

1902 - Serving Our Community for over 115 Years - 2020
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 22, 2020 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

District Manager

Phil Scott

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

NOTE: The Board may take action on any agenda item unless specifically designated a "discussion" item or a "report."

1. Call to Order and Roll Call
2. Communications from the Public
3. Discussion/Workshop on Sewer Service Charges Rate Study for Fiscal Year 2020/21 Pg. 3-1
4. District Manager's Report Pg. 4-1
5. Consent Calendar

Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.

 - A. Approval of Minutes for Regular meeting January 8, 2020 Pg. 5A-1
 - B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for January 22, 2020 Pg. 5B-1
 - C. WBSD Operations and Maintenance Report – December 2019 Pg. 5C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2019 Pg. 5D-1
 - E. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 12/31/19 Pg. 5E-1
6. Consider to Adopt Resolution Approving Master Fee Schedule (2020) Pg. 6-1
7. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Project Status Pg. 7-1

8. Report & Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 8-1
9. Report & Discussion on Silicon Valley Clean Water (SVCW), Discussion on SVCW CIP Program and Financing Pg. 9-1
10. Closed Session:
 - 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
 - B. CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Negotiators: Board President/District Counsel
Unrepresented Employee: District Manager
(Government Code §54957.6)
 - C. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District
Manager & Legal Counsel
Unrepresented & Exempt Employees
 - D. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Chan, Moreno, Vestnys, Pebbles v. WBSD – San Mateo County Court Case No.
19CIV07567
11. Consider Approval of Reorganization Plan for the Regulatory Compliance Department to Be Renamed the Water Quality Department and Include the Addition of a Wastewater Operator III Position Pg. 11-1
12. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
13. Adjournment

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 3

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *Discussion/Workshop on Sewer Service Charges Rate Study for Fiscal Year 2020/21*

Background

HF&H LLC, has agreed to perform a Sewer Service Charge Rate Study for FY 2020/21 and is in the process of analyzing the proper rate structure to support the operation, maintenance and replacement of the District facilities and assets.

Analysis

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

Fiscal Impact

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

Recommendation

The District Manager recommends the Board engage in discussion and provide staff with policy direction regarding the sewer service charges for FY2020-21.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *District Manager's Report*

1) **CIP Project:**

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **Cleaning/TVing Large Diameter lines:** Staff has ordered new heavy duty cleaning nozzle and large tractor for camera for televising large lines. Crews have begun cleaning and tving some of the smaller of the large diameter lines but will be limited until the new equipment arrives. Staff will begin cleaning and televising lines full time once the tractor equipment arrives.

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

- a. **CWEA P3S Conference:** DM and W&C will present on time delay discharge at P3S conference January 28, 2020 in Long Beach.
- b. **WateReuse– San Francisco Conference:** DM was asked to join West Yost Associates to present a paper on the Onsite Reuse Treatment Plant discharge permit process on March 16, 2020.

3) **Upcoming Events:**

- a. **Board meetings:** Next meeting February 12, 2020.
- b. **Sewer Service Charges Rate Study:** Rate study setting of public hearing February 12, 2020.

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

- a. **SSOs:** Zero SSO for December. 2019 Total = 4. 7 months in a row w/o SSO.

Report to the District Board for the Regular Meeting of January 22, 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, JANUARY 8, 2020 AT 7:00 P.M.**

1. Call to Order

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

Roll Call

BOARD MEMBERS PRESENT: Dehn, Otte, Walker, Moritz

BOARD MEMBERS ABSENT: Thiele-Sardina

STAFF MEMBERS PRESENT: Scott, Ms. Hall

Others Present: None

2. Communications from the Public: None

3. District Board of Directors: Swearing in of Board Members and Officers

Comments: DC Hall presented the Oath of Office to the Board Members in attendance.

4. Public Hearing: Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation

Motion to Open by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

Motion to Close by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

5. Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation

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

Comments: DM Scott reported the last Board increase was in April 2018. The Board is eligible for a 5% increase. Board consensus was to increase compensation slightly under the 5% to \$230.00 per meeting.

6. District Manager's Report

1) CIP Project:

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **Cleaning/TVing Large Diameter lines:** Staff has ordered new heavy duty cleaning nozzle and large tractor for camera for televising large lines. Crews have begun cleaning and tving some of the smaller of the large diameter lines but will be limited until the new equipment arrives.

2) Affiliate Agency/Association News:

- a. **CWEA P3S Conference:** DM and W&C will present on time delay discharge at P3S conference January 28, 2020 in Long Beach.
- b. **WaterReuse– San Francisco Conference:** DM was asked to join West Yost Associates to present a paper on the Onsite Reuse Treatment Plant discharge permit process on March 6, 2020.
- c. **City of Menlo Park:** Met with the City regarding Bayfront Recycled Water project and they also discussed the Onetta Harris Community will be remodeled and an easement will need to be vacated for the project.

3) Upcoming Events:

- a. **Board meetings:** Next meeting January 22, 2020.
- b. **Sewer Service Charges Rate Study:** Rate study Board workshop scheduled for January 22, 2020.

4) Misc./Action Items from Previous Meeting:

- a. **SSOs:** Zero SSO for December. 2019 Total = 4. 7 months in a row w/o SSO.
- b. **O&M's Annual:** DM Scott presented the O&M for 2019 for the District and work in Town of Los Altos Hills.

7. Consent Calendar

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Regular meeting December 11, 2019 Pg. 7A-1
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for January 8, 2020 Pg. 7B-1

8. Consideration of Authorizing District Manager to Enter into an Agreement for Flow Monitoring Services by V&A Consulting Engineers, Inc

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

Comments: DM Scott reported that this agreement will aid the hydraulic model program data.

9. Consideration of Establishing February 12, 2020 as the Date of Public Hearing to Consider a General Regulation Amending the Code of General Regulations for Section 406. Backflow Prevention Devices and Section 901. Sewer Connection Charges (03) Charges by Type of Connection – Accessory Dwelling Unit

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

Comments: DM Scott discussed the need for a District Code update due to recent California legislation on ADU connection fees and recent litigation regarding the requirements of Backflow Prevention Devices.

10. Report by the Finance Advisory Group

Comments: Director Moritz reported on the recent meeting with Bank of the West. He reported that currently LAIF has a higher interest rate and more liquidity. A cash flow spreadsheet forecast to 2024 has been developed by DM Scott and FM Sturman that includes all major expenditures. He stated the spreadsheet will be a great tool going forward.

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

Comments: DM Scott reported on the Sharon Heights and Bayfront Recycled Water Projects. A purveyor map for the Bayfront Project is being developed with the City of Menlo Park. They also discussed long-lasting options for the easements and land for the Bayfront FERRF levee improvement and Bayfront Recycled Water Project. DM Scott expects to be complete with the Sharon Heights Recycled Water Project by the end of March.

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

Comments: None.

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

Comments: Director Otte reported the CIPs are moving forward on schedule. Four leaks that were found under the treatment plant have been repaired and some of the pipes were up to 40 years old.

14. Closed Session

- 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

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: District Manager

- C. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District Manager & Legal Counsel
Unrepresented & Exempt Employees

- D. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Chan, Moreno, Vestnys, Pebbles v. WBSD – San Mateo County Court Case No. 19CIV07567

Entered closed session at 8:04 p.m. Left closed session at 8:40 p.m.

Reportable action: None.

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

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: President Dehn reported Board consensus is to approve a resolution for 20% of DM annual salary for 2019 performance compensation.

16. Consider to Authorize the District Manager to Negotiate and Execute a Professional Services Agreement for Recruitment of the District Manager Position, Approved as to form by District Legal Counsel

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

Comments: DM Scott reported that four proposals have been received from Avery & Assoc., CPS HR Consulting, Alliance Resource Consulting and Koff & Assoc. DM Scott reported on the highlights of each proposal and the Board discussed the pros and cons of each. Board consensus was to move forward with Avery & Assoc. for the upcoming District Manager recruitment.

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

Comments: Director Moritz requested closed session items on DM housing for the next DM as well as DM retired annuitant for future Board meeting.

18. Adjournment Time: The meeting was adjourned at 9:06 PM

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WEST BAY SANITARY DISTRICT
WITHDRAWAL ORDER
As of January 13, 2020

CHECK	TO WHOM PAYABLE	PURPOSE	AMOUNT
66066	VOID		
66067	MATHESON TRI-GAS, INC.	Operating Supplies - Coll	50.71
66068	BAY ALARM	Contract Services - Coll	4,149.42
66069	CALIFORNIA WATER SERVICE	Utilities - Coll	18.38
66070	WEX BANK	Gasoline, Oil & Fuel - Coll	191.95
66071	CINTAS CORP	Contract Services - Coll	700.79
66072	NAVIA BENEFIT SOLUTIONS	Employee Benefits	75.00
66073	GRAINGER	Operating Supplies - Coll	2,052.64
66074	HF&H CONSULTANTS, LLC	Professional Services - A&G	885.00
66075	LOG ME IN	Repairs & Maintenance - Coll	65.73
66076	PACIFIC GAS & ELECTRIC	Utilities - A&G	5,160.11
66077	COUNTY OF SAN MATEO	Non-Operating Expense - A&G	17,697.00
66078	COUNTY OF SANTA CLARA	Other Operating Expense - Coll	587.00
66079	SEEKZEN SYSTEMS	Professional Services - Coll	475.00
66080	SHARP BUSINESS SYSTEMS	Rents & Leases - Coll	1,036.78
66081	SPARTAN TOOL LLC	Operating Supplies - Coll	1,750.15
66082	VISION COMMUNICATIONS CO.	Rents & Leases - A&G	667.00
66083	WECO INDUSTRIES, INC.	Repairs & Maintenance - Coll	1,176.68
66084	SAN MATEO COUNTY CLERK	859 Santa Cruz Ave - Couperus	20.00
66085	NAVIA BENEFIT SOLUTIONS	Employee Benefits	929.24
66086	CITY OF MENLO PARK - Repair	Repairs & Maintenance - Coll	4,872.15
66087	CSRMA c/o ALLIANT INSURANCE	Insurance - A&G	139,961.00
66088	JED M. BEYER	Training, Meeting & Travel - Coll	114.55
66089	SDU	Wage Garnishment	508.62
66090	FRANCHISE TAX BOARD	Wage Garnishment	250.00
66091	NAVIA BENEFIT SOLUTIONS	Employee Benefits	929.24
66092	ANNETTE BERGERON	Other Operating Expenses - A&G	704.00
66093	SAFETY CENTER INC	Training, Meetings & Travel	100.00
66094	DMV	Repairs & Maintenance - Coll	337.00
66095	BANKCARD CENTER	BoW Credit Card - Phil	519.11
66096	CITY OF MENLO PARK-Fuel	Gasoline, Oil & Fuel - Coll	5,258.01
66097	CITY OF MENLO PARK - Repair	Operating Supplies - Coll	1,229.53
66098	SAN MATEO COUNTY CLERK	Other Operating Expense - A&G	20.00
66099	AMERICAN MESSAGING	Utilities - A&G	64.24
66100	ATCHISON, BARISONE & CONDOTTI	Professional Services - A&G	5,336.35
66101	VOID		
66102	BAY AREA AIR QUALITY MGMT DIST	Other Operating Expense - Coll	580.00
66103	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding	35.36
66104	CITIBANK	Training, Meetings & Travel - Coll	668.92
66105	CINTAS CORP	Contract Services & Operating Supplies- Coll	1,799.33
66106	DU-ALL SAFETY, LLC	Professional Services - Coll	1,890.00
66107	FREMONT URGENT CARE	Professional Services - A&G	208.00
66108	FREYER & LAURETA	Professional Services - A&G & CIP: Levee Survey	10,933.17
66109	KIMBALL MIDWEST	Operating Supplies - Coll	282.61
66110	HOME DEPOT CREDIT SERVICES	Operating Supplies - Coll	1,804.10
66111	IEDA	Professional Services - A&G	760.00
66112	JANI-KING OF CA, INC - SFR/OAK	Contract Services - A&G	726.60
66113	PACIFIC GAS & ELECTRIC	Utilities - Coll	1,319.19
66114	RICH VOSS TRUCKING	CIP - Coyote Hill	585.00
66115	SAN MATEO COUNTY	Other Operating Expense - Coll	566.00
66116	SAN MATEO CO HEALTH DEPT	Research & Monitoring - Coll	736.00
66117	TPX COMMUNICATIONS	Utilities - Coll	2,282.74
66118	BANKCARD CENTER	BoW Credit Card - Sergio	657.70
66119	BANKCARD CENTER	BoW Credit Card - Todd	1,203.38
		TOTAL CHECKS	224,930.48

WIRES

TRANSFER DATE

PURPOSE

1/3/2020	Employee Payroll - Pay Period 12/20/19-01/03/20	\$102,984.26
1/3/2020	Federal Payroll Taxes	\$23,464.98
1/3/2020	State Payroll Taxes	\$10,995.48
1/3/2020	ICMA	\$10,533.37
1/5/2020	Prime Pay Fees	\$499.67
1/8/2020	CalPERS Health	\$48,818.99

WIRE TRANSFERS FROM BofW CHECKING 197,296.75

WIRE TRANSFERS TO BofW CHECKING 0.00

President

Secretary

WITHDRAWAL ORDER
SUPPLEMENTAL PURCHASE REGISTER
01/13/2020

OPERATING SUPPLIES & OFFICE EXPENSE

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
66073	2,052.64	GRAINGER	Fire Cabinet, Welding Magnets, Pipe & Tube Notcher Hole Saws, Measuring Wheels, Silver/Deming Drill
66081	1,750.15	SPARTAN TOOL LLC	Pins, Leader Cable Drums, Pedals
66095	519.11	BANKCARD CENTER - Phil	DM Expenses - \$460, Commuter Parking
66110	1,804.10	HOME DEPOT CREDIT SERVICES	Operating Supplies: Lights, Brass Plugs, Paint Hardeners, Electromagnetic Drill Kit
66117	2,282.74	TPX COMMUNICATIONS	Phones
66118	657.70	BANKCARD CENTER - Sergio	Maintenance Supplies - \$657
66119	1,203.38	BANKCARD CENTER - Todd	FastTrak - \$490, Coyote Hill Project - \$201, Supplies for Luncheons - \$441, Office Supplies - \$161

MISCELLANEOUS

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
66066		VOID	Printer Error
66068	4,149.42	BAY ALARM	Alarm Services for 500 Laurel St & 1700 Marsh Rd
66077	17,697.00	COUNTY OF SAN MATEO	LAFCO Contribution
66087	139,961.00	CSRMA c/o ALLIANT INSURANCE	Pooled Liability Program
66088	114.55	JED M. BEYER	Reimbursement for Office Water Programs Course
66092	704.00	ANNETTE BERGERON	Tuition Reimbursement
66101		VOID	Printer Error
66108	10,933.17	FREYER & LAURETA	Levee Survey, Map Design, Permits, ECR Project

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
01/01/2020 to 01/13/2020)

	TOTAL BY VENDOR - YTD 7/1/2019- 1/13/2020	WITHDRAWAL PERIOD 1/13/2020
REGULAR PAYABLES		
3T Equipment Company	16,569.28	-
A-A Lock & Alarm	1,444.70	-
AAA Rentals	11,819.27	-
A & B Trailer Hitch Inc.	13.06	-
Action Towing	487.50	-
Advanced Laser	2,843.89	-
Airgas USA, LLC	345.62	-
Alliant Insurance Services	15,228.00	-
The Almanac	9,768.00	-
Alpha Analytical Laboratories	2,375.00	-
American Messaging	450.92	64.24
American Textile & Supply	171.48	-
American Water Services	228.84	-
Anderson Pacific	4,699,781.99	-
Aqua Natural Solutions	1,384.65	-
Aquality Water Management Inc.	7,062.14	-
AT&T	6,774.36	-
Atchison, Barisone & Condotti	32,906.48	5,336.35
Aztec Consultants	11,827.50	-
Baggengineers	1,660.00	-
Bankcard Center	30,471.63	2,380.19
Bay Alarm	8,413.84	4,149.42
Bay Area Air Quality Mgmt Dist	21,573.00	580.00
Bay Area Paving Co. Inc.	13,329.00	-
Bayside Equipment Company	29,689.28	-
Annette Bergeron	704.00	704.00
Jed M. Beyer	494.65	114.55
Beyond Components, Inc.	179.20	-
David D. Bohannon Org.	211,673.53	-
Bonny Doon Environmental	4,540.22	-
Buckles-Smith	251.60	-
CASA	13,370.00	-
CSDA	15,230.00	-
CWEA-SCVS	1,180.00	-
CWEA	2,430.00	-
CWEA Membership	2,618.00	-
CSRMA C/O Alliant Insurance	298,653.00	139,961.00
Calif. Labor Law Poster Servic	152.00	-
California Concrete Pumping	774.00	-
California Water Service	8,574.09	18.38
CALPERS 1959 Survivor Billing	1,645.00	-
CALPERS - Unfunded Accrued Liability	334,727.00	-
CALPERS - Retirement	174,815.82	-
CALPERS - Health Premiums	272,525.21	48,818.99
Calpers Long-Term Care Program	380.93	35.36
Carrie Nevoli - Petty Cash	586.31	-
Cardiac Science Corp.	719.89	-
Center For Hearing Health Inc.	661.25	-
Chavan & Associates LLP	17,825.00	-
Chevron	67.00	-
Cintas Corp	24,118.51	2,500.12
Citibank	675.92	668.92
Comcast	1,946.44	-
Costco Membership	60.00	-
CPS HR Consulting	18,484.86	-
Cropper Accountancy Corp.	2,700.00	-
Cues, Inc.	3,980.00	-
DMV	337.00	337.00
Dale Scott & Co., Inc.	4,000.00	-
Peggy Daniels	2,935.76	-
Das Manufacturing, Inc.	1,895.44	-
Davey Tree Expert Company	7,913.00	-
Dept. of Industrial Relations	675.00	-
Detection Instruments	327.79	-
Dewey Pest Control	164.00	-
Dolphin Graphics	3,403.28	-
Duke's Root Control, Inc	223,089.71	-
Du-All Safety, Llc	18,495.00	1,890.00
Elio D'Urzo	1,523.50	-
ENR	66.00	-
ESRI	4,650.50	-
East Bay Muni Utility District	2,425.00	-
Elite Parts LLC	1,233.65	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
01/01/2020 to 01/13/2020)

	TOTAL BY VENDOR - YTD 7/1/2019- 1/13/2020	WITHDRAWAL PERIOD 1/13/2020
REGULAR PAYABLES		
Emergency Essentials	2,279.10	-
EnviroZyme	3,000.50	-
ErgoWorks	1,398.48	-
Express Safety, Inc.	773.32	-
Fast Response On-Site Testing	2,217.60	-
Federal Express	2,142.31	-
Fremont Urgent Care	1,692.00	208.00
Finishmaster Inc	618.26	-
Forestry Suppliers, Inc.	1,315.65	-
Formatop	1,387.48	-
Franchise Tax Board	3,750.00	250.00
Freyer & Laureta	179,094.67	10,933.17
Gary Pollack Construction	4,000.00	-
Goldstreet Design Agency, Inc.	2,751.50	-
Govconnection, Inc.	780.00	-
Governmentjobs.com dba NeoGov	6,633.00	-
Grainger	15,488.19	2,052.64
Granite Rock, Inc.	1,033.13	-
Hach Company	17,459.93	-
Hadronex, Inc.	34,919.44	-
Hansen Supply Company	4,710.58	-
Harben California	150.00	-
Harbor Ready-Mix	2,992.16	-
Harrington Industrial Plastics	192.59	-
HF&H Consultants, LLC	14,963.91	885.00
Hillyard/San Francisco	1,439.48	-
Home Depot Credit Services	7,835.95	1,804.10
Bob Hulsmann	1,274.26	-
IEDA	5,320.00	760.00
ISAC INC	6,581.50	-
J & B Corrosion Engineering	1,415.00	-
Jani-King of CA, Inc - SFR/OAK	5,086.20	726.60
Jensen Precast	2,454.32	-
KDS Communications	1,505.00	-
Kimball Midwest	4,666.61	282.61
Kone Inc.	1,556.04	-
L & M Transmission	1,199.93	-
Lasky Trade Printing	141.38	-
Log Me In	2,067.26	65.73
Lucity, Inc.	20,741.42	-
Lyngso Garden Materials, Inc	356.78	-
Mail Finance	536.50	-
Mallory Co.	4,982.29	-
Matheson Tri-Gas, Inc.	340.02	50.71
Maxx Metals	138.00	-
City of Menlo Park - Repair	33,470.27	6,101.68
City of Menlo Park-Fuel	36,925.54	5,258.01
City of Menlo Park - Water	5,971.80	-
City of Menlo Park - Permits	4,500.00	-
SDU	7,629.30	508.62
Medco Supply Company	396.05	-
Menlo Park Fire Protection	8,290.00	-
Menlo Park Hardware Co. #14016	626.31	-
Mid Peninsula Abstracts	810.00	-
Mission Clay Products LLC	3,486.92	-
Morse Hydraulics	673.62	-
Municipal Maintenance Equip.	1,667.98	-
National Auto Fleet Group	46,794.25	-
Navia Benefit Solutions	17,184.25	1,933.48
North Bay Pensions	1,500.00	-
Occasions, ETC.	75.35	-
Office of Water Programs	815.10	-
Office Team	8,072.00	-
Ogasawara Landscape Maint.	6,650.00	-
Omega Industrial Supply, Inc.	4,418.63	-
Pacific Gas & Electric	45,145.39	6,479.30
Palo Alto Staffing	1,309.60	-
Peninsula Building Materials	2,753.57	-
Peninsula Property Group	1,602.75	-
Perotti and Carrade	750.00	-
Phil Scott	2,537.76	-
Pier 2 Marketing	1,000.00	-
PJ's Rebar Inc.	2,752.87	-
Ponton Industries, Inc.	9,879.36	-
Precise Printing and Mailing	1,979.14	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
01/01/2020 to 01/13/2020)

	TOTAL BY VENDOR - YTD 7/1/2019- 1/13/2020	WITHDRAWAL PERIOD 1/13/2020
REGULAR PAYABLES		
Precision Engineering	312,189.19	-
Preferred Alliance	1,872.71	-
Principal Life Insurance Co.	34,597.88	-
Sergio Ramirez	5,252.48	-
R.A. Nosek Investigations	1,490.00	-
Ranger Pipelines	67,202.79	-
Readyrefresh By Nestle	2,374.83	-
Recology Peninsula Services	12,530.00	-
Red Wing Shoe Store	2,582.91	-
Redwood General Tire Co., Inc.	65.87	-
Rich Voss Trucking	2,405.00	585.00
Roberts & Brune Co	20,476.10	-
SVCW Bond - 2009 Bond	656,144.00	-
SVCW Bond - 2014 Bond	401,251.72	-
SVCW Bond - 2015 Bond	502,295.82	-
SVCW Bond - 2018 Bond	1,186,418.75	-
SVCW Cash Contribution on 2018 Bond	6,416,002.01	-
SVCW SRF Loan - WWTP Phase 1	506,765.20	-
SVCW - Monthly Operating Payment	3,799,482.00	-
SWRCB	14,557.00	-
Safety Center Inc	5,308.00	100.00
San Mateo County	18,263.00	18,263.00
San Mateo County Assessor	305.00	-
San Mateo County Clerk	673.00	40.00
San Mateo CO Health Dept	2,473.00	736.00
San Mateo County Tax Collector	924.30	-
Rupert Sandoval	996.91	-
Santa Clara County	587.00	587.00
Robert J. Scheidt	263.86	-
Seekzen Systems	13,825.00	475.00
Sharp Business Systems	6,234.80	1,036.78
Sharp Electronics Corporation	878.13	-
Sitech Norcal	460.95	-
Desiree S Slater	28.00	-
Solarwinds	57.00	-
Spartan Tool LLC	3,888.22	1,750.15
Staples Credit Plan	8,119.00	-
Stevens Creek Quarry, Inc.	692.99	-
Summit Aerial Services Inc	2,750.00	-
Sutter EAP	1,249.25	-
Target Specialty Products	444.52	-
Tap Plastics Inc.	419.65	-
Teamsters Local No. 350	6,570.00	-
Teletrac Navman US LTD.	984.86	-
The Concept Genie	1,879.70	-
TFS-Zoom Imaging Solutions Inc	802.99	-
Toshiba Financial Services	801.78	-
Towne Ford Sales	4,024.18	-
TPX Communications	16,012.06	2,282.74
Underground Service Alert	10,828.20	-
Unifed Rentals Northwest, Inc.	1,082.58	-
US Bank	955.30	-
U.S. Jetting, LLC.	2,491.11	-
V & A Consulting Engineers	18,998.75	-
Valley Heating & Cooling	1,883.00	-
Verizon Wireless	12,160.51	-
Vision Communications Co.	10,639.67	667.00
V.W. Housen & Associates	47,709.50	-
Weco Industries, Inc.	68,463.70	1,176.68
West Yost & Associates	34,879.67	-
Wex Bank	191.95	191.95
Woodard & Curran	95,978.32	-
Zanker Recycling	3,451.58	-
Zip's AW Direct	118.31	-
Zoom Imaging Solutions, Inc.	1,215.54	-
TOTAL REGULAR PAYABLES	21,608,468.14	273,749.47

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
 (Through Withdrawal Order
 01/01/2020 to 01/13/2020)

	TOTAL BY VENDOR - YTD 7/1/2019- 1/13/2020	WITHDRAWAL PERIOD 1/13/2020
REGULAR PAYABLES		
SALARIES/WAGES & W/H		
Salaries/Wages - Net Pay	1,432,147.73	102,984.26
Directors Fees - Net Pay	11,397.09	-
PrimePay Fees	4,184.02	499.67
IRS - Federal Payroll Taxes	288,237.46	23,464.98
EDD - State Payroll Taxes	105,538.68	10,995.48
ICMA	145,747.31	10,533.37
Performance Merit Program - Net Pay	124,143.65	-
TOTAL SALARIES RELATED	<u>2,111,395.94</u>	<u>148,477.76</u>
TOTAL PAYABLES	23,719,864.08	422,227.23
SUMMARY		
TOTAL CHECKS		224,930.48
TOTAL WIRES		<u>197,296.75</u>
TOTAL PAYABLES		<u><u>422,227.23</u></u>

WEST BAY SANITARY DISTRICT
Schedule of Cash Receipt Deposits
12/31/2019-01/13/2020

DEPOSIT DATE	RECEIPT NUMBER	DESCRIPTION	AMOUNT
1/13/2019	460992	Permit: 100 Garland Dr, MP	\$270.00
1/13/2019	460993	Permit: 861 Santa Cruz Ave, MP	\$60.00
1/13/2019	460994	Permit: 2072 Ashton Ave, MP	\$270.00
1/13/2019	460995	Permit: 357 Lennox Ave, MP	\$270.00
1/13/2019	460996	Permit: 1001 Valparaiso Ave, MP	\$430.00
1/13/2019	460997	Permit: 526 Bay Rd, MP	\$270.00
1/13/2019	460998	Invoice 2019/20-030	\$588.50
1/13/2019	460999	Invoice 2019/20-064	\$1,463.00
1/13/2019	461000	Permit: 413 Central Ave, MP	\$5,795.65
1/13/2019	461001	Permit: 1 Facebook Way, MP	\$160.00
1/13/2019	461002	Postage	\$0.65
1/13/2019	461003	Permit: 2119 Santa Cruz Ave, MP	\$330.00
1/13/2019	461004	Permit: 7 Bayberry Street, PV	\$270.00
1/13/2019	461005	Invoice 2019/20-060A	\$26,300.00
		Total Deposit	<u>\$36,477.80</u>



WEST BAY SANITARY DISTRICT AGENDA ITEM 5C

To: Board of Directors
From: Sergio Ramirez, Operations Superintendent
Subject: WBSD Operations and Maintenance Report – December 2019

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	11.7	4.3	0.1	1.1	7	6	104	0	0	1	109	29	0	155
February	4.8	6.6	0.6	3.7	5	6	71	1	0	1	65	23	0	209
March	10.6	0.2	0.9	3.3	6	8	70	1	0	0	87	10	3	201
April	9.9	4.2	0.9	3.1	3	8	60	0	0	1	88	8	0	290
May	7.1	8.9	0.8	4.0	0	11	90	1	0	1	71	0	4	289
June	11.8	0.7	0.4	4.8	9	8	74	0	0	0	98	0	12	229
July	9.5	3.8	0.9	3.4	5	10	74	1	0	0	83	1	0	263
August	10.5	7.0	1.6	3.1	10	5	91	0	0	0	79	3	0	257
Sept.	17.7	0.2	0.3	4.0	0	0	79	0	0	0	96	1	0	219
* Oct.	3.9	4.1	0.3	4.3	5	8	95	1	0	0	94	0	1	309
Nov.	0.8	8.2	0.1	3.2	4	8	83	0	0	0	105	0	3	269
Dec	13.7	0.0	0.0	4.6	6	8	76	1	0	0	88		10	160
Yr to date	112.0	48.2	6.9	42.7	60	86	967	6	0	4	1063	75	33	2850

2019 Goals	120.0	51.0	n/a	45-50	65	90	n/a	<10	0-2	4 to 6	n/a	n/a	n/a	n/a
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525

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

* = Beginning of PMPP year.



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

To: Board of Directors

From: Sergio Ramirez, Operations Superintendent

Subject: Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2019

	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	3.6	1.5	0.0	1.1	4	1	0	1	0
February	2.2	0.5	0.0	1.5	4	0	0	0	0
March	1.2	0.8	0.0	1.9	4	0	0	0	0
April	1.5	2.9	0.0	1.9	4	0	0	0	0
May	1.6	1.5	0.0	1.0	4	0	0	0	0
June	1.5	0.6	0.0	0.4	4	0	0	0	0
July	0.8	0.7	0.0	1.2	4	0	0	0	0
*August	0.0	1.2	0.0	0.5	4	0	0	0	0
Sept.	0.0	1.5	0.0	1.1	4	0	0	0	0
Oct.	0.5	1.7	0.2	1.2	4	1	0	0	0
Nov.	1.0	1.0	0.0	0.0	4	2	0	0	0
Dec	0.0	1.7	0.1	1.2	4	0	0	0	0
** Yr to date	13.9	15.6	0.3	13.0	48	4	0	1	0

FY19/20Goals	17.4	16.9	n/a	9.3	52	n/a	n/a	n/a	n/a
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* = August- Start of Contract

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

To: Board of Directors

**From: Phil Scott, District Manager
Donald Sturman, Finance Manager**

Subject: Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 12/31/19

Background

On October 27, 2010 the District named Bank of the West as the District's Investment advisor and approved to invest \$5 million in available funds according to the model portfolio.

At the October 15, 2014 Board meeting the Directors discussed the District's reserve funds and directed the DM to use recent unbudgeted revenues to fund District reserves as close to the predetermined target levels as the revenues would allow. As a result, the DM transferred \$3M from the Money Market account on October 29, 2014 to the Investment Management Fund.

At the November 19, 2014 Board meeting the Directors discussed the District's reserves and further directed the DM to apply another set of unbudgeted revenues to the reserves in an attempt to move even closer to the reserve target levels. In addition, since BOW had recently notified the District that the Money Market interest rate would be failing to match the LAIF (Local Agency Investment Fund) rate, the Board directed the DM to move the Operating Reserves to the Investment Management Fund. The District's Operating Fund – equivalent to 5 months operating expense – is designed to bridge the cash flow gap between tax roll receipts from the County from July to December of each year. The Board consensus was to fully fund the reserves at target levels. The Operating Reserves change each year as the budget changes and the target level was set as budgeted for the end of FY18-19. In March 2018 an additional reserve was established to set aside funds received from Sharon Heights Golf and Country Club for the required Recycled Water SRF Reserve.

The District's reserve funds were set as follows:

District Reserves	Target Balance	Beginning Mkt Value Balance	End Mkt Value Balance
Emergency Capital Reserve	= \$5.0M	\$2.64M	\$3.65M
Capital Project Reserve	= \$6.0M	\$2.04M	\$2.05M
Operating Reserves (5 mo's Op Exp)	= \$9.5M	\$5.86M	\$8.06M
Rate Stabilization Reserve	= \$6.0M	\$4.57M	\$1.38M
Total Reserves market value at 12/31/2019 ~		\$15.11M	\$15.14M
Recycled Water Cash Flow:	= \$8.0M	<u>\$8.13M</u>	<u>\$8.13M</u>
BoW RW CF Reserve		\$ 225K	\$225K
RW CF Reserve funds transferred to LAIF		\$7.91M	\$7.91M
Recycled Water SRF Reserve (SHGCC) = \$806.2K		\$ 845K	\$847K

Analysis

In November, there were \$2M in transfers of cash from maturities of the Emergency Capital (\$616K), Capital Project (\$167K), Operating (\$809K), and Rate Stabilization Reserves (\$430K) which holds the total transfer to date at \$16,100,000. These maturities and cash were used to pay the \$13M bond debt per month to SVCW and provide recycled water cash flow. Beginning in late December 2019, District Staff began implementing a reserve replenishment plan to restore the reserves to target levels over the next few years. At the direction of the Finance Committee, staff moved \$3.5M from the Rate Stabilization Reserve, transferring \$2.5M to the Operating Reserve and \$1M to the Emergency Capital Reserve. Going forward, a Reserve Replenishment Plan will be budgeted as an Op. expense to contribute cash along with Recycled Water Cash Flow Reserves over the next 3.5 to 5 years to restore reserves to their full target levels.

Fiscal Impact

The investment portfolios have been set up with the goal to yield a rate of return of approximately 2%. Based on the performance as measured by the month end market values, the yields have been trending above this goal. As of September 30th, 2019 the interest rate of the District's LAIF account was reported as 2.45%.

Recommendation

The District Manager recommends the District Board ratify and approve the report on the District's Investment Portfolio including the transactions of assets described therein as of 12/31/19.

Received

DEC 18 2019

WEST BAY SANITARY DISTRICT
PARS Post-Employment Benefits Trust

Account Report for the Period
11/1/2019 to 11/30/2019

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

West Bay Sanitary District

Account Summary

Source	Beginning Balance as of 11/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 11/30/2019
OPEB	\$269,593.76	\$0.00	\$3,764.93	\$130.85	\$0.00	\$0.00	\$273,227.84
PENSION	\$1,063,433.92	\$0.00	\$14,851.08	\$516.14	\$0.00	\$0.00	\$1,077,768.86
Totals	\$1,333,027.68	\$0.00	\$18,616.01	\$646.99	\$0.00	\$0.00	\$1,350,996.70

Investment Selection

Source

OPEB	Moderate Index PLUS
PENSION	Moderate Index PLUS

Investment Objective

Source

OPEB	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.
PENSION	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	1.40%	3.53%	11.62%	7.50%	-	-	8/31/2016
PENSION	1.40%	3.53%	11.62%	-	-	-	9/7/2018

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change. Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees



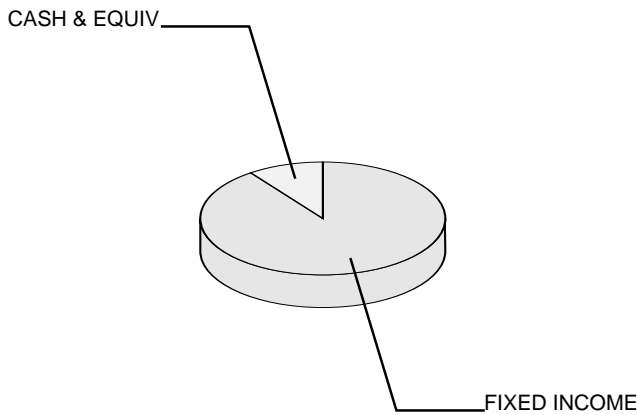
WBSD - EMERGENCY CAPITAL RESERVE

Account Number: 61-J004-01-2
Statement Period: 12/01/19 - 12/31/19

WEST BAY SANITARY DISTRICT
 ATTN: PHILLIP L. SCOTT
 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	380,040.65	10.5%
Fixed Income	3,254,120.60	89.5%
Total Portfolio	\$ 3,634,161.25	100.0%
Accrued Income	16,717.75	
Total Valuation	\$ 3,650,879.00	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 2,644,488.73	\$ 4,308,686.39
Income		
Interest.....	11,840.87	54,491.67
Purchased Income.....	-991.85	-991.85
Disbursements.....	-464.08	-1,699,573.17
Cash Transfers.....	8,700.00	8,700.00
Realized Gains/(Losses).....	-5,494.68	-19,851.98
Change In Accrued Income.....	-2,563.97	-8,091.61
Change In Market Appreciation/(Depreciation).....	12,896.20	26,121.77
Non-Cash Asset Changes.....	982,467.78	981,387.78
Ending Market Value	\$ 3,650,879.00	\$ 3,650,879.00



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

61-J004-01-2
 12/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	380,040.650	380,040.65 380,040.65	5,814.00 465.08	1.53%
Total Cash Equivalents		\$ 380,040.65 \$ 380,040.65	5,814.00 465.08	1.53%
Fixed Income				
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14	138.150	138.19 305.14	7.00 0.63	5.50%
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14	190.310	190.47 369.06	10.00 0.87	5.50%
Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable	120,000.000	121,916.40 119,730.00	2,760.00 490.66	2.26%
Federal Home Loan Bks Cons Bds 2.00% Dtd 01/27/2016 Due 01/27/2021 Callable	75,000.000	75,007.50 73,902.82	1,500.00 641.66	2.00%
Federal Home Loan Bks Cons Bds 1.70% Dtd 07/27/2016 Due 07/27/2022 Callable	140,000.000	140,012.60 135,506.10	2,380.00 1,018.11	1.70%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	80,000.000	80,616.00 80,127.20	1,520.00 624.88	1.89%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	80,000.000	80,586.40 81,129.60	2,300.00 702.77	2.85%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	200,000.000	200,008.00 200,000.00	3,500.00 9.72	1.75%
Federal Home Ln Mtg Corp Medium Term Nts 1.625% Dtd 04/27/2017 Due 07/27/2020 Callable	40,000.000	40,000.80 40,000.00	650.00 115.55	1.62%
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable	150,000.000	150,006.00 149,532.95	2,475.00 440.00	1.65%



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

61-J004-01-2
12/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Home Ln Mtg Corp 2.00% Dtd 04/26/2017 Due 10/26/2021 Callable	120,000.000	120,019.20 120,000.00	2,400.00 433.33	2.00%
Federal Home Ln Mtg Corp 2.00% Dtd 10/12/2017 Due 10/12/2021 Callable	100,000.000	100,006.00 100,000.00	2,000.00 438.88	2.00%
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable	25,000.000	24,983.75 25,053.00	375.00 9.37	1.50%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	275,000.000	274,928.50 274,592.75	4,125.00 355.20	1.50%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	40,000.000	40,101.60 40,254.80	750.00 6.25	1.87%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	60,000.000	59,856.00 59,802.20	825.00 286.45	1.38%
Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable	130,000.000	129,334.40 129,088.85	1,625.00 604.86	1.26%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	60,000.000	59,782.80 59,644.78	825.00 192.50	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	60,000.000	60,474.60 60,177.60	1,200.00 586.66	1.98%
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable	200,000.000	199,718.00 197,519.92	3,000.00 283.33	1.50%
Federal Natl Mtg Assn 1.75% Dtd 09/28/2017 Due 09/28/2020 Callable	130,000.000	130,081.90 130,000.00	2,275.00 587.70	1.75%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	60,000.000	60,925.20 60,846.60	1,425.00 664.99	2.34%
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable	200,000.000	199,816.00 199,472.00	2,750.00 458.33	1.38%



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

61-J004-01-2
12/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Home Ln Mtg Corp 1.50% Dtd 01/17/2017 Due 01/17/2020 Non-Callable	250,000.000	249,975.00 250,052.50	3,750.00 1,708.33	1.50%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	1,406.670	1,453.20 1,955.76	70.00 5.86	4.84%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24	1,114.240	1,113.24 1,653.66	55.00 4.64	5.00%
Home Depot Inc Sr Glbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable	60,000.000	60,145.20 59,878.80	1,200.00 299.99	2.00%
Pfizer Inc Sr Nt 5.20% Dtd 08/12/2015 Due 08/12/2020 Non-Callable	100,000.000	101,946.00 103,196.00	5,200.00 2,007.77	5.10%
Small Business Admin Gtd Ln Pool Ctfs 7.59% Dtd 01/12/2000 Due 01/01/2020	1,593.830	1,593.89 4,317.56	120.00 60.93	7.59%
Small Business Admin Gtd Ln Pool Ctfs 4.34% Dtd 03/17/2004 Due 03/01/2024	9,943.620	10,224.03 15,675.64	431.00 174.94	4.22%
Small Business Admin Gtd Ln Pool Ctfs 4.084% Dtd 03/29/2011 Due 03/10/2021	5,645.420	5,757.93 6,741.83	230.00 102.77	4.00%
Starbucks Corp Sr Glbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable	60,000.000	60,149.40 59,984.40	1,260.00 514.50	2.09%
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable	100,000.000	100,391.00 99,334.62	2,000.00 27.77	1.99%
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020	110,000.000	109,993.40 109,834.11	1,787.00 530.35	1.63%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	100,000.000	101,938.00 99,695.31	2,750.00 815.93	2.70%
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021	100,000.000	100,930.00 100,917.97	2,500.00 1,046.19	2.48%



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

61-J004-01-2
 12/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Total Fixed Income		\$ 3,254,120.60 \$ 3,250,293.53	62,030.00 16,252.67	1.91%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%
Total Market Value		\$ 3,634,161.25 \$ 3,630,334.18	67,844.00 16,717.75	1.87%
Total Market Value Plus Accruals		\$ 3,650,879.00		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 11/30/19	12/02/19		551.94
Blackrock Inc Nt 5.00% Dtd 12/10/2009 Due 12/10/2019 Callable Int To 12/10/19 on 250,000	12/10/19		6,250.00
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Int For November 2019 on 196.59	12/16/19		0.90
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Int For November 2019 on 267.18	12/16/19		1.22
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable Int To 12/13/19 on 50,000	12/13/19		1,031.25



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

61-J004-01-2
 12/01/19 - 12/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable Int To 12/30/19 on 200,000	12/30/19		1,750.00
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable Int To 12/22/19 on 25,000	12/23/19		187.50
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable Int To 11/30/19 on 25,000	12/02/19		187.50
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable Int To 12/28/19 on 40,000	12/30/19		375.00
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For November 2019 on 2059.96	12/26/19		8.58
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24 Int For November 2019 on 1482.43	12/26/19		6.18
Morgan Stanley D W Disc Srmtns Sr Nt Flt Var Rate Dtd 11/30/2010 Due 11/30/2019 Non-Callable Int To 11/30/19 on 50,000	12/19/19		453.02
Small Business Admin Gtd Ln Pool Ctfs 7.19% Dtd 12/15/1999 Due 12/01/2019 Int To 11/30/19 on 1050.92	12/02/19		37.78
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Int To 12/26/19 on 100,000	12/26/19		1,000.00
Total Interest Income		\$ 0.00	\$ 11,840.87



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

61-J004-01-2
 12/01/19 - 12/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Purchased Income			
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Accrued Int To 12/24/19 Paid on Purchase of 100,000	12/24/19		-991.85
Total Purchased Income		\$ 0.00	\$ -991.85
Total Income		\$ 0.00	\$ 10,849.02

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 11/30/19	12/13/19		-464.08
Total Fees/Expenses		\$ 0.00	\$ -464.08
Total Disbursements		\$ 0.00	\$ -464.08

Cash Transfers			
	Date	Income Cash	Principal Cash
Transfer From Account 61J252017 Wbsd-Rate Stabilization Reserve	12/26/19		8,700.00
Total Cash Transfers		\$ 0.00	\$ 8,700.00

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (7) 12/01/19 To 12/31/19	12/31/19		-373,312.68
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Purchased 100000 12/23/19 From Nesbitt Burns Securities @ 100.91768	12/24/19		-100,917.97
Total Purchases		\$ 0.00	\$ -474,230.65



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

61-J004-01-2
12/01/19 - 12/31/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (3) 12/01/19 To 12/31/19	12/31/19	102,938.00	
Blackrock Inc Nt 5.00% Dtd 12/10/2009 Due 12/10/2019 Callable Recd Proceeds on Maturity of 250,000 Par Value	12/10/19	250,000.00	
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Prin Pmt For November 2019	12/16/19	58.44	-70.64
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Prin Pmt For November 2019	12/16/19	76.87	-72.20
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable Recd Proceeds on Maturity of 50,000 Par Value	12/13/19	50,000.00	
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For November 2019	12/26/19	653.29	-255.01
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24 Prin Pmt For November 2019	12/26/19	368.19	-178.24
Morgan Stanley D W Disc Srmtns Sr Nt Flt Var Rate Dtd 11/30/2010 Due 11/30/2019 Non-Callable Recd Proceeds on Maturity of 50,000 Par Value	12/02/19	50,000.00	937.50
Small Business Admin Gtd Ln Pool Ctfs 7.19% Dtd 12/15/1999 Due 12/01/2019 Recd Proceeds on Maturity of 1,050.920 Par Value	12/02/19	1,050.92	-5,856.09
Total Sales		\$ 455,145.71	\$ -5,494.68



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

61-J004-01-2
12/01/19 - 12/31/19

Non-Cash Activity		
	Date	Cost
Blackrock Inc Nt 5.00% Dtd 12/10/2009 Due 12/10/2019 Callable Amortization of Premium	12/10/19	-3,602.50
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable Amortization of Premium	12/13/19	-657.50
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 40000 Par Value	12/19/19	40,000.00
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable Accretion of Discount	12/31/19	119.74
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable Amortization of Premium	12/20/19	-53.00
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 250000 Par Value	12/19/19	249,517.50
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable Amortization of Premium	12/27/19	-126.00
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	12/31/19	14.25
Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 130000 Par Value	12/19/19	129,088.85



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

61-J004-01-2
 12/01/19 - 12/31/19

Non-Cash Activity		
	Date	Cost
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	12/31/19	16.71
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 120000 Par Value Accretion of Discount Accretion of Discount	12/19/19 12/31/19 12/31/19	118,375.45 91.00 136.51
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 200000 Par Value	12/19/19	199,472.00
Federal Home Ln Mtg Corp 1.50% Dtd 01/17/2017 Due 01/17/2020 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 250000 Par Value	12/19/19	250,052.50
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Accretion of Discount	12/31/19	22.27
Total Non-Cash Transactions		\$ 982,467.78

SECURITY PRICES CONTAINED IN THIS STATEMENT ARE OBTAINED FROM THE MOST RELIABLE SOURCES AVAILABLE BUT ARE NOT GUARANTEED BY BANK OF THE WEST. QUOTED PRICES MAY NOT EQUAL ACTUAL PRICES BECAUSE OF SECURITY SIZE, MARKET PRICE, TERM AND DEMAND.



Electronic Funds Transfers

Preauthorized Transfers:

You may request an electronic fund transfer (EFT), such as an ACH transfer from or deposit to your account, by contacting your account Administrator. You may also preauthorize periodic EFTs by contacting your account Administrator. If you would like to know whether a preauthorized EFT has occurred, please contact your account Administrator at the phone number listed on the first page of your statement, or call 1-877-232-7321 (TTY 866-827-6167) between the hours of 8:00 A.M. to 5:00 P.M. Pacific Standard Time.

Error Resolution Notice:

If you think a statement or receipt is wrong or if you need more information about an EFT listed on a statement or receipt, telephone us at 1-877-232-7321 (TTY 866-827-6167) between the hours of 8:00 A.M. to 5:00 P.M. Pacific Standard Time, write to us at Bank of the West, 13300 Crossroads Parkway North, City of Industry, CA 91746, or e-mail us at WMGGIFSOperations@bankofthewest.com as soon as possible. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

1. Tell us your name and account number (if any).
2. Tell us the dollar amount of the suspected error.
3. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.

If you contact us verbally, we may require that you send us your complaint or question in writing within 10 business days. We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.



WBSD - CAPITAL PROJECT RESERVE

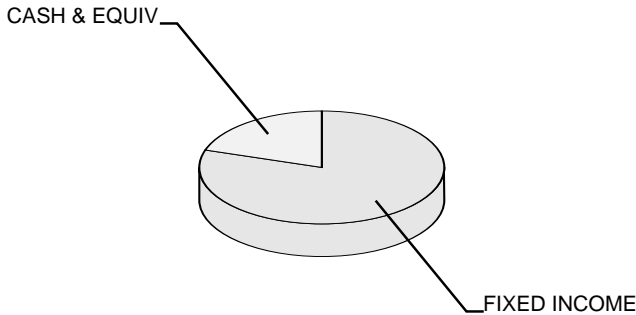
Account Number:
 Statement Period:

61-J235-01-2
 12/01/19 - 12/31/19

WEST BAY SANITARY DISTRICT
 ATTN: PHILLIP L. SCOTT
 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	398,622.79	19.5%
Fixed Income	1,645,467.51	80.5%
Total Portfolio	\$ 2,044,090.30	100.0%
Accrued Income	9,870.06	
Total Valuation	\$ 2,053,960.36	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 2,049,987.94	\$ 2,666,749.24
Income		
Interest.....	7,905.17	32,990.06
Purchased Income.....	-991.85	-991.85
Disbursements.....	-360.06	-640,370.13
Realized Gains/(Losses).....	106.83	244.01
Change In Accrued Income.....	-3,284.55	-5,864.28
Change In Market Appreciation/(Depreciation).....	3,267.40	7,799.21
Non-Cash Asset Changes.....	-2,670.52	-6,595.90
Ending Market Value	\$ 2,053,960.36	\$ 2,053,960.36



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

61-J235-01-2
 12/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	398,622.790	398,622.79 398,622.79	6,098.00 460.02	1.53%
Total Cash Equivalents		\$ 398,622.79 \$ 398,622.79	6,098.00 460.02	1.53%
Fixed Income				
Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable	50,000.000	50,798.50 49,887.50	1,150.00 204.44	2.26%
Federal Home Loan Bks Cons Bds 1.625% Dtd 09/30/2016 Due 09/30/2021 Callable	100,000.000	99,915.00 97,677.03	1,625.00 410.76	1.63%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable	60,000.000	60,456.60 60,174.00	1,140.00 513.00	1.89%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	60,000.000	60,462.00 60,095.40	1,140.00 468.66	1.89%
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable	50,000.000	50,650.50 50,761.50	2,312.00 122.04	4.57%
Federal Farm Cr Bks Cons Systemwide Bds 4.75% Dtd 09/21/2005 Due 09/21/2020 Non-Callable	125,000.000	127,907.50 129,157.50	5,937.00 1,649.30	4.64%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	100,000.000	100,733.00 101,412.00	2,875.00 878.47	2.85%
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable	50,000.000	49,824.00 50,000.00	750.00 189.58	1.51%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	180,000.000	180,007.20 180,000.00	3,150.00 8.75	1.75%
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable	100,000.000	100,004.00 99,688.52	1,650.00 293.33	1.65%



WBSD - CAPITAL PROJECT RESERVE

Account Number:
Statement Period:

61-J235-01-2
12/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable	40,000.000	39,974.00 40,084.80	600.00 15.00	1.50%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	40,000.000	39,989.60 40,120.40	600.00 51.66	1.50%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	100,000.000	100,254.00 100,637.00	1,875.00 15.62	1.87%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	60,000.000	59,856.00 59,802.20	825.00 286.45	1.38%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	60,000.000	59,782.80 59,644.78	825.00 192.50	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	120,000.000	120,949.20 120,355.20	2,400.00 1,173.33	1.98%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	60,000.000	60,400.20 60,126.60	1,125.00 268.75	1.86%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	120,000.000	121,850.40 121,693.20	2,850.00 1,330.00	2.34%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	703.340	726.61 742.46	35.00 2.93	4.84%
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020	60,000.000	59,996.40 59,925.30	975.00 289.28	1.63%
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021	100,000.000	100,930.00 100,917.97	2,500.00 1,046.19	2.48%
Total Fixed Income		\$ 1,645,467.51 \$ 1,642,903.36	36,339.00 9,410.04	2.21%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

61-J235-01-2
 12/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%
Total Market Value		\$ 2,044,090.30 \$ 2,041,526.15	42,437.00 9,870.06	2.08%
Total Market Value Plus Accruals		\$ 2,053,960.36		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 11/30/19	12/02/19		232.95
Federal Home Loan Bks Cons Bds 2.375% Dtd 12/30/2013 Due 12/13/2019 Non-Callable Int To 12/13/19 on 50,000	12/13/19		593.75
Federal Farm Cr Bks Cons Systemwide Bds 2.03% Dtd 04/19/2017 Due 07/19/2021 Callable Interest on Full Call of	12/11/19		480.43
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable Int To 12/12/19 on 50,000	12/12/19		1,156.25
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable Int To 12/13/19 on 100,000	12/13/19		2,062.50
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable Int To 12/30/19 on 180,000	12/30/19		1,575.00
Federal Home Ln Mtg Corp 2.10% Dtd 09/29/2017 Due 09/29/2022 Callable Int To 12/29/19 on 50,000	12/30/19		262.50



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

61-J235-01-2
 12/01/19 - 12/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable Int To 12/22/19 on 40,000	12/23/19		300.00
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable Int To 11/30/19 on 40,000	12/02/19		300.00
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable Int To 12/28/19 on 100,000	12/30/19		937.50
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For November 2019 on 1029.98	12/26/19		4.29
Total Interest Income		\$ 0.00	\$ 7,905.17
Purchased Income			
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Accrued Int To 12/24/19 Paid on Purchase of 100,000	12/24/19		-991.85
Total Purchased Income		\$ 0.00	\$ -991.85
Total Income		\$ 0.00	\$ 6,913.32

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 11/30/19	12/13/19		-360.06
Total Fees/Expenses		\$ 0.00	\$ -360.06
Total Disbursements		\$ 0.00	\$ -360.06



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

61-J235-01-2
 12/01/19 - 12/31/19

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (7) 12/01/19 To 12/31/19	12/31/19		-268,231.81
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Purchased 100000 12/23/19 From Nesbitt Burns Securities @ 100.91768	12/24/19		-100,917.97
Total Purchases		\$ 0.00	\$ -369,149.78

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (2) 12/01/19 To 12/31/19	12/31/19	102,269.88	
Federal Home Loan Bks Cons Bds 2.375% Dtd 12/30/2013 Due 12/13/2019 Non-Callable Recd Proceeds on Maturity of 50,000 Par Value	12/13/19	50,000.00	
Federal Farm Cr Bks Cons Systemwide Bds 2.03% Dtd 04/19/2017 Due 07/19/2021 Callable Recd Proceeds on Full Call of 60,000 Par Value	12/11/19	60,000.00	
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable Recd Proceeds on Maturity of 100,000 Par Value	12/13/19	100,000.00	
Federal Home Ln Mtg Corp 2.10% Dtd 09/29/2017 Due 09/29/2022 Callable Recd Proceeds on Full Call of 50,000 Par Value	12/30/19	50,000.00	125.00
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For November 2019	12/26/19	326.64	-18.17
Total Sales		\$ 362,596.52	\$ 106.83



WBSD - CAPITAL PROJECT RESERVE

Account Number:
Statement Period:

61-J235-01-2
12/01/19 - 12/31/19

Non-Cash Activity		
	Date	Cost
Federal Home Loan Bks Cons Bds 2.375% Dtd 12/30/2013 Due 12/13/2019 Non-Callable Amortization of Premium	12/13/19	-310.50
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable Amortization of Premium	12/12/19	-756.00
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable Amortization of Premium	12/13/19	-1,315.00
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable Accretion of Discount	12/31/19	79.82
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable Amortization of Premium	12/20/19	-84.80
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable Amortization of Premium	12/27/19	-315.00
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	12/31/19	14.25
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	12/31/19	16.71
Total Non-Cash Transactions		\$ -2,670.52

SECURITY PRICES CONTAINED IN THIS STATEMENT ARE OBTAINED FROM THE MOST RELIABLE SOURCES AVAILABLE BUT ARE NOT GUARANTEED BY BANK OF THE WEST. QUOTED PRICES MAY NOT EQUAL ACTUAL PRICES BECAUSE OF SECURITY SIZE, MARKET PRICE, TERM AND DEMAND.



Electronic Funds Transfers

Preauthorized Transfers:

You may request an electronic fund transfer (EFT), such as an ACH transfer from or deposit to your account, by contacting your account Administrator. You may also preauthorize periodic EFTs by contacting your account Administrator. If you would like to know whether a preauthorized EFT has occurred, please contact your account Administrator at the phone number listed on the first page of your statement, or call 1-877-232-7321 (TTY 866-827-6167) between the hours of 8:00 A.M. to 5:00 P.M. Pacific Standard Time.

Error Resolution Notice:

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1. Tell us your name and account number (if any).
2. Tell us the dollar amount of the suspected error.
3. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.

If you contact us verbally, we may require that you send us your complaint or question in writing within 10 business days. We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.



WBSD - OPERATING RESERVE

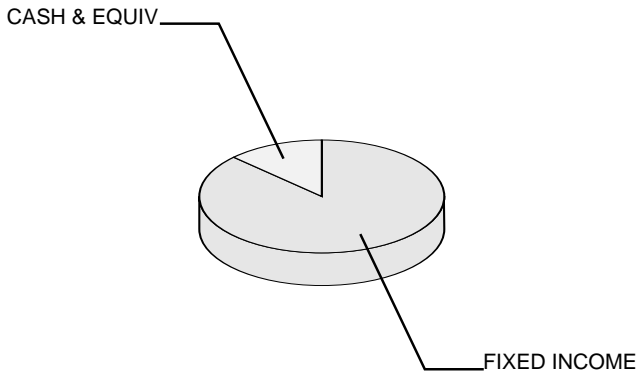
Account Number:
 Statement Period:

61-J236-01-0
 12/01/19 - 12/31/19

WEST BAY SANITARY DISTRICT
 ATTN: PHILLIP L. SCOTT
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	1,022,148.05	12.7%
Fixed Income	7,001,383.63	87.3%
Total Portfolio	\$ 8,023,531.68	100.0%
Accrued Income	38,829.10	
Total Valuation	\$ 8,062,360.78	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,861,659.18	\$ 7,191,676.47
Income		
Interest.....	18,943.13	86,780.55
Purchased Income.....	-1,983.69	-1,983.69
Disbursements.....	-1,030.17	-1,401,777.46
Cash Transfers.....	9,000.00	9,000.00
Realized Gains/(Losses).....	-46.09	4,149.52
Change In Accrued Income.....	4,693.05	806.25
Change In Market Appreciation/(Depreciation).....	11,346.86	20,313.97
Non-Cash Asset Changes.....	2,159,778.51	2,153,395.17
Ending Market Value	\$ 8,062,360.78	\$ 8,062,360.78



WBSD - OPERATING RESERVE

Account Number:
Statement Period:

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12/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	1,022,148.050	1,022,148.05 1,022,148.05	15,638.00 1,070.63	1.53%
Total Cash Equivalents		\$ 1,022,148.05 \$ 1,022,148.05	15,638.00 1,070.63	1.53%
Fixed Income				
Atlantic Richfield Co Deb 8.25% Dtd 02/01/1992 Due 02/01/2022 Non-Callable	15,000.000	16,842.60 17,030.70	1,237.00 515.62	7.35%
Capital One Bk USA Natl Assn CTF Dep 1.40% Dtd 09/28/2016 Due 09/28/2020 Non-Callable	100,000.000	99,714.00 100,000.00	1,400.00 364.38	1.40%
Constellation Brands Inc Sr Gbl Nt 2.25% Dtd 11/07/2017 Due 11/06/2020 Callable	75,000.000	75,152.25 74,824.50	1,687.00 257.81	2.25%
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14	137.530	137.57 144.49	7.00 0.63	5.50%
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14	194.620	194.78 205.33	10.00 0.89	5.50%
Federal Home Loan Bks Cons Bds 1.875% Dtd 11/30/2016 Due 11/29/2021 Non-Callable	200,000.000	201,112.00 198,439.73	3,750.00 333.33	1.86%
Federal Home Loan Bks Cons Bds 1.85% Dtd 08/15/2017 Due 08/15/2022 Non-Callable	235,000.000	236,259.60 236,142.10	4,347.00 1,642.38	1.84%
Federal Farm Cr Bks Cons Systemwide Bds 2.40% Dtd 06/17/2015 Due 06/17/2022 Non-Callable	235,000.000	239,561.35 238,546.15	5,640.00 219.33	2.35%
Federal Farm Cr Bks Cons Systemwide Bds 1.72% Dtd 07/26/2017 Due 07/26/2021 Non-Callable	235,000.000	235,632.15 235,361.90	4,042.00 1,740.30	1.72%
Federal Farm Cr Bks Cons Systemwide Bds 1.62% Dtd 09/11/2017 Due 09/11/2020 Callable	180,000.000	179,967.60 178,953.05	2,916.00 891.00	1.62%



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Account Number:
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Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable	200,000.000	202,602.00 203,046.00	9,250.00 488.19	4.57%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	60,000.000	60,439.80 60,847.20	1,725.00 527.08	2.85%
Federal Home Loan Bks Cons Bds 1.625% Dtd 11/07/2012 Due 12/10/2021 Non-Callable	235,000.000	235,420.65 234,353.75	3,818.00 222.76	1.62%
Federal Home Loan Bks Cons Bds 1.75% Dtd 06/03/2013 Due 06/12/2020 Non-Callable	60,000.000	60,019.80 60,070.20	1,050.00 55.41	1.75%
Federal Home Ln Mtg Corp Step Cpn Dtd 09/30/2016 Due 09/30/2021 Callable	200,000.000	199,800.00 199,800.00	3,000.00 756.94	1.50%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	120,000.000	120,004.80 120,000.00	2,100.00 5.83	1.75%
Federal Home Ln Mtg Corp Medium Term Nts 1.625% Dtd 04/27/2017 Due 07/27/2020 Callable	40,000.000	40,000.80 40,000.00	650.00 115.55	1.62%
Federal Home Ln Mtg Corp 1.60% Dtd 05/15/2017 Due 05/15/2020 Callable	240,000.000	239,968.80 240,000.00	3,840.00 490.66	1.60%
Federal Home Ln Mtg Corp 2.00% Dtd 04/26/2017 Due 10/26/2021 Callable	240,000.000	240,038.40 240,000.00	4,800.00 866.66	2.00%
Federal Home Ln Mtg Corp 2.00% Dtd 10/12/2017 Due 10/12/2021 Callable	120,000.000	120,007.20 120,000.00	2,400.00 526.66	2.00%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	50,000.000	49,987.00 49,693.50	750.00 64.58	1.50%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	60,000.000	60,152.40 60,382.20	1,125.00 9.37	1.87%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	325,000.000	324,220.00 323,066.68	4,468.00 1,551.64	1.38%



WBSD - OPERATING RESERVE

Account Number:
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12/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable	290,000.000	288,671.80 288,637.78	3,625.00 553.81	1.26%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	325,000.000	323,823.50 323,306.31	4,468.00 1,042.70	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	505,000.000	508,994.55 506,212.10	10,100.00 4,937.77	1.98%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	160,000.000	161,067.20 160,892.80	3,000.00 716.66	1.86%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	325,000.000	330,011.50 330,476.40	7,718.00 3,602.08	2.34%
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable	50,000.000	49,954.00 49,960.48	687.00 114.58	1.38%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	1,502.770	1,552.48 1,586.36	75.00 6.26	4.84%
GE Capital Internotes Fr 5.50% Dtd 11/05/2009 Due 11/15/2021 Non-Callable	50,000.000	52,667.50 53,032.00	2,750.00 351.38	5.22%
Home Depot Inc Sr Glbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable	50,000.000	50,121.00 49,899.00	1,000.00 250.00	2.00%
Philip Morris Intl Inc Sr Nt 4.50% Dtd 03/26/2010 Due 03/26/2020 Non-Callable	80,000.000	80,452.00 80,988.80	3,600.00 950.00	4.47%
Port Morrow Ore Transmission F Rev Bds Taxable 2.737% Dtd 08/26/2015 Due 09/01/2021 Callable	200,000.000	202,932.00 204,378.00	5,474.00 1,824.66	2.70%
Starbucks Corp Sr Glbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable	50,000.000	50,124.50 49,987.00	1,050.00 428.75	2.09%
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable	100,000.000	100,391.00 99,334.62	2,000.00 27.77	1.99%



WBSD - OPERATING RESERVE

Account Number:
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12/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020	325,000.000	324,957.75 321,239.06	5,281.00 461.74	1.63%
US Treasury Note 2.00% Dtd 07/31/2013 Due 07/31/2020	40,000.000	40,085.20 39,796.50	800.00 334.78	2.00%
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020	120,000.000	119,992.80 119,850.61	1,950.00 578.57	1.63%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	100,000.000	101,938.00 99,695.31	2,750.00 815.93	2.70%
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021	200,000.000	201,860.00 201,835.93	5,000.00 2,092.38	2.48%
United Technologies Corp Sr Gbl 2.30% Dtd 05/04/2017 Due 05/04/2022 Callable	250,000.000	252,095.00 243,146.48	5,750.00 910.41	2.28%
Waco Tex Indpt Sch Dist Ref Bds Taxable 4.00% Dtd 12/01/2012 Due 02/15/2020 Non-Callable	270,000.000	270,658.80 273,588.30	10,800.00 4,080.00	3.99%
Wells Fargo & Co New Sr Gbl 2.50% Dtd 03/04/2016 Due 03/04/2021 Non-Callable	250,000.000	251,797.50 248,550.00	6,250.00 2,031.24	2.48%
Total Fixed Income		\$ 7,001,383.63 \$ 6,977,301.32	148,140.00 37,758.47	2.12%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%
Total Market Value		\$ 8,023,531.68 \$ 7,999,449.37	163,778.00 38,829.10	2.04%
Total Market Value Plus Accruals		\$ 8,062,360.78		



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

61-J236-01-0
 12/01/19 - 12/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 11/30/19	12/02/19		902.15
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Int For November 2019 on 195.71	12/16/19		0.90
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Int For November 2019 on 273.23	12/16/19		1.25
Federal Farm Cr Bks Cons Systemwide Bds 2.03% Dtd 04/19/2017 Due 07/19/2021 Callable Interest on Full Call of	12/11/19		320.29
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable Int To 12/12/19 on 200,000	12/12/19		4,625.00
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable Int To 12/13/19 on 200,000	12/13/19		4,125.00
Federal Home Loan Bks Cons Bds 1.75% Dtd 06/03/2013 Due 06/12/2020 Non-Callable Int To 12/12/19 on 60,000	12/12/19		525.00
Federal Home Ln Mtg Corp 1.50% Dtd 12/30/2016 Due 12/30/2019 Callable Int To 12/30/19 on 120,000	12/30/19		900.00
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable Int To 12/30/19 on 120,000	12/30/19		1,050.00
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable Int To 11/30/19 on 50,000	12/02/19		375.00



WBSD - OPERATING RESERVE

Account Number:
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 12/01/19 - 12/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable Int To 12/28/19 on 60,000	12/30/19		562.50
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For November 2019 on 2200.68	12/26/19		9.17
Keybank National Association Regs Bd 2.50% Dtd 11/24/2014 Due 12/15/2019 Non-Callable Int To 12/15/19 on 250,000	12/16/19		3,125.00
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Int To 12/26/19 on 100,000	12/26/19		1,000.00
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020 Int To 11/30/19 on 175,000	12/02/19		1,421.87
Total Interest Income		\$ 0.00	\$ 18,943.13
Purchased Income			
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Accrued Int To 12/24/19 Paid on Purchase of 200,000	12/24/19		-1,983.69
Total Purchased Income		\$ 0.00	\$ -1,983.69
Total Income		\$ 0.00	\$ 16,959.44

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 11/30/19	12/13/19		-1,030.17
Total Fees/Expenses		\$ 0.00	\$ -1,030.17
Total Disbursements		\$ 0.00	\$ -1,030.17



WBSD - OPERATING RESERVE

Account Number:
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Cash Transfers			
	Date	Income Cash	Principal Cash
Transfer From Account 61J252017 Wbsd-Rate Stabilization Reserve	12/26/19		9,000.00
Total Cash Transfers		\$ 0.00	\$ 9,000.00

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (7) 12/01/19 To 12/31/19	12/31/19		-698,777.83
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Purchased 200000 12/23/19 From Nesbitt Burns Securities @ 100.91768	12/24/19		-201,835.93
Total Purchases		\$ 0.00	\$ -900,613.76

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (2) 12/01/19 To 12/31/19	12/31/19	204,849.79	
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Prin Pmt For November 2019	12/16/19	58.18	-2.95
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Prin Pmt For November 2019	12/16/19	78.61	-4.32
Federal Farm Cr Bks Cons Systemwide Bds 2.03% Dtd 04/19/2017 Due 07/19/2021 Callable Recd Proceeds on Full Call of 40,000 Par Value	12/11/19	40,000.00	
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable Recd Proceeds on Maturity of 200,000 Par Value	12/13/19	200,000.00	



WBSD - OPERATING RESERVE

Account Number:
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 12/01/19 - 12/31/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Federal Home Ln Mtg Corp 1.50% Dtd 12/30/2016 Due 12/30/2019 Callable Recd Proceeds on Maturity of 120,000 Par Value	12/30/19	120,000.00	
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For November 2019	12/26/19	697.91	-38.82
Keybank National Association Regs Bd 2.50% Dtd 11/24/2014 Due 12/15/2019 Non-Callable Recd Proceeds on Maturity of 250,000 Par Value	12/16/19	250,000.00	
Oakland Calif Pension Oblig Taxable Pension Oblig Bd Taxable Zero Cpn Dtd 10/17/2001 Due 12/15/2019 Non-Callable Recd Proceeds on Maturity of 60,000 Par Value	12/16/19	60,000.00	
Total Sales		\$ 875,684.49	\$ -46.09

Non-Cash Activity		
	Date	Cost
Federal Home Loan Bks Cons Bds 1.85% Dtd 08/15/2017 Due 08/15/2022 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 235000 Par Value	12/19/19	236,142.10
Federal Farm Cr Bks Cons Systemwide Bds 2.40% Dtd 06/17/2015 Due 06/17/2022 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 235000 Par Value	12/19/19	238,546.15
Federal Farm Cr Bks Cons Systemwide Bds 1.72% Dtd 07/26/2017 Due 07/26/2021 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 235000 Par Value	12/19/19	235,361.90



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Account Number:
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12/01/19 - 12/31/19

Non-Cash Activity		
	Date	Cost
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable Amortization of Premium	12/12/19	-3,024.00
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable Amortization of Premium	12/13/19	-2,630.00
Federal Home Loan Bks Cons Bds 1.625% Dtd 11/07/2012 Due 12/10/2021 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 235000 Par Value	12/19/19	234,353.75
Federal Home Loan Bks Cons Bds 1.75% Dtd 06/03/2013 Due 06/12/2020 Non-Callable Amortization of Premium	12/12/19	-69.60
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable Amortization of Premium	12/27/19	-189.00
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 235000 Par Value Accretion of Discount	12/19/19 12/31/19	233,363.23 21.38
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 130000 Par Value Accretion of Discount	12/19/19 12/31/19	129,340.11 43.35
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 235000 Par Value Accretion of Discount	12/19/19 12/31/19	233,839.00 25.07



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Account Number:
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Non-Cash Activity		
	Date	Cost
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 235000 Par Value	12/19/19	237,035.10
Accretion of Discount	12/31/19	45.06
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 235000 Par Value	12/19/19	239,206.50
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable Accretion of Discount	12/31/19	9.74
Keybank National Association Regs Bd 2.50% Dtd 11/24/2014 Due 12/15/2019 Non-Callable Amortization of Premium	12/16/19	-245.00
Oakland Calif Pension Oblig Taxable Pension Oblig Bd Taxable Zero Cpn Dtd 10/17/2001 Due 12/15/2019 Non-Callable Original Issue Discount	12/16/19	73.61
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Accretion of Discount	12/31/19	22.27
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020 Transfer of Some of In-Kind Assets Came From Acct 61J252017 Rate Stabil 150000 Par Value	12/19/19	148,264.19
United Technologies Corp Sr Glbl 2.30% Dtd 05/04/2017 Due 05/04/2022 Callable Accretion of Discount	12/31/19	243.60
Total Non-Cash Transactions		\$ 2,159,778.51



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:
Statement Period:

61-J236-01-0
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SECURITY PRICES CONTAINED IN THIS STATEMENT ARE OBTAINED FROM THE MOST RELIABLE SOURCES AVAILABLE BUT ARE NOT GUARANTEED BY BANK OF THE WEST. QUOTED PRICES MAY NOT EQUAL ACTUAL PRICES BECAUSE OF SECURITY SIZE, MARKET PRICE, TERM AND DEMAND.



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1. Tell us your name and account number (if any).
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WBSD - RATE STABILIZATION RESERVE

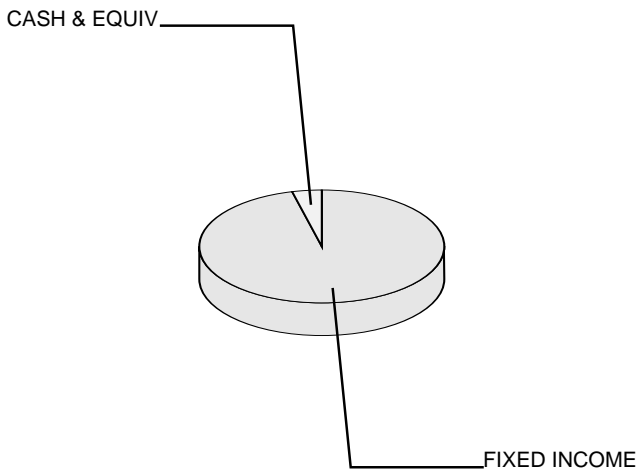
Account Number:
 Statement Period:

61-J252-01-7
 12/01/19 - 12/31/19

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	54,190.41	4.0%
Fixed Income	1,318,614.25	96.1%
Total Portfolio	\$ 1,372,804.66	100.0%
Accrued Income	17,101.38	
Total Valuation	\$ 1,389,906.04	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 4,572,674.60	\$ 6,081,980.07
Income		
Interest.....	10,467.97	72,646.18
Purchased Income.....	-495.92	-495.92
Disbursements.....	-802.41	-1,559,378.67
Cash Transfers.....	-17,700.00	-17,700.00
Realized Gains/(Losses).....	0.00	-5,003.35
Change In Accrued Income.....	-16,434.87	-26,868.87
Change In Market Appreciation/(Depreciation).....	-4,480.60	16,047.02
Non-Cash Asset Changes.....	-3,153,322.73	-3,171,320.42
Ending Market Value	\$ 1,389,906.04	\$ 1,389,906.04



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

61-J252-01-7
 12/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	54,190.410	54,190.41 54,190.41	829.00 137.49	1.53%
Total Cash Equivalents		\$ 54,190.41 \$ 54,190.41	829.00 137.49	1.53%
Fixed Income				
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable	80,000.000	80,608.80 80,232.00	1,520.00 683.99	1.89%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	85,000.000	85,654.50 85,135.15	1,615.00 663.94	1.89%
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable	90,000.000	89,683.20 90,000.00	1,350.00 341.25	1.51%
Federal Home Ln Mtg Corp 1.60% Dtd 05/15/2017 Due 05/15/2020 Callable	40,000.000	39,994.80 40,000.00	640.00 81.77	1.60%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	95,000.000	95,633.65 95,200.45	1,781.00 425.52	1.86%
Silicon Vy Clean Wtr Calif Was Rev Bds 5.00% Dtd 11/24/2015 Due 08/01/2020 Non-Callable --- 650,000 Restricted ---	650,000.000	665,431.00 675,010.00	32,500.00 13,541.66	4.88%
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020	150,000.000	149,980.50 148,264.18	2,437.00 213.11	1.63%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	60,000.000	61,162.80 59,817.19	1,650.00 489.56	2.70%
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021	50,000.000	50,465.00 50,458.98	1,250.00 523.09	2.48%
Total Fixed Income		\$ 1,318,614.25 \$ 1,324,117.95	44,743.00 16,963.89	3.39%



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

61-J252-01-7
 12/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%
Total Market Value		\$ 1,372,804.66 \$ 1,378,308.36	45,572.00 17,101.38	3.32%
Total Market Value Plus Accruals		\$ 1,389,906.04		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 11/30/19	12/02/19		422.85
Federal Farm Cr Bks Cons Systemwide Bds 2.40% Dtd 06/17/2015 Due 06/17/2022 Non-Callable Int To 12/17/19 on 235,000	12/17/19		2,820.00
Federal Home Loan Bks Cons Bds 1.625% Dtd 11/07/2012 Due 12/10/2021 Non-Callable Int To 12/10/19 on 235,000	12/10/19		1,909.37
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable Int To 11/30/19 on 250,000	12/02/19		1,875.00
Skagit Cnty Wash Sch Dist No 1 GO Bds 2011b Taxable 4.013% Dtd 06/01/2011 Due 12/01/2019 Non-Callable Int To 12/01/19 on 50,000	12/02/19		1,003.25



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

61-J252-01-7
 12/01/19 - 12/31/19

Income Activity			
	Date	Income Cash	Principal Cash
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020 Int To 11/30/19 on 300,000	12/02/19		2,437.50
Total Interest Income		\$ 0.00	\$ 10,467.97
Purchased Income			
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Accrued Int To 12/24/19 Paid on Purchase of 50,000	12/24/19		-495.92
Total Purchased Income		\$ 0.00	\$ -495.92
Total Income		\$ 0.00	\$ 9,972.05

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 11/30/19	12/13/19		-802.41
Total Fees/Expenses		\$ 0.00	\$ -802.41
Total Disbursements		\$ 0.00	\$ -802.41

Cash Transfers			
	Date	Income Cash	Principal Cash
Transfer To Account 61J004012 Wbsd-Emergency Capital Reserve	12/26/19		-8,700.00
Transfer To Account 61J236010 Wbsd-Operating Reserve	12/26/19		-9,000.00
Total Cash Transfers		\$ 0.00	\$ -17,700.00



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

61-J252-01-7
 12/01/19 - 12/31/19

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (3) 12/01/19 To 12/31/19	12/31/19		-60,467.97
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Purchased 50000 12/23/19 From Nesbitt Burns Securities @ 100.91768	12/24/19		-50,458.98
Total Purchases		\$ 0.00	\$ -110,926.95

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (3) 12/01/19 To 12/31/19	12/31/19	69,457.31	
Skagit Cnty Wash Sch Dist No 1 GO Bds 2011b Taxable 4.013% Dtd 06/01/2011 Due 12/01/2019 Non-Callable Recd Proceeds on Maturity of 50,000 Par Value	12/02/19	50,000.00	
Total Sales		\$ 119,457.31	\$ 0.00

Non-Cash Activity		
	Date	Cost
Federal Home Loan Bks Cons Bds 1.85% Dtd 08/15/2017 Due 08/15/2022 Non-Callable Transfer Some In-Kind Assets To Acct 61J236010 Wbsd-Operating Reserve 235000 Par Value	12/19/19	-236,142.10
Federal Farm Cr Bks Cons Systemwide Bds 2.40% Dtd 06/17/2015 Due 06/17/2022 Non-Callable Amortization of Premium	12/17/19	-690.90
Transfer Some In-Kind Assets To Acct 61J236010 Wbsd-Operating Reserve 235000 Par Value	12/19/19	-238,546.15



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

61-J252-01-7
 12/01/19 - 12/31/19

Non-Cash Activity		
	Date	Cost
Federal Farm Cr Bks Cons Systemwide Bds 1.72% Dtd 07/26/2017 Due 07/26/2021 Non-Callable Transfer Some In-Kind Assets To Acct 61J236010 Wbsd-Operating Reserve 235000 Par Value	12/19/19	-235,361.90
Federal Home Loan Bks Cons Bds 1.625% Dtd 11/07/2012 Due 12/10/2021 Non-Callable Transfer Some In-Kind Assets To Acct 61J236010 Wbsd-Operating Reserve 235000 Par Value	12/19/19	-234,353.75
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable Transfer Some In-Kind Assets To Acct 61J004012 Emergency Capital Reserve 40000 Par Value	12/19/19	-40,000.00
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable Transfer Some In-Kind Assets To Acct 61J004012 Emergency Capital Reserve 250000 Par Value	12/19/19	-249,517.50
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Transfer Some In-Kind Assets To Acct 61J236010 Wbsd-Operating Reserve 235000 Par Value	12/19/19	-233,363.23
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable Transfer Some In-Kind Assets To Acct 61J236010 Wbsd-Operating Reserve 130000 Par Value	12/19/19	-129,340.11
Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable Transfer Some In-Kind Assets To Acct 61J004012 Emergency Capital Reserve 130000 Par Value	12/19/19	-129,088.85



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

61-J252-01-7
 12/01/19 - 12/31/19

Non-Cash Activity		
	Date	Cost
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Transfer Some In-Kind Assets To Acct 61J236010 Wbsd-Operating Reserve 235000 Par Value	12/19/19	-233,839.00
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable Transfer Some In-Kind Assets To Acct 61J236010 Wbsd-Operating Reserve 235000 Par Value	12/19/19	-237,035.10
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable Transfer Some In-Kind Assets To Acct 61J004012 Emergency Capital Reserve 120000 Par Value	12/19/19	-118,375.45
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable Transfer Some In-Kind Assets To Acct 61J236010 Wbsd-Operating Reserve 235000 Par Value	12/19/19	-239,206.50
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable Transfer Some In-Kind Assets To Acct 61J004012 Emergency Capital Reserve 200000 Par Value	12/19/19	-199,472.00
Federal Home Ln Mtg Corp 1.50% Dtd 01/17/2017 Due 01/17/2020 Non-Callable Transfer Some In-Kind Assets To Acct 61J004012 Emergency Capital Reserve 250000 Par Value	12/19/19	-250,052.50
Skagit Cnty Wash Sch Dist No 1 GO Bds 2011b Taxable 4.013% Dtd 06/01/2011 Due 12/01/2019 Non-Callable Amortization of Premium	12/02/19	-673.50



WBSD - RATE STABILIZATION RESERVE

Account Number:
Statement Period:

61-J252-01-7
12/01/19 - 12/31/19

Non-Cash Activity		
	Date	Cost
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020 Transfer Some In-Kind Assets To Acct 61J236010 Wbsd-Operating Reserve 150000 Par Value	12/19/19	-148,264.19
Total Non-Cash Transactions		\$ -3,153,322.73

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Electronic Funds Transfers

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JAN 14 2020



BANK OF THE WEST
BNP PARIBAS
 WEALTH MANAGEMENT

West Bay Sanitary District

WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period: 10/01/19 - 12/31/19

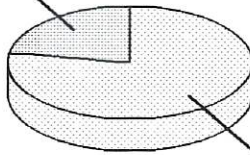
WEST BAY SANITARY DISTRICT
 RECYCLED WATER CASH FLOW
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation

Asset Valuation

FIXED INCOME



CASH & EQUIV

Description	Market Value	% of Account
Cash & Equiv	174,207.76	77.5%
Fixed Income	50,465.00	22.5%
Total Portfolio	\$ 224,672.76	100.0%
Accrued Income	806.21	
Total Valuation	\$ 225,478.97	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 224,600.39	\$ 223,524.55
Income		
Interest	1,654.46	2,241.35
Purchased Income	-495.92	-495.92
Disbursements	-116.45	-227.03
Realized Gains/(Losses)	0.00	0.00
Change In Accrued Income	-203.13	275.20
Change In Market Appreciation/(Depreciation)	39.62	160.82
Ending Market Value	\$ 225,478.97	\$ 225,478.97



WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period: 10/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	174,207.760	174,207.76 174,207.76	2,665.00 283.12	1.53%
Total Cash Equivalents		\$ 174,207.76 \$ 174,207.76	2,665.00 283.12	1.53%
Fixed Income				
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021	50,000.000	50,465.00 50,458.98	1,250.00 523.09	2.48%
Total Fixed Income		\$ 50,465.00 \$ 50,458.98	1,250.00 523.09	2.48%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%
Total Market Value		\$ 224,672.76 \$ 224,666.74	3,915.00 806.21	1.74%
Total Market Value Plus Accruals		\$ 225,478.97		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct			
Int To 09/30/19	10/01/19		178.84
Int To 10/31/19	11/01/19		176.04
Int To 11/30/19	12/02/19		309.58





WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period:

10/01/19 - 12/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Home Ln Mtg Corp 1.65% Dtd 10/30/2017 Due 10/30/2019 Callable Int To 10/30/19 on 120,000	10/30/19		990.00
Total Interest Income		\$ 0.00	\$ 1,654.46
Purchased Income			
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Accrued Int To 12/24/19 Paid on Purchase of 50,000	12/24/19		-495.92
Total Purchased Income		\$ 0.00	\$ -495.92
Total Income		\$ 0.00	\$ 1,158.54

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 09/30/19	10/15/19		-38.26
Monthly Fee To 10/31/19	11/15/19		-38.43
Monthly Fee To 11/30/19	12/13/19		-39.76
Total Fees/Expenses		\$ 0.00	\$ -116.45
Total Disbursements		\$ 0.00	\$ -116.45

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (4) 10/01/19 To 12/31/19	12/31/19		-121,654.46
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Purchased 50000 12/23/19 From Nesbitt Burns Securities @ 100.91768	12/24/19		-50,458.98
Total Purchases		\$ 0.00	\$ -172,113.44



WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period: 10/01/19 - 12/31/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (4) 10/01/19 To 12/31/19	12/31/19	51,071.35	
Federal Home Ln Mtg Corp 1.65% Dtd 10/30/2017 Due 10/30/2019 Callable Recd Proceeds on Maturity of 120,000 Par Value	10/30/19	120,000.00	
Total Sales		\$ 171,071.35	\$ 0.00

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BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT





JAN 14 2020

WBSD - RECYCLED WATER SRF RESERVE

West Bay Sanitary District

Account Number:

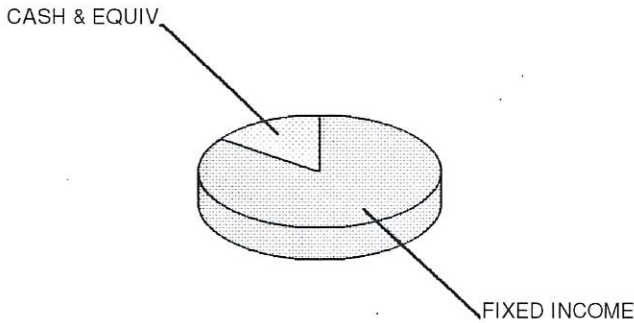
Statement Period:

10/01/19 - 12/31/19

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	126,425.44	15.0%
Fixed Income	715,794.10	85.0%
Total Portfolio	\$ 842,219.54	100.0%
Accrued Income	5,009.73	
Total Valuation	\$ 847,229.27	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 843,019.04	\$ 838,864.78
Income		
Interest	4,824.37	10,922.53
Purchased Income	-495.93	-495.93
Disbursements	-436.22	-849.86
Realized Gains/(Losses)	1,658.63	1,658.63
Change In Accrued Income	869.72	87.96
Change In Market Appreciation/(Depreciation)	-3,182.03	-3,585.78
Non-Cash Asset Changes	971.69	626.94
Ending Market Value	\$ 847,229.27	\$ 847,229.27



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period:

10/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	126,425.440	126,425.44 126,425.44	1,934.00 217.78	1.53%
Total Cash Equivalents		\$ 126,425.44 \$ 126,425.44	1,934.00 217.78	1.53%
Fixed Income				
Federal Farm Cr Bks Cons Systemwide Bds 3.65% Dtd 12/21/2010 Due 12/21/2020 Non-Callable	96,000.000	98,022.72 97,032.00	3,504.00 97.33	3.57%
Federal Natl Mtg Assn 1.55% Dtd 10/28/2016 Due 10/28/2021 Callable	80,000.000	79,808.00 78,436.50	1,240.00 216.99	1.55%
US Treasury Note 1.375% Dtd 04/30/2015 Due 04/30/2020	140,000.000	139,874.00 139,289.06	1,925.00 327.88	1.38%
US Treasury Note 3.625% Dtd 02/15/2010 Due 02/15/2020	186,000.000	186,433.38 187,434.12	6,742.00 2,546.75	3.62%
US Treasury Note 2.00% Dtd 09/30/2013 Due 09/30/2020	20,000.000	20,052.80 19,916.13	400.00 101.63	1.99%
US Treasury Note 2.75% Dtd 09/30/2018 Due 09/30/2020	140,000.000	141,138.20 140,536.49	3,850.00 978.27	2.73%
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021	50,000.000	50,465.00 50,458.99	1,250.00 523.10	2.48%
Total Fixed Income		\$ 715,794.10 \$ 713,103.29	18,911.00 4,791.95	2.64%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%





WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period:

10/01/19 - 12/31/19

Asset Position As of 12/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Total Market Value		\$ 842,219.54	20,845.00	2.48%
		\$ 839,528.73	5,009.73	
Total Market Value Plus Accruals		\$ 847,229.27		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct			
Int To 09/30/19	10/01/19		122.51
Int To 10/31/19	11/01/19		125.63
Int To 11/30/19	12/02/19		241.73
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable			
Int To 10/30/19 on 100,000	10/30/19		1,000.00
Federal Farm Cr Bks Cons Systemwide Bds 3.65% Dtd 12/21/2010 Due 12/21/2020 Non-Callable			
Int To 12/21/19 on 96,000	12/23/19		1,752.00
Federal Natl Mtg Assn 1.55% Dtd 10/28/2016 Due 10/28/2021 Callable			
Int To 10/28/19 on 80,000	10/28/19		620.00
US Treasury Note 1.375% Dtd 04/30/2015 Due 04/30/2020			
Int To 10/31/19 on 140,000	10/31/19		962.50
Total Interest Income		\$ 0.00	\$ 4,824.37
Purchased Income			
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Accrued Int To 12/24/19 Paid on Purchase of 50,000			
	12/24/19		-495.93
Total Purchased Income		\$ 0.00	\$ -495.93
Total Income		\$ 0.00	\$ 4,328.44



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period: 10/01/19 - 12/31/19

Disbursement Activity

	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 09/30/19	10/15/19		-143.56
Monthly Fee To 10/31/19	11/15/19		-143.96
Monthly Fee To 11/30/19	12/13/19		-148.70
Total Fees/Expenses		\$ 0.00	\$ -436.22
Total Disbursements		\$ 0.00	\$ -436.22

Purchase Activity

	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (7) 10/01/19 To 12/31/19	12/31/19		-104,824.37
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Purchased 50000 12/23/19 From Nesbitt Burns Securities @ 100.91768	12/24/19		-50,458.99
Total Purchases		\$ 0.00	\$ -155,283.36

Sale Activity

	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (4) 10/01/19 To 12/31/19	12/31/19	51,391.14	
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable Recd Proceeds on Full Call of 100,000 Par Value	10/30/19	100,000.00	1,658.63
Total Sales		\$ 151,391.14	\$ 1,658.63





WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period:

10/01/19 - 12/31/19

Non-Cash Activity		
	Date	Cost
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable Accretion of Discount	10/30/19	552.86
Federal Farm Cr Bks Cons Systemwide Bds 3.65% Dtd 12/21/2010 Due 12/21/2020 Non-Callable Amortization of Premium	12/20/19	-505.92
Federal Natl Mtg Assn 1.55% Dtd 10/28/2016 Due 10/28/2021 Callable Accretion of Discount	10/31/19	71.27
Accretion of Discount	11/29/19	71.27
Accretion of Discount	12/31/19	71.27
US Treasury Note 1.375% Dtd 04/30/2015 Due 04/30/2020 Accretion of Discount	10/31/19	710.94
Total Non-Cash Transactions		\$ 971.69

SECURITY PRICES CONTAINED IN THIS STATEMENT ARE OBTAINED FROM THE MOST RELIABLE SOURCES AVAILABLE BUT ARE NOT GUARANTEED BY BANK OF THE WEST. QUOTED PRICES MAY NOT EQUAL ACTUAL PRICES BECAUSE OF SECURITY SIZE, MARKET PRICE, TERM AND DEMAND.



Electronic Funds Transfers

Preauthorized Transfers:

You may request an electronic fund transfer (EFT), such as an ACH transfer from or deposit to your account, by contacting your account Administrator. You may also preauthorize periodic EFTs by contacting your account Administrator. If you would like to know whether a preauthorized EFT has occurred, please contact your account Administrator at the phone number listed on the first page of your statement, or call 1-877-232-7321 (TTY 866-827-6167) between the hours of 8:00 A.M. to 5:00 P.M. Pacific Standard Time.

Error Resolution Notice:

If you think a statement or receipt is wrong or if you need more information about an EFT listed on a statement or receipt, telephone us at 1-877-232-7321 (TTY 866-827-6167) between the hours of 8:00 A.M. to 5:00 P.M. Pacific Standard Time, write to us at Bank of the West, 13300 Crossroads Parkway North, City of Industry, CA 91746, or e-mail us at WMGGIFSOoperations@bankofthewest.com as soon as possible. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

1. Tell us your name and account number (if any).
2. Tell us the dollar amount of the suspected error.
3. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.

If you contact us verbally, we may require that you send us your complaint or question in writing within 10 business days. We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.





To: *Board of Directors*

From: *Phil Scott, District Manager
Todd Reese, Office & Communication Manager*

Subject: *Consider to Adopt Resolution Approving Master Fee Schedule (2020)*

Background

The District Board approved an amendment to the Code of General Regulations in August of 2014, removing the Master Fee Schedule, which outlines the permit fees, from the Code of General Regulations and allows the Board to update these fees by resolution as needed to keep pace with inflation etc. The Master Fee Schedule was subsequently updated by resolution for the various District permits in September of 2014 and September 2017. District Staff has worked to develop an updated schedule of District fees that would cover District cost of service involved in each rate category for issuing, inspecting, reviewing and enforcing permits.

Analysis

Staff calculated District costs for service of staff time and equipment used for each category. The District has added a new category for an annual charge for “Flow Meter Operations and Maintenance” of \$595 for meters that will be made available for meters installed at Facebook, Menlo Gateway, SRI and 1430 O’Brien (currently 25 meters total), as well as any others that come online. This new category will recover costs associated with the meter O&M and require less staff time.

The proposed increases include totals for both CPI and MOU salary increases (at fully loaded rates) to cover District costs. Staff has rounded up or down minimally for convenience and to eliminate penny amounts.

The following are the CPI and MOU increases for the last 2 years.

CPI: 2018 3.2% 2019 4%

MOU: 2018 3%, 2019 4%,

The advantage of a Master Fee Schedule is: a) fees can be updated periodically by Board resolution rather than amend the Code of Regulations; b) it serves as a convenient handout for customers seeking information on permit fees etc.

Fiscal Impact:

There will be a slight positive fiscal impact to the District, since in all cases, fees are proposed to be increased to cover District costs.

Recommendation:

The District Manager recommends that the District Board Adopt the Resolution Approving Master Fee Schedule 2020.

Attachments: Resolution _____ (2020)
Master Fee Schedule (2020)

RESOLUTION NO. _____ (2020)

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

BE IT RESOLVED by that the West Bay Sanitary District Master Fee Schedule, which is attached and incorporated herein as Exhibit A, is hereby adopted by the Board of Directors of the West Bay Sanitary District.

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on 22nd day of January, 2020, by the following votes:

Ayes:

Noes:

Absent:

Abstain:

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

Class 1 A - E

The permit and inspection fees for a Class 1 Sewer Permit (open-trench) for service to residential structures shall be \$~~29079~~.00.

Class 2 A - E

The permit and inspection fees for a Class 2 Sewer Permit (open-trench) for service to non-residential structures shall be \$~~29079~~.00.

Class 1F and Class 2F.

The permit and inspection fees for a Class 1F Sewer Permit (trenchless) for service to residential or non-residential structures shall be \$~~35530~~.00 plus San Mateo County recording fee.

Class 3.

The permit fee for a Class 3 Sewer Permit for construction of sewer mains, pumping stations and other wastewater facilities, shall be ~~58545~~.00. The inspection fee for a Class 3 sewer permit requires a \$2,000 deposit.

Class 4A and 4B

The permit and inspection fees for a Class 4 Disconnect Sewer Permit for service to residential or non-residential structures shall be \$~~170.60~~.00.

Additional or Re-Inspection .

\$~~859~~.00 per additional inspection or re-inspection.

CCTV Review Only.

\$~~959~~.00 for review of CCTV of sewer lateral.

Estimated & Metered Volume Permits.

\$~~1765~~.00 for estimation of discharge for commercial customers upon determination by the District Manager.

Private Wastewater Disposal Permits.

\$~~18575~~.00 for maintaining and operating, or proposes to maintaining and operating, a private wastewater disposal system.

Enforcement Hearing.

\$~~67025~~.00 per public hearing.

Plan Review (Construction or Regulatory Compliance).

\$~~1430~~.00 per hour for review by Projects & IT Manager or Regulatory Coordinator.

Charges for Staff Time.

Staff salary multiplied by 1.75%.

Charges for District Materials.

Cost of materials multiplied by 10%.

Annexation Fee*.

\$~~5845~~ annexation processing fee per parcel;

\$~~5845~~ annexation into the On-Site Wastewater Disposal Zone per parcel;

\$1,900 publication deposit per parcel (for annexation into the On-Site Wastewater Disposal Zone)

* Additional fees may be due other agencies.

Review of Proposals for Accidental Discharges & HMBP's.

\$~~405380~~.00 for any accidental spills or discharges that do not conform to the conditions of a facilities permit or the code must be reported immediately to the POTW and the WBSD. Hazardous Material Business Plan (HMBP): A Business Plan is required when businesses handle and/or stores a hazardous material equal to or greater than the minimum reportable quantities. These quantities are 55 gallons for liquids, 500 pounds for solids and 200 cubic feet (at standard temperature and pressure) for compressed gases. Radioactive materials and extremely hazardous substances are reportable in any amount. The District reviews these plans and inspects facilities to ensure compliance with the District's Code.

Non-Routine Discharge Permit.

\$~~300280~~.00 plus treatment fees based on flow and loadings plus SVCW fee of \$50.00.,

Non-routine discharges (slugs) are defined as any quantity of industrial (non-domestic) wastewater that is discharged to the sanitary sewer on less than a daily frequency, and has the potential to cause interference with or pass-through the wastewater treatment plant or collection system.

Ground Water Discharge.

\$~~405380~~.00 plus treatment fees based on current ccf rate plus SVCW fee of \$436.00 (as of 4/7/14)

Groundwater discharge is defined as the movement of water out of an area of saturated soil, to the sanitary sewer

Mandatory Wastewater Discharge Compliance Permit (& 5-year Permit Renewal).

\$~~700655~~.00 plus SVCW fee of \$1,112.00 (as of 4/7/14). Required for chemically treated wastewater to make acceptable for discharge into the sanitary sewer.

Self Monitoring Report (Review).

\$~~1765~~.00 for sampling is performed and the results of the sampling indicate a violation the user shall notify the POTW and the WBSD within 24 hours of becoming aware of the violation.

Discharge Report Review.

\$~~1765~~.00

Discharge report review is defined as a report prepared by industries and other facilities discharging to sanitary sewer. The facilities collect wastewater samples, conduct chemical and/or biological tests of the samples, and submit the reports for review.

Swimming Pool Discharge “Residential”.

\$~~350~~.00 plus treatment fees based on current ccf rate for discharge of pool in sanitary sewer.

Swimming Pool Discharge “Commercial”.

\$~~16050~~.00 plus treatment fees based on current ccf rate for discharge of pool in sanitary sewer.

FOG Non-Compliance Inspection.

\$~~1765~~.00

Re-inspection fee for facilities in violation of the Districts Code of General Violations, Sections 602 & 603

Commercial/Industrial Non-Compliance Inspection.

\$~~1765~~.00

Re-inspection fee for facilities in violation of the Districts Code of General Regulations, Sections 600, 601, 602, 603

Flow Meter Operations and Maintenance Fee.

\$595.00 annually



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 7**

To: Board of Directors

From: Phil Scott, District Manager

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

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 8**

To: Board of Directors

From: Phil Scott, District Manager

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

To: *Board of Directors*

From: *Phil Scott, District Manager*

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

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 11

To: *Board of Directors*

From: *Phil Scott, District Manager*
Jed Beyer, Regulatory Compliance Coordinator

Subject: *Consider Approval of Reorganization Plan for the Regulatory Compliance Department to Be Renamed the Water Quality Department and Include the Addition of a Wastewater Operator III Position*

Background

As the Recycled Water Purveyor for the Sharon Heights Area and as required by our Long-Term Agreement with Sharon Heights, the District is responsible for the Operation and Maintenance (O&M) of the Recycled Water Facility after the first six months of operation. The District has, up to now, considered hiring a firm to provide a Wastewater Operator to operate and maintain the treatment facility. The State will require the Operator to be a certified Operator III for our size treatment plant (the levels range from Operator-In-Training – OIT, to Operator V). This option was planned in our Facilities Plan of 2014 (aka Feasibility Study) and O&M was then estimated to be approximately \$300k to \$350k/year.

In addition, the District has a need for assistance in the Regulatory Compliance Department with flow sampling and monitoring. There are new developments in the scope of work for the Regulatory Compliance Department, such as ongoing facility pretreatment monitoring, SLAC electrical conductivity/TDS sampling and monitoring, proposed updates to the State Water Board General Waste Discharge Requirements (WDR) which will require extensive flow monitoring for exfiltration, and additional sampling and monitoring requirements for the Sharon Heights Recycled Water Plant. These additional duties and requirements are currently taxing on staff and will certainly continue to tax our Regulatory Compliance department's ability to meet these requirements.

Analysis

Wastewater Operator III

According to our consultant Aquality, who is assisting us with observing and inspecting the operational functions of the Recycled Water Treatment Facility and helped us with developing the Onsite Reuse Treatment Plant discharge permit for Facebook, the current cost for a firm to provide Wastewater Operator services in the Bay Area would be \$300k/yr to \$400k/yr. This would result in significant increase/overrun in the O&M budget for the Recycled Water facility

since expenses such as electricity, chemicals, and administration would need to be added to the operator's costs and could result in an annual O&M approaching \$500k/yr.

The salary of an Operator III at City of Palo Alto is \$110k/yr and \$130k/yr at SVCW. That would translate to a fully loaded rate from \$190k to \$220k per year; substantially lower than contracting for an Operator III.

Aquality has recommended that the District seriously consider adding an Operator III to staff. If the District hired an Operator III and utilized this position to perform the operation and maintenance of the Recycled Water facility and provide supervision, mentoring, instructing and leading the water quality issues at the District, the FTE costs would be split and reduce FTE costs to approximately \$100k per entity.

This approach, or any other approach for that matter, would have to include short term emergency Operator Services to cover periods of absence due to sickness, vacation and holidays and possibly seasonal weekend operations when water demand is at its peak. Proposals for these services would be sought from consulting firms, and nearby agencies such as the City of Palo Alto.

The cost of these services would be fluid to some degree but counting for vacations, holidays and vacations the cost could be in the proximity of \$35k to \$40k per year. If operations are required for peak demand weekends then the cost of course would be proportionately higher and Sharon Heights would be the ones requesting these additional operating hours and understand their responsibility for the additional costs.

An Operator III will act as the Chief Plan Operator and is responsible for the entire operation of the recycled water facility, that it meets all Title 22 requirements, and approves and submits all reports required by the State Water Resources Control Board and other regulatory agencies.

The Operator III can delegate duties to an Operator II but will still be required to physically visit the plant once every week and this may make a contract for additional services much costlier. One idea, was to hire an Operator II and have an Operator III contracted for additional services. However, the required visitation of the site, seems to negate any benefit that idea. Therefore, it appears to staff that hiring an Operator III would be more beneficial for the District's needs and could manage with a small additional services contract for when the Operator III is on vacation or out sick. The current Operations plan is to not produce recycled water on the weekends unless absolutely necessary and in this way save costs in terms of the additional services contract or overtime.

The benefits of hiring a Wastewater Operator III can be summarized as follows:

- The Sharon Heights Recycled Water Plant would have the required Wastewater Operator III for the supervision of day to day operations for approximately \$100k/yr, plus the cost for emergency operations on an as-needed basis.
- The overall O&M costs could be significantly reduced.

- The District would have the ability to "grow" operators in-house, not only for the Sharon Heights Recycled Water Plant, but also any future wastewater reuse facilities such as Bayfront.
- This position would assist the Regulatory Compliance Department in meeting the requirements to sample and monitor flows for the WDR amendments; as well as SLAC, Facebook, SRI, and the Menlo Life Sciences area discharges.
- Assist the District in maintaining the more than 45 flow monitoring devices at mixed use facilities and over 38 SmartCover units in the District for monitoring overflow conditions. These numbers are guaranteed to grow over the next 5 years, further taxing manpower resources.
- The Regulatory Compliance Department will receive additional supervision for these 'water quality' duties and institutional mentoring for subordinate training that will help them perform their duties in a more competent fashion and adapt to the changing water quality regulations.
- This approach provides an opportunity for the fully loaded cost to the District for this position to be half of what it otherwise would be.

Reorganization of the Regulatory Compliance Department

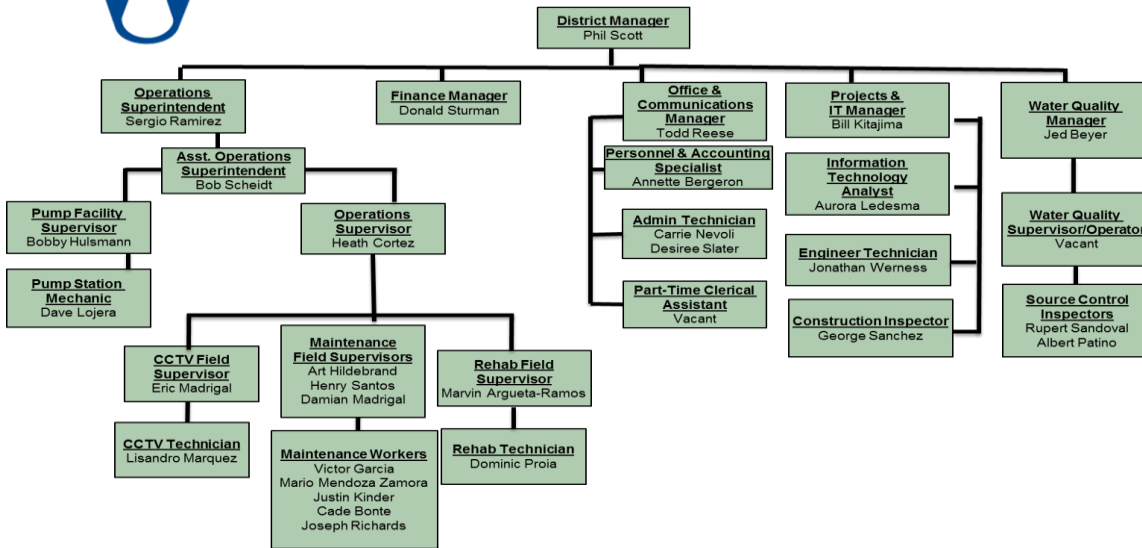
Staff is requesting the Department's name be changed to Water Quality Department to better reflect the entirety of work done in the department especially since Recycled Water will now be a substantial part of the department's work. The Department will be working to ensure that the quality of the recycled water meets the State's Title 22 requirements at all times including taking samples everyday of operation. This duty can be shared by non-operators or contracted out, but is likely to be more cost-effective if done in-house.

The Department is also responsible for sampling all industrial waste dischargers including the bio-science industries, of which we have seen a substantial increase in the number of new firms involved in the bio-sciences both exploratory and production in the last few years and the trend is expected to continue for the foreseeable future. Other water quality duties include; sampling for Total Suspended Solids (TSS) and Bio-Chemical Oxygen Demand (BOD) in the Multi-family neighborhoods and comparing those results with single-family neighborhoods; measuring salinity (Total Dissolved Solids (TDS) & Electro Conductivity (EC) at the Influent Pump Station, SLAC and other key areas in the Recycled Water Purveyor Boundaries; and measuring Flows, TDS, BOD, TSS etc., for Facebook, Food Service Establishments, and other large dischargers.

All these duties have increased over the last few years and have evolved to require more complex scientific, analytical and diagnostic skills. An Operator III can also supervise the two Source Control Inspectors freeing the Manager from much of the field work and helping to mentor the Inspectors.



Organization Chart 2020



W:\Admin Data\Personnel\OrgChart\2020 Names-Job Titles

The Department will require an On-Call program for emergency response off-hours. The Operator III will be required to participate in this On-Call program but cannot be expected to be on call 365/24/7. Having an Operator III on staff allows us to alternate the On-Call duties with Non-Operators who would only have the authority to divert flow to waste or turn off the recycled water facility. Either of these options would cause the facility to quit making or delivering recycled water.

Pump Station Division cooperation with the Recycled Water Facility will be critical. The initial thought was to merge the Pump Station Division within the Water Quality Department, however this is not absolutely necessary at this time and has yet to be determined as the best option. The Pump Station Division has a full workload already but has assured management that they will respond to any request for help at the recycled water facility. Management is willing to work in this fashion for the first year and then determine whether it is necessary to merge the division or continue on with the assured mutual aid method.

Finally, to properly compensate the Water Quality Manager in a manner more consistent with the other department managers in the District, the District Manager is recommending that the salary range be increased over a two-year period to reflect the additional responsibilities taken and the additional personnel supervised.

Department Managers pay scales:

PM&IT Manager = \$14,500/mo

Operations Supt = \$14,000/mo

Reg Comp Coord= \$12,625/mo Plan: FY20/21 = \$13,256/mo FY21/22 = \$14,000/mo

Note: These figures do not include annual COLA increases.

Fiscal Impact

Fully loaded labor cost for the additional position should be in the proximity of \$100k/yr to the District and allocated within the General Fund for FY 20-21. The remainder of the labor cost (\$100k) would be included in the O&M costs for the Recycled Water Treatment facility and be billed to Sharon Heights on a monthly basis.

Salary increase of ≈\$600/mo or \$5k/year beginning July 1, 2020 and ≈\$750/mo or \$9k/year increase beginning July 1, 2021.

Recommendation

The District Manager recommends the Board approve the above proposed reorganization strategy for the Regulatory Compliance Department including the renaming of the department, the revised Organizational Chart, the recruitment and hiring of a Wastewater Operator III, and the proposed salary schedules.

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