or all or a portion of 2015 Bonds; and

WHEREAS, pursuant to Government Code Section 5852.1, a good faith estimate of costs related to the Financing Agreement is set forth in Exhibit A attached to this Resolution, and such information is hereby disclosed and made public; and

WHEREAS, this Board of Directors wishes to approve the Fourth Amendment to Financing Agreement relating to the Refunding Bonds, and related documents and actions, in furtherance of the public purposes of the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the West Bay Sanitary District, as follows:

Section 1. Issuance of the Refunding Bonds. The Board of Directors hereby consents to the issuance of the Refunding Bonds by the Authority for the purpose of refunding all or a portion of the 2014 Bonds and/or all or a portion of the 2015 Bonds; provided however, that the principal amount of the Refunding Bonds allocated to the District shall not exceed \$65,000,000. The consent of the Board of Directors set forth in this Section 1 does not extend to any indebtedness or obligation of the Authority other than the Refunding Bonds.

Section 2. Approval of Fourth Amendment to Financing Agreement. The Fourth Amendment to Financing Agreement between the Authority and the District is hereby approved substantially in the form of the copy thereof on file in the Office of the Secretary, to which copy reference is hereby made for the full particulars thereof, and the President is hereby authorized and directed to execute said amendment and the Secretary is hereby authorized and directed to attest thereto, for and on behalf of the district.

Section 3. District Portion of Official Statement. The preparation and distribution of Appendix C to the Preliminary Official Statement for the Refunding Bonds (the "Preliminary Official Statement"), which contains information relating to the District, and in the forepart of the Preliminary Official Statement under the caption "CERTAIN PARTICIPATING MEMBER RISK FACTORS," excluding, however, any information under such caption which pertains specifically to any other Member (together "District Portion"), in substantially the form on file with the Secretary, is hereby approved. The District Manager is hereby authorized to execute a certificate pursuant to Rule 15c2-12 and Rule 10b-5 promulgated under the Securities Exchange Act of 1934 (the "Exchange Act"), relating to the District Portion of the Preliminary Official Statement. The District Manager is hereby authorized and directed to approve any changes in or additions to the portions of the final Official Statement which relate to the District. The District Manager is hereby authorized and directed to approve and deliver the District Portion of the Official Statement for the Refunding Bonds (the "Official Statement") in substantially the form provided for the Preliminary Official Statement, with such changes, insertions and omissions as may be approved by such officers. The District Manager is authorized and directed to execute and deliver a certificate to the Authority pursuant to Rule 10b-5 promulgated under the Exchange Act with respect to the District Portion of the Official Statement.

Section 4. Approval of Continuing Disclosure Certificate. The Board of Directors hereby approves the form of the Continuing Disclosure Certificate to be delivered by the District with respect to the Refunding Bonds, in the form on file with the Secretary together with any modifications thereof as may be approved by the District Manager, whose execution thereof shall be conclusive evidence of the approval of any such modifications. The District Manager is hereby authorized and directed to execute the final form of the Continuing Disclosure Certificate for and on behalf of the District.

Section 5. Approval of Closing Documents. The President, the Treasurer, the District Manager, and the Secretary and their duly authorized deputies, designees or agents are each hereby authorized and directed, in their respective official capacities, to execute or attest thereto, any and all

closing certificates which are necessary or appropriate to effectuate the purposes of the Fourth Amendment to Financing Agreement and the issuance and sale of the Refunding Bonds by the Authority.

Section 6. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

I hereby certify that the foregoing Resolution was passed and adopted by the Board of Directors of the West Bay Sanitary District at a regular meeting thereof duly held on the 18th day of November, 2020 by a vote of a majority of its members:

AYES:

NOES:

ABSENT:

ABSTAINED:

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

ATTEST:

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

EXHIBIT A

GOOD FAITH ESTIMATES PURSUANT TO GOVERNMENT CODE SECTION 5852.1

Set forth below are good faith estimates of Fieldman, Rolapp & Associates, Inc., the municipal advisor to Silicon Valley Clean Water, as required under Section 5852.1 of the California Government Code (the "Code"). The following estimates have no bearing on, and should not be misconstrued as, any not-to-exceed financial parameters authorized by resolution.

- (a) The true interest cost of the Bonds is estimated at 2.47%, calculated as provided in Section 5852.1(a)(1)(A) of the Code.
- (b) The finance charge of the Bonds allocated to the District, including all fees and charges paid to third parties, is estimated at \$229,213.
- (c) Proceeds of the Bonds allocated to the District for the sale of the Bonds, including the estimated principal amount of the proposed Bonds of \$43,280,000, less the finance charges set forth in (b) above, is equal to \$43,050,787.
- (d) The total payment amount allocated to the District calculated as provided in Section 5852.1(a)(1)(D) of the Code is estimated at \$55,948,388.

The foregoing are estimates and the final costs will depend on market conditions and can be expected to vary from the estimated amounts set forth above.

FOURTH AMENDMENT TO FINANCING AGREEMENT

This FOURTH AMENDMENT TO FINANCING AGREEMENT (this “Fourth Amendment”), dated as of December 1, 2020, is between SILICON VALLEY CLEAN WATER, a joint exercise of powers authority duly organized and existing under the laws of the State of California (the “Authority”), and the WEST BAY SANITARY DISTRICT, a sanitary district duly organized and existing under the laws of the State of California (the “District”), and further amends in part the Financing Agreement dated as of December 1, 2008 (the “Original Financing Agreement”), as amended by the First Amendment to Financing Agreement dated as of March 20, 2014 (the “First Amendment”), by the Second Amendment to Financing Agreement dated as of May 1, 2019 (the “Second Amendment”) and by the Third Amendment to Financing Agreement dated as of November 1, 2020 (the “Third Amendment” and together with the Original Financing Agreement, the First Amendment and the Second Amendment, the “Financing Agreement”), each by and between the Authority and the District.

BACKGROUND:

1. In order to provide for the transmission, treatment and disposal of wastewater, the District and the cities of Redwood City, San Carlos and Belmont (collectively, the “Members”) have previously entered into a Joint Exercise of Powers Agreement dated as of November 13, 1975, as amended and as it may be further amended from time to time (the “Joint Powers Agreement”), under which the Authority has been organized as a joint powers authority which is a public entity separate and apart from the Members.

2. Under the Joint Powers Agreement, the Authority owns and operates a sub-regional wastewater treatment plant and related conveyance facilities which serve the Members (the “Project”), and the Commission of the Authority has approved a 10-Year Capital Improvement Program for the construction of improvements to such plant and facilities, including the Regional Environmental Sewer Conveyance Upgrade Program.

3. With respect to the following agreements previously entered by and between the Authority and the California State Water Resources Control Board (the “SWRCB”), the District’s allocated share of payments thereunder has been determined in accordance with the Joint Powers Agreement:

- Planning Loan Agreement by and between the Authority and the SWRCB designated as Agreement No. D15-01025, as amended;
- Project Finance Agreement by and between the Authority and the SWRCB designated as Agreement No. 11-845-550, as amended; and
- Project Finance Agreement by and between the Authority and the SWRCB designated as Agreement No. 11-827-550, as amended.

4. The District acknowledges that while the payments allocated to the District under the Joint Powers Agreement to pay the foregoing financing agreements with the SWRCB were not previously secured by Net Revenues on a parity with Parity Debt, the SWRCB requires such payments to be secured by Net Revenues on a parity with Parity Debt on or prior to the SWRCB Parity Date as a condition for the Authority to obtain future financing from the SWRCB.

5. Section 14 of the Original Financing Agreement provides that the Original Financing Agreement may be amended by a written instrument duly authorized and executed by the Authority and the District, and the District and the Authority desire to further amend the Financing Agreement as set forth in this Fourth Amendment.

AGREEMENT:

In consideration of the foregoing and the material covenants hereinafter contained, the District and the Authority formally agree as follows:

Section 1. Definitions. All capitalized terms used in this Fourth Amendment and not defined herein shall have the respective meanings given such terms in the Financing Agreement.

Section 2. Amendment to Definition of Bonds. The definition of “Bonds” as set forth in the Financing Agreement will be amended in its entirety to read as follows:

“Bonds” means any bonds, notes, loans, or other obligations issued or incurred by the Authority in accordance with the Joint Powers Agreement to finance or refinance the Project which are expressly secured by SBSA Bond Payments, including, on and after the SWRB Parity Date, the SWRCB Loans set forth in subsection (a) of the definition thereof.”

Section 3. Addition of Definition of SWRCB Loans. The term “SWRCB Loans” is hereby added to Appendix A of the Original Financing Agreement having the following definition:

“SWRCB Loans” means, (a) the following loan agreements between the Authority and the State Water Resources Control Board: (i) Planning Loan Agreement designated as Agreement No. D15-01025, as amended; (ii) Project Finance Agreement designated as Agreement No. 11-845-550, as amended; and (iii) Project Finance Agreement designated as Agreement No. 11-827-550; and (b) any State Water Resources Control Board loans entered into by the Authority in the future.”

Section 4. Addition of Definition of SWRCB Parity Date. The term “SWRCB Parity Date” is hereby added to Appendix A of the Original Financing Agreement having the following definition:

“SWRCB Parity Date” means the earlier of (a) the date the 2014 Bonds, the 2015 Bonds and the 2018 Bonds are no longer outstanding and the WIFIA Loan Agreement (as defined in the Third Amendment) has been amended to provide that the District’s obligation to make its allocable share of payments under the SWRCB Loans shall be secured by a pledge of and lien upon any of the Net Revenues on a parity with Parity Debt, and (b) December 31, 2028 or such later date as may be agreed to by the Authority and the SWRCB in writing.”

Section 5. Provisions of the Financing Agreement in Effect. Except as expressly modified herein, all of the provisions of the Financing Agreement shall remain in full force and effect.

Section 6. Governing Law. This Fourth Amendment shall be construed and governed in accordance with the laws of the State of California applicable to contracts made and performed in such state.

Section 7. Partial Invalidity. If any section, paragraph, sentence, clause or phrase of this Fourth Amendment shall for any reason be held illegal, invalid or unenforceable, such holding shall not affect the validity of the remaining portions of this Fourth Amendment. The parties hereby declare that they each would have entered into this Fourth Amendment and each and every other section, paragraph, sentence, clause or phrase hereof irrespective of the fact that any one or more sections, paragraphs, sentences, clauses, or phrases of this Fourth Amendment may be held illegal, invalid or unenforceable.

Section 8. Execution in Counterparts. This Fourth Amendment may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the Authority and the District have caused this Fourth Amendment to be executed in their respective names by their duly authorized officers, all as of the date first above written.

SILICON VALLEY CLEAN WATER

By _____
Manager

ATTEST:

By _____
Chief Financial Officer

WEST BAY SANITARY DISTRICT

By _____
District Manager

ATTEST:

By _____
Secretary

APPENDIX C

INFORMATION ABOUT WEST BAY SANITARY DISTRICT

West Bay Sanitary District

The West Bay Sanitary District is an independent special district that provides wastewater collection and conveyance services to the City of Menlo Park, portions of the Cities of East Palo Alto, and Atherton, portions of the Towns of Woodside and Portola Valley, and portions of unincorporated San Mateo and Santa Clara counties. The District is located in the northern part of Silicon Valley approximately 26 miles south of San Francisco, between San Francisco and San Jose. The District was originally formed in December 1902 as the Menlo Park Sanitary District under the Sanitary Sewer Act of 1891. The District operated as the Menlo Park Sanitary District from 1902 until 1981 when its name was changed to the West Bay Sanitary District to more accurately reflect the service area. The powers of the District are established by the State of California Health and Safety Code. The District serves a population of approximately 55,000 via approximately 20,075 predominantly residential sewer service connections. Most recently the District has constructed and is operating the West Bay - Sharon Heights Recycled Water Treatment Plant. The plant recycles up to 0.5 MGD of recycled water for irrigation, street sweeping, and dust control.

Form of Government

The District is governed by a five-member Board of Directors whose members are elected at large from the District's service area to staggered terms of four years. The current members of the Board of Directors are:

<u>Director</u>	<u>Current Term Expires</u>
Fran Dehn, President	November 2024
David Walker, Secretary	November 2024
Roy Thiele-Sardiña, Treasurer	November 2022
Edward P. Moritz	November 2022
George Otte*	November 2024

* Vice Chair of the Silicon Valley Clean Water Commission
Source: West Bay Sanitary District

Day to day activities of the District are managed by a District Manager, who is appointed by the Board of Directors and oversees a staff of approximately 30 employees.

District Leadership

Sergio Ramirez, District Manager. Mr. Ramirez has over 25 years of water and wastewater experience. He was appointed District Manager in June 2020 after serving for ten years as the District's Operations Superintendent. Mr. Ramirez holds a Bachelor's Degree in Business Administration from Notre Dame de Namur of Belmont, California and holds a Grade IV in Collection System Maintenance from the California Water Environment Association (CWEA). Mr. Ramirez is a long time CWEA member and has served as Chairman on several CWEA committees over the years.

Bill Kitajima, Projects & IT Manager. With over 20 years at the District, Mr. Kitajima manages all capital improvement projects and Collection System Master Planning, prioritizes CIP projects, and oversees engineering, bidding and construction of all CIP projects. Mr. Kitajima also manages all databases and computer/server operations and replacements and day to day technical operations.

Debra Fisher, Finance Director. Ms. Fisher joined the District in March 2020. She brings twenty years of experience in government finance at Special Districts in California. Ms. Fisher holds a Bachelor’s Degree in Business Management and Accounting and a Master’s Degree in Business Administration

Bob Hulsmann, Operations Superintendent. Mr. Hulsmann was promoted to the position of Operations Superintendent in July 2020. In this position he oversees the Operations and Maintenance of West Bay’s collection system. He joined the West Bay team 10 years ago and has over 30 years’ experience in the wastewater industry. He holds a California Water Environment Association Grade III certificate in Mechanical Technology and a Grade IV in Collection System Maintenance.

The Wastewater System

The District owns and operates a sanitary sewer collection system consisting of approximately 210 miles of sewer pipelines ranging in size from 3 to 54 inches in diameter, and 12 sewer pump stations. The District’s wastewater collection system is in good operating condition and has an average age of approximately 50 years, with an estimated life of 90 years. The District owns a flow equalization facility, which has the capacity to hold approximately 18 million gallons of untreated wastewater. The District’s wastewater is conveyed to the Authority for treatment and disposal. The District also operates and maintains a recycled water plant in Sharon Heights, Menlo Park.

Wastewater Flow to Authority

The following table shows the District’s recent average daily wastewater flows to the Authority.

**TABLE C1
WEST BAY SANITARY DISTRICT
ANNUAL WASTEWATER FLOW**

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Average Daily Flow (mgd)	3.8	3.9	3.4	3.5	2.8

Source: Silicon Valley Clean Water.

The decrease in average daily flow from 2016-17 to 2017-18 was a result of less groundwater intrusion into the District’s wastewater system due to the replacement and lining of pipes and a decrease of new construction within the District.

Service Area & Customer Base

The District’s sewer service area is approximately 14 square miles and includes the City of Menlo Park, portions of the Cities of East Palo Alto and Atherton, portions of the Towns of Woodside and Portola Valley, and portions of unincorporated San Mateo and Santa Clara Counties.

The following table shows a history of residential and non-residential sewer accounts for the last five District fiscal years. Residential accounts comprised approximately 97% of the District's customer base in fiscal year 2019-20.

**TABLE C2
WEST BAY SANITARY DISTRICT
HISTORICAL SEWER ACCOUNTS**

	<u>2015-16</u>		<u>2016-17</u>		<u>2017-18</u>		<u>2018-19</u>		<u>2019-20</u>	
	<u>Accounts</u>	<u>% of Total</u>	<u>Accounts</u>	<u>% of Total</u>	<u>Accounts</u>	<u>% of Total</u>	<u>Accounts</u>	<u>% of Total</u>	<u>Accounts</u>	<u>% of Total</u>
Residential	18,585	97%	18,867	97%	19,455	97%	19,505	97%	19,515	97%
Commercial	<u>610</u>	<u>3</u>	<u>622</u>	<u>3</u>	<u>620</u>	<u>3</u>	<u>609</u>	<u>3</u>	<u>612</u>	<u>3</u>
Total	19,195	100%	19,489	100%	20,075	100%	20,114	100%	20,127	100%

Source: West Bay Sanitary District.

The following table shows a history of sewer service charge revenues broken down by residential and non-residential sewer accounts for the last five District fiscal years. In fiscal year 2019-20, residential customers accounted for 77% of the District's total sewer service charge revenues.

**TABLE C3
WEST BAY SANITARY DISTRICT
HISTORICAL SEWER SERVICE CHARGE REVENUES**

	<u>2015-16</u>		<u>2016-17</u>		<u>2017-18</u>		<u>2018-19</u>		<u>2019-20</u>	
	<u>Revenues</u>	<u>% of Total</u>	<u>Revenues</u>	<u>% of Total</u>	<u>Revenues</u>	<u>% of Total</u>	<u>Revenues</u>	<u>% of Total</u>	<u>Revenues</u>	<u>% of Total</u>
Residential	\$18,177,405	78%	\$19,616,295	80%	\$20,951,143	79%	\$21,997,676	75%	\$23,030,740	77%
Commercial	<u>5,030,737</u>	<u>22</u>	<u>4,866,919</u>	<u>20</u>	<u>5,440,555</u>	<u>21</u>	<u>7,502,196</u>	<u>25</u>	<u>6,995,092</u>	<u>23</u>
Total	\$23,208,142	100%	\$24,483,214	100%	\$26,391,698	100%	\$29,499,872	100%	\$30,025,832	100%

Source: West Bay Sanitary District.

The following table lists the District's 10 largest accounts by revenue for fiscal year 2019-20, the last audited fiscal year for which such information is available.

**TABLE C4
WEST BAY SANITARY DISTRICT
LARGEST CUSTOMERS, FISCAL YEAR 2019-20**

	<u>Description</u>	<u>Service Charges</u>	<u>% of Total</u>
<u>10 Largest Sewer Accounts</u>			
Hibiscus Properties LLC	Commercial	\$1,472,048	4.90%
Leland Stanford Jr University	Hotel	757,715	2.52
Facebook Inc.	Commercial	583,630	1.94
United States of America	Hospital	503,625	1.68
Anton Menlo Blackhorse LLC	Mixed Use Retail and Residential	465,294	1.55
Stanford Research Institute	Institutional	376,129	1.25
Spieker Richard Tod Tr	Residential (apartments)	348,392	1.16
Maximus Sg New Gf Owner LLC	Residential (apartments)	330,737	1.10
MP Hamilton 777 Properties LLC	Mixed Use Retail and Residential	229,515	0.76
CV Menlo Park LLC	Residential (apartments)	<u>171,842</u>	<u>0.57</u>
Subtotal		\$5,238,927	17.45%
All Other Customers		\$24,786,905	82.55%
Total		\$30,025,832	100%

Source: West Bay Sanitary District.

Sewer Utility Regulatory Issues

General. Regulatory requirements applicable to the District's sanitary sewer collection system are contained in or imposed by regulation pursuant to the Federal Water Pollution Control Act, as amended, and the State of California Porter Cologne Water Quality Control Act of 1969, as amended. Both federal and State regulations are administered through the San Francisco Bay Regional Water Quality Control Board. The District is not aware of any environmental or regulatory issues that would adversely impact its ability to provide sewer collection service.

Waste Discharge Requirements. The District is not subject to independent waste discharge requirements in connection with operation of its sanitary sewer collection system because it sends its sewage to the Authority for treatment and discharge.

Wastewater Rates & Billing

The District's wastewater rates and charges are independently established by the Board of Directors and do not require approval by any other legal entity. Single family residential customers are billed a flat annual charge for sewer service which is collected on property tax bills. Non-residential customers pay volumetric charges based on customer class and metered water use.

In April 2020, the District's Board of Directors approved a one-year 4.0% rate increase for fiscal year 2020-21. A hearing was held on April 22, 2020, in compliance with Article XIID of the California Constitution and the increased rates went into effect on July 1, 2020. The District expects to continue reviewing rate annually to continue to fund debt service and maintain healthy funding for capital improvement needs. There can be no assurance that any or future proposed rate increases will be approved following protest opposition under the Proposition 218 process.

The District’s rates for fiscal years 2016-17 through 2020-21 are shown in the following table. The rate increases below were adopted to support the District’s allocable share of debt service for SVCW’s CIP as well as SVCW operations and the District’s operating and capital programs. The District adopted its rates in compliance with Article XIID of the California Constitution. See “CONSTITUTIONAL LIMITATIONS ON APPROPRIATIONS – Articles XIIC and XIID” in the forepart of this Official Statement herein.

**TABLE C5
WEST BAY SANITARY DISTRICT
ADOPTED SEWER RATES**

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Residential (annual charge)	\$1,031	\$1,072	\$1,126	\$1,177	\$1,224
<i>Monthly Equivalent</i>	85.92	89.33	93.83	98.08	102
Non-Residential/Commercial					
Flow - \$ per hcf	\$9.51	\$8.38	\$7.90	\$7.00	\$7.28
BOD - \$ per pound	0.26	0.59	0.90	1.23	1.28
SS - \$ per pound	0.34	0.67	0.99	1.41	1.46

Source: West Bay Sanitary District.

Each year, the District calculates the wastewater charge for the upcoming fiscal year for each parcel in the District’s service area. These charges are submitted to San Mateo County for collection on the County’s property tax bills (except for approximately six customers located in Santa Clara County and governmental agencies, which are billed directly). The District’s wastewater charges are listed as a separate item on the tax bill and are collected at the same time and in the same manner as the County’s ad valorem property taxes. The District’s charges are subject to the same penalties and payment enforcement as the County’s taxes, which includes the potential to foreclose on properties with payment delinquencies.

San Mateo County’s property tax bills are due in equal installments on November 1 and February 1 of each fiscal year and become delinquent if not paid by December 10 and April 10 respectively. San Mateo County is on the Teeter Plan under which the County pays the District the full amount of all charges assessed on the County’s tax rolls, and also retains any penalties due to payment delinquency. The County pays the District for 100% of its annual wastewater billings, regardless of payment delinquencies. The County has the option to discontinue an agency’s participation in the Teeter Plan.

As of June 30, 2019, 0.03% of the sewer utility bills were 30 days delinquent, which represents approximately 4.0% of the total amounts billed for Fiscal Year 2019. As of June 30, 2020, the District did not have any sewer utility bills that were 30 days delinquent.

As a result of the coronavirus outbreak (the caption “CERTAIN PARTICIPATING MEMBER RISK FACTORS—Coronavirus” in the forepart of the Official Statement), the Governor signed Executive Order N-61-20 (“Order N-61-20”). Under Order N-61-20, certain provisions of the State Revenue and Taxation Code are suspended until May 6, 2021 to the extent said provisions require the County tax collector to impose penalties, costs or interest for the failure to pay secured or unsecured property taxes, or to pay a supplemental bill, before the date that such taxes become delinquent, subject to certain conditions set forth in in Order N-61-20. The District does not expect Order N-61-20 to materially adversely impact the timing or amount of receipt of the wastewater charges from the County. As described above, the District’s wastewater charges are included in the County’s Teeter Plan. The County has not notified the District of any plans to modify the Teeter Plan as a result of the COVID-19 outbreak.

Connection Fees for New Development

The District levies a sewer connection charge on new applicants for wastewater service and applicants for expanded service. The purpose of the charge is to recover a proportionate share of costs of District facilities benefiting new connections to the wastewater system. The District's connection fees are established by the Board of Directors. The District's current residential connection charge is a fixed, one-time charge of \$6,919 per residential unit. The fee for non-residential connections is based on the estimated wastewater discharge for each new account, as determined by the District.

In addition, pursuant to the Joint Powers Agreement, the District also collects the Authority's connection fees and periodically remits payment of these fees to the Authority. SVCW connection fee revenues are not Net Revenues of the District's wastewater system available to pay the District's allocable share of debt service on the 2020 Bonds. See "THE AUTHORITY AND THE WASTEWATER SYSTEM – Capacity Fees for New Development" in the forepart of this Official Statement.

The total connection charges collected by the District from new non-residential accounts, including both the District's and Authority's connection fees, are subject to a minimum charge of \$8,501 per connection.

Future Capital Needs

The District has budgeted spending approximately \$9.5 million in Fiscal Year 2020-21 and anticipates spending between approximately \$7.3 million and \$8.1 million per year for capital improvements to the District's wastewater system through fiscal year 2023-24. This level of expenditures represents an increase from the amounts spent on capital improvements annually in recent history. These improvements primarily include repairs, replacements, and other upgrades to the District's collection system pipelines, but also include some pump station improvements. The District anticipates funding these improvements on a pay-as-you-go, cash basis, along with proceeds of a State Revolving Fund loan in an approximate amount of \$22,595,000 (the "West Bay SRF Loan").

In addition, the District anticipates financing its allocable share of costs for the Authority's CIP, equal to approximately \$148 million through 2025-26 (after taking into account proceeds from the Prior SVCW 2018 Bonds, cash payments from the member agencies and outstanding SRF Loans) through the 2019 Notes, the WIFIA Loan, cash and other long-term debt issued by the Authority and/or the District.

Outstanding District Debt

The District incurred obligations in connection with the issuance by the Authority of the 2014 Bonds and the 2015 Bonds, which are being refunded from proceeds of the 2020 Bonds, and the 2018 Bonds, the WIFIA Loan, the 2019 Notes, SRF Loans, and the Line of Credit, as described in "THE AUTHORITY AND THE WASTEWATER SYSTEM – Outstanding Debt". The District's payment obligations to the Authority with respect to the SRF Loans and the Line of Credit are payable from Net Revenues on an unsecured basis.

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**TABLE C6
WEST BAY SANITARY DISTRICT
OUTSTANDING DEBT**

<i>Fiscal Year Ending June 30</i>	<i>Parity Debt</i>		<i>Other Debt</i>			<i>Subordinate Debt</i>		<i>Total</i>
	<i>2018 Bonds</i>	<i>2020 Bonds</i>	<i>WIFIA Loan⁽¹⁾</i>	<i>Existing SRF Loan</i>	<i>Conveyance Planning SRF Loan</i>	<i>West Bay SRF Loan⁽²⁾</i>	<i>Series 2019 Notes⁽³⁾</i>	
2021	\$1,837,712.50	--	--	\$ 726,842.69	--	\$ 488,839.02	--	
2022	1,839,212.50	--	--	726,842.69	\$ 409,613.87	675,540.88	--	
2023	1,834,337.50	--	--	726,842.69	409,613.87	675,540.88	--	
2024	1,837,962.50	--	--	726,842.69	409,613.87	675,540.88	59,775,000.00	
2025	1,834,962.50	--	--	726,842.69	409,613.87	675,540.88	--	
2026	1,835,337.50	--	--	726,842.69	409,613.87	675,540.88	--	
2027	1,838,837.50	--	--	726,842.69	409,613.87	675,540.88	--	
2028	1,835,462.50	--	\$ 2,599,598.34	726,842.69	409,613.87	675,540.88	--	
2029	1,835,212.50	--	2,599,598.34	726,842.69	409,613.87	675,540.88	--	
2030	1,837,837.50	--	2,599,598.34	726,842.69	409,613.87	675,540.88	--	
2031	1,838,212.50	--	2,599,598.34	726,842.69	409,613.87	675,540.88	--	
2032	1,836,337.50	--	2,599,598.34	726,842.69	--	675,540.88	--	
2033	1,837,337.50	--	2,599,598.34	726,842.69	--	675,540.88	--	
2034	1,836,637.50	--	2,599,598.34	506,765.20	--	675,540.88	--	
2035	1,834,218.75	--	2,599,598.34	506,765.20	--	675,540.88	--	
2036	1,835,300.00	--	2,599,598.34	506,765.20	--	675,540.88	--	
2037	1,835,000.00	--	2,599,598.34	506,765.20	--	675,540.88	--	
2038	1,837,400.00	--	2,599,598.34	--	--	675,540.88	--	
2039	1,837,750.00	--	2,599,598.34	--	--	675,540.88	--	
2040	1,836,800.00	--	2,599,598.34	--	--	675,540.88	--	
2041	1,834,500.00	--	2,599,598.34	--	--	675,540.88	--	
2042	1,835,400.00	--	2,599,598.34	--	--	675,540.88	--	
2043	1,839,000.00	--	2,599,598.34	--	--	675,540.88	--	
2044	1,834,125.00	--	2,599,598.34	--	--	675,540.88	--	
2045	1,837,050.00	--	2,599,598.34	--	--	675,540.88	--	
2046	1,838,750.00	--	2,599,598.34	--	--	675,540.88	--	
2047	1,837,850.00	--	2,599,598.34	--	--	675,540.88	--	
2048	1,838,712.50	--	2,599,598.34	--	--	675,540.88	--	
2049	1,836,587.50	--	2,599,598.34	--	--	675,540.88	--	
2050	--	--	2,599,598.34	--	--	675,540.88	--	
2051	--	--	2,599,598.34	--	--	--	--	
2052	--	--	2,599,598.34	--	--	--	--	
2053	--	--	2,599,598.34	--	--	--	--	
2054	--	--	2,599,598.34	--	--	--	--	
2055	--	--	2,599,598.34	--	--	--	--	
2056	--	--	2,599,598.34	--	--	--	--	
2057	--	--	2,599,598.34	--	--	--	--	
2058	--	--	2,599,598.34	--	--	--	--	
Total	\$52,263,843.75	\$	\$80,587,548.62	\$11,476,015.77	\$4,096,138.69	\$ 20,079,524.54	\$ 59,775,000.00	\$

(Footnotes on following page)

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- (1) Assuming a four-year deferral on the WIFIA Loan after substantial completion of the WIFIA Project, payment obligations of the District under the WIFIA Loan is not expected to begin until Fiscal Year 2027-28. Assumes a draw of \$218,000,000 by the Authority, the maximum amount able to be borrowed under the WIFIA Loan, on March 1, 2024.
- (2) Pursuant to an agreement between West Bay and Sharon Heights Golf and Country Club (“Sharon Heights”), Sharon Heights is expected to reimburse West Bay for all debt service payments on the West Bay SRF Loan.
- (3) Net of capitalized interest through Fiscal Year 2023-24. The principal of the 2019 Notes is expected to be paid with proceeds of the WIFIA Loan.

Source: West Bay Sanitary District.

Pension and Other Employee Benefit Costs

A significant portion of the District’s operation costs are employee costs, including pension and post-retirement medical benefit costs.

The District contributes to the California Public Employees’ Retirement System (“PERS”), an agent multiple-employer public employee defined benefit pension plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California.

Pension. Three-year trend information for the District’s pension plan is set forth below:

Three-Year Trend of Annual Pension Cost (Employer Portion)

<i>Fiscal year ended June 30</i>	<i>Annual pension cost (APC)</i>	<i>Percentage of APC contributed</i>	<i>Net pension obligations</i>
2017	\$ 387,500	100%	\$387,500
2018	413,896	100	413,896
2019	297,313	100	297,313

Source: West Bay Sanitary District 2019 Comprehensive Annual Financial Report.

Three-Year Trend of Funded Status of the Plan

Miscellaneous Plan Tier 1 (2.5% at 55 years)

<i>Valuation Date (June 30)</i>	<i>Accrued Liability</i>	<i>Share of Pool’s Market Value of Assets</i>	<i>Plan’s Share of Pool’s Unfunded Liability</i>	<i>Funded Ratio</i>	<i>Annual Covered Payroll</i>	<i>UAAL as a Percentage of Payroll</i>
2017	\$17,814,311	\$12,916,258	\$4,898,053	72.5%	\$2,143,803	228.5%
2018	19,542,390	13,915,290	5,627,100	71.2	2,025,779	277.8
2019	20,589,426	14,677,921	5,911,505	71.3	2,005,213	294.8

Source: PERS Actuarial Report July 2020.

Miscellaneous Plan Tier 2 (2% at 60 years)

<u>Valuation Date</u> <u>(June 30)</u>	<u>Accrued</u> <u>Liability</u>	<u>Share of Pool's</u> <u>Market Value</u> <u>of Assets</u>	<u>Plan's Share</u> <u>of Pool's</u> <u>Unfunded</u> <u>Liability</u>	<u>Funded Ratio</u>	<u>Annual</u> <u>Covered</u> <u>Payroll</u>	<u>UAAL as a</u> <u>Percentage of</u> <u>Payroll</u>
2017	\$0	\$(30)	\$30	0.0%	\$0	0.00%
2018	0	(25)	25	0.0	0	0.00
2019	0	0	0	0.0	0	0.00

Source: PERS Actuarial Report July 2020.

Miscellaneous Plan PEPPRA (2% at 62 years)

<u>Valuation Date</u> <u>(June 30)</u>	<u>Accrued</u> <u>Liability</u>	<u>Share of Pool's</u> <u>Market Value</u> <u>of Assets</u>	<u>Plan's Share</u> <u>of Pool's</u> <u>Unfunded</u> <u>Liability</u>	<u>Funded Ratio</u>	<u>Annual</u> <u>Covered</u> <u>Payroll</u>	<u>UAAL as a</u> <u>Percentage of</u> <u>Payroll</u>
2017	\$133,475	\$128,602	\$4,873	96.3%	\$574,424	0.8%
2018	234,064	216,694	17,370	92.6	754,034	0.2
2019	386,264	356,109	30,155	92.2	1,004,146	0.3

Source: PERS Actuarial Report July 2020.

As of June 30, 2019, the most recent actuarial valuation date, the market value of the Plan's assets was \$356,109, resulting in a funded ratio of 92.2%.

PERS has announced a preliminary investment return of 4.7% for fiscal year 2019-20 which is less than the 7.0% discount rate that is part of the assumptions used to determine the District's contributions in fiscal year 2020-21 and projected contributions for fiscal year 2022-23. The District can make no projections at this time with respect to the effect of PERS investment return for fiscal year 2019-20 on the District's future contribution rate. See the caption "CERTAIN PARTICIPATING MEMBER RISK FACTORS—Coronavirus" in the forepart of the Official Statement.

For more information with respect to the District's Defined Benefit Pension Plan obligations, see Note (10) to the District's audited financial statements attached hereto as Exhibit C-I.

Recent Changes by PERS. On November 18, 2015, the PERS Board adopted a funding risk mitigation policy intended to incrementally lower its discount rate – its assumed rate of investment return – in years of good investment returns, help pay down the pension fund's unfunded liability, and provide greater predictability and less volatility in contribution rates for employers. The policy establishes a mechanism to reduce the discount rate in years when investment returns outperform the existing discount rate, currently 7.0%. PERS expects that reducing the volatility of investment returns will increase the long-term sustainability of PERS pension benefits for members. In February 2017, the PERS Board revised the funding risk mitigation policy. The revisions include suspension of the policy until fiscal year 2020-21, and a decrease of the required first excess investment return threshold from 4 to 2 percent. More information about the funding risk mitigation policy can be accessed through PERS' web site at the following website address: <https://www.calpers.ca.gov>.

The reference to this Internet website is provided for reference and convenience only. The information contained within the website may not be current, has not been reviewed by the District and is not incorporated in this Official Statement by reference.

On December 21, 2016, the PERS Board voted to lower its discount rate from 7.5% to 7.0% over the next three years according to the following schedule.

<u>Valuation Date</u>	<u>Fiscal Year Required Contribution</u>	<u>Discount Rate</u>
June 30, 2016	2018-19	7.375%
June 30, 2017	2019-20	7.250
June 30, 2018	2020-21	7.000

On February 14, 2018, the PERS Board adopted revisions to its actuarial amortization policy. Major revisions that affect State plans were made to the amortization of investment gains and losses, as well as to actuarial surplus. For the amortization of investment gains and losses, the amortization period was reduced from 30 years to 20 years, and the 5-year direct smoothing process was removed from the end of the amortization period. Amortization of actuarial surplus was eliminated. These policy revisions will be applied to the amortization of investment gains and losses, and actuarial surplus, experienced on or after June 30, 2019. These revisions will affect contributions starting in Fiscal Year 2020-21.

Other Post-Employment Benefits (OPEB). In June 2015, the Governmental Accounting Standards Board (“GASB”) issued Statement No. 75, Accounting and Financial Reporting for Postemployment Benefit Other Than Pension, which is effective for the fiscal year ended June 30, 2019. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployments benefits or OPEB). For the fiscal year ending June 30, 2019, the District restated its beginning net position as part of implementation of this Statement.

The District’s net OPEB liability was measured as of June 30, 2018 (measurement date), and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2018 (valuation date) for the fiscal year ended June 30, 2019 (reporting date). The following summarizes the changes in the net OPEB liability during the year ended June 30, 2019:

	<i>Increase (Decrease)</i>		
	<u>Total OPEB Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Net OPEB Liability</u>
Balance at June 30, 2018	\$ 293,633	\$ 235,234	\$ 58,399
Service cost	6,708	--	6,708
Interest in Total OPEB Liability	17,188	--	17,188
Employer contributions	--	14,335	(14,355)
Actual investment income	--	12,089	(12,089)
Benefit payments	(14,335)	(14,335)	--
Net changes	9,561	12,089	(2,528)
Balance at June 30, 2019	\$ 303,194	\$ 247,323	\$ 55,871

Source: West Bay Sanitary District 2019 Audit Report.

The District’s annual contributions to its OPEB plan is based on the actuarially determined contribution (“ADC”). The ADC represents the annual employer contribution that along with member contributions and investment income is projected to fully fund the OPEB plan over a static 30 years beginning in fiscal year 2015-16. The following tables shows the District’s contributions to the OPEB plan and the funded status of the OPEB plan for the last two fiscal years:

Trend of Annual OPEB Plan Contributions

<i>Fiscal year ended June 30</i>	<i>Actuarially Determined Contribution</i>	<i>Actual Contribution</i>	<i>Contribution Deficiency/(Excess)</i>
2018	\$11,604	\$(12,089)	\$(485)
2019	11,579	(15,717)	(4,138)
2020	15,097	(10,693)	4,404

Source: West Bay Sanitary District 2019 Audit Report.

Funded Status of the OPEB Plan

<i>Fiscal Year Ended (June 30)</i>	<i>OPEB Liability</i>	<i>Plan Fiduciary Net Position</i>	<i>Net OPEB Liability/(Asset)</i>	<i>Plan Fiduciary Net Position as % of OPEB Liability</i>	<i>Annual Covered Payroll</i>	<i>Net OPEB Liability as a % of payroll</i>
2018	\$293,633	\$235,234	\$58,399	80.1%	\$2,799,216	2.09%
2019	303,194	247,323	55,871	81.6	2,795,654	2.00
2020	374,279	263,040	111,239	70.3	3,697,419	3.01

Source: West Bay Sanitary District 2019 Audit Report.

For more information with respect to the District’s Other Post Employment Benefits obligations, see Note (11) to the District’s audited financial statements attached hereto as Exhibit C-I.

Historical Revenues and Expenses and Debt Service Coverage

The table on the following page shows a history of revenues, expenses, and net revenues based on information provided in the District’s audited financial statements and by the District. These results have been derived from the audited financial statements of the District, but exclude certain receipts which are not included as Gross Revenues under the West Bay Financing Agreement and certain non-cash items and include certain other adjustments. For more information with respect to the operating results of the District, see the District’s audited financial statements attached hereto as Exhibit C-I.

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TABLE C7
WEST BAY SANITARY DISTRICT
HISTORIC OPERATING RESULTS AND DEBT SERVICE COVERAGE
FISCAL YEAR ENDED JUNE 30

	2015	2016	2017	2018	2019
GROSS REVENUES⁽¹⁾					
Sewer Service Charges ⁽²⁾	\$ 21,067,232	\$ 23,208,142	\$ 24,483,213	\$ 26,391,698	\$ 29,499,873
Connection Fees ⁽³⁾	5,696,108	1,281,475	1,912,132	570,181	2,324,721
Investment Earnings & Other Revenues ⁽⁴⁾	<u>1,324,000</u>	<u>1,555,251</u>	<u>1,790,634</u>	<u>1,508,310</u>	<u>2,712,368</u>
Total Revenues	\$ 28,087,340	\$ 26,044,868	\$ 28,185,979	\$ 28,470,189	\$ 34,536,962
OPERATION AND MAINTENANCE COSTS					
Operating Expenses	\$ 14,820,036	\$ 18,467,856	\$ 18,906,942	\$ 20,694,823	\$ 27,060,288
Less Depreciation	(1,300,476)	(1,514,901)	(1,652,638)	(1,868,991)	(2,102,004)
Less SBSA Bond Payments and District Share of Other SVCW Obligations ⁽⁵⁾	(2,537,742)	(2,393,178)	(3,142,143)	(3,666,678)	(5,498,794)
Less SVCW Non-Operating Payments ⁽⁶⁾	<u>--</u>	<u>(153,494)</u>	<u>(410,664)</u>	<u>(414,948)</u>	<u>(7,262,832)</u>
Total Operation and Maintenance Costs	\$ 10,981,818	\$ 14,406,283	\$ 13,701,497	\$ 14,744,206	\$ 12,196,658
NET REVENUES	17,105,522	11,638,585	14,484,482	13,725,983	22,340,304
Financing Agreement Supported Debt⁽⁷⁾					
SVCW 2008 Bonds	\$ 201,378	\$ 154,689	\$ --	\$ --	\$ --
SVCW 2009 Bonds (Net) ⁽⁸⁾	1,127,003	766,010	965,792	968,710	964,652
SVCW 2014 Bonds	989,284	1,145,509	1,144,324	1,144,175	1,144,768
SVCW 2015 Bonds	--	106,893	811,950	826,950	824,050
SVCW 2018 Bonds	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>1,838,480</u>
Total Financing Agreement Supported Debt	\$ 2,317,665	\$ 2,173,101	\$ 2,922,066	\$ 2,939,835	\$ 4,771,951
District Share of Other SVCW Obligations⁽⁹⁾					
SRF Loan	\$ 220,077	\$ 220,077	\$ 220,077	\$ 726,843	\$ 726,843
Total District Share of Other SVCW Obligations	\$ 220,077	\$ 220,077	\$ 220,077	\$ 726,843	\$ 726,843
Total Financing Agreement Supported Authority Debt and District Share of Other SVCW Obligations	\$ 2,537,742	\$ 2,393,178	\$ 3,142,143	\$ 3,666,678	\$ 5,498,794
Total Financing Agreement Supported Authority Debt and District Share of Other SVCW Obligations Coverage⁽¹⁰⁾	6.74	4.86	4.61	3.74	4.06

(1) Revenues shown are based on accrual basis under GAAP. See Note 2 of the West Bay Financial Statements attached hereto as Exhibit C-I.

(2) Includes "Service charges."

(3) Reflects "Capital Contributions" in the West Bay Financial Statements.

(4) Includes flow equalization uses, permit and inspection fees and other services, other operating revenues, investment income and other nonoperating revenues.

(5) Represents West Bay's SBSA Bond Payments obligations on the Parity Debt outstanding under the West Bay Financing Agreement and West Bay's proportionate share of other SVCW obligations which are junior and subordinate to the pledge of and lien upon the Net Revenues established under the West Bay Financing Agreement. Remaining treatment operating expenses paid to SVCW are included in the Operating Expenses.

(6) Represents West Bay share of SVCW pay go capital expenditures.

(7) Represents West Bay's SBSA Bond Payments due under the West Bay Financing Agreement with respect to the Authority's outstanding debt, which are senior to the pledge of and lien upon the Net Revenues for the payment of Subordinate Debt under the West Bay Financing Agreement. Amounts shown are net of reserve and interest credits received by West Bay.

(8) Represents SBSA Bond Payments with respect to the SVCW 2009 Bonds, net of West Bay's proportionate share of Refundable Credits received as a result of receipt by the Authority of cash subsidy payments from the United States Treasury.

(9) Represents West Bay share of other SVCW obligations which are junior and subordinate to the pledge of and lien upon the Net Revenues for the payment of SBSA Bond Payments on the Parity Debt and payments of principal of and interest on any Subordinate Debt.

(10) Represents Net Revenues divided by Total SBSA Bond Payments and District Share of Other SVCW Obligations.

Source: West Bay Sanitary District.

Projected Revenues, Expenses, and Debt Service Coverage

The estimated projected operating results and debt service coverage of the District for the Fiscal Years ending June 30, 2020 (based on unaudited actual results) through 2024 are set forth below, excluding District revenues that are not pledged towards payment of principal of and interest on Parity Debt and Subordinate Debt. The projected operating results reflect certain significant assumptions concerning future events and circumstances. The financial forecast represents the District’s estimate of projected financial results based on the assumptions stated in the footnotes to the chart set forth below. Such assumptions are material in the development of the District’s financial projections, and variations in the assumptions may produce substantially different financial results. Actual operating results achieved during the projection period may vary from those presented in the forecast and such variations may be material.

Under the West Bay Financing Agreement, the District may issue additional obligations constituting Parity Debt, which debt would be secured by a pledge of and lien upon the Net Revenues on a parity with the District’s allocable share of the 2020 Bonds. See “SECURITY FOR THE OBLIGATIONS – Financing Agreements” in the forepart of this Official Statement and “APPENDIX F – SUMMARY OF PRINCIPAL LEGAL DOCUMENTS” attached hereto.

The District anticipates paying its allocable share of debt service on the 2019 Notes at maturity with proceeds of the WIFIA Loan. The District’s ability to pay its allocable share of debt service on the 2019 Notes is dependent on the availability of proceeds of the WIFIA Loan or, if such proceeds were not to be available at the maturity of the 2019 Notes, SVCW’s ability to issue and sell refunding obligations prior to the maturity of the 2019 Notes. See the captions “INTRODUCTION—WIFIA Loan” and “CERTAIN AUTHORITY RISK FACTORS—Failure to Issue Refunding Bonds or Notes” in the forepart of this Official Statement.

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TABLE C8
WEST BAY SANITARY DISTRICT
PROJECTED OPERATING RESULTS AND DEBT SERVICE COVERAGE
FISCAL YEAR ENDING JUNE 30

	2020 ⁽¹⁾	2021 ⁽²⁾	2022	2023	2024
GROSS REVENUES					
Sewer Service Charges ⁽³⁾	\$ 30,025,832	\$ 30,774,058	\$ 32,449,769	\$ 33,760,558	\$ 34,779,528
Connection Fees ⁽⁴⁾	572,970	500,000	500,000	500,000	500,000
Investment Earnings & Other Revenues ⁽⁵⁾	2,250,610	866,184	2,280,921	2,302,971	2,320,736
West Bay SRF Reimbursement ⁽⁶⁾	<u>878,206</u>	<u>1,267,361</u>	<u>1,188,832</u>	<u>1,223,108</u>	<u>1,253,057</u>
Total Revenues	\$ 33,727,617	\$ 33,407,603	\$ 36,419,522	\$ 37,786,637	\$ 38,853,320
OPERATION AND MAINTENANCE COSTS					
Operating Expenses ⁽⁷⁾	7,827,153	9,941,842	10,739,512	11,325,600	11,775,151
SVCW Operating Expenses ⁽⁸⁾	<u>6,864,372</u>	<u>6,883,538</u>	<u>7,311,294</u>	<u>7,393,978</u>	<u>7,695,925</u>
Total Operation and Maintenance Costs	\$ 14,691,525	\$ 16,825,380	\$ 18,050,806	\$ 18,716,578	\$ 19,471,076
NET REVENUES	\$ 19,036,092	\$ 16,582,223	\$ 18,368,716	\$ 19,067,059	\$ 19,382,244
Financing Agreement Supported Debt and West Bay SRF Loan⁽⁹⁾					
SVCW 2009 Bonds ⁽¹⁰⁾	\$ 810,663	\$ --	\$ --	\$ --	\$ --
SVCW 2014 Bonds ⁽¹¹⁾	1,144,887	391,929	--	--	--
SVCW 2015 Bonds ⁽¹¹⁾	1,019,907	1,107,625	--	--	--
SVCW 2018 Bonds	1,834,713	1,837,713	1,839,213	1,834,338	1,837,963
SVCW 2020 Bonds	--	1,165,933	2,584,698	2,577,795	2,574,279
West Bay SRF Loan	--	675,541	675,541	675,541	675,541
WIFIA Loan ⁽¹²⁾	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
Total Financing Agreement Supported Debt and West Bay SRF Loan	\$ 4,810,168	\$ 5,178,740	\$ 5,099,451	\$ 5,087,674	\$ 5,087,782
Financing Agreement Supported Debt Coverage⁽¹³⁾	3.96	3.20	3.60	3.75	3.81
Net Revenues Available to Pay Other SVCW Obligations and Other District Debt	\$ 14,225,924	\$ 11,403,483	\$ 13,269,265	\$ 13,979,385	\$ 14,294,462
District Share of Other SVCW Obligations⁽¹⁴⁾					
SRF Loans	<u>726,843</u>	<u>726,843</u>	<u>1,136,457</u>	<u>1,136,457</u>	<u>2,972,987</u>
Total District Share of Other SVCW Obligations	\$ 726,843	\$ 5,905,583	\$ 6,235,908	\$ 6,244,130	\$ 8,060,769
Total Financing Agreement Supported Authority Debt Service, West Bay SRF Loan and District Share of Other SVCW Obligations⁽¹⁵⁾	\$ 5,537,011	\$ 11,084,324	\$ 11,335,359	\$ 11,311,804	\$ 13,148,551
Total Financing Agreement Supported Authority Debt Service, West Bay SRF Loan and District Share of Other SVCW Obligations Coverage⁽¹⁶⁾	3.44	1.50	1.62	1.69	1.47
Net Revenues Available to Pay Subordinate Debt	\$ 13,499,081	\$ 5,497,900	\$ 7,033,357	\$ 7,755,255	\$ 6,233,693
Subordinate Debt⁽¹⁷⁾					
Series 2019 Notes ⁽¹⁸⁾	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
Total Subordinate Debt	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subordinate Debt Coverage	--	--	--	--	--
Net Revenues Available to Pay Capital & Other Non-Operating	\$ 13,499,081	\$ 5,497,900	\$ 7,033,357	\$ 7,755,255	\$ 6,233,693
Capital & Other Non-Operating					
District Capital Improvements	\$ 2,672,383	\$ 9,500,000	\$ 8,004,616	\$ 7,262,254	\$ 7,620,122
SVCW Pay-Go Capital Funding	<u>7,136,388</u>	<u>756,986</u>	<u>939,400</u>	<u>1,073,600</u>	<u>1,207,800</u>
Total Capital & Other Non-Operating	\$ 9,808,771	\$ 10,256,986	\$ 8,944,016	\$ 8,335,854	\$ 8,827,922
Net Revenues (Deficit) Available After Capital & Other Non-Operating⁽¹⁹⁾	\$ 3,690,311	\$ (4,759,086)	\$ (1,910,659)	\$ (580,599)	\$ (2,594,229)

(Continued from previous page)

- (1) Fiscal year 2019-20 amounts are based on unaudited actual results.
- (2) Fiscal year 2020-21 amounts are based on budgeted amounts.
- (3) Fiscal years from fiscal year 2021-22 and 2022-23 assume annual rate increases of 3%. Fiscal year 2023-24 assumes an annual rate increase of 2%. No assurances can be made that such rate increases will be approved. See the caption “—Wastewater Rates & Billing” herein.
- (4) Projected to remain flat through fiscal year 2023-24.
- (5) Includes interest income and maintenance contracts with other entities.
- (6) Pursuant to an agreement between West Bay and Sharon Heights Golf and Country Club (“Sharon Heights”), Sharon Heights is expected to reimburse West Bay for all debt service payments on the West Bay SRF Loan.
- (7) Increase in Fiscal Year 2020-21 reflects a budgeted contribution of approximately \$1 million toward the District’s unfunded liability for PERS. Fiscal years 2021-22 through 2023-24 assume annual contributions of \$1 million.
- (8) SVCW operating expenses assume 3% annual increases for personnel (including benefits) and utilities and 3% annual increases for administrative expenses, equipment and supplies, and professional services.
- (9) Represents West Bay’s SBSA Bond Payments due under the West Bay Financing Agreement with respect to the Authority’s outstanding Parity Debt and the West Bay SRF Loan, which are senior to the pledge of and lien upon the Net Revenues for the payment of Subordinate Debt under the West Bay Financing Agreement. Amounts shown are gross of any reserve and interest credits that may be received by West Bay.
- (10) Represents gross SBSA Bond Payments with respect to the SVCW 2009 Bonds, excluding West Bay’s proportionate share of any Refundable Credits that may be received as a result of receipt by the Authority of cash subsidy payments from the United States Treasury.
- (11) Reflects the refunding of the 2014 Bonds and the 2015 Bonds from a portion of the proceeds of the 2020 Bonds. See the caption “REFUNDING PLAN” in the Official Statement.
- (12) Assuming a four-year deferral on the WIFIA Loan, after substantial completion of the project, payment obligations of the District under the WIFIA Loan is not expected to begin until Fiscal Year 2027-28.
- (13) Represents Net Revenues divided by Total Financing Agreement Supported Debt and West Bay SRF Loan.
- (14) Represents West Bay’s share of other SVCW obligations, which are junior and subordinate to the pledge of and lien upon the Net Revenues for the payment of SVCW Bond Payments on the Parity Debt and senior to payments of principal of and interest on any Subordinate Debt. Includes the West Bay’s estimated share of SVCW’s SRF loan expected to be executed and delivered in December 2020.
- (15) Represents West Bay’s total Parity Debt and West Bay’s share of other SVCW obligations.
- (16) Represents Net Revenues divided by the sum of total Parity Debt and West Bay’s share of other SVCW obligations.
- (17) Represents West Bay’s payment obligations on the Subordinate Debt outstanding under the West Bay Financing Agreement, which are junior to the pledge of an lien upon the Net Revenues for the payment of Parity Debt under the West Bay Financing Agreement.
- (18) Debt service is shown net of capitalized interest through Fiscal Year 2023-24. The principal of and interest on the 2019 Notes are expected to be paid with proceeds of the WIFIA Loan.
- (19) Any excess Capital & Other Non-Operating expenses are paid out of District’s cash and investments.

Source: *West Bay Sanitary District*.

Absence of Litigation

The District is not aware of any action, suit, or proceeding known to be pending or threatened, that would affect the execution of the District’s Financing Agreement with the Authority, or materially adversely impact the District’s finances.

Financial Statements

The District’s financial statements and compliance letter for the fiscal year ending June 30, 2019 are attached hereto as Exhibit C-I. The District’s financial statements were audited by Chavan & Associates, LLP (the “Auditor”). The Auditor’s letter concludes that the District’s financial statements present fairly, in all material respects, the respective financial position of the District, as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year that ended in accordance with accounting principles generally accepted in the United States of America. The Auditor has not been asked to consent to the inclusion of the City’s audited financial statements in this Official Statement. The Auditor has not been engaged to perform and has not performed, since the date of the financial statements and compliance letter for the fiscal year ending June 30, 2019, any procedures on the financial statements addressed therein. The Auditor has not performed any procedures relating to this Official Statement.

Constitutional Limitations on Appropriations and Charges

Articles XIII A, XIII B, XIII C and XIII D of the California State Constitution were adopted as a measure that qualified for the ballot pursuant to California’s initiative process. From time to time other initiatives could be proposed and adopted affecting the ability of the District to increase revenues sufficient

to make payments to the Authority under the Joint Powers Agreement or the West Bay Financing Agreement.

The District is subject to the property tax limitations set forth in Article XIII A of the California State Constitution. However, no property taxes levied or collected by the District are pledged to the payment of SBSA Bond Payments under the West Bay Financing Agreement.

See the captions “CONSTITUTIONAL LIMITATIONS ON APPROPRIATIONS AND CHARGES” and “PARTICIPATING MEMBERS—Articles XIIC and XIID and the Participating Members’ Sewer Rates and Charges” in the forepart of this Official Statement.

Continuing Disclosure

The District has covenanted in a Continuing Disclosure Certificate for the benefit of the Owners and Beneficial Owners of the 2020 Bonds to provide certain financial information and operating data relating to the District by not later than nine months after the end of the District’s fiscal year (currently March 31) (the “Annual Report”), commencing with the Annual Report that is due March 31, 2021. The Annual Report will be filed by the District with EMMA. The specific nature of the information as well as certain enumerated events to be contained in the Annual Reports is set forth in Appendix G to this Official Statement. These covenants have been made in order to assist the Underwriter in complying with Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission.

[Discussion re Prior Compliance to come]

[Discussion re Disclosure Policies to come]

\$ _____
**SILICON VALLEY CLEAN WATER
WASTEWATER REVENUE BONDS, SERIES 2020A (TAXABLE)**

**WEST BAY SANITARY DISTRICT
CONTINUING DISCLOSURE CERTIFICATE**

This CONTINUING DISCLOSURE CERTIFICATE (this “Disclosure Certificate”) is executed and delivered by the WEST BAY SANITARY DISTRICT (the “Participating Member”) in connection with the issuance of the Silicon Valley Clean Water Wastewater Refunding Revenue Bonds, Series 2020A (Taxable) (the “Bonds”). The Bonds are being issued pursuant to an Indenture of Trust, dated as of December 1, 2020 (the “Indenture”), by and between Silicon Valley Clean Water (the “Authority”) and Zions Bancorporation, National Association, as trustee. The Bonds are payable from revenues, including payments to be made by the Participating Member under a Financing Agreement (the “Financing Agreement”), between the Authority and the Participating Member.

The Participating Member covenants and agrees as follows:

Section 1. Purpose of the Disclosure Certificate. This Disclosure Certificate is being executed and delivered by the Participating Member for the benefit of the holders and beneficial owners of the Bonds and in order to assist the Participating Underwriter in complying with S.E.C. Rule 15c2-12(b)(5).

Section 2. Definitions. In addition to the definitions set forth above and in the Indenture and the Financing Agreement, which apply to any capitalized term used in this Disclosure Certificate unless otherwise defined in this Section, the following capitalized terms shall have the following meanings:

“*Annual Report*” means any Annual Report provided by the Participating Member pursuant to, and as described in, Sections 3 and 4.

“*Annual Report Date*” means the date that is nine months after the end of the Participating Member’s fiscal year (currently March 31 based on the Participating Member’s fiscal year end of June 30).

“*Dissemination Agent*” means, initially, the Participating Member, or any successor Dissemination Agent designated in writing by the Participating Member and which has filed with the Participating Member a written acceptance of such designation.

“*Financial Obligation*” means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term financial obligation shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

“*MSRB*” means the Municipal Securities Rulemaking Board, which has been designated by the Securities and Exchange Commission as the sole repository of disclosure information for

purposes of the Rule, or any other repository of disclosure information that may be designated by the Securities and Exchange Commission as such for purposes of the Rule in the future.

“Official Statement” means the final official statement executed by the Authority in connection with the issuance of the Bonds.

“Participating Underwriter” means the original underwriter of the Bonds required to comply with the Rule in connection with offering of the Bonds.

“Rule” means Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as it may be amended from time to time.

Section 3. Provision of Annual Reports.

(a) The Participating Member shall, or shall cause the Dissemination Agent to, not later than the Annual Report Date, commencing March 31, 2021, with the report for the 2019-20 fiscal year, provide to the MSRB, in an electronic format as prescribed by the MSRB, an Annual Report that is consistent with the requirements of Section 4. Not later than 15 Business Days prior to the Annual Report Date, the Participating Member shall provide the Annual Report to the Dissemination Agent (if other than the Participating Member). If by 15 Business Days prior to the Annual Report Date the Dissemination Agent (if other than the Participating Member) has not received a copy of the Annual Report, the Dissemination Agent shall contact the Participating Member to determine if the Participating Member is in compliance with the previous sentence. The Annual Report may be submitted as a single document or as separate documents comprising a package, and may include by reference other information as provided in Section 4; provided that the audited financial statements of the Participating Member may be submitted separately from the balance of the Annual Report, and later than the Annual Report Date, if not available by that date. If the Participating Member’s fiscal year changes, it shall give notice of such change in the same manner as for an Annual Report. The Participating Member shall provide a written certification with each Annual Report furnished to the Dissemination Agent to the effect that such Annual Report constitutes the Annual Report required to be furnished by the Participating Member hereunder.

(b) If the Participating Member does not provide (or cause the Dissemination Agent to provide) an Annual Report by the Annual Report Date, the Participating Member, in a timely manner, shall provide (or cause the Dissemination Agent to provide) to the MSRB, in an electronic format as prescribed by the MSRB, a notice in substantially the form attached as Exhibit A.

(c) With respect to each Annual Report, the Dissemination Agent shall:

(i) determine each year prior to the Annual Report Date the then-applicable rules and electronic format prescribed by the MSRB for the filing of annual continuing disclosure reports; and

(ii) if the Dissemination Agent is other than the Participating Member, file a report with the Participating Member certifying that the Annual Report has been provided under this Disclosure Certificate, and stating the date it was provided.

Section 4. Content of Annual Reports and Notice of Financial Obligation. The Annual Report for the Participating Member shall contain or incorporate by reference the following:

(a) The Participating Member's audited financial statements prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the Participating Member's audited financial statements are not available by the Annual Report Date, the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.

(b) Unless otherwise provided in the audited financial statements filed on or before the Annual Report Date, financial information and operating data with respect to the Participating Member for the preceding fiscal year, substantially similar to that provided in the corresponding tables in the Official Statement:

(i) revenues by class of user for the Wastewater System for the most recently completed fiscal year;

(ii) the top ten Wastewater System users by revenue for the most recently completed fiscal year;

(iii) a description of any revisions to the wastewater rates which were adopted or which took effect during the most recently completed fiscal year;

(iv) the Wastewater System's revenues and expenses and Net Revenues, including debt service and coverage ratios, for the most recently completed fiscal year; and

(v) a description of any additional indebtedness incurred by the Participating Member during the most recently completed fiscal year which is payable from revenues of the Wastewater System.

(c) In addition to any of the information expressly required to be provided under this Disclosure Certificate, the Participating Member shall provide such further material information, if any, as may be necessary to make the specifically required statements, in the light of the circumstances under which they are made, not misleading.

(d) The District shall provide to the MSRB, in an electronic format prescribed by the MSRB, notices of:

(i) Incurrence of a Financial Obligation of the District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the of the District, any of which affect security holders, if material; and

(ii) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the District, any of which reflect financial difficulties.

(e) Any or all of the items listed above may be included by specific reference to other documents, including official statements of debt issues of the Participating Member or related public entities, which are available to the public on the MSRB's Internet web site or filed with the Securities and Exchange Commission. The Participating Member shall clearly identify each such other document so included by reference.

Section 5. Identifying Information for Filings with the MSRB. All documents provided to the MSRB under the Disclosure Certificate shall be accompanied by identifying information as prescribed by the MSRB.

Section 6. Termination of Reporting Obligation. The Participating Member's obligations under this Disclosure Certificate shall terminate upon the legal defeasance, prior redemption or payment in full of all of the Bonds. If such termination occurs prior to the final maturity of the Bonds, the Participating Member shall give notice of such termination as follows: the Participating Member shall, or shall cause the Dissemination Agent (if not the Participating Member) to, file a notice of such termination with the MSRB, in an electronic format as prescribed by the MSRB.

Section 7. Dissemination Agent. The Participating Member may, from time to time, appoint or engage a Dissemination Agent to assist it in carrying out its obligations under this Disclosure Certificate, and may discharge any Dissemination Agent, with or without appointing a successor Dissemination Agent. The initial Dissemination Agent shall be the Participating Member. Any Dissemination Agent may resign by providing 30 days' written notice to the Participating Member.

Section 8. Amendment; Waiver. Notwithstanding any other provision of this Disclosure Certificate, the Participating Member may amend this Disclosure Certificate, and any provision of this Disclosure Certificate may be waived, provided that the following conditions are satisfied:

(a) if the amendment or waiver relates to the provisions of Sections 3(a) or 4, it may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of an obligated person with respect to the Bonds, or type of business conducted;

(b) the undertakings herein, as proposed to be amended or waived, would, in the opinion of nationally recognized bond counsel, have complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and

(c) the proposed amendment or waiver either (i) is approved by holders of the Bonds in the manner provided in the Indenture for amendments to the Indenture with the consent of holders, or (ii) does not, in the opinion of nationally recognized bond counsel, materially impair the interests of the holders or beneficial owners of the Bonds.

If the annual financial information or operating data to be provided in the Annual Report is amended pursuant to the provisions hereof, the first Annual Report filed pursuant hereto containing the amended operating data or financial information shall explain, in narrative form, the reasons for the amendment and the impact of the change in the type of operating data or financial information being provided.

If an amendment is made to this Disclosure Certificate modifying the accounting principles to be followed in preparing financial statements, the Annual Report for the year in which the change is made shall present a comparison between the financial statements or information prepared on the basis of the new accounting principles and those prepared on the basis of the former accounting principles. The comparison shall include a qualitative discussion of the differences in the accounting principles and the impact of the change in the accounting principles on the presentation of the financial information, in order to provide information to investors to

enable them to evaluate the ability of the Participating Member to meet its obligations. To the extent reasonably feasible, the comparison shall be quantitative.

Section 9. Additional Information. Nothing in this Disclosure Certificate shall be deemed to prevent the Participating Member from disseminating any other information, using the means of dissemination set forth in this Disclosure Certificate or any other means of communication, or including any other information in any Annual Report, in addition to that which is required by this Disclosure Certificate. If the Participating Member chooses to include any information in any Annual Report in addition to that which is specifically required by this Disclosure Certificate, the Participating Member shall have no obligation under this Disclosure Certificate to update such information or include it in any future Annual Report.

Section 10. Default. If the Participating Member fails to comply with any provision of this Disclosure Certificate, the Participating Underwriter or any holder or beneficial owner of the Bonds may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the Participating Member to comply with its obligations under this Disclosure Certificate. A default under this Disclosure Certificate shall not be deemed an Event of Default under the Indenture, and the sole remedy under this Disclosure Certificate in the event of any failure of the Participating Member to comply with this Disclosure Certificate shall be an action to compel performance.

Section 11. Duties, Immunities and Liabilities of Dissemination Agent.

(a) The Dissemination Agent shall have only such duties as are specifically set forth in this Disclosure Certificate, and the Participating Member agrees to indemnify and save the Dissemination Agent, its officers, directors, employees and agents, harmless against any loss, expense and liabilities which they may incur arising out of or in the exercise or performance of its powers and duties hereunder, including the costs and expenses (including attorneys' fees) of defending against any claim of liability, but excluding liabilities due to the Dissemination Agent's negligence or willful misconduct. The Dissemination Agent shall have no duty or obligation to review any information provided to it by the Participating Member hereunder, and shall not be deemed to be acting in any fiduciary capacity for the Participating Member, the Bond holders or any other party. The obligations of the Participating Member under this Section shall survive resignation or removal of the Dissemination Agent and payment of the Bonds.

(b) The Dissemination Agent shall be paid compensation by the Participating Member for its services provided hereunder in accordance with its schedule of fees as amended from time to time, and shall be reimbursed for all expenses, legal fees and advances made or incurred by the Dissemination Agent in the performance of its duties hereunder.

Section 12. Beneficiaries. This Disclosure Certificate shall inure solely to the benefit of the Participating Member, the Dissemination Agent, the Participating Underwriter and the holders and beneficial owners from time to time of the Bonds, and shall create no rights in any other person or entity.

Section 13. Counterparts. This Disclosure Certificate may be executed in several counterparts, each of which shall be regarded as an original, and all of which shall constitute one and the same instrument.

Dated: December __, 2020

WEST BAY SANITARY DISTRICT

By _____
Sergio Ramirez
District Manager

EXHIBIT A

NOTICE OF FAILURE TO FILE ANNUAL REPORT

Name of Issuer: Silicon Valley Clean Water

Name of Issue: Silicon Valley Clean Water
Wastewater Refunding Revenue Bonds, Series 2020A (Taxable)

Date of Issuance: December __, 2020

NOTICE IS HEREBY GIVEN that the Participating Member has not provided an Annual Report with respect to the above-named Bonds as required by the Participating Member Continuing Disclosure Certificate, dated December __, 2020. The Participating Member anticipates that the Annual Report will be filed by _____.

Dated: _____

DISSEMINATION AGENT

By _____
By:
Its:

CERTAIN PARTICIPATING MEMBER RISK FACTORS

The following factors, along with other information in this Official Statement, should be considered by potential investors in evaluating the risks in the purchase of the 2020 Bonds.

Wastewater System Expenses

There can be no assurance that the wastewater system operation and maintenance expenses of the Participating Members will be consistent with the levels described in Appendices A through C to this Official Statement. Increases in the cost of staffing, energy, or other expenses could increase operation and maintenance costs of the Participating Member wastewater systems and, resultantly, reduce amounts available to the Participating Members to make payments to the Authority under the Financing Agreements or the Joint Powers Agreement. Furthermore, there can be no assurance that any other entity with regulatory authority over the Participating Members' wastewater systems will not adopt further restrictions on operation of those wastewater systems, leading to increased rates.

Demand for the Sewer Service

Commercial/non-residential sewer rates charged by Redwood City, San Carlos and West Bay are based on volume. Demand for sewer service, as indicated by annual wastewater flows to the Authority as set forth in Appendices A through C attached hereto, has fluctuated in recent fiscal years. There can be no assurance that the demand for sewer service provided by the Participating Members' wastewater systems will be maintained at current or historical levels. Reduction in the level of demand could require an increase in rates or charges in order to produce Net Revenues sufficient to comply with each Participating Member's obligations under the Financing Agreements to pay SBSA Bond Payments or Authority Bond Payments.

Parity Debt of the Participating Members

The Participating Members are authorized by the respective Financing Agreements to incur indebtedness with a lien on Net Revenues on a parity basis with the SBSA Bond Payments or Authority Bond Payments securing the 2020 Bonds, if certain financial tests are met. See the caption "SECURITY FOR THE 2020 BONDS—Financing Agreements" herein and Appendix E—"FINANCING AGREEMENTS" attached hereto. These financial tests may involve, to some extent, projections of Net Revenues. There can be no assurance that the assumptions which form the basis of such projections, if any, will be actually realized subsequent to the date of such projections. If such assumptions are not realized, the amount of future Net Revenues may be less than projected, and the actual amount of Net Revenues may be insufficient to pay SBSA Bond Payments or Authority Bond Payments.

Coronavirus

The spread of the novel strain of coronavirus and the disease it causes (now known as "COVID-19") is having significant negative impacts throughout the world, including in Southern California. The World Health Organization has declared the COVID-19 outbreak to be a pandemic, and states of emergency have been declared by the United States, the State, and numerous counties throughout the State, including San Mateo County. The purpose behind these declarations are to coordinate and formalize emergency actions and across federal, state and local governmental agencies, and to proactively prepare for a wider spread of the virus.

To date there have been a number of confirmed cases of and deaths caused by COVID-19 in the State, including in San Mateo County, and health officials are expecting the number of confirmed cases to grow. The outbreak has resulted in the imposition of restrictions on mass gatherings and widespread temporary closings of businesses, universities and schools. In addition, financial markets in the United States and globally have been volatile, with significant price fluctuation attributed to coronavirus concerns.

Potential impacts to the Participating Members associated with the COVID-19 outbreak include, but are not limited to, increasing costs and challenges to the public health system in and around the Participating Members' service areas, cancellations of public events and disruption of the regional and local economy with corresponding decreases in the Members' wastewater system revenues. Further, an economic downturn affecting the Participating Members' service area could have an adverse impact on development activities within the District's service area, which would have a corresponding adverse effect on the receipt of connection fees by the Participating Members.

On April 2, 2020, Governor Newsom signed Executive Order N-42-20, which, among other things, (i) suspends the authority of water systems from suspending water service for non-payment, (ii) orders that residential service to occupied residences that has been discontinued for nonpayment since March 4, 2020 be restored and (iii) provides that the SWRCB will identify best practices, guidelines, or both to be implemented during the COVID-19 emergency (a) to address non-payment or reduced payments, (b) to promote and to ensure continuity of service by water systems and wastewater systems, and (c) to provide measures such as the sharing of supplies, equipment and staffing to relieve water systems under financial distress.

Redwood City includes the charges for water and sewer services on a combined utility bill to each of its customers. As a result, in addition to water service, the Redwood City is not suspending sewer service for non-payment. San Carlos and West Bay's sewer utility fees are collected on property tax bills sent by San Mateo County. See Appendices A through C hereto for a discussion on actions that the Participating Members have taken in response to COVID-19 and the Governor's orders with respect thereto.

The COVID-19 outbreak is ongoing, and the ultimate geographic spread of the virus, the duration and severity of the outbreak and the economic and other actions that may be taken by governmental authorities to contain the outbreak or to treat its impact are uncertain. The ultimate impact of COVID-19 on the operations and finances of the Participating Members is unknown and there can be no assurance that the outbreak of COVID-19 will not affect the Participating Members' ability to pay their allocated shares of debt service on the 2020 Bonds under their Financing Agreements.

Natural Disasters

General. The Participating Members, like all northern California communities, are subject to unpredictable seismic activity, fires, floods, or other natural disasters. A severe natural disaster, such as an earthquake, fire, or flood, could result in substantial damage to each of the Participating Members, including their wastewater systems. Such an event—which could increase the costs of operating and maintaining the Participating Members' wastewater systems and could reduce revenues as a result of widespread damage—could adversely impact the Participating Members' ability to pay their SBSA Bond Payment or Authority Payments.

Seismic Activity. Each of the Participating Members could experience ground shaking, ground failure, landslides or fault creep related to major faults in the area. The San Andreas, fault, located approximately two miles west of the Participating Members, and the Hayward fault, located approximately 14 miles east of the Participating Members, are both active. Historic earthquakes have caused strong ground shaking and damage in the San Francisco Bay Area, the most recent being the magnitude 6.9 Loma Prieta earthquake on the San Andreas Fault in October 1989. The epicenter was approximately 50 miles south of the Participating Members and caused strong ground shaking for about 20 seconds.

The casualty and liability insurance of the Participating Members may not cover losses due to earthquake. San Carlos carries earthquake insurance, however Redwood City and West Bay do not. If there were to be an occurrence of severe seismic activity in the service areas of the Participating Members, there could be substantial damage to and interference with the operations of a Participating Member, which could impact the receipt of Net Revenues.

Flooding. A portion of each of the Participating Members’ service areas is mapped within the 100-year flood plain and has potential for flooding if rain events exceed the floodplain capacity.

Fire. Wildfires have occurred in recent years in different regions of the State and a number of fires were recently burning in California, damaging and threatening thousands of homes. There can be no assurance fires will not occur in the boundaries of the Participating Members in the future, leading to decreased usage of any of the Participating Members’ wastewater system, and a decline in Net Revenues available to pay SBSA Bond Payments or Authority Bond Payments.

Drought. On April 1, 2015, for the first time in California’s history, Governor Edmund G. Brown directed the SWRCB to implement mandatory water reductions in cities and towns across California to reduce water usage by 25%, which in many cases led to declines in wastewater usage as well. Although most of such mandatory water reductions have since been lifted, the State has since enacted permanent restrictions on water usage. The Participating Members’ rates for non-residential customers are volume-based. There can be no assurance that future drought conditions would not re-appear in the future, leading to decreased usage of each Member’s wastewater system, and a potential decline in Net Revenues available to the Participating Members with which to pay SBSA Bond Payments and Authority Bond Payments. Additionally, there can be no assurance that the State’s permanent water usage restrictions will not lead to decreased usage of each Participating Members’ wastewater system resulting in lower collection of volumetric rates.

Climate Change. Climate change caused by human activities may have adverse effects on the Participating Members’ wastewater systems. Climate change can also result in more variable weather patterns throughout the State, which can lead to longer and more severe droughts as well as increased risk of flooding and a rise in sea levels. Certain of the Participating Members’ wastewater system facilities are located adjacent to the San Francisco Bay and may be negatively impacted by flooding and a rise in sea levels. The Participating Members each consider the potential effects of climate change in their planning.

Projections of the impacts of global climate change on the Participating Members are complex and depend on many factors that are outside the Participating Members’ control. The various scientific studies that forecast the amount and timing of adverse impacts of climate change are based on assumptions contained in such studies, but actual events may vary materially. Also, the scientific understanding of climate change and its effects continues to evolve. Accordingly, while the Participating Members have considered climate change, including potential sea level rise in the San Francisco Bay, in their respective wastewater system facilities, the Participating Members are unable to forecast with certainty when adverse impacts of climate change will occur or the extent of such impacts. While the impacts of climate change may be mitigated by the Participating Members’ past and future investment in adaptation strategies, the Participating Members can give no assurance about the net effects of those strategies and whether the Participating Members will be required to take additional adaptive mitigation measures.

In accordance with the California Global Warming Solutions Act of 2006 (Assembly Bill No. 32), the State Attorney General’s Office now requires that local governments examine local policies and large-scale planning efforts to determine how to reduce greenhouse gas emissions. Additionally, the State has enacted the California Global Warming Solutions Act of 2006 (Senate Bill No. 32), which established a revised statewide GHG emission reduction target of 40% below 1990 levels by 2030.

Redwood City. Redwood City adopted a Climate Action Plan (the “Redwood City CAP”) on April 22, 2013 that contained strategies to reduce emissions 15% below 2005 levels by 2020. Since the adoption of the Redwood City CAP, a majority of recommended strategies therein are on-going programs, have been completed by Redwood City, or have been superseded by subsequent reduction measures. Redwood City is in the process of updating the Redwood City CAP in order to identify greenhouse gas emission reduction targets through 2030, build on Redwood City’s recent CAP implementation experiences, and add sea level rise and climate adaptation strategies to the Redwood City CAP.

San Carlos. San Carlos adopted a Climate Action Plan (the “San Carlos CAP”) on October 12, 2009 that contained strategies to reduce emissions 15% below 2005 levels by 2020 and 35% below 2005 levels by 2030. San Carlos is in the process of updating the San Carlos CAP with a Climate Mitigation and Action Plan (the “San Carlos CMAP”). The San Carlos CMAP is intended to act as a blueprint for how San Carlos will address climate change and will include new and updated climate action strategies consistent with state efforts to reduce greenhouse gas emissions as far out as 2050, look at how climate change may affect natural hazards, and incorporate policies to help build a more resilient community.

West Bay. West Bay has not adopted a climate action plan, however West Bay management takes climate factors into consideration during planning and operations.

The Participating Members are unable to predict the impact that any current or future laws and regulations related to climate change, if adopted, and the effects of climate change will have on the revenues of the Participating Members. However, such effects could be material.

Limitations on Remedies Available; Bankruptcy

The enforceability of the rights and remedies of the Owners and the obligations of any of the Participating Members may become subject to the following: the federal bankruptcy code and applicable bankruptcy, insolvency, reorganization, moratorium, or similar laws relating to or affecting the enforcement of creditors’ rights generally, now or hereafter in effect; equitable principles which may limit the specific enforcement under State law of certain remedies; the exercise by the United States of America of the powers delegated to it by the Federal Constitution; and the reasonable and necessary exercise, in certain exceptional situations, of the police power inherent in the sovereignty of the State and its governmental bodies in the interest of servicing a significant and legitimate public purpose. Bankruptcy proceedings, or the exercising of powers by the federal or State government, if initiated, could subject the Owners to judicial discretion and interpretation of their rights in bankruptcy or otherwise and consequently may entail risks of delay, limitation, or modification of their rights.

Limited Obligations

The SBSA Bond Payments and Authority Bond Payments are limited obligations of the Participating Members payable solely from and secured solely by the Net Revenues of their respective wastewater systems. If for any reason, any Participating Member does not have Net Revenues available in an amount sufficient to make its SBSA Bond Payments or Authority Bond Payments, the Participating Member will not be obligated to utilize any other of its funds to make SBSA Bond Payments or Authority Bond Payments.

The obligation of the Participating Members to pay the SBSA Bond Payments and Authority Bond Payments does not constitute an obligation of any Participating Member for which the Participating Member is obligated to levy or pledge any form of taxation or for which the Participating Member has levied or pledged any form of taxation. Each of the Participating Members has covenanted to establish rates and charges for its wastewater system to yield Gross Revenues sufficient to make the SBSA Bond Payments and Authority Bond Payments.

The obligation of each Participating Member to pay SBSA Bond Payments or Authority Bond Payments does not constitute a debt of that Participating Member or the State or any of its political subdivisions, and does not constitute an indebtedness within the meaning of any constitutional or statutory debt limitation or restriction.

The Net Revenues from one Participating Member’s wastewater system are pledged solely to that Participating Member’s obligations under the Financing Agreement to which it is a party. No Participating Member has any liability or responsibility for the SBSA Bond Payment or Authority Bond Payment of another Participating Member.

If the Gross Revenues generated by a Participating Member were insufficient to pay that Participating Member's Operation and Maintenance Costs and SBSA Bond Payments and Authority Bond Payments under the respective Financing Agreements, there would likely not be Net Revenues available to pay SBSA Bond Payments or Authority Bond Payments.

See the caption "SECURITY FOR THE 2020 BONDS—Financing Agreements" herein and Appendix E—"FINANCING AGREEMENTS" attached hereto.

Change in Law

In addition to the other limitations described herein, the California electorate or Legislature could adopt a constitutional amendment, legislation, or an initiative with the effect of reducing revenues payable to or collected by the Participating Members. Additionally, changes in State or federal regulations could result in a reduction in revenues payable to or collected by the Participating Members. There is no assurance that the California electorate or Legislature will not at some future time approve additional limitations that could have the effect of reducing the Net Revenues of a Participating Member and adversely affecting the security of the 2020 Bonds.

Collection of Property Taxes

Sewer service charges from San Carlos and West Bay are billed on San Mateo County's property tax bills. San Mateo County is on the Teeter Plan, under which the County pays each agency for the full amount of sewer service charges assessed on the County's tax rolls. The County has the option to discontinue an agency's participation in the Teeter Plan, and there is no assurance that the County or San Carlos and West Bay will continue to participate in the Teeter Plan. Currently, Redwood City is considering participating in the Teeter Plan.

Failure of San Carlos or West Bay to properly levy or collect service charges or fees in connection with its wastewater systems, or the discontinuance of San Mateo County's or a Participating Member's participation in the Teeter Plan, could result in a delay or decrease in the collection of Net Revenues by San Carlos and West Bay and the failure of San Carlos and West Bay to generate Net Revenues in an amount sufficient to pay SBSA Bond Payments or Authority Bond Payments.

Cybersecurity

The Participating Members, like many other public and private entities, rely on large and complex technology environments to conduct their operations. As recipients and providers of personal, private, or sensitive information, the Participating Members are subject to multiple cyber threats including, but not limited to, hacking, viruses, malware and other attacks on computer and other sensitive digital networks and systems. Entities or individuals may attempt to gain unauthorized access to the Participating Members' digital systems for the purposes of misappropriating assets or information or causing operational disruption and damage. To date, none of the Participating Members has experienced an attack on its computer operating system which resulted in a breach of its cybersecurity systems that are in place. However, no assurances can be given that the Participating Members' efforts to manage cyber threats and attacks will be successful or that any such attack will not materially impact the operations or finances of any of the Participating Members. Each of the Participating Members carries cybersecurity insurance.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) Administrative:

- a. Developers in East Palo Alto and the City of East Palo Alto continue to seek help from West Bay to provide sewer services. LAFCo has approved an RFP for a Municipal Services Review of EAP Sanitary District, City of East Palo Alto, and West Bay Sanitary District.
- b. Los Alto Hills has approached LAFCo about annexing the Town into the West Bay Sanitary District. Town Staff will seek approval from their Town Council for an RFP from a consultant to perform a feasibility study.
- c. Working with LAFCo on a CEQA review for the Stonegate Annexation in Portola Valley. The Stonegate Annexation will annex approximately 6 parcels into the District currently the parcels are being served by septic tank.
- d. Staff has received the Fujitsu scanner for the Pilot Scanning Project.
- e. Staff is researching a PG&E Energy Efficiency Retrofit Program for the Admin, Maintenance, and FERFF Buildings.

2) Finance:

- a. Silicon Valley Clean Water WIFIA Refinance is complete. Bond Refunding is in progress.
- b. SVCW recently confirmed the interest rate for the new SRF Loan program is now 0.90% with this news, the SVCW Commission will proceed with approval of the SRF loan, according to SVCW CFO, Matt Anderson.
- c. Staff met with HF&H to discuss the ongoing Sewer Service Rate Study for 2021.
- d. End of the 2019/2020 Fiscal Year audit is nearly complete.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. F&L is continuing to work on the Environmental Impact Report and preparing Draft. The Draft is expected on November 16th, 2020. Staff will bring EIR Draft to the Board on December 9th, 2020.
- ii. Aztec, the metal storage building contractor, received comments from the City on their 2nd submittal and will be working on their 3rd submittal to the City. If everything goes well, the District should receive the permit before Christmas 2020.

b. Construction Capital Improvement Projects (CIP)

Report to the District Board for the Special Meeting of November 18, 2020

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

- i. Working on Call for Bids for Bay North and Ringwood pipeline replacement. Bids will be opened on November 18, 2020.
 - ii. Received Maintenance Building Feasibility Study update. Contractor will provide the Board a report at the November 18, 2020 Board Meeting.
- 4) **Operations and Maintenance:**
 - a. **Large Diameter Pipe Project:**
 - i. Crews continue to work on the 54 inch outfall pipeline near the Menlo Park Pump Station. The work is required to be done during the off peak hours.
 - ii. The 18 inch easement pipeline in the Burn's Easement will be next.
 - b. **Training:**
 - i. COVID 19 Staff re-Training was conducted on November 16, 2020.
- 5) **Water Quality:**
 - a. **Sharon Heights Golf and Country Club:**
 - i. The District has presented Sharon Heights with the estimated annual O&M costs as required by the Long Term Agreement. O&M is projected to cost \$496,845 annually with an expected "true up" at the end of the year.
 - ii. FOG inspection will resume in 4 quarter. Inspections will be begin with our dining and facilities with Grease Removal Devise (Outdoor Interceptors).
 - iii. Operations going well. To date over 19million gallons of recycled water has been delivered.
 - b. **Bayfront Recycled Water Plant (BRWP):**
 - i. Environmental Impact Report (EIR) draft will be submitted on December 9th to the Board.
 - ii. Staff and Woodard and Curran has met with potential four Bayfront Recycled Water Facility partners, individually. Woodard and Curran will give the Board an update at the November 18th meeting.
 - c. **HACH Service Contract:**
 - i. District Manager will discuss budgeting for the contract with the Board.
- 6) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. Staff is met with the City of Redwood City to plan vehicle maintenance services.
 - ii. Working on new Service Truck and should be completed by the end of December.
- 7) **Upcoming Events:**
 - a. **November 25, 2020 Meeting:** Cancelled
 - b. **Next Regular Board meetings:** December 9, 2020
 - c. **Consider Cancelling December 23rd Meeting.**
- 8) **Misc./Action Items from Previous Meeting:**
 - a. **West Bay SSOs:** Zero SSOs for October (18 months in a row w/o SSO).
 - b. **LAH Contract:** Zero SSO for October. 2 SSO in 2020. Continuing to maintain the collection system and both Publicly Owned Pump Stations.
 - c. **Town of Woodside Contract:** Continuing to maintain High Frequency cleaning downtown and both Publicly Owned Pump Stations.

Report to the District Board for the Special Meeting of November 18, 2020

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

- d. **Revenue:** Received approximately \$93,108 for permits issued, reimbursements, and including approximately \$49,000 for services rendered to the Towns of Lost Altos Hills and Woodside.

Report to the District Board for the Special Meeting of November 18, 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, OCTOBER 28, 2020 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:04PM

Roll Call

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom

Others Present: None

2. Communications from the Public:

3. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Yan (17 Redberry Ridge, Portola Valley)

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

Comments: None.

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

4. Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Yan (17 Redberry Ridge, Portola Valley)

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

Comments: None.

5. Consideration to Accept the Performance Merit Pay Program Results Oct. 1, 2019 to Sept. 30, 2020 and Authorize the District Manager to Disburse the Final Payout

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

Comments: Operations Superintendent Robert Hulsmann gave a presentation on the Performance Merit Pay Program results. He reported the District achieved 100% of the goals which equals a maximum individual merit payout of \$5,000.00.

6. District Manager's Report

1) Administrative:

- a. Speaking with LAFCo on taking the lead on a CEQA review for the Stonegate Annexation in Portola Valley. The Stonegate Annexation will annex approximately 9 parcels into the District. Currently the nine parcels are being served by septic tank.
- b. Staff is waiting to receive a Fujitsu scanner for the Pilot Scanning Project.

2) Finance:

- a. Finance Manager continues to work extensively to address SVCW's credit rating consultant inquiries.
- b. End of the 2019/2020 Fiscal Year audit is underway.
- c. Finance Advisory Group meeting on November 9 at 9am.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. F&L is continuing to work on the Environmental Impact Report and preparing Draft review in October. To date the EIR has cost \$467,449 of the Board approved \$644,745.

b. Construction Capital Improvement Projects (CIP)

- i. Working on Call for Bids for Bay North and Ringwood pipeline replacement.
- ii. Received Maintenance Building Feasibility Study update including 3 potential building layout options.

4) Operations and Maintenance:

a. Performance Merit Pay Program:

- i. Operations Superintendent to present the PMPP results at the October 28th Board meeting.
- ii. Lisandro Marquez has been named Pump Facility Supervisor.

b. Training:

- i. COVID 19 Staff Training scheduled for October.

5) Water Quality:

a. Sharon Heights Golf and Country Club:

- i. Operations going well. To date over 15 million gallons of recycled water has been delivered.
- ii. Anderson Pacific O & M for the SHGCC recycled water plant is going well. All payments are invoiced and paid on time.

b. Bayfront Recycled Water Plant (BRWP):

- i. Finalizing Environmental Impact Report (EIR) draft.
- ii. Staff and Woodard and Curran has met with potential four Bayfront Recycled Water Facility partners, individually, in October.

6) Fleet and Facilities:

a. Vehicle Maintenance:

- i. Staff has met with the City of Redwood City to plan vehicle maintenance services.
- ii. Working on new Service Truck and should be completed by the end of December.

7) Upcoming Events:

- a. **Ribbon Cutting for West Bay SHGCC Recycled Water Plant:** October 27,2020
- b. **Next Regular Board meetings:** October 28, 2020

- c. **Thanksgiving Lunch:** November 10, 2020
 - d. **Special Board Meeting:** November 18, 2020 (only one meeting in November)
- 8) **Misc./Action Items from Previous Meeting:**
- a. **West Bay SSOs:** Zero SSOs for September 2020 (16 months in a row w/o SSO).
 - b. **LAH Contract:** Zero SSO for August. 2 SSO in 2020. Continuing to maintain the collection system and both Publicly Owned Pump Stations.
 - c. **Town of Woodside Contract:** Continuing to maintain High Frequency cleaning downtown and both Publicly Owned Pump Stations.
 - d. **Revenue:** Received approximately \$253,000 from September 16 to October 7, 2020 for permits issued, reimbursements, and services rendered to others.

7. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Regular meeting October 14, 2020
- B. Approval of the Financial Activity Report/Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for October 28, 2020
- C. Consideration to Approve District's Investment Portfolio Reports Including Transactions of Assets Described Therein as of 9/30/20
- D. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 17 Redberry Ridge, Portola Valley

8. October 28th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez reported that staff is being encouraged to work from home when sick.

9. Report and Discussion on Sharon Heights Recycled Water Plant

Comments: District Manager Ramirez gave a report on the ribbon cutting event on October 27, 2020.

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

Comments: District Manager Ramirez gave report on horizontal levee project. President Dehn stated that Fryer and Laureta should be aware of the City of Menlo Park's meetings regarding their levee design so the District's design and theirs compliment each other. District Manager Ramirez reported the meetings with potential partners for the Bayfront facility are going well.

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

Comments: President Dehn reported on Recology's new electric fleet. SBWMA is applying for a PG&E grant. She also reported on Cal-Recycle's new commercial diversion requirements. President Dean reported public education will require more revenue to support SB 1383.

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

Comments: Director Otte reported that SVCW's refinance is moving forward.

13. Closed Session

Entered closed session at 8:40 p.m. Left closed session at 8:45 p.m.

Reportable action: None.

A. 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

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

Comments: None.

15. Adjournment Time: The meeting was adjourned at 8:46 PM

Signature

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
October 21, 2020 through November 10, 2020

CHECK	DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
67105	10/21/2020	THE CONCEPT GENIE	Misc. Expenses	1,326.16
67106	10/27/2020	AT&T	Phone Service 9/2020	1,002.21
67107	10/27/2020	ACCESS	Document Destruction 9/2020	80.00
67108	10/27/2020	READYREFRESH BY NESTLE	Water Bottles 9/2020	215.70
67109	10/27/2020	CALIFORNIA WATER SERVICE	Water Service - 9/2020	60.15
67110	10/27/2020	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding 10/2020	35.36
67111	10/27/2020	CINTAS CORP.	Uniform Services 10/2020	683.75
67112	10/27/2020	COMCAST	Internet Service 10/2020	243.55
67113	10/27/2020	CPS HR CONSULTING	HR Consulting Service 10/2020	387.50
67114	10/27/2020	DEWEY PEST CONTROL	Pest Control 9/2020	164.00
67115	10/27/2020	FEDERAL EXPRESS	Mailing Services 10/2020	591.97
67116	10/27/2020	Grainger	Safety Equipment 9/2020	601.48
67117	10/27/2020	CITY OF MENLO PARK - Water	Water Service - 9/2020	1,295.91
67118	10/27/2020	MENLO PARK FIRE PROTECTION	Pump Stations: Hazardous Material Permits FY 2020-21 (10)	8,290.00
67119	10/27/2020	QUADIENT LEASING USA, INC.	Postage Meter Lease 11/10/2020-02/09/2021	268.25
67120	10/27/2020	OCCUPATIONAL HEALTH CENTERS	Physical - Heath Cortez 9/2020	63.00
67121	10/27/2020	OGASAWARA LANDSCAPE MAINT.	Building Maintenance 10/2020	400.00
67122	10/27/2020	Pacific Gas & Electric	Gas & Electric Service - 9/2020	1,602.08
67123	10/27/2020	MID PENINSULA ABSTRACTS	Report of New Property Owners 10/2020	553.33
67124	10/27/2020	PREFERRED ALLIANCE	On-Site Testing 9/2020	235.98
67125	10/27/2020	PRINCIPAL LIFE INSURANCE CO.	Employee Benefits 11/2020 - Life, AD&D, LTD, DV	5,225.94
67126	10/27/2020	STAPLES CREDIT PLAN	Office Supplies 10/2020	817.46
67127	11/2/2020	PACIFIC GAS & ELECTRIC	Gas & Electric Service - RWF 10/2020	16,919.94
67128	11/2/2020	BAY AREA AIR QUALITY MGMT DIST	Permit & Processing Fee 10/2020	396.00
67129	11/2/2020	HARBOR READY MIX	Concrete 10/2020	528.79
67130	11/2/2020	CALIFORNIA WATER SERVICE	Water Service - 10/2020	37.73
67131	11/2/2020	DOLPHIN GRAPHICS	Operating Supplies 9/2020	4,598.89
67132	11/2/2020	Grainger	Operating Supplies 10/2020	1,435.72
67133	11/2/2020	HF&H CONSULTANTS, LLC	Professional Services: Update SW Rate Model 9/2020	14,240.85
67134	11/2/2020	OGASAWARA LANDSCAPE MAINT.	Landscaping - 10/2020	780.00
67136	11/2/2020	Pacific Gas & Electric	Gas & Electric Service - 10/2020	3,716.54
67137		VOID		
67138	11/2/2020	ROBERTS & BRUNE COMPANY	Operating Supplies: Couplers, Fire Hose 10/2020	3,261.90
67139	11/2/2020	SAN MATEO COUNTY CLERK	LSSA Recording Fee: 1026 Oakland, MP	20.00
67140	11/2/2020	SAN MATEO COUNTY CLERK	LSSA Recording Fee: 575 Kenwood Dr, MP	20.00
67141	11/2/2020	SAN MATEO COUNTY CLERK	LSSA Recording Fee: 19 Irving St, Ath	20.00
67142	11/2/2020	SAN MATEO COUNTY TAX COLLECTOR	Parcel Taxes FY 2020-21	945.58
67143	11/2/2020	STEVEN CREEK QUARRY, INC.	Base Rock 10/2020	1,278.27
67144	11/2/2020	3T EQUIPMENT COMPANY	Operating Supplies: Pole Carriers - 10/2020	823.05
67145	11/2/2020	UNDERGROUND SERVICE ALERT	USA Tickets 2019/20	9,225.73
67146	11/2/2020	WECO INDUSTRIES, LLC	Operating Supplies: Motor & Tail Nozzles and Bushings & Maintenance	5,917.81
67147	11/3/2020	NAVIA BENEFIT SOLUTIONS	Flexible Spending Account PR Contributions	525.39
67148	11/3/2020	FRANCHISE TAX BOARD	Wage Garnishment	250.00
67149	11/9/2020	SHAHRIYAR MATLOUB	Reimbursement: 1525 Altschul, MP	460.00
67150	11/9/2020	MATHESON TRI-GAS, INC.	Ops Supplies 10/2020	53.81
67151	11/9/2020	BAY ALARM	Sprinkler Inspection Services - 10/2020	21.23
67152	11/9/2020	CWEA	CWEA Certification Renewal - R.Sandoval, ID55295	96.00
67153	11/9/2020	CINTAS CORP.	Uniform Cleaning 10/2020	683.75
67154	11/9/2020	DOLPHIN GRAPHICS	District Parking Signs 9/2020	554.97
67155	11/9/2020	FEDERAL EXPRESS	Postage 10/2020	36.49
67156	11/9/2020	Grainger	Batteries, Key Accessories, Window Fan, Small Tools, Disposable C	3,153.22
67157	11/9/2020	Home Depot Credit Services	Tools, Wood, & Misc Supplies 10/2020	265.86
67158	11/9/2020	IEDA	Consulting Service - 11/2020	786.00
67159	11/9/2020	INSTRUMENT TECHNOLOGY CORP.	Ferro Magnetic Locator & Sonde Transmitter	1,855.63
67160	11/9/2020	JANI-KING OF CA, INC - SFR/OAK	Custodial Service 11/2020	743.31
67161	11/9/2020	KONE PASADENA	Elevator Service 11/2020	267.12
67162	11/9/2020	City of Menlo Park - Water	Water Service - 10/2020	327.06
67163	11/9/2020	CITY OF MENLO PARK-Fuel	Gasoline, Oil & Fuel - 10/2020	5,480.52
67164	11/9/2020	PACIFIC GAS & ELECTRIC	Gas & Electric Service - 10/2020	398.36
67165	11/9/2020	Rich Voss Trucking	Rock Delivery 10/2020	580.00
67166	11/9/2020	SEEKZEN SYSTEMS	IT Consulting Service 10/2020	475.00
67167	11/9/2020	SHARP BUSINESS SYSTEMS	Lease for(3) copiers (1st Flr Admin, 2nd Flr Admin and Maint	1,085.18
67168	11/9/2020	VISION COMMUNICATIONS CO.	Radio Service 11/2020	690.49
TOTAL CHECKS				107,099.97

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
October 21, 2020 through November 10, 2020

Corporate Cards:

GL	DATE	Account Number & Name	Description	Amount
54080	10/21/2020	Memberships	Memberships & Test Fees	966.00
54091	10/21/2020	Stationary and Office Supplies	Office Supplies	245.81
54101	10/21/2020	Ops Supplies & Materials	AC Infinity: Cooling Fans for Board Room Cabinet	89.56
54102	10/21/2020	Safety Supplies & Materials	First Aid Supplies	123.94
54103	10/21/2020	Vehicle & Equipment Supplies	Vehicle Supplies	408.95
54126	10/21/2020	Safety Training	OERP Training	235.97
54131	10/21/2020	Advertisement & Legal Notices	NeoGov: Job Posting on Indeed for Pumps Supervisor	130.00
54158	10/21/2020	Computer Software R & M	Zoom & Microsoft: Monthly Subscriptions	55.99
54159	10/21/2020	Computer Hardware R & M	Monitor, Keyboards, Mice, & Misc. Hardward	1,097.81
54173	10/21/2020	Dept Training & EE Development	Liebert: Webinar on Changes to CFRA	150.00
54174	10/21/2020	Mgmt Conf. & District Meetings	District Meetings 9/2020	223.70
54175	10/21/2020	CWEA Conf/Section Mtgs	Staff Test Prep Classes (3 employees)	150.00
54176	10/21/2020	Business Meetings	DM Meetings	250.24
54192	10/21/2020	Telephone	TPX Communications: Phone Service 8/2020	2,917.53
54194	10/21/2020	Water	California Water: Water Service 8/2020	84.76
54202	10/21/2020	Other Misc. Operating Expense	Fastrak: Commuter Benefits	470.00
54207	10/21/2020	Vallombrosa Center	Vallombrosa: On Call Lodging 9/2020	1,260.00
TOTAL CORPORATE CARDS:				8,860.26

Bank Transfers:

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
10/23/2020	PrimePay	Employee Payroll - Pay Period 10/9-23/20	104,291.17
10/23/2020	PrimePay	Federal Payroll Taxes	23,907.12
10/23/2020	PrimePay	State Payroll Taxes	7,591.60
10/23/2020	ICMA	Deferred Compensation	8,248.18
10/31/2020	PrimePay	Director Fees 10/2020	3,773.42
10/31/2020	PrimePay	Federal Payroll Taxes	672.29
10/31/2020	PrimePay	State Payroll Taxes	58.63
11/2/2020	SVCW	Operating Expense 11/2020	636,710.00
11/2/2020	PayTrace	Credit Card Fees	553.25
11/2/2020	NeoPost	Postage	300.00
11/5/2020	PrimePay	PrimePay Fees	577.64
11/6/2020	PrimePay	Employee Payroll - Pay Period 10/23-11/6/20	108,200.80
11/6/2020	PrimePay	Federal Payroll Taxes	25,859.56
11/6/2020	PrimePay	State Payroll Taxes	8,190.16
11/6/2020	ICMA	Deferred Compensation	8,826.70
11/10/2020	PrimePay	Employee Payroll - PMP	130,427.78
11/10/2020	PrimePay	Federal Payroll Taxes	12,024.20
11/10/2020	PrimePay	State Payroll Taxes	2,218.75
11/10/2020	CalPERS	Health Premium - November	46,704.87
BANK TRANSFERS FROM BofW CHECKING			1,129,136.12

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
October 21, 2020 through November 10, 2020

Withdrawal Summary

Total Checks	107,099.97
Total Corp Card	8,860.26
Total Bank Transfers	1,129,136.12
Total Withdrawals	<u>1,245,096.35</u>

Receipts Summary

Total Bank Deposits	86,471.70
Total Credit Cards	6,636.56
Total Bank Receipts	1,000,000.00
Total Receipts	<u>1,093,108.26</u>

Fund Summary by Budget Category

Fund		
100	Operations	1,221,021.97
200	Capital	554.97
500	SHGCC	23,519.41
	Total	<u>1,245,096.35</u>

President _____

Secretary _____

WEST BAY SANITARY DISTRICT
Financial Activity Report
Supplemental Purchase Register
October 21, 2020 through November 10, 2020

OPERATING SUPPLIES & OFFICE EXPENSE

<u>CHECK</u>	<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67131	11/2/2020	DOLPHIN GRAPHICS	WBSD Logo Decals, Signs, Outerwear, Shirts, Hard Hats	4,598.89
67132	11/2/2020	GRAINGER	Water Bottles, Circular Saws, Cables, Paper Towels, Wire Rope	1,435.72
67138	11/2/2020	ROBERTS & BRUNE COMPANY	Operating Supplies: Couplers, Fire Hose 10/2020	3,261.90
67143	11/2/2020	STEVEN CREEK QUARRY, INC.	Base Rock 10/2020	1,278.27
67146	11/2/2020	WECO INDUSTRIES, LLC	Motor & Tail Nozzles and Bushings & Maintenance on Lateral Root Cutter	5,917.81
67156	11/9/2020	GRAINGER	Batteries, Key Accessories, Window Fan, Small Tools, Disposable Gloves, Dock Ladder, Vinyl Signs 10/2020	3,153.22
67159	11/9/2020	INSTRUMENT TECHNOLOGY CORP.	Ferro Magnetic Locator & Sonde Transmitter	1,855.63

MISCELLANEOUS

<u>CHECK</u>	<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67118	10/27/2020	MENLO PARK FIRE PROTECTION	Pump Stations: Hazardous Material Permits FY 2020-21 (10)	8,290.00
67133	11/2/2020	HF&H CONSULTANTS, LLC	Professional Services: Update SW Rate Model 9/2020	14,240.85
67142	11/2/2020	SAN MATEO COUNTY TAX COLLECTOR	Menlo Industrial, Willow, University, Vintage Oaks Pump Stations and WBSD Office Parcel Taxes FY 2020-21	945.58
67145	11/2/2020	UNDERGROUND SERVICE ALERT OF	USA Tickets 2019/20	9,225.73
67149	11/9/2020	SHAHRIYAR MATLOUB	Reimbursement: 1525 Altschul, MP	460.00

WEST BAY SANITARY DISTRICT
Expenditures Summary FY 2020-21
7/01/2020 to 10/20/2020

REGULAR PAYABLES	TOTAL BY VENDOR YTD FY 2020-21	WITHDRAWALS 10/08/2020 to 10/20/2020
3T Equipment Company	10,557.98	823.05
A-A Lock & Alarm	215.01	-
AAA Rentals	2,029.13	-
Abila	4,366.00	-
Access	190.00	80.00
Action Towing	471.00	-
Air & Lube Systems, Inc.	50,121.25	-
All Fence Company, Inc.	1,040.00	-
Alliant Insurance Services	18,218.00	-
Almanac Online	1,056.00	-
American Messaging	203.66	-
American Textile & Supply	1,959.58	-
Anderson Pacific	651,935.73	-
Aquality Water Management Inc.	695.14	-
Aqua Natural Solutions	1,909.14	-
Arcon Builders	2,000.00	-
AT&T	3,980.22	1,002.21
Atchison, Barisone & Condotti	30,906.44	-
Bank of the West - Credit Card	109,429.75	8,860.26
Bank of the West - Bank Fees	879.42	-
Bay Alarm	8,858.63	21.23
Bay Area Air Quality Mgmt Dist	6,248.00	396.00
Bayside Equipment Company	5,163.47	-
Vance Brown	291.25	-
California Water Service	6,193.16	97.88
CALPERS	1,050.00	-
CALPERS - Unfunded Accrued Liability	1,982,655.00	-
CALPERS - Retirement	156,460.05	-
CALPERS - Health Premiums	245,394.05	46,704.87
Calpers Long-Term Care Program	282.88	35.36
Center for Hearing Health Inc.	600.00	-
Central Payment	398.56	-
George Choi	9,500.00	-
Cintas Corp.	16,918.76	1,367.50
City of Menlo Park - Repair	10,190.30	-
City of Menlo Park-Fuel	17,784.95	5,480.52
City of Menlo Park - Water	8,112.83	1,622.97
Comcast	1,353.37	243.55
The Concept Genie	1,326.16	1,326.16
Costco Membership	60.00	-
Heath Cortez	225.00	-
CPS HR Consulting	387.50	387.50
CSRMA c/o Alliant Insurance	160,532.60	-
CWEA	1,903.00	96.00
Cues, Inc.	3,950.00	-
Custom Lanyard	1,619.40	-
Dell Marketing L.P.	984.00	-
Dewey Pest Control	8,785.00	164.00
Dolphin Graphics	6,675.08	5,153.86
Du-All Safety, Llc	6,480.00	-
Duke's Root Control, Inc	131,269.16	-
East Bay Muni Utility District	2,458.50	-
Embarcadero Media	396.00	-
Emerging Sun Productions	436.00	-
Federal Express	1,619.15	628.46
Fremont Urgent Care	2,838.00	-
Finishmaster Inc	1,098.92	-
City of Foster City	1,520.00	-
Franchise Tax Board	2,250.00	250.00
Freyer & Laureta	261,706.92	-

WEST BAY SANITARY DISTRICT
Expenditures Summary FY 2020-21
7/01/2020 to 10/20/2020

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWALS
	YTD FY 2020-21	10/08/2020 to 10/20/2020
Global Equipment, Inc	1,811.15	-
Golden Gate Truck Center	564.31	-
Governmentjobs.com dba NeoGov	3,778.32	-
GovConnection, Inc.	780.00	-
Grainger	19,418.72	5,190.42
Granite Rock, Inc.	427.10	-
Hach Company	4,160.72	-
Hadronex, Inc.	34,632.00	-
Harbor Ready Mix	528.79	528.79
HF&H Consultants, LLC	24,169.60	14,240.85
Hillyard/San Francisco	481.40	-
Home Depot Credit Services	3,899.94	265.86
Bob Hulsmann	1,096.15	-
ICMA	89,953.19	17,074.88
IEDA	3,930.00	786.00
Institute for Local Government	350.00	-
Instrument Technology Corp.	8,891.26	1,855.63
Interstate Traffic Control	55.99	-
Jani-King of CA, Inc - SFR/OAK	3,716.55	743.31
Kantor's Furniture	6,610.63	-
Kimball Midwest	4,809.63	-
Kone Pasadena	1,335.60	267.12
Lasky Trade Printing	142.03	-
Log Me In	1,801.98	-
Eric Madrigal	169.10	-
Mallory Co.	9,822.63	-
Matheson Tri-Gas, Inc.	265.99	53.81
Shahriyar Matloub	460.00	460.00
Meineke	1,580.76	-
Menlo Chevron	790.56	-
Menlo Park Fire Protection	8,290.00	8,290.00
Mid Peninsula Abstracts	553.33	553.33
Mid State Container Sales, Inc	2,800.00	-
Mission Clay Products, LLC	2,805.65	-
Morse Hydraulics	338.70	-
Municipal Maintenance Equip.	6,432.13	-
National Auto Fleet Club	87,289.71	-
Navia Benefit Solutions	4,803.51	525.39
NeoPost	600.00	300.00
Carrie Nevoli - Petty Cash	598.06	-
North Bay Pensions	2,500.00	-
R.A. Nosek Investigations	2,065.00	-
Occasions, ETC.	27.75	-
Occupational Health Centers	227.00	63.00
Ogasawara Landscape Maint.	3,080.00	1,180.00
Omega Industrial Supply, Inc.	9,282.11	-
Pacific Gas & Electric	89,663.68	22,636.92
Paytrace	904.39	553.25
Peninsula Battery Inc.	905.49	-
Peninsula Building Supply	1,134.22	-
Pier 2 Marketing	800.00	-
Ponton Industries, Inc.	16,900.50	-
Precise Printing and Mailing	1,931.73	-
Preferred Alliance	1,285.14	235.98
Principal Life Insurance Co.	20,222.56	5,225.94
Priority 1 Public Safety	7,908.96	-
Quadient Leasing USA, Inc.	536.50	268.25
Sergio Ramirez - Tuition Reimbursement	4,001.62	-
Ranger Pipelines	39,646.99	-
Readyrefresh By Nestle	1,376.55	215.70
Red Wing Business	6,133.15	-

WEST BAY SANITARY DISTRICT
Expenditures Summary FY 2020-21
7/01/2020 to 10/20/2020

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWALS
	YTD FY 2020-21	10/08/2020 to 10/20/2020
Todd Reese	500.00	-
Rich Voss Trucking	986.00	580.00
Roberts & Brune Company	11,765.61	3,261.90
SVCW Bond - 2014 Bond	391,929.21	-
SVCW Bond - 2015 Bond	1,107,625.00	-
SVCW Bond - 2018 Bond	1,203,293.75	-
SVCW - Monthly Operating Payment	2,546,840.00	636,710.00
SVCW - SRF Loan	506,765.21	-
San Mateo County	1,737.00	-
San Mateo County Assessor	305.00	-
San Mateo County Clerk	265.00	60.00
San Mateo County Tax Collector	945.58	945.58
Henry Santos	150.00	-
Robert J. Scheidt	280.47	-
Seekzen Systems	3,813.80	475.00
Sharp Business Systems	5,588.39	1,085.18
Sharp Electronics Corporation	288.59	-
Snap On Industrial	169.75	-
Sonsray Machinery LLC	2,140.51	-
Spartan Tool, LLC	2,317.60	-
Staples Credit Plan	5,689.24	817.46
Steven Creek Quarry, Inc.	1,998.41	1,278.27
Sutter EAP	1,239.75	-
Teamsters Local No. 350	4,140.00	-
Teletrac Navman US Ltd.	553.99	-
Towne Ford Sales	57,077.84	-
Underground Service Alert	9,225.73	9,225.73
Urbanowicz, John H.	8,000.00	-
USA Blue Book	428.36	-
V & A Consulting Engineers	7,060.00	-
Vision Communications Co.	4,476.06	690.49
Weco Industries, LLC	11,249.08	5,917.81
Western States Tool & Supply	3,283.63	-
Wex Bank (Chevron)	980.85	-
Woodard & Curran	34,665.18	-
Young's Auto Supply Center	190.96	-
Zanker Recycling	51.77	-
TOTAL REGULAR PAYABLES	10,461,634.95	817,303.23
SALARIES, WAGES & WITHHOLDINGS		
Salaries/Wages - Net Pay	1,074,927.17	212,491.97
Directors Fees - Net Pay	11,129.44	3,773.42
PrimePay Fees	2,910.35	577.64
IRS - Federal Payroll Taxes	258,018.26	62,463.17
EDD - State Payroll Taxes	81,769.88	18,059.14
Performance Merit Program - Net Pay	130,427.78	130,427.78
TOTAL SALARIES RELATED	1,559,182.88	427,793.12
TOTAL WITHDRAWALS	12,020,817.83	1,245,096.35

WEST BAY SANITARY DISTRICT
Receipts & Incoming Transfers
October 21, 2020 through November 10, 2020

RECEIPT NUMBER	DEPOSIT DATE	DESCRIPTION	AMOUNT
461456	10/30/2020	Permit: 136 Spruce St, MP	290.00
461457	10/30/2020	Permit: 760 Cambridge Ave, MP	290.00
461459	10/30/2020	Inv 2020/21-048: SSC 4135 Alpine Rd, PV	1,694.00
461460	10/30/2020	Inv 2020/21-025: SSC 211 Nathorst Ave, PV	612.00
461461	10/30/2020	TOW: Quarterly Sewer Maintenance Jul-Sept 1Q FY2020-21	10,072.90
461462	10/30/2020	LAH: Sewer Maintenance Services 10/2020	39,381.93
461463	10/22/2020	Permit: 575 Kenwood, MP	355.00
461464	10/30/2020	Inv 2020/21-036: SSC 130 Golden Oak Dr, PV	847.00
461465	10/30/2020	Inv 2020/21-028: SSC 40 Tagus Ct, PV	847.00
461466	10/23/2020	Permit: 1325 Cloud Ave, MP	170.00
461467	10/26/2020	Permit: 228 Chester St, MP; 321 Nova Lane, MP; 333 Marmona Dr, MP; 441 Gilbert Ave, MP	920.00
461468	10/30/2020	Inv 2020/21-022: SSC 500 Portola Rd, PV	1,224.00
461469	10/30/2020	Inv 2020/21-020: SSC 10 Sioux Way, PV	1,694.00
461470	10/30/2020	Inv 2020/21-042: SSC 175 Los Trancos Circle, PV	612.00
461471	10/30/2020	Credit Refund - Solid Waste Mailer	11.57
461472	10/30/2020	Inv 2020/21-016: SSC 1843 Santa Cruz Ave, MP	1,224.00
461473	10/30/2020	Discharge Permit: 102 Britton Ave, MP	389.96
461474	10/30/2020	Permit: 102 Britton Ave, ATH	170.00
461475	10/30/2020	Payment for Expenses	4.19
461476	10/28/2020	Permit: 91 Marsh Rd, Ath	170.00
461477	10/28/2020	Permit: 3322 Alameda De Las Pulgas, MP	170.00
461478	10/28/2020	CIP North Bay Rd & Ringwood Ave - Project# 1761.5	60.00
461479	10/26/2020	CIP North Bay Rd & Ringwood Ave - Project #1761.5	60.00
461480	10/30/2020	CIP North Bay Rd & Ringwood Ave - Project #1761.5	60.00
461481	10/28/2020	Permit: 341 Nova Lane, MP	355.00
461482	10/28/2020	Permit: 357 Mckendry Dr, MP	355.00
461483	10/28/2020	CIP North Bay Rd & Ringwood Ave - Project # 1761.5	60.00
461484	10/29/2020	Permit: 250 Catalpa Dr, ATH	290.00
461485	10/30/2020	CIP North Bay Rd & Ringwood Ave - Project # 1761.5	60.00
461486	10/29/2020	Permit: 2165 Prospect St, MP	170.00
461487	10/30/2020	CIP North Bay Rd & Ringwood Ave - Project # 1761.5	60.00
461488	10/29/2020	Permit: 203 Leland Ave, MP	170.00
461489	10/29/2020	Discharge Permit: 5 Odell Place, Ath	663.61
461490	10/30/2020	Discharge Permit: 1790 Oak Ave, MP	407.95
461492	11/06/2020	Verizon Settlement Payment	6,257.20
461493	11/06/2020	Inv 2020/21-026 SSC 255 Golden Oak Dr, PV	847.00
461494	11/06/2020	Inv 2020/21-045 SSC 19 Redberry Pl, PV	847.00
461495	11/06/2020	Inv 2020/21-046 SSC 18 Arastradero Rd, PV	847.00
461496	11/06/2020	Inv 2020/21-037 SSC 110 Bear Gulch Dr, PV	1,224.00
461497	11/06/2020	Invoice 2020/21-038 SSC 4860 Alpine Rd, PV	612.00
461498	11/2/2020	Permit: 119 Baywood, MP	290.00
461499	11/06/2020	Permit: 1535 Altschul Ave ,MP	1,752.50
461500	11/06/2020	Permit: 1525 Altschul Ave, MP	1,752.50
461501	11/06/2020	Discharge Permit: 506 & 556 Santa Cruz Ave, MP	291.65
461502	11/06/2020	Permit: 713 & 715 Partridge Ave, MP	9,081.00
461503	11/06/2020	CIP North Bay Rd & Ringwood Ave - Project # 1761.5	60.00
461504	11/3/2020	Permit: 617 Partridge Ave, MP	170.00
461505	11/4/2020	Permit: 213 Lexington, MP	290.00
461506	11/06/2020	Inv 2020/21-27: SSC 20 Toro Court, PV	1,694.00
461507	11/5/2020	VOID	0.00
461508	11/06/2020	CCTV Review: 1616 Michigain Ave., MP	90.00
461509	11/5/2020	CIP North Bay Rd & Ringwood Ave - Project # 1761.5	60.00
461510	11/5/2020	CIP North Bay Rd & Ringwood Ave - Project # 1761.5	60.00
461511	11/06/2020	CIP North Bay Rd & Ringwood Ave - Project # 1761.5	60.00
461512	11/06/2020	Pager Refund - 8/1/2020	64.57
461513	11/5/2020	Permit: 471 Fletcher Dr, Ath	290.00
461514	11/06/2020	CIP North Bay Rd & Ringwood Ave - Project # 1761.5	60.00
461515	11/06/2020	CIP North Bay Rd & Ringwood Ave - Project # 1761.5	60.00
461516	11/06/2020	P. Scott phone bill	102.73
461517	11/06/2020	Inv 2020/21-033: SSC 36 Minoca Rd, PV	1,224.00
461518	11/9/2020	CIP North Bay Rd & Ringwood Ave - Project # 1761.5	60.00
461519	10/6/2020	Permit:	290.00
461520	11/9/2020	Permit: 1465 Bay Laurel Ave, MP	170.00
461521	11/9/2020	Permit: 344 Concord, MP class 1A permit 16998	290.00
461522	11/9/2020	Permit: 2219 Menalto Ave, EPA	290.00
Total Deposits			\$93,108.26
WIRE/ACH TRANSFERS RECEIVED			
461458	10/20/2020	Recology (on prior report)	
461491	10/29/2020	Transer Funds from LAIF	1,000,000.00
Total Transfer to BofW Checking			\$1,000,000.00
TOTAL DEPOSITS			\$1,093,108.26



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6C**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: WBSD Operations and Maintenance Report – October 2020

Month	Basin PM Pipe Cleaning Miles	High Freq. PM Pipe Cleaning Miles	Un-Sche. Pipe Cleaning Miles	WBSD CCTV Insp. Miles	Pipe Patch Repairs Qty.	Open Trench Repairs Qty.	Pump Sta. PM Qty.	Pump Sta. Unsch. Repairs Qty.	SSO Cat. 1	SSO Cat. 2&3s	Service Calls- Unit 208			
											Call Outs	Sch	Unsch.	USA's
												PM	PM	
January	6.9	4.1	0.0	3.0	6	7	72	1	0	0	90	11	0	206
February	5.0	7.8	0.9	2.5	2	9	69	0	0	0	95	12	0	177
March	17.3	0.1	0.4	1.3	4	8	70	0	0	0	94	9	0	156
April	15.7	3.1	1.3	0.0	0	0	57	1	0	0	54	9	0	152
May	8.5	9.6	0.0	0.2	0	0	50	0	0	0	71	11	0	236
June	18.4	0.2	0.4	4.0	6	6	72	0	0	0	73	3	0	254
July	8.1	4.0	0.8	1.0	6	9	73	1	0	0	86	7	0	217
August	6.3	7.4	1.0	4.3	16	12	47	0	0	0	71	9	0	212
Sept.	17.0	0.0	1.1	6.6	13	10	53	0	0	0	65	5	2	238
* Oct.	10.7	5.1	1.6	3.4	3	8	95	1	0	0	98	13	0	191
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	0	10	160
Yr to date	128.5	49.6	7.6	34.0	66	85	817	5	0	0	990	89	15	2468
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

Report to the District Board for the Special Meeting of November 18, 2020

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

* = Beginning of PMPP year.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6D**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – October 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	3.3	1.3	0.1	0.1	4	0	0	0	0
June	1.8	0.5	0.1	1.9	4	0	0	1	0
July	1.4	1.1	0.0	1.6	4	0	0	0	0
*August	1.8	1.1	0.4	1.0	4	0	0	1	0
Sept.	1.5	1.4	0.1	1.0	4	0	0	0	0
Oct.	1.7	0.8	0.2	0.8	4	0	0	0	0
Nov.	1.0	1.0	0.0	0.0	4	0	0	0	0
Dec	0.0	1.7	0.1	1.2	4	0	0	0	0
** Yr to date	17.1	12.8	1.0	9.6	48	2	0	3	0
FY20/21Goals	17.4	16.9	n/a	9.3	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

1.** = Lucity Data

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6E**

To:*Board of Directors*

From:*Bob Hulsmann, Operations Superintendent*

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

Please see next page.



Yearly Summary Report

11/12/2020

4:13 PM

Dates Between 11/1/2019 and 10/31/2020

Month	Basin PM Pipe Cleaning (miles)	High Freq PM Pipe Cleaning (miles)	Unscheduled Pipe Cleaning (miles)	CCTV Inspection (miles)	Pump Stations Preventive Maintenance Qty	Pump Stations Unscheduled Repairs Qty	SSO Cat 1	SSO Cat 2 & 3	Service Calls Call Outs
January	2.7	0.0	0.0	0.0	14.0	0.0	0.0	0.0	0.0
February	0.00	0.0	0.0	0.0	12.0	0.0	0.0	0.0	0.0
March	0.00	0.3	0.0	0.0	15.0	0.0	0.0	0.0	0.0
April	0.00	0.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0
May	0.00	0.0	0.0	0.0	12.0	0.0	0.0	0.0	0.0
June	0.00	0.3	0.0	0.2	15.0	0.0	0.0	0.0	0.0
July	0.00	0.0	0.0	0.0	13.0	0.0	0.0	0.0	0.0
August	0.00	0.0	0.0	0.0	11.0	0.0	0.0	0.0	0.0
September	0.00	0.3	0.0	0.0	12.0	0.0	0.0	0.0	0.0
October	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
November	0.00	0.0	0.0	0.0	28.0	0.0	0.0	0.0	0.0
December	1.88	0.0	0.0	0.0	18.0	0.0	0.0	0.0	0.0
Totals	4.54	0.8	0.0	0.2	160.0	0.0	0.0	0.0	0.0



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6F**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Bank of the West Monthly Investment Portfolio Statements

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

Quarterly reports on the Investment Portfolio will include more details on the investments of each reserve.

Recommendation

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



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

10/01/20 -
 10/31/20

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

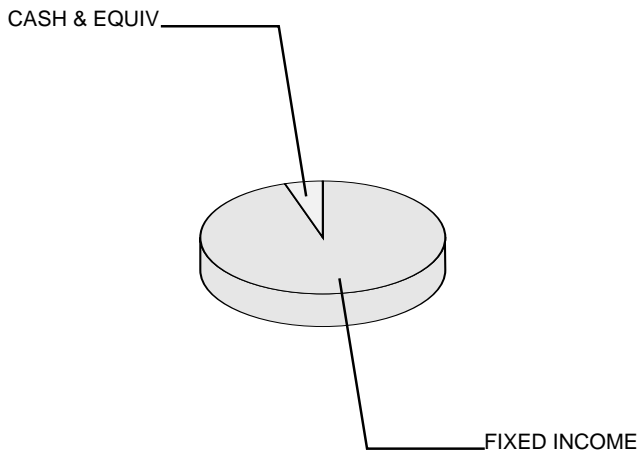
Fiduciary

Chuen Ying Lee
 (408) 645-3234

Portfolio

Michael D. Smith
 (408) 490-2079

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	495,282.41	5.2%
Fixed Income	8,993,968.45	94.8%
Total Portfolio	\$ 9,489,250.86	100.0%
Accrued Income	62,397.07	
Total Valuation	\$ 9,551,647.93	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 9,552,831.83	\$ 9,530,903.35
Income		
Interest.....	10,733.27	80,154.16
Purchased Income.....	0.00	-6,594.77
Disbursements.....	-1,596.99	-6,383.39
Realized Gains/(Losses).....	-141.16	-994.46
Change In Accrued Income.....	8,222.33	1,500.32
Change In Market Appreciation/(Depreciation).....	-16,520.02	-30,595.03
Non-Cash Asset Changes.....	-1,881.33	-16,342.25
Ending Market Value	\$ 9,551,647.93	\$ 9,551,647.93



WBSD - RATE STABILIZATION RESERVE

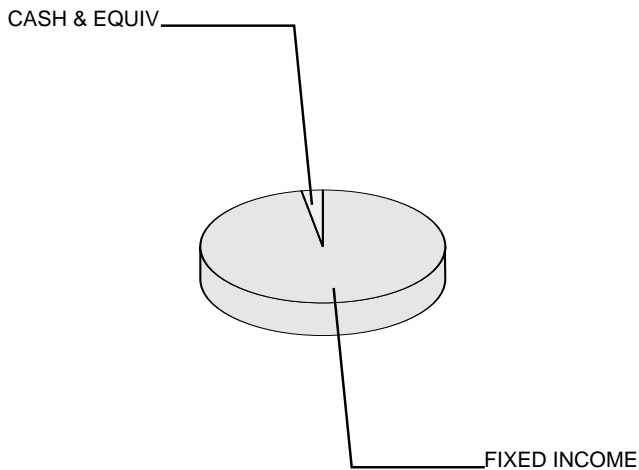
Account Number:
 Statement Period:

10/01/20 -
 10/31/20

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

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	47,131.03	3.4%
Fixed Income	1,353,949.37	96.6%
Total Portfolio	\$ 1,401,080.40	100.0%
Accrued Income	7,180.49	
Total Valuation	\$ 1,408,260.89	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 1,408,260.34	\$ 1,408,407.26
Income		
Interest.....	2,549.92	27,698.84
Purchased Income.....	0.00	-6,910.26
Disbursements.....	-235.57	-938.48
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	67.16	-10,272.44
Change In Market Appreciation/(Depreciation).....	-2,143.06	3,919.32
Non-Cash Asset Changes.....	-237.90	-13,643.35
Ending Market Value	\$ 1,408,260.89	\$ 1,408,260.89



WBSD - EMERGENCY CAPITAL RESERVE

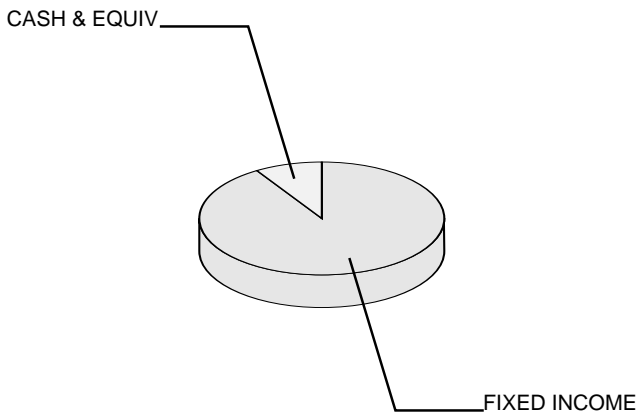
Account Number:
 Statement Period:

10/01/20 -
 10/31/20

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	353,189.61	9.1%
Fixed Income	3,542,386.89	90.9%
Total Portfolio	\$ 3,895,576.50	100.0%
Accrued Income	20,555.03	
Total Valuation	\$ 3,916,131.53	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 3,915,617.80	\$ 3,904,702.49
Income		
Interest.....	7,162.64	37,312.78
Purchased Income.....	0.00	-3,219.00
Disbursements.....	-654.87	-2,615.92
Realized Gains/(Losses).....	0.00	-1,330.51
Change In Accrued Income.....	-14.37	-4,801.19
Change In Market Appreciation/(Depreciation).....	-4,680.55	-5,886.38
Non-Cash Asset Changes.....	-1,299.12	-8,030.74
Ending Market Value	\$ 3,916,131.53	\$ 3,916,131.53



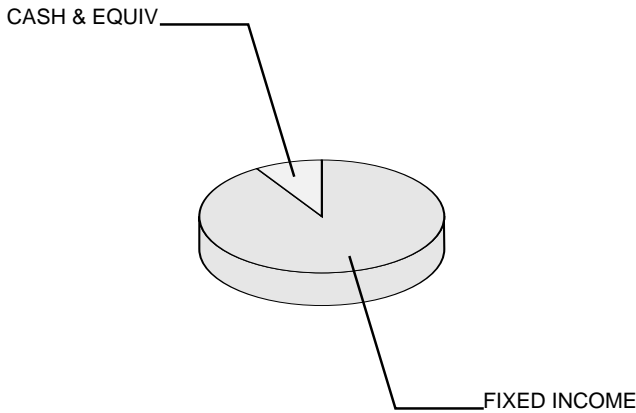
WBSD - CAPITAL PROJECT RESERVE

Account Number: 10/01/20 -
 Statement Period: 10/31/20

WEST BAY SANITARY DISTRICT
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	260,039.38	9.4%
Fixed Income	2,507,428.33	90.6%
Total Portfolio	\$ 2,767,467.71	100.0%
Accrued Income	19,693.65	
Total Valuation	\$ 2,787,161.36	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 2,787,687.96	\$ 2,781,874.82
Income		
Interest.....	2,608.43	34,576.86
Purchased Income.....	0.00	-3,196.55
Disbursements.....	-465.98	-1,859.45
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	3,576.42	-5,840.14
Change In Market Appreciation/(Depreciation).....	-6,263.43	-8,285.93
Non-Cash Asset Changes.....	17.96	-10,108.25
Ending Market Value	\$ 2,787,161.36	\$ 2,787,161.36



WBSD - RECYCLED WATER CASH FLOW

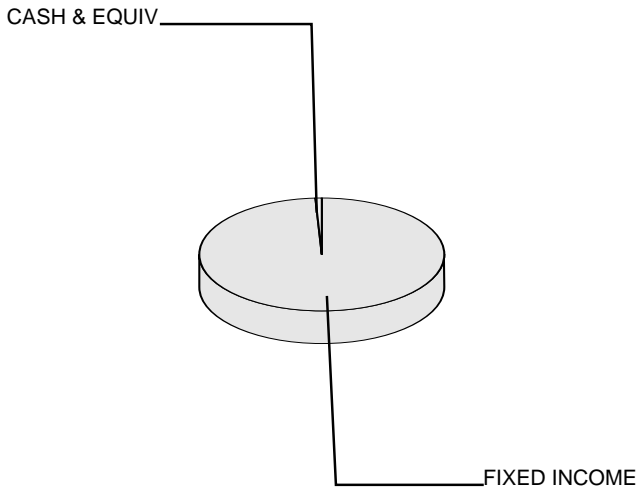
Account Number:
 Statement Period:

10/01/20 -
 10/31/20

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

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	2,730.19	1.2%
Fixed Income	225,053.77	98.8%
Total Portfolio	\$ 227,783.96	100.0%
Accrued Income	1,198.81	
Total Valuation	\$ 228,982.77	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 228,982.86	\$ 228,463.67
Income		
Interest.....	841.11	2,165.15
Purchased Income.....	0.00	-603.78
Disbursements.....	-38.23	-153.05
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-394.84	15.82
Change In Market Appreciation/(Depreciation).....	-121.83	-728.69
Non-Cash Asset Changes.....	-286.30	-176.35
Ending Market Value	\$ 228,982.77	\$ 228,982.77



WBSD - RECYCLED WATER SRF RESERVE

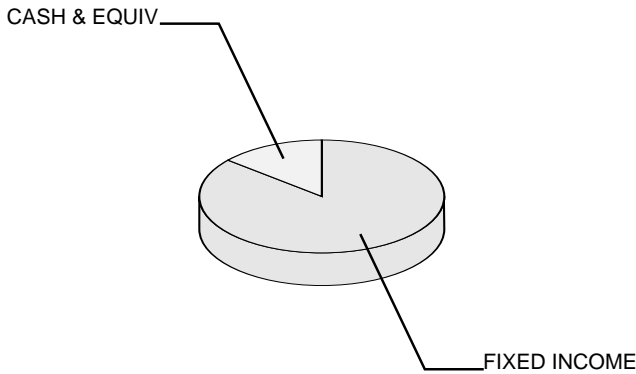
Account Number:
 Statement Period:

10/01/20 -
 10/31/20

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

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	219,657.30	14.4%
Fixed Income	1,308,078.20	85.6%
Total Portfolio	\$ 1,527,735.50	100.0%
Accrued Income	8,047.71	
Total Valuation	\$ 1,535,783.21	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 1,535,900.68	\$ 1,530,349.55
Income		
Interest.....	2,335.66	15,029.23
Purchased Income.....	0.00	-2,340.56
Disbursements.....	-256.97	-1,026.63
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	528.50	-869.71
Change In Market Appreciation/(Depreciation).....	-1,949.36	-2,026.29
Non-Cash Asset Changes.....	-775.30	-3,332.38
Ending Market Value	\$ 1,535,783.21	\$ 1,535,783.21

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6G**

To: Board of Directors

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

**Subject: Consideration of Authorizing the District Manager to Issue the
Class 3 Permit for the Sewer Extension Required for the
Connections of 1525 and 1535 Altschul Avenue, Menlo Park**

Background

The District has a mainline on Altschul Avenue that terminates near 1515 Altschul Avenue.

Analysis

Due to the fact the District's sewer main terminates in front of 1515 Altschul Avenue, 1525 and 1535 Altschul Avenue have for many years shared a sewer lateral with their neighbor at 1515. This is non-conforming to the District's Code. The owners have proposed extending the District's main an additional 103 LF to the front of 1525 and 1535 Altschul Avenue, so that all three properties can properly connect to the sewer main with their own independent lateral. District staff has approved the design, and all fees have been paid for both parcels.

Fiscal Impact

No impact to the District.

Recommendation

The Projects Manager recommends the District Board direct the District Manager to issue Class 3 Sewer Permit No. 1134 for the approved sanitary sewer work.

Attachments: Resolution _____(2020)
Class 3 Permit (1134)
Site Map

RESOLUTION NO. _____ (2020)

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

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: Altschul Main Extension

Location: Altschul Avenue right-of-way fronting the properties 1525 & 1535
Altschul Avenue, Menlo Park

Entity or Person Undertaking Project: Tiffany Lee

Determination of the District Board:

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

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

N/A

The Board certifies that the Preliminary Review and Notice of Exemption has been prepared and completed in compliance with the California Environmental Quality Act and the State Guidelines.

The Board finds that the project Preliminary Review and Notice of Exemption identifies the following significant effects:

N/A

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

N/A Changes or alterations have been required in, or incorporated, into the project which mitigate or avoid the significant environmental effects thereof as identified in the Final EIR.

N/A Such changes or alterations are within the responsibility and jurisdiction of a public agency other than the District. Such changes have been adopted by such other agency or can and should be adopted by such other agency.

N/A Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the Final EIR.

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

_____ Approved

_____ Disapproved

The District Manager of West Bay Sanitary District is directed to prepare a Notice of Exemption pursuant to the provisions of the State Guidelines Implementing the California Environmental Quality Act adopted by Resolution No. 1105 of this District Board. The District Manager is not directed to prepare and file a Statement of Overriding Consideration pertaining to the approval of this project pursuant to the provisions of the same Guidelines.

Passed and adopted by the District Board of West Bay Sanitary District at a special meeting thereof held on the 18th day of November 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

WEST BAY SANITARY DISTRICT

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

Permit Number
1134

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

1535 ALTSCHUL AVE, MENLO PARK CA 94025
1525 ALTSCHUL AVE, MENLO PARK CA 94025

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

Residential Non-residential Development at said location.

ENGINEER'S

JAMES E THOMPSON

Name

1048 EL CAMINO REAL, STE C
Address REDWOOD CITY CA 94063

CONTRACTOR'S

Name

Address

OWNER'S

TIFFANY LEE

Name

1535 ALTSCHUL AVE
Address MENLO PARK, CA 94025



Applicant's Signature

JAMES E THOMPSON

Signed by - Please Print Name

1048 EL CAMINO REAL, STE C
Address REDWOOD CITY, CA 94063

Receipt of \$ 585 Application Fee is hereby acknowledged Nov 2, 2020 Date

Receipt of \$ 2000 Cash Deposit or Performance Bond

Comments SEWER MAIN EXTENSION

Approved by the District Board on _____.

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Sergio Ramirez, District Manager

Date _____

By _____

Final Acceptance by the District Board on _____.

6G-4

WEST BAY SANITARY DISTRICT

EXHIBIT "A"

SITE MAP

ALTSCHUL MAIN EXTENSION

TO SERVE 1525 & 1535 ALTSCHUL AVENUE, MENLO PARK



Notice of Exemption

To: County Clerk
County of San Mateo
555 County Center
Redwood City, CA 94063

From: West Bay Sanitary District
500 Laurel Street
Menlo Park CA 94025

Project Title: Altschul Main Extension

Project Location – Specific: Altschul Avenue right-of-way fronting the properties
1525 & 1535 Altschul Avenue, Menlo Park

Project Location – Town: Menlo Park

Project Location – County: San Mateo

Description of Project: Gravity sewer main construction

Name of Public Agency Approving Project: West Bay Sanitary District

Name of Person or Agency Carrying Out Project: Tiffany Lee

Exempt Status:

CEQA Guidelines Section 15601(b)(3), General Rule;
Categorical Exemption. Class 3 – Section 15303 (d) of the State CEQA Guidelines.
(d) Water main, sewage, electrical, gas and other utility extensions of reasonable
length to serve such construction.

Reasons why project is exempt:

This project is exempt from CEQA because it can be “seen with certainty that there is no possibility that the activity in question may have a significant impact on the environment.” This certainty is based on the District’s past experience with numerous sewer construction projects of this nature, and the mitigated measures included in all such projects to alleviate any impacts. Most project elements also are exempt as extension of utilities of a reasonable length to serve such construction.

Lead Agency: West Bay Sanitary District

Lead Agency Contact Person: Sergio Ramirez (650) 321-0384

Signature Date: _____ Title: District Manager

“PRELIMINARY REVIEW”

Altschul Gravity Main Extension
November 3, 2020

INTRODUCTION. At the November 18, 2020 District Board Meeting, the Board will consider the approval of the Class 3 Sewer Permit for the construction of a gravity sewer main line on Altschul Avenue to serve properties at 1525 & 1535 Altschul Avenue in Menlo Park; and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by the homeowner at 1535 Altschul Avenue, Tiffany Lee.

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

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

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

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

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

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

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

near sensitive and unique vegetation, protection and restoration of vegetation, landscaping, and improvements; public health and safety precautions; community notifications; traffic control; and preservation of cultural resources.

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

Staff has concluded that most project elements are “categorically exempt” under CEQA Guidelines Section 15303 (d) (Water main, sewage, electrical, gas and other utility extensions of reasonable length to serve such construction).

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6H**

To: *Board of Directors*

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

Subject: **Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permits No. 1060, 1061, 1062 & 1063 for the Construction of Wastewater Facilities for 20, 30 & 40 Meadow Lane, Portola Valley, California (Formerly 1260 Westridge Drive)**

Background

The above permits were for the construction of a STEP System force main extension on Cervantes Road & Westridge Drive and 3 STEP (Septic Tank Effluent Pumping) Systems to serve 20, 30 & 40 Meadow Lane, Portola Valley.

Originally 1260 Westridge Drive, the project property was subdivided into 3 parcels, thus the District issued four individual permits for the 3 systems and the main extension.

Analysis

The Board issued these Permits at the Regular Meeting of February 22, 2017.

The work has been completed and has been inspected, tested, and approved by staff as being in conformance with District Standards. The property owner has submitted a one-year guarantee for the work in the form of a maintenance bond.

Recommendation

The Projects Manager recommends that the Board accepts these facilities and directs the District Manager to approve the Class 3 Permits No. 1060, 1061, 1062 & 1063.

Attachments: Class 3 Permits No. 1060, 1061, 1062 & 1063
Exhibit A: Site map

WEST BAY SANITARY DISTRICT

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

Permit Number
No 1060

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

1260 WESTRIDGE DR., PORTOLA VALLEY - LOT B

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

Residential Non-residential Development at said location.

ENGINEER'S

LEA & BRAZE ENGINEERING

Name

2495 INDUSTRIAL PARKWAY WEST
Address HAYWARD, CA 94545

CONTRACTOR'S

FORDE MAZZOLA ASSOC INC.

Name

665 3rd ST. SUITE 430
Address SAN FRANCISCO, CA 94107

OWNER'S

BANDEL CARANO

Name

525 UNIVERSITY AVE #130
Address PALO ALTO, CA 94301

Applicant's Signature

AARON BORTOLAZZO

Signed by - Please Print Name

Address

Receipt of \$ 500.00 Application Fee is hereby acknowledged

7. Neese 2/3/17

Date

Receipt of \$ 2000.00 Cash deposit or Performance Bond

Comments STEP SYSTEM - LOT B

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Phil Scott, District Manager

Date _____

By _____

Final Acceptance by the District Board on _____

WEST BAY SANITARY DISTRICT

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

Permit Number
No 1061

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

1260 WESTRIDGE, PORTOLA VALLEY, CA - LOT C

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

Residential Non-residential Development at said location.

ENGINEER'S

LEA & BRAZE ENGINEERING

Name

2495 INDUSTRIAL PARKWAY WEST
Address HAYWARD CA 94545

CONTRACTOR'S

FORDE MAZZOLA ASSOC INC.

Name

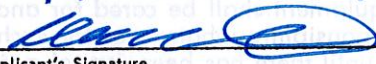
665 3RD ST. SUITE 430
Address SAN FRANCISCO CA, 94107

OWNER'S

BANDEL CARANO

Name

525 UNIVERSITY AVE #130
Address PALO ALTO CA 94301


Applicant's Signature

AARON BORTOLAZZO

Signed by - Please Print Name

Address

Receipt of \$ 580.00 Application Fee is hereby acknowledged 7. Reed 2/3/17

Date

Receipt of \$ 2000.00 Cash deposit or Performance Bond

Comments: STEP SYSTEM - LOT C

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Phil Scott, District Manager

Date _____

By _____

Final Acceptance by the District Board on _____

WEST BAY SANITARY DISTRICT

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

Permit Number
No 1063

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

1260 WESTRIDGE DRIVE, PORTOLA VALLEY - LOT A

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

Residential Non-residential Development at said location.

ENGINEER'S

LEA & BRAZE ENGINEERING

Name

2495 INDUSTRIAL PARKWAY WEST
Address HAYWARD, CA 94545

CONTRACTOR'S

FONDE MAZZOLA ASSOC. INC.

Name

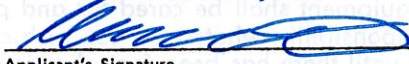
665 3RD ST. SAN FRANCISCO
Address CA. 94107

OWNER'S

BANDEL CARANO

Name

525 UNIVERSITY AVE. SUITE 130
Address PALO ALTO, CA 94301


Applicant's Signature

AARON BONTOLAZZO

Signed by - Please Print Name

Address

Receipt of \$ 500.00 Application Fee is hereby acknowledged

7. Neese 2/3/17

Date

Receipt of \$ 3000.00 Cash deposit or Performance Bond

Comments STEP SYSTEM - LOT A

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Phil Scott, District Manager

Date _____

By _____

Final Acceptance by the District Board on _____

WEST BAY SANITARY DISTRICT

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

Permit Number
No 1062

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

1260 WESTRIDGE, PONTOLA VALLEY - OFF SITE EXTENSION

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

Residential Non-residential Development at said location.

ENGINEER'S

LEA & BRAZE ENGINEERS

Name

2495 INDUSTRIAL PARKWAY WEST
Address HAYWARD, CA 94545

CONTRACTOR'S

FORDE MAZZOLA ASSOC INC.

Name

665 3rd ST. SUITE 430
Address SAN FRANCISCO CA 94107

OWNER'S

BANDEL CARANO

Name

525 UNIVERSITY AVE #130
Address PALO ALTO, CA 94301

[Signature]

Applicant's Signature

AARON BORTOLAZZO

Signed by - Please Print Name

Address

Receipt of \$ 500.00 Application Fee is hereby acknowledged

Receipt of \$ 2000.00 Cash deposit or Performance Bond

Date

Comments OFF SITE FORCED MAIN SEWER EXTENSION

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Phil Scott, District Manager

Date _____

By _____

Final Acceptance by the District Board on _____

WEST BAY SANITARY DISTRICT

EXHIBIT "A"

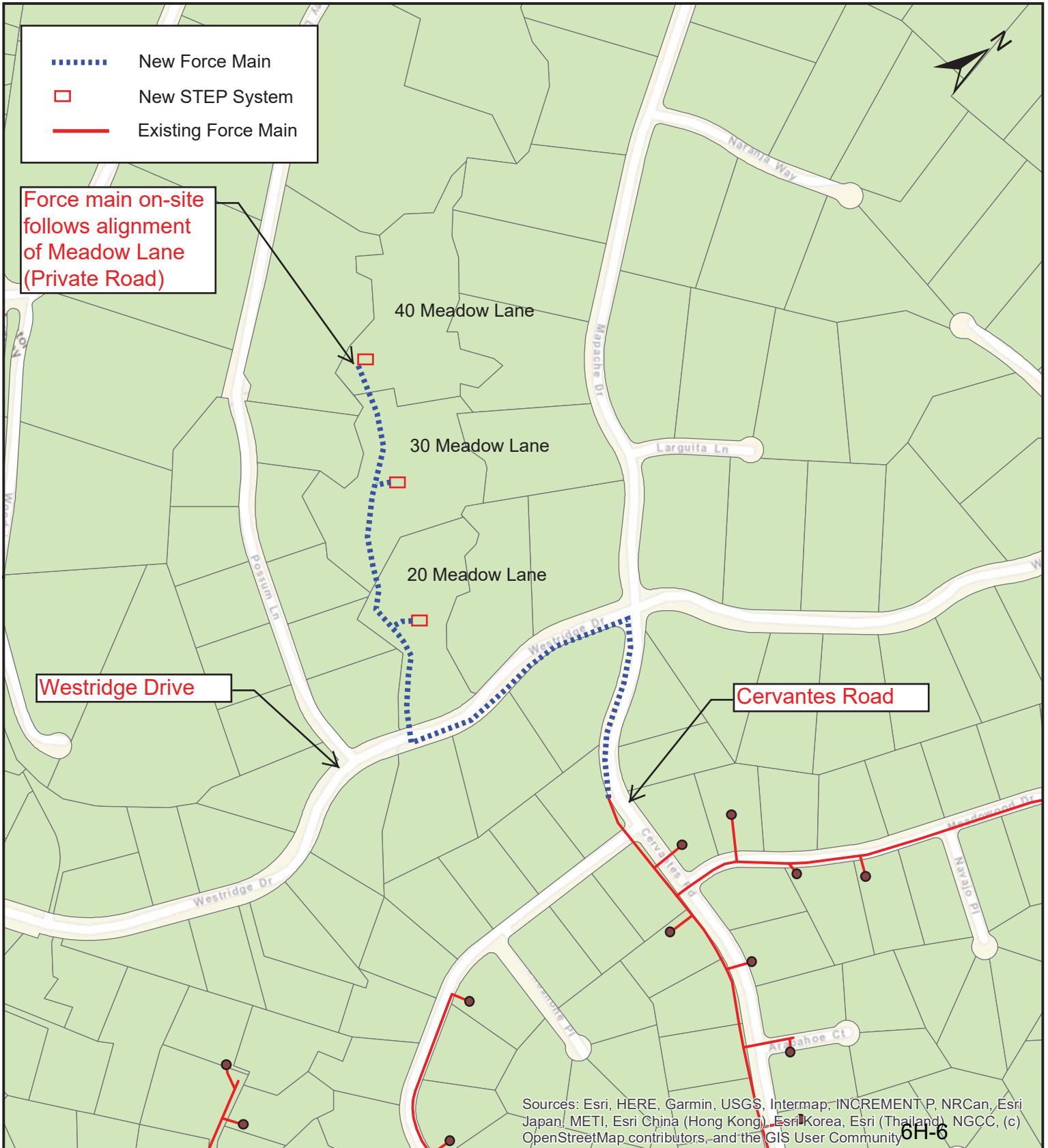
SITE MAP

CERVANTES/WESTRIDGE MAIN EXTENSION

& 3 NEW STEP SYSTEMS FOR

20, 30 & 40 MEADOW LANE, PORTOLA VALLEY, CA

(FORMERLY 1260 WESTRIDGE DRIVE)





**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Report and Discussion on the City of East Palo Alto - Upcoming Projects

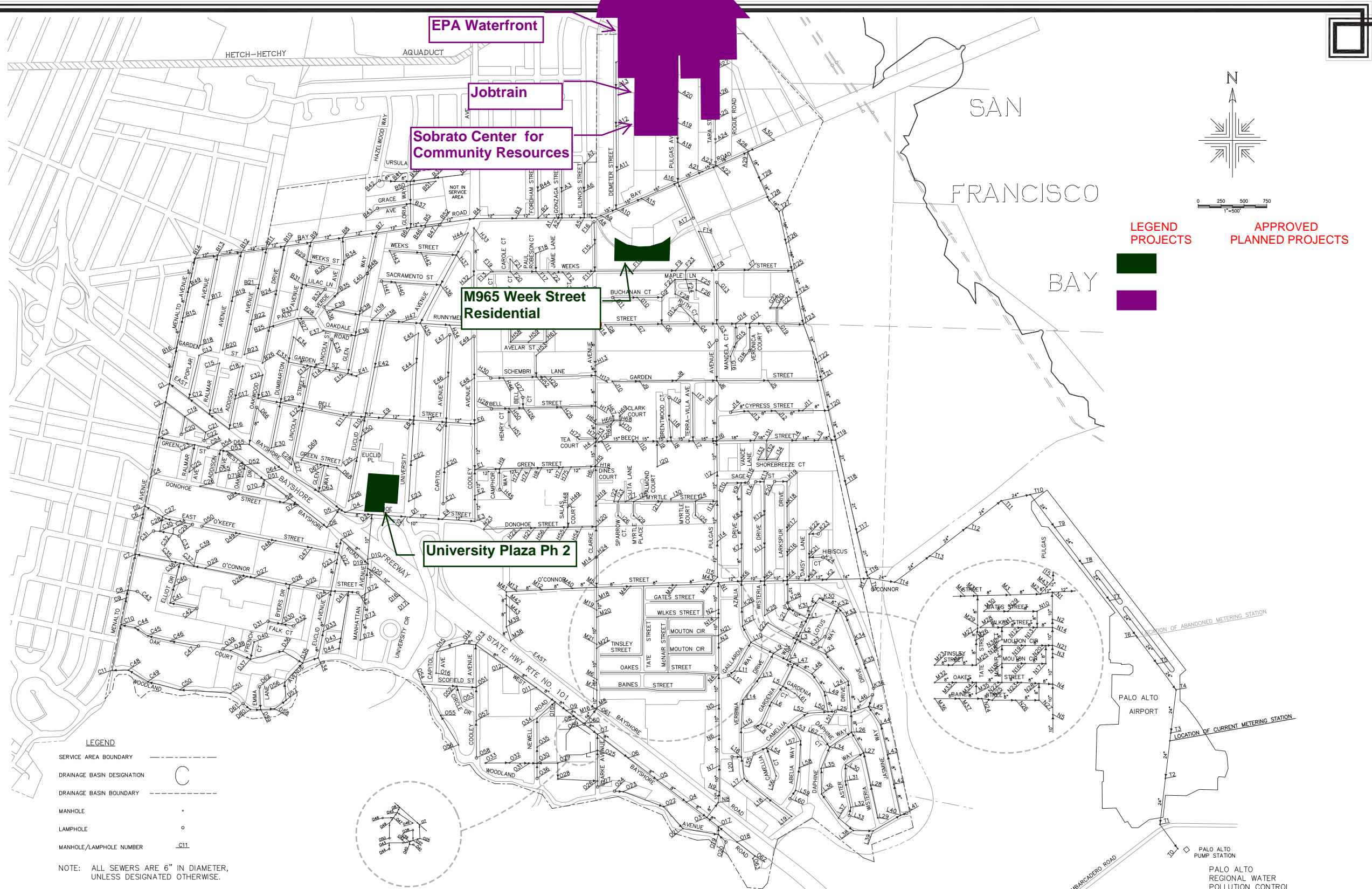
The West Bay Sanitary District Manager will report on recent inquiries by the City of East Palo Alto to the District and LAFCo.

District Manager will report on the City's proposed projects and LAFCo's approval for an RFP to conduct a Municipal Service Review. The review could include a review of East Palo Alto Sanitary District, the City of East Palo Alto, and West Bay Sanitary District.

Staff and Developers may attend via ZOOM.

See Attached Map of proposed East Palo Alto projects.

Report to the District Board for the Special Meeting of November 18, 2020



SANITARY SEWER SYSTEM

EAST PALO ALTO SANITARY DISTRICT

LEGEND

APPROVED PROJECTS

■ (Green)

■ (Purple)



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Report by the Finance Advisory Group

Members of the Finance Advisory Group will give a report on their recent meeting with Bank of the West.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 9

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Report & Discussion on Commuter Benefits Program*

Background

The District Board approved fiscal year Commuter Benefits Program which provided for up to 2/3 reimbursement on transit tickets for commuting and allowed some employees to form carpools with District Manager approval. Currently eleven staff members participate in the Commuter Benefits Program and carpools.

Analysis

Staff has compiled a spreadsheet to show how many employees are involved in the Commuter Benefits Program and carpools including what method of commuting they use.

A recent change in the commute routine has occurred in that the City of Fremont has installed kiosks to pay for parking in lots on both sides of the tracks at the Fremont Train Depot. Prior to COVID-19, five employees utilized a District vehicle to commute from the District Corp Yard to the Fremont Station in order to board the ACE train to the San Joaquin Valley. The ACE train schedule has been limited during the pandemic and the five employees have instead carpooled in a District vehicle.

Three District vehicles are used under the program and 11 employees are carpooling. One employee continues to take the CalTrain in the Peninsula.

The Net Value is that nine vehicles have been taken off the roads helping with carbon emissions.

Fiscal Impact

There is no direct fiscal impact to reviewing the commuter information in the spreadsheet however, the decisions made by the Board as a result of this information could have a slight impact on operating expenses if the program were to change.

Recommendation

The District Manager recommends the District Board accept the Commuter Benefit Program and carpool report and discuss the level of success and impacts of the program.



Commuter Benefit
Program Status Sheet
Thru October 2020



	Total	Transit	Carpool	Bicycle	Walk
# of EEs participating	12	1	11	0	0
# District vehicles used	3		3	0	0
Net Vehicles removed	9	1	9	0	
\$ Reimbursed YTD (10-31-20)	\$4,005.94	\$4,005.94	\$0	\$0	\$0
\$ Bridge Toll reimbursed	\$0		\$0		
\$ Fastrak costs YTD	\$820.00		\$820.00		

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WEST BAY SANITARY DISTRICT AGENDA ITEM 10

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Consideration of Establishing January 13, 2021 as the Date of Public Hearing to Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation*

Background

Per Government Code the compensation that may be paid to a Board Member for each day's attendance at meetings may be increased annually by five percent. Since the last increase was in January 2020, the Board could elect to increase 5% effective January 2021. This means the Board may increase its compensation from \$230.00 per meeting to \$241.50 per meeting.

Analysis

The District's Board fees are in the mid-range of special districts in the State. The financial health of the District is such that a small increase in Directors fee expenses would have negligible effect on the budget and increased Director Fees may enhance the Board's efforts to find successor Board members.

Should the Board determine to approve this increase, a Public Hearing will be scheduled for January 13, 2021, at which time the Board may adopt the attached Regulation.

Fiscal Impact

A 5% increase in 2021, in Board of Director fees would have minor impact on the budget especially since the increase is effective for only a partial budget cycle.

Recommendation

The District Manager recommends the Board establishing January 13, 2021 as the date of public hearing to consider General Regulation amending the Code of General Regulations for Board Member compensation.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 11

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *November 18th Update Report on District Response to Corona Virus*

Background

In early March of 2020, the outbreak of Corona Virus in the USA caused Federal, State and Local governments to enact several laws, regulations and guidelines to mitigate the impact of the spread and severity of the virus including Shelter in Place. The District has been busy employing measures to meet those regulations and guidelines as well as taking action to ensure the safe working conditions of staff and minimize exposure of and interaction with the public.

Analysis

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

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

Social Distancing: District staff has employed several measures related to Social Distancing including; limiting meeting size to 10, marking seating spots at tables with 6 foot separation, signage encouraging 6 foot distancing, separation of reporting stations to include the FERRF, Plexi-glass shields at the counter and between workspaces that

Report to the District Board for the Special Meeting of November 18, 2020

cannot achieve 6 foot distancing, and closing of the District Office to the public unless by appointment.

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

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

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

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

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

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

May 27 update: The District has opened the office to the public on Tuesdays and Thursdays. Stickers on the floors and notices on the doors and shields at the counters have been placed to remain compliant with the Health Dept. Wipes and signs have been placed in the bathrooms. All the departments except Administration have returned to normal work hours (which are mostly 9/80 schedule but crews are still separated with the Satellite Office/Corp Yard. As a result of these changes have updated the COVID 19 response plan and affixed to entry doors as required.

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

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

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

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

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

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

employees test negative for COVID-19, or quarantine for 14 days, they will be allowed back to work.

October 14 update: No updates at this time.

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

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

Fiscal Impact

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

Recommendation

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 12

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

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

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 13**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Discussion and Direction on the Bayfront Recycled Water Project

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

Additionally, the Board will receive a presentation from Woodard & Curran on the Bayfront Recycled Water Facility.

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 14**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 15**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

Report to the District Board for the Special Meeting of November 18, 2020

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