

1902 - Serving Our Community for over 115 Years - 2019
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 25, 2019 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

District Manager

Phil Scott

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

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

1. Call to Order and Roll Call
2. Communications from the Public
3. District Manager's Report Pg. 3-1
4. Consent Calendar
Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.
 - A. Approval of Minutes for Regular meeting September 11, 2019 Pg. 4A-1
 - B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for September 25, Pg. 4B-1
 - C. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 8/31/19 Pg. 4C-1
 - D. Consideration of Accepting Sewer Facilities Pursuant to Class 3 Sewer Permit No. 1096 for the Sewer Manhole Rehabilitation at Menlo College, Atherton, CA Pg. 4D-1
 - E. Consideration of Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Manhole Pad Pg. 4E-1
5. Update and Discussion on the Metal Building Project at FERRF Pg. 5-1
6. Consideration to Approve the Pre-Audit Preliminary FY2018-19 Internal Financial Statements & Analysis of Financial Position for the Fiscal Year ending 6/30/2019 Pg. 6-1

7. Consideration to Approve Addendum No. 1 to the Memorandum of Understanding Dated July 17, 2019 Between West Bay Sanitary District and the Sanitary Truck Drivers and Helpers International Brotherhood of Teamsters, Local 350 and Authorize the President of the District Board to Execute Addendum No. 1 to the Memorandum of Understanding Pg. 7-1
8. Discussion and Direction on Recycled Water Projects – Sharon Heights and Bayfront, Including Project Status Pg. 8-1
9. Report & Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 9-1
10. Report & Discussion on Silicon Valley Clean Water (SVCW), Discussion on SVCW CIP Program and Financing Pg. 10-1
11. Closed Session:
 - A. CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Negotiators: Board President/District Counsel
Unrepresented Employee: District Manager
(Government Code §54957.6)
 - B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SMCSC
Case No. 18CIV02183
12. Consideration of Resolution Authorizing the President and Secretary of the District Board to Enter into Employment Agreement Between the West Bay Sanitary District And Phil Scott (District Manager) Pg. 12-1
13. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
14. Adjournment

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 3

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *District Manager's Report*

1) **CIP Project:**

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **Bid for Cleaning/TVing Large Diameter lines:** Issued a call for bids for cleaning and televising our large diameter sewer mains. Bid opening October 2.
- c. **Coyote Hill Erosion Control Project:** District staff has installed stitch piers and extended the drainage line through the easement. Progress is very encouraging. Storm inlet installation and ground cover are the last steps remaining.

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

- a. **Facebook ORTP:** A draft provisional Discharge permit has been written for Facebook for their Onsite Reuse Treatment Plant. Facebook is installing metering vaults etc., as required by the District before the testing of the facility.
- b. **WaterReuse:** Waterworks Engineering, Woodard & Curran and District Manager have teamed up to present the Recycled Water Project in a session at the WaterReuse Conference in March 2020.
- c. **County of San Mateo:** The County of San Mateo has launched a project by entering into a contract with a consultant, EKI, to establish a California Statewide Groundwater Elevation Monitoring (CASGEM) plan and to begin initial monitoring of the San Mateo Plain Groundwater Basin. They're looking for agencies to participate by monitoring their wells. This would be a first step in establishing a Groundwater Management System.

3) **Upcoming Events:**

- a. **Board meetings:** October 9, possibly cancel October 26 if agenda is too light.
- b. **Solid Waste Rate Study:** Set to establish a Solid Waste 218 public hearing date on Oct 9 for Dec 11, 2019.

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

- a. **SSOs:** Zero SSO for August. 2019 Total = 4.

Report to the District Board for the Regular Meeting of September 25, 2019

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 - 2019

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 11, 2019 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:00 PM

Roll Call

BOARD MEMBERS PRESENT: Dehn, Otte, Walker, Moritz

BOARD MEMBERS ABSENT: Thiele-Sardiña

STAFF MEMBERS PRESENT: Scott, Condotti, Ramirez

Others Present: Colleen Costine – HF&H

2. Communications from the Public: None

3. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Lee (30 Holden Court, Portola Valley)

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

Comments: None

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

4. Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Lee (30 Holden Ct, Portola Valley)

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

Comments: None

5. Discussion/Workshop on the Solid Waste/Recycling Collection Draft Rate Study for the Year 2020

Comments: Colleen Costine of HF&H presented the draft rate study which included alignment of rates to cost of service, rate scenarios and revenue projections and a rate comparison. Of the three rate scenarios presented, the Board consensus was to move forward with scenario #3 with a change to the 20 gallon cart to increase 10.25% from \$39.00 to \$43.00 and the 32 gallon cart to increase 4.09% from \$49.00 to \$51.00.

6. District Manager's Report

1) CIP Project:

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **FERRF Metal Storage Building Update:** Modified design to accommodate for soils report and flood vents. Submitted to City for the third time. Still working with the City to find out why the delay in issuing a permit. City of Menlo Park has decided this project now must go before the City Planning Commission. The new plan is to include a wet well within the building. DM Scott will bring the item for Board consideration at a future meeting.
- c. **Bid for Cleaning/TVing Large Diameter lines:** Issued a call for bids for cleaning and televising our large diameter sewer mains. Bid opening October 2.

2) Affiliate Agency/Association News:

- a. **Facebook ORTP:** A draft provisional Discharge permit has been written for Facebook for their Onsite Reuse Treatment Plant. Facebook is installing metering vaults etc., as required by the District before the testing of the facility.
- b. **EPA: [WOTUS exceeds federal authority under CWA, US district judge says](#)**
US District Judge Lisa Godbey Wood ruled in favor of 10 states that challenged the Obama-era Waters of the United States rule, saying in her decision that the rule overstepped the boundaries of the Clean Water Act. The ruling remands WOTUS to the Environmental Protection Agency and US Army Corps of Engineers to consider the scope of the 2015 rule and the definition of the waterways it seeks to protect.

3) Upcoming Events:

- a. **Board meetings:** Sept 25, and October 9.
- b. **Solid Waste Rate Study:** Looking to establish a Solid Waste 218 public hearing date on Oct 9 for Dec 11, 2019.
- c. **Golden Acorn Awards:** The District and SHGCC will receive a Golden Acorn Award on Sept. 19.

4) Misc./Action Items from Previous Meeting:

- a. **SSOs:** Zero SSO for August. 2019 Total = 4.
- b. **MOU:** District Staff and IEDA met with the Union to discuss Alternate Staffing program per the MOU.
- c. **Sewer Service Charges Rate Study:** HF&H will begin rate study and a rate workshop is planned for January.

7. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: Consent Calendar approved with correction on the minutes on item 11.

- A. Approval of Minutes for Regular meeting August 14, 2019
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for September 11, 2019
- C. WBSD Operations and Maintenance Report – August 2019
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – August 2019
- E. Consider to Ratify and Approve Report on District’s Investment Portfolio Including the Transactions of Assets Described Therein as of 8/30/19
- F. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 085 for Sewer Extension Required for the Development Project at 105,125,135&155 Constitution Dr, Menlo Park, CA (Project known as Menlo Gateway Phase II)
- G. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 30 Holden Ct, Portola Valley (079-092-150), Lands of Lee
- H. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 30 Holden Ct, Portola Valley
- I. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1102 for the Construction of Wastewater Facilities for 40 Sioux Way, Portola Valley, California

8. Consider Approving Performance Merit Pay Program for FY2019-20

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

Comments: DM Scott presented the proposed program to the Board with one change from the previous year to lower the line cleaning goal from 190 miles to 170 miles to exclude pipes that have been replaced and are now new. The maximum payout is \$145,000 or maximum per each full-time employee of \$5000 based on % of goals achieved.

9. Consideration to Approve the Resolution Establishing the Personnel Policies – to Reflect Results of Labor Negotiations

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

Comments: DM Scott stated these changes are needed due to the concluded Labor Negotiations with the Local 350, and that changes needed are in the PERS contribution levels, the IRC Section 125 Cafeteria Plan, and the Matching Deferred Compensation levels.

10. Consider Reimbursement for the remainder of deposit to David D. Bohannon Organization - Menlo Gateway Phase 2, Groundwater Discharge

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

Comments: DM Scott reported that this item is a return of deposit fees paid for the Menlo Gateway Phase 2 project to discharge groundwater during construction.

11. Consider Approval to Donate to the Bay Area Deputy Sheriff's Charitable Foundation for Disadvantaged Children of Bay Area Cities

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

Comments: DM Scott reported that DC Condotti has advised that donations by the District of this nature are not permissible.

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

Comments: DM Scott presented time lapse video and drone aerial video of construction of the project to the Board. The District is currently working with Caltrans on conditions of encroachment permit. Construction of influent pump station and forcemain continue. A reimburse of \$1.6M has been received from the State.

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

Comments: President Dehn presented a list of 3 recycling buy back locations within San Mateo County.

14. Report, Discussion & Direction on Silicon Valley Clean Water (SVCW) and Discussion on SVCW CIP Program and Financing and Discussion on Distribution of Proceeds of Sale of Residence

Comments: None.

15. Closed Session

A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District Manager, Legal Counsel, IEDA;
Employee Organization: Exempt Employees, Unrepresented Employees, & Teamsters Local 350

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d)) Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SMCSC Case No. 18CIV02183

Entered closed session at 8:40 p.m. Left closed session at 9:21 p.m.

Reportable action: No Reportable Action.

16. Consideration of Resolution Authorizing the President and Secretary of the District Board to Enter into Employment Agreement Between the West Bay Sanitary District And Phil Scott (District Manager)

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

Comments: This item was tabled to the next Board meeting.

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

Comments: DM Scott will present item on new metal storage building project at future meeting.

18. Adjournment Time: The meeting was adjourned at 9:23 PM

Secretary

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WEST BAY SANITARY DISTRICT
WITHDRAWAL ORDER
For September 25, 2019

CHECK	TO WHOM PAYABLE	PURPOSE	AMOUNT
65594	ROBERT J. SCHEIDT	Repairs & Maintenance - Coll	263.86
65595	SITECH NORCAL	Coyote Hill Project	460.95
65596	Peninsula Property Group	Return of Deposit - 193 Willow Rd, MP	1,602.75
65597	NAVIA BENEFIT SOLUTIONS	Navia Benefits	1,118.52
65598	Marie Ramirez/SDU	Wage Garnishment	508.62
65599	FRANCHISE TAX BOARD	Wage Garnishment	250.00
65600	MATHESON TRI-GAS, INC.	Operating Supplies - Coll	47.12
65601	AMERICAN MESSAGING	Utilities - A&G	64.44
65602	CALIF. LABOR LAW POSTER SERVIC	Office Expense - A&G	152.00
65603	CINTAS CORP	Contract Services - Coll	1,561.26
65604	DU-ALL SAFETY, LLC	Professional Services - Coll	2,295.00
65605	DUKE'S ROOT CONTROL, INC	Contract Services - Coll	78,993.46
65606	ESRI	Professional Services - Coll	1,064.00
65607	NAVIA BENEFIT SOLUTIONS	Employee Benefits	25.00
65608	FREYER & LAURETA	1079 Leeve Design	24,648.71
65609	HOME DEPOT CREDIT SERVICES	Operating Supplies - Coll	1,335.81
65610	JANI-KING OF CA, INC - SFR/OAK	Contract Services - A&G	726.60
65611	CITY OF MENLO PARK	Utilities - Coll	47.50
65612	CITY OF MENLO PARK-Repair	Repairs & Maintenance - Coll	1,842.75
65613	CITY OF MENLO PARK-Fuel	Gasoline, Oil & Fuel - Coll	4,886.73
65614	R.A. NOSEK INVESTIGATIONS	Professional Services - A&G	175.00
65615	OFFICE TEAM	Salaries & Wages - A&G	2,032.00
65617	PACIFIC GAS & ELECTRIC	Utilities - A&G, Coll	4,754.99
65618	SAN MATEO COUNTY	Other Operating Expense	888.00
65619	SEEKZEN SYSTEMS	Professional Services - Coll	475.00
65620	TPX COMMUNICATIONS	Utilities - Coll	2,317.38
65621	V & A CONSULTING ENGINEERS	Flow Monitoring Study	3,045.00
65622	VISION COMMUNICATIONS CO.	Rents & Leases - A&G	667.00
65623	ZOOM IMAGING SOLUTIONS, INC.	Rents & Leases - Coll	353.66
65624	TFS-ZOOM IMAGING SOLUTIONS INC	Rents & Leases - Coll	802.99
65625	SAN MATEO COUNTY CLERK	120 Andetta Way, PV	3.00
65626	SAN MATEO COUNTY CLERK	90 La Loma, MP	3.00
65627	SAN MATEO COUNTY CLERK	1176 Johnson St, MP	20.00
65628	SAN MATEO COUNTY CLERK	20 Lane Pl, MP	23.00
65629	SAN MATEO COUNTY CLERK	876 Coleman Ave, MP	20.00
65630	SAN MATEO COUNTY CLERK	235 Catalpa Dr, ATH	20.00
65631	LYNGSO GARDEN MATERIALS, INC	Operating Supplies - Coll	356.78
65632	BANKCARD CENTER	BoW Credit Card - Todd	3,972.91
65633	BANKCARD CENTER	BoW Credit Card - Phil	119.04
65634	BANKCARD CENTER	BoW Credit Card - Sergio	902.65
65635	Void	Printer Error	
65636	SAN MATEO COUNTY CLERK	Coyote Hill Slope	23.00
65637	SAN MATEO COUNTY CLERK	40 Sioux Way, PV	23.00
65638	AAA RENTALS	Rents & Leases - Coll	214.7
65639	ZIP'S AW DIRECT	Repairs & Maintenance - Coll	39.72
65641	ALPHA ANALYTICAL LABORATORIES	Research & Monitoring - Coll	1,710.00
65642	CALIFORNIA WATER SERVICE	Utilities - Coll	18.56

65643	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding	26.61
65644	CARDIAC SCIENCE CORP.	Operating Supplies - Coll	719.89
65645	CINTAS CORP	Contract Services - Coll	688.45
65646	FINISHMASTER INC	Operating Supplies - Coll	127.73
65647	MAXX METALS	Operating Supplies - Coll	138.00
65648	GRAINGER	Operating Supplies - Coll	2,124.74
65649	HADRONEX, INC.	Contract Services/Repairs & Maintenance - Coll	34,632.00
65650	IEDA	Professional Services - A&G	760.00
65651	KONE INC.	Contract Services - A&G	259.34
65652	OMEGA INDUSTRIAL SUPPLY, INC.	Operating Supplies - Coll	914.30
65653	PENINSULA BUILDING MATERIALS	Operating Supplies - Coll	726.37
65654	PJ'S REBAR INC.	CIP - 1600 Marsh Rd	2,752.87
65655	PREFERRED ALLIANCE	Professional Services - A&G	265.72
65656	ROBERTS & BRUNE CO	CIP - 1600 Marsh Rd & Operating Supplies	4,251.85
65657	3T EQUIPMENT COMPANY	Operating Supplies - Coll	63.32
65658	WECO INDUSTRIES, INC.	Operating Supplies - Coll	4,455.75
65659	David D. Bohannon Org.	Refund of Groundwater Discharge Permit Fees	211,673.53
		TOTAL CHECKS	<u>409,455.93</u>

WIRES

<u>TRANSFER DATE</u>	<u>PURPOSE</u>	
9/4/2019	CALPERS - Health Premiums	\$46,034.17
9/13/2019	Federal Payroll Taxes	\$23,969.00
9/13/2019	State Payroll Taxes	\$7,834.87
9/13/2019	Employee Payroll - Pay Period 8/30/19-9/13/19	\$102,139.74
9/13/2019	ICMA	\$7,903.31
	WIRE TRANSFERS FROM BofW CHECKING	<u>187,881.09</u>
9/5/2019	Rate Stabilization Fund Reserve	\$435,000.00
9/5/2019	Emergency Capital Reserve	\$263,000.00
9/5/2019	Emergency Capital Reserve	\$254,000.00
9/5/2019	Capital Project Reserve	\$103,000.00
9/5/2019	Operating Reserve	\$64,000.00
9/9/2019	Recology Franchise Fee Remittance	\$8,322.23
	WIRE TRANSFERS TO BofW CHECKING	<u>1,127,322.23</u>

President

Secretary

WITHDRAWAL ORDER
SUPPLEMENTAL PURCHASE REGISTER
09/25/2019

OPERATING SUPPLIES & OFFICE EXPENSE

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
65648	2,124.74	GRAINGER	Operating Supplies
65658	4,455.75	WECO INDUSTRIES, INC	Operating Supplies

MISCELLANEOUS

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
65594	263.86	ROBERT J. SCHEIDT	Reimbursement of Phone Repair
65596	1,602.75	PENINSULA PROPERTY GROUP	Return of Deposit - 193 Willow Rd, MP
65605	78,993.46	DUKE'S ROOT CONTROL, INC	Contract Services
65608	24,648.71	FREYER & LAURETA	Engineer Services, Levee Design, Easement Stabilization Study, Coyote Hill Court & Bell Haven III
65615	2,032.00	OFFICE TEAM	Wages for Temp. at Front Office
65621	3,045.00	V&A CONSULTING ENGINEERS	Flow Meter Calibration
65635		VOID	Printer Error
65641	1,710.00	ALPHA ANALYTICAL LABORATORIES	Water Sampling
65649	34,632.00	HADRONEX, INC.	Smart Cover Services & Warranty Renewal
65654	2,752.87	PJ'S REBAR INC	Coyote Hills Project
65656	4,251.85	ROBERT'S & BRUNE CO	Coyote Hills Project
65659	211,673.53	DAVID D. BOHANNON ORG.	Refund of Groundwater Discharge Permit Fees

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
9/3/19 to 09/16/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 09/16/2019	WITHDRAWAL PERIOD 9/16/2019
REGULAR PAYABLES		
A-A Lock & Alarm	1,091.70	-
A & B Trailer Hitch Inc.	-	-
A & D Automatic Gate Access	-	-
AAA Rentals	1,122.18	214.70
ADS LLC	-	-
Academy X INC.	-	-
Access	-	-
Action Towing	487.50	-
Ace Fire Equipment & Service	-	-
Airgas USA, LLC	-	-
Albert Patino	-	-
Allen Equipment Company, Inc.	-	-
All Fence Company, Inc.	-	-
Alliant Insurance Services	-	-
The Almanac	198.00	-
Alpha Analytical Laboratories	1,710.00	1,710.00
American Messaging	128.80	64.44
American Portables	-	-
American Water Services	71.42	-
American Water Works Assn.	-	-
Anderson Pacific	878,070.75	-
Aqua Natural Solutions	1,384.65	-
Aquality Water Management Inc.	1,485.00	-
AT&T	1,938.69	-
Atchison, Barisone & Condotti	4,352.18	-
Town of Atherton	-	-
AW Direct	78.59	-
Aztec Consultants	-	-
Baggenengineers	-	-
Bankcard Center	13,689.01	4,994.60
Victor Garcia	-	-
Bay Alarm	4,149.42	-
Bay Area Air Quality	20,230.00	-
Bay Area Barricade Service Inc	-	-
Bay Area Paving Co. Inc.	-	-
Bay Reprographic, Inc.	-	-
Bayside Equipment Company	-	-
Bell Electrical Supply, Inc.	-	-
Annette Bergeron - Petty Cash	-	-
Jed M. Beyer	-	-
Black Pepper	-	-
Bobcat West	-	-
Buchanan Automation Inc.	-	-
David D. Bohannon Org.	211,673.53	211,673.53
Buja, Mejia, Sausal Creek Assoc Reim Agrmnt	-	-
Buckles-Smith	251.60	-
CDTFA	-	-
CDW Government	-	-
CRAgency, Inc.	-	-
CWEA,Sfbs	-	-
CWEA-SCVS	450.00	-
CWEA	434.00	-
CWEA TCP	-	-
CWEA Membership	499.00	-
CWEA Workshops	-	-
CASA	-	-
CSDA	-	-
CSRMA C/O Alliant Insurance	25,707.00	-
Calif. Labor Law Poster Servic	152.00	152.00
California Trenchless Inc.	-	-
Calif. Utilities Emergency Assc	-	-
State Water Resources Control	-	-
California Water Service	2,294.41	18.56
CALPERS 1959 Survivor Billing	-	-
CALPERS - Unfunded Accrued Liability	-	-
CALPERS - Retirement	44,734.19	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
9/3/19 to 09/16/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 09/16/2019	WITHDRAWAL PERIOD 9/16/2019
REGULAR PAYABLES		
CALPERS - Health Premiums	136,421.71	46,034.17
Calpers Long-Term Care Program	106.44	26.61
Cal-Steam	-	-
Carrie Nevoli - Petty Cash	152.51	-
Cardiac Science Corp.	719.89	719.89
Center For Hearing Health Inc.	-	-
Central Supply Co., Inc.	-	-
Century Carpet, Inc.	-	-
Chavan & Associates LLP	275.00	-
Christopher Jones	-	-
Cintas Corp	6,875.77	2,249.71
Citibank	7.00	-
Coker Pump & Equipment Company	-	-
Comcast	570.30	-
CPS HR Consulting	14,623.75	-
Heath Cortez	-	-
Costco Membership	-	-
Cues, Inc.	3,980.00	-
CUSI	-	-
Custom Tops, Inc.	-	-
DKF Solutions Group	-	-
Dale Scott & Co., Inc.	-	-
Peggy Daniels	-	-
Das Manufacturing, Inc.	1,895.44	-
Davey Tree Expert Company	3,013.00	-
Dell Marketing L.P.	-	-
Delta Diablo Sanitation Dist.	-	-
Deluxe	-	-
Dept. of Industrial Relations	-	-
Detection Instruments	327.79	-
Dewey Pest Control	-	-
Direct Safety	-	-
Dolphin Graphics	-	-
Downtown Ford Sales	-	-
Duke's Root Control, Inc	161,594.24	78,993.46
Du-All Safety, LlC	3,915.00	2,295.00
Susan Dunlap	-	-
ESRI	1,064.00	1,064.00
East Bay Muni Utility District	-	-
Elite Parts LLC	1,078.22	-
Embarcadero Media	-	-
EnviroZyme	-	-
Fast Response On-Site Testing	-	-
Federal Express	524.66	-
Fremont Urgent Care	318.00	-
Finishmaster Inc	127.73	127.73
Forestry Suppliers, Inc.	1,051.59	-
Formatop	1,387.48	-
City of Foster City	-	-
Franchise Tax Board	1,000.00	250.00
Freyer & Laureta	94,602.47	24,648.71
Full Source, LLC	-	-
G3 Engineering, Inc	-	-
Gardenland Power Equipment	-	-
Golden Gate Truck Center	-	-
Govconnection, Inc.	780.00	-
Governmentjobs.com dba NeoGov	-	-
Grainger	5,278.74	2,124.74
Granite Rock, Inc.	1,033.13	-
HDPE Supply	-	-
HF&H Consultants, LLC	187.50	-
Hach Company	-	-
Hadronex, Inc.	34,632.00	34,632.00
Hansen Supply Company	4,710.58	-
Harbor Ready-Mix	-	-
Harrington Industrial Plastics	-	-
Hazard Management Services	-	-
Helix Laboratories, Inc.	-	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
9/3/19 to 09/16/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 09/16/2019	WITHDRAWAL PERIOD 9/16/2019
REGULAR PAYABLES		
Arthur Hildebrand	-	-
Hillyard/San Francisco	601.05	-
Home Depot Credit Services	2,028.81	1,335.81
Hot Stick U.S.A.	-	-
Bob Hulsmann	660.88	-
IEDA	2,280.00	760.00
Industrial Scientific	-	-
Innovyze, Inc	-	-
Institute for Local Government	-	-
Instrument Technology Corp.	-	-
Interstate Traffic Control Pro	-	-
Invarion Inc	-	-
Isac Inc	6,581.50	-
J & B Corrosion Engineering	-	-
Jack Doherty Companies, Inc.	-	-
Jani-King of CA, Inc - SFR/OAK	1,453.20	726.60
Jonathan Werness	-	-
King Kovers	-	-
Bill Kitajima	-	-
KDS Communications	-	-
Kimball Midwest	3,132.93	-
Kelly's Stump Removal	-	-
KIS	-	-
Kone Inc.	778.02	259.34
L & M Transmission	-	-
LDH MP, LLC	-	-
LMC Truck	-	-
Lasky Trade Printing	-	-
Aurora Ledesma	-	-
Log Me In	1,733.37	-
Lucity, Inc.	9,741.42	-
Lyngso Garden Materials, Inc	356.78	356.78
MSDS Online, Inc.	-	-
Damian Madrigal	-	-
Eric Madrigal	-	-
Mail Finance	-	-
Mallory Co.	3,540.51	-
Matheson Tri-Gas, Inc.	140.04	47.12
Maxx Metals	138.00	138.00
McGuire & Hester	-	-
Dale/McMills Partnership	-	-
Mckenna Long & Aldridge	-	-
Medco Supply Company	148.61	-
Media Signage	-	-
Menlo Park Chamber of Commerce	-	-
City of Menlo Park-Water	-	-
City of Menlo Park-Repair	1,842.75	1,842.75
City of Menlo Park-Fuel	9,229.97	4,886.73
City of Menlo Park	7,432.36	47.50
Menlo Park Police Department	-	-
Marie Ramirez/SDU	2,034.48	508.62
Menlo Park Fire Protection	-	-
Menlo Park Hardware Co. #14016	166.08	-
Metromedia, Inc.	-	-
Myers Tire Supply	-	-
Mid Peninsula Abstracts	-	-
Midwest Unlimited	-	-
Mission Clay Products LLC	2,239.12	-
Mission Valley Ford	-	-
Morse Hydraulics	-	-
Moss Rubber	-	-
Municipal Maintenance Equip.	1,667.98	-
Navia Benefit Solutions	4,544.08	1,143.52
North Bay Pensions	-	-
Occasions, Etc.	-	-
Office of Water Programs	815.10	-
Office Team	5,088.00	2,032.00
Ogasawara Landscape Maint.	800.00	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
9/3/19 to 09/16/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 09/16/2019	WITHDRAWAL PERIOD 9/16/2019
REGULAR PAYABLES		
Omega Industrial Supply, Inc.	1,794.99	914.30
Onset Computer Corporation	-	-
OpenGov, Inc.	-	-
P&F Distributers	-	-
PC Connection Sales Corp	-	-
Pacific Gas & Electric	11,887.11	4,754.99
Pacific Gas & Electric - CFM/PPC Dept	-	-
Peninsula Building Materials	1,239.44	726.37
Peninsula Property Group	1,602.75	1,602.75
Phil Scott	1,431.88	-
Piccolo Ristorante Italiano	-	-
Pier 2 Marketing	-	-
Pirtek Sfo	-	-
PJ's Rebar Inc.	2,752.87	2,752.87
Ponton Industries, Inc.	300.00	-
Precise Printing and Mailing	-	-
Precision Engineering	312,189.19	-
Preferred Alliance	847.49	265.72
Principal Life Insurance Co.	9,639.23	-
Priority 1 Public Safety	-	-
Profusion Ornamental Iron	-	-
Sergio Ramirez	757.36	-
R.A. Nosek Investigations	785.00	175.00
RMC Water and Environment	-	-
Marvin Argueta Ramos	-	-
Ranger Pipelines	-	-
Readyrefresh By Nestle	582.12	-
Red Wing Shoe Store	1,698.63	-
Redwood General Tire Co., Inc.	-	-
Reed & Graham, Inc.	-	-
Todd Reese	-	-
Rhino Networks	-	-
Rich Voss Trucking	1,820.00	-
Roberts & Brune Co	5,100.30	4,251.85
Silicon Valley Clean Water	-	-
SVCW Bond - 2009 Bond	-	-
SVCW Bond - 2014 Bond	-	-
SVCW Bond - 2015 Bond	-	-
SVCW Bond - 2018 Bond	-	-
SVCW SRF Loan payment	-	-
SVCW Cash Contribution on 2018 Bond	1,069,333.67	-
SVCW - Monthly Operating Payment	633,247.00	-
SWRCB	-	-
Safety Center Inc	2,604.00	-
Safety-Kleen, Corp.	-	-
San Mateo County Employees	-	-
San Mateo County Assessor	305.00	-
San Mateo County Clerk	293.00	135.00
San Mateo Co Health Dept	-	-
San Mateo County	1,454.00	888.00
San Mateo County Tax Collector	-	-
George Sanchez III	-	-
Rupert Sandoval	330.00	-
Santa Clara Valley Water Dist.	-	-
County of San Mateo LAFCO	-	-
County of Santa Clara	-	-
Santa Clara County Clerk - Recorder Office	-	-
Scelzi Enterprises, Inc.	-	-
Robert J. Scheidt	263.86	263.86
John T. Seace, LS	-	-
Seekzen Systems	11,925.00	475.00
Sensera Systems	-	-
Shape Incorporated	-	-
Sharp Business Systems	314.56	-
Sharp Electronics Corporation	411.33	-
Signa Mechanical	-	-
Sitech Norcal	460.95	460.95
Smartcover Systems, Inc.	-	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
9/3/19 to 09/16/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 09/16/2019	WITHDRAWAL PERIOD 9/16/2019
REGULAR PAYABLES		
Solarwinds	-	-
Sonsray Machinery Llc	-	-
Spartan Tool LLC	-	-
Staples Credit Plan	1,126.10	-
State Board of Equalization	-	-
State Water Resources Control	-	-
SWRCB - Drinking Water Ops. Cert.	-	-
Sterngold Reimbursement Agreement Participants	-	-
Stevens Creek Quarry, Inc.	-	-
Stevens Engineering	-	-
Stree FX Collision & Towing	-	-
Summit Aerial Services Inc	2,750.00	-
The Surtec System	-	-
Sutter EAP	418.00	-
Tabacco/Schmidt Reimbursement Agreement	-	-
Tap Plastics Inc.	419.65	-
Target Specialty Products	-	-
Teamsters Local No. 350	826.00	-
Teletrac Navman US LTD.	492.43	-
The Concept Genie	498.24	-
3T Equipment Company	1,642.49	63.32
3 Day Blinds, Corp.	-	-
TFS-Zoom Imaging Solutions Inc	802.99	802.99
Toshiba Financial Services	534.11	-
Towne Ford Sales	4,024.18	-
TPC Training	-	-
TPX Communications	6,881.19	2,317.38
USB Memory Direct	-	-
Underground Service Alert	-	-
United Rentals Northwest, Inc.	1,082.58	-
US Bank	136.56	-
U.S. Healthworks Medical Group	-	-
U.S. Jetting, LLC.	465.45	-
V & A Consulting Engineers	11,636.25	3,045.00
V.W. Housen & Associates	15,677.50	-
Valley Heating & Cooling	1,589.00	-
Valley Power Systems North	-	-
Verizon Wireless	3,308.72	-
Vision Communications Co.	4,251.32	667.00
Water Environment Federation	-	-
Weco Industries, Inc.	8,796.03	4,455.75
Donna M. Wies	-	-
West Yost & Associates	29,918.78	-
Winzer Corporation	-	-
Woodard & Curran	12,027.23	-
Young's Auto Supply Center	-	-
Zip's AW Direct	39.72	39.72
Zoom Imaging Solutions, Inc.	893.72	353.66
TOTAL REGULAR PAYABLES	3,953,421.57	455,490.10
SALARIES/WAGES & W/H		
Salaries/Wages - Net Pay	388,808.10	102,139.74
Directors Fees - Net Pay	4,688.53	-
PrimePay Fees	1,651.02	-
IRS - Federal Payroll Taxes	78,602.83	23,969.00
EDD - State Payroll Taxes	26,304.56	7,834.87
ICMA	32,023.78	7,903.31
Performance Merit Program	-	-
TOTAL SALARIES RELATED	532,078.82	141,846.92
TOTAL PAYABLES	4,485,500.39	597,337.02

WEST BAY SANITARY DISTRICT
Schedule of Cash Receipt Deposits
09/03/19 - 9/17/19

DEPOSIT DATE	RECEIPT NUMBER	DESCRIPTION	AMOUNT
9/13/2019	460808	Permit: 525 Kenwood Dr, MP	\$270.00
9/13/2019	460809	Refund for returned item	\$30.01
9/13/2019	460810	Permit: 1151 Sherman Ave, MP	\$270.00
9/13/2019	460811	40 Sioux Way, PV. Class 3 \$2000 Deposit and Class 3 Permit Fee \$545	\$2,545.00
9/13/2019	460812	40 Sioux Way, PV. \$8501 connect fee, \$3400.40 connection fee, \$270 permit fee & \$270 permit fee	\$12,441.40
9/13/2019	460813	Permit: 20 Lane Pl, ATH	\$330.00
9/13/2019	460814	Permit: 1301 Elder Ave, MP	\$160.00
9/13/2019	460815	Pool Discharge Permit: 1301 Elder Ave, MP	\$311.69
9/13/2019	460816	Invoice 2018/19-092 - April 2019 Sewer Maintenance Services	\$76,803.62
9/13/2019	460817	Permit: 631 College Ave, MP	\$160.00
9/13/2019	460818	Permit: 2101 Valparaiso Ave, MP	\$160.00
9/13/2019	460819	Permit: 1176 Johnson St, MP	\$330.00
9/13/2019	460820	Pool Discharge Permit: 1040 Lassen Drive, MP	\$40.00
9/13/2019	460821	Postage	\$0.65
9/13/2019	460822	Permit: 1780 Bay Laurel Dr, MP	\$330.00
9/13/2019	460823	Permit: 74 Middlefield Rd, ATH	\$160.00
9/17/2019	460824	Permit: 183 Glenwood Ave, ATH	\$270.00
9/17/2019	460825	Permit: 2035 Oakley Ave, MP	\$270.00
9/17/2019	460826	Vendor Refund	<u>\$12,800.00</u>
		Total Deposit	<u>\$107,682.37</u>

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

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 8/31/19

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	Mkt Value Balance
Emergency Capital Reserve	= \$5.0M	\$3.95M
Capital Project Reserve	= \$3.5M	\$2.50M
Operating Reserves (5 mo's Op Exp)	= \$9.4M	\$7.03M
Rate Stabilization Reserve	= \$6.5M	\$5.74M
Reserve maturities transferred to LAIF as of 9/15/19		\$5.43M
Recycled Water Cash Flow:	= \$8.0M	<u>\$8.14M</u>
BoW RW CF Reserve		\$ 224K
RW CF Reserve funds transferred to LAIF		\$7.91M
Recycled Water SRF Reserve (SHGCC) = \$806.2K		\$ 842K

Total Reserves market value at 8/31/2019 ≈\$33.85M

Analysis

The Finance Manager has attached a copy of the latest monthly Investment Management portfolio statements showing income activity and market valuations as of the end of August 2019 for the six reserve accounts. Additionally, the PARS statement for August 2019 is included.

In August, there were no transfers of cash from the Emergency Capital, Capital Project, Operating, and Rate Stabilization Reserves which holds the total transfer to date at \$10,590,000. Over the next six months, from July to December, the latest projection of reserve maturities provided by Bank of the West Wealth Management indicate a possible accumulation to approximately \$7.5M. This accumulated sum of \$7.5M will be used to pay \$1.07M per month to SVCW for 2018 bond payments through December 2019. The accumulation, however, ultimately depends on the activity of the callable securities in these reserves which could substantially reduce that amount. Possible options to fund any shortfall from 2018 bond payments include drawing from the Rate Stabilization Reserve or payment from general fund cash.

As of 8/31/2019 maturing securities in the Recycled Water Cash Flow Reserve totaling \$7,918,649 have been withdrawn and deposited into LAIF. Recycled Water project spending through the end of August totaled 16,671,001 and the District has received SRF reimbursements of \$15,931,130 leaving a balance of \$6,311,465 of the Recycled Water reserve funds in LAIF as of 8/31/2019.

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. The average yield in the District's LAIF account during July was 2.38%.

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 8/31/19.



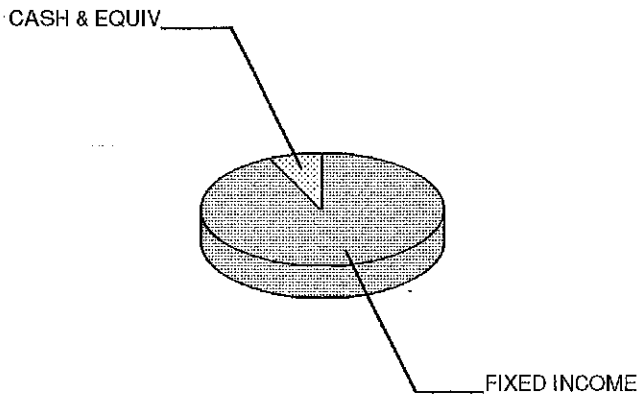
WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period: 08/01/19 - 08/31/19

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	264,414.68	6.7%
Fixed Income	3,664,622.73	93.3%
Total Portfolio	\$ 3,929,037.41	100.0%
Accrued Income	26,282.92	
Total Valuation	\$ 3,955,320.33	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 3,937,713.91	\$ 4,308,686.39
Income		
Interest	5,358.22	14,813.23
Disbursements	-651.52	-374,349.54
Realized Gains/(Losses)	-1,282.71	-5,664.17
Change In Accrued Income	2,574.03	1,473.56
Change In Market Appreciation/(Depreciation)	12,939.23	10,896.22
Non-Cash Asset Changes	-1,330.83	-535.36
Ending Market Value	\$ 3,955,320.33	\$ 3,955,320.33



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	264,414.680	264,414.68 264,414.68	5,446.00 476.00	2.06%
Total Cash Equivalents		\$ 264,414.68 \$ 264,414.68	5,446.00 476.00	2.06%
Fixed Income				
Astrazeneca PLC Sr Nt 1.95% Dtd 09/18/2012 Due 09/18/2019 Callable	100,000.000	99,988.00 98,290.00	1,950.00 882.91	1.95%
Blackrock Inc Nt 5.00% Dtd 12/10/2009 Due 12/10/2019 Callable	250,000.000	251,882.50 253,602.50	12,500.00 2,812.49	4.96%
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14	553.670	554.20 1,222.93	30.00 2.53	5.49%
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14	765.240	766.94 1,484.01	42.00 3.50	5.49%
Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable	120,000.000	122,539.20 119,730.00	2,760.00 950.66	2.25%
Federal Home Loan Bks Cons Bds 3.00% Dtd 09/27/2018 Due 09/27/2021 Callable	80,000.000	80,056.00 80,000.00	2,400.00 1,026.66	3.00%
Federal Home Loan Bks Cons Bds 2.00% Dtd 01/27/2016 Due 01/27/2021 Callable	75,000.000	75,023.25 73,902.82	1,500.00 141.66	2.00%
Federal Home Loan Bks Cons Bds 1.70% Dtd 07/27/2016 Due 07/27/2022 Callable	140,000.000	139,181.00 135,506.10	2,380.00 224.77	1.71%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	80,000.000	80,838.40 80,127.20	1,520.00 118.22	1.88%
Federal Farm Cr Bks Cons Systemwide Bds 3.17% Dtd 09/19/2018 Due 09/19/2022 Callable	80,000.000	80,050.40 80,000.00	2,536.00 1,141.19	3.17%





WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable	50,000.000	50,281.50 50,657.50	2,062.00 446.87	4.10%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	80,000.000	80,913.60 81,688.80	2,300.00 1,086.11	2.84%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	160,000.000	159,672.00 160,000.00	2,800.00 474.44	1.75%
Federal Home Ln Mtg Corp Medium Term Nts 1.625% Dtd 04/27/2017 Due 07/27/2020 Callable.	40,000.000	39,954.80 40,000.00	650.00 223.88	1.63%
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable	150,000.000	149,785.50 149,053.99	2,475.00 852.50	1.65%
Federal Home Ln Mtg Corp 2.00% Dtd 04/26/2017 Due 10/26/2021 Callable	120,000.000	120,061.20 120,000.00	2,400.00 833.33	2.00%
Federal Home Ln Mtg Corp 2.00% Dtd 10/12/2017 Due 10/12/2021 Callable	100,000.000	100,035.00 100,000.00	2,000.00 772.22	2.00%
Federal Home Ln Mtg Corp 1.65% Dtd 10/30/2017 Due 10/30/2019 Callable	80,000.000	79,941.60 80,000.00	1,320.00 443.66	1.65%
Federal Home Ln Mtg Corp 2.25% Dtd 12/29/2017 Due 12/29/2021 Callable	60,000.000	60,024.00 60,000.00	1,350.00 232.50	2.25%
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable	25,000.000	24,929.25 25,106.00	375.00 71.87	1.50%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	25,000.000	24,953.50 25,112.50	375.00 94.79	1.50%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	40,000.000	40,127.20 40,380.80	750.00 131.24	1.87%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	60,000.000	59,817.60 59,745.20	825.00 11.45	1.38%



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Natl Mtg Assn 1.25% Dtd 09/30/2016 Due 09/30/2019 Callable	60,000.000	59,962.20 59,985.00	750.00 314.58	1.25%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	60,000.000	59,793.00 59,577.94	825.00 330.00	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	60,000.000	60,616.80 60,177.60	1,200.00 186.66	1.98%
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable	80,000.000	79,708.80 78,643.96	1,200.00 313.33	1.51%
Federal Natl Mtg Assn 1.80% Dtd 11/30/2016 Due 05/26/2021 Callable	100,000.000	99,922.00 100,000.00	1,800.00 475.00	1.80%
Federal Natl Mtg Assn 1.75% Dtd 09/28/2017 Due 09/28/2020 Callable	130,000.000	130,041.60 130,000.00	2,275.00 966.87	1.75%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	60,000.000	61,152.00 60,846.60	1,425.00 189.99	2.33%
Federal Home Ln Mtg Corp 1.25% Dtd 10/02/2012 Due 10/02/2019 Non-Callable	25,000.000	24,983.00 25,032.50	312.00 129.34	1.25%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	5,735.630	5,912.06 7,974.51	286.00 23.89	4.85%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24	2,576.970	2,574.57 3,824.50	128.00 10.73	5.00%
Home Depot Inc Sr Glbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable	60,000.000	60,117.00 59,878.80	1,200.00 499.99	2.00%
Lloyds Bank PLC Sr Glbl Nt 2.35% Dtd 09/05/2014 Due 09/05/2019 Non-Callable	250,000.000	250,000.00 250,450.00	5,875.00 2,872.22	2.35%
Morgan Stanley D W Disc Srmtns Sr Nt Flt Var Rate Dtd 11/30/2010 Due 11/30/2019 Non-Callable	50,000.000	49,812.50 49,062.50	1,812.00 5.58	3.64%





WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Ohio St Dev Assistance GO Bds 2009b Taxable 6.52% Dtd 06/18/2009 Due 10/01/2028 Prerefunded 10/01/2019 @ 100.000 Callable	45,000.000	45,151.20 45,873.45	2,934.00 1,222.50	6.50%
Pfizer Inc Sr Nt 5.20% Dtd 08/12/2015 Due 08/12/2020 Non-Callable	100,000.000	103,026.00 103,196.00	5,200.00 274.44	5.05%
Small Business Admin Gtd Ln Pool Ctfs 7.19% Dtd 12/15/1999 Due 12/01/2019	1,050.920	1,055.48 6,907.01	75.00 109.47	7.16%
Small Business Admin Gtd Ln Pool Ctfs 7.59% Dtd 01/12/2000 Due 01/01/2020	1,593.830	1,601.27 4,317.56	120.00 20.34	7.55%
Small Business Admin Gtd Ln Pool Ctfs 4.34% Dtd 03/17/2004 Due 03/01/2024	11,222.030	11,661.26 17,690.99	487.00 274.47	4.18%
Small Business Admin Gtd Ln Pool Ctfs 5.71% Dtd 06/13/2007 Due 06/01/2027	5,328.520	5,779.21 9,164.87	304.00 76.15	5.26%
Small Business Admin Gtd Ln Pool Ctfs 4.084% Dtd 03/29/2011 Due 03/10/2021	6,928.050	7,109.84 8,273.56	282.00 167.69	3.98%
Starbucks Corp Sr Glbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable	60,000.000	60,083.40 59,984.40	1,260.00 94.50	2.10%
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable	100,000.000	100,840.00 99,245.54	2,000.00 361.11	1.98%
Toronto Dominion Bank Fr 2.25% Dtd 11/05/2014 Due 11/05/2019 Non-Callable	250,000.000	250,000.00 250,940.00	5,625.00 1,812.50	2.25%
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020	110,000.000	109,855.90 109,668.26	1,787.00 825.74	1.63%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	100,000.000	102,487.00 99,695.31	2,750.00 1,270.38	2.68%
Total Fixed Income		\$ 3,664,622.73 \$ 3,676,021.21	89,212.00 25,806.92	2.43%



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period: 08/01/19 - 08/31/19

Asset Position As of 08/31/19

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		\$ 3,929,037.41 \$ 3,940,435.89	94,658.00 26,282.92	2.41%
Total Market Value Plus Accruals		\$ 3,955,320.33		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 07/31/19	08/01/19		402.99
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Int For July 2019 on 871.41	08/15/19		3.99
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Int For July 2019 on 1058.60	08/15/19		4.85
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable Int To 08/03/19 on 80,000	08/05/19		760.00
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Int To 08/26/19 on 60,000	08/26/19		412.50
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For July 2019 on 6883.51	08/26/19		28.68





WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24 Int For July 2019 on 2938.49	08/26/19		12.24
Morgan Stanley D W Disc Srmtns Sr Nt Flt Var Rate Dtd 11/30/2010 Due 11/30/2019 Non-Callable Int To 08/30/19 on 50,000	08/30/19		502.97
Pfizer Inc Sr Nt 5.20% Dtd 08/12/2015 Due 08/12/2020 Non-Callable Int To 08/12/19 on 100,000	08/12/19		2,600.00
Starbucks Corp Sr Glbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable Int To 08/04/19 on 60,000	08/05/19		630.00
Total Interest Income		\$ 0.00	\$ 5,358.22
Total Income		\$ 0.00	\$ 5,358.22

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 07/31/19	08/15/19		-651.52
Total Fees/Expenses		\$ 0.00	\$ -651.52
Total Disbursements		\$ 0.00	\$ -651.52

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (6) 08/01/19 To 08/31/19	08/31/19		-7,478.72
Total Purchases		\$ 0.00	\$ -7,478.72



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 08/01/19 To 08/31/19	08/31/19	651.52	
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Prin Pmt For July 2019	08/15/19	317.74	-384.08
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Prin Pmt For July 2019	08/15/19	293.36	-275.55
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For July 2019	08/26/19	1,147.88	-448.07
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24 Prin Pmt For July 2019	08/26/19	361.52	-175.01
Total Sales		\$ 2,772.02	\$ -1,282.71

Non-Cash Activity		
	Date	Cost
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable Amortization of Premium	08/02/19	-20.80
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable Accretion of Discount	08/30/19	119.74
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	08/30/19	14.25
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	08/30/19	16.71





WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Non-Cash Activity		
	Date	Cost
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable Accretion of Discount	08/30/19	91.00
Pfizer Inc Sr Nt 5.20% Dtd 08/12/2015 Due 08/12/2020 Non-Callable Amortization of Premium	08/12/19	-1,574.00
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Accretion of Discount	08/30/19	22.27
Total Non-Cash Transactions		\$ -1,330.83

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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.

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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.





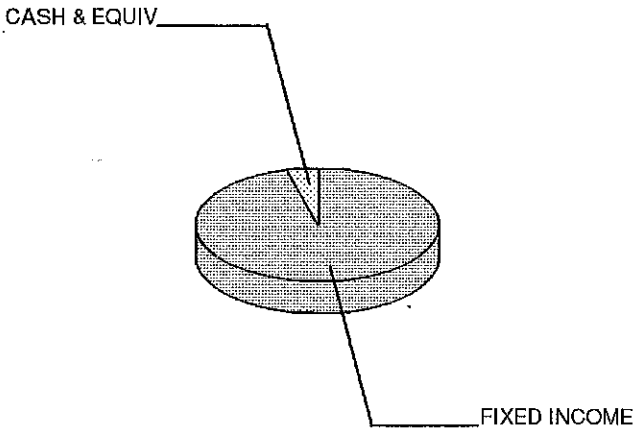
WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period: 08/01/19 - 08/31/19

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	105,240.55	4.2%
Fixed Income	2,380,319.52	95.8%
Total Portfolio	\$ 2,485,560.07	100.0%
Accrued Income	17,292.00	
Total Valuation	\$ 2,502,852.07	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 2,488,652.52	\$ 2,666,749.24
Income		
Interest	1,943.32	8,336.17
Disbursements	-411.87	-178,843.83
Realized Gains/(Losses)	-31.93	-80.59
Change In Accrued Income	2,925.01	1,557.66
Change In Market Appreciation/(Depreciation)	9,869.84	5,545.26
Non-Cash Asset Changes	-94.82	-411.84
Ending Market Value	\$ 2,502,852.07	\$ 2,502,852.07



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	105,240.550	105,240.55 105,240.55	2,167.00 29.64	2.06%
Total Cash Equivalents		\$ 105,240.55 \$ 105,240.55	2,167.00 29.64	2.06%
Fixed Income				
Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable	50,000.000	51,058.00 49,887.50	1,150.00 396.11	2.25%
Federal Home Loan Bks Cons Bds 2.28% Dtd 10/26/2017 Due 10/26/2022 Callable	80,000.000	80,035.20 79,680.00	1,824.00 633.33	2.28%
Federal Home Loan Bks Cons Bds 2.375% Dtd 12/30/2013 Due 12/13/2019 Non-Callable	50,000.000	50,056.00 50,310.50	1,187.00 257.29	2.37%
Federal Home Loan Bks Cons Bds 1.625% Dtd 09/30/2016 Due 09/30/2021 Callable	100,000.000	100,012.00 97,096.30	1,625.00 681.59	1.62%
Federal Farm Cr Bks Cons Systemwide Bds 2.10% Dtd 10/04/2017 Due 04/04/2022 Callable	110,000.000	110,002.20 110,000.00	2,310.00 943.25	2.10%
Federal Farm Cr Bks Cons Systemwide Bds 2.03% Dtd 04/19/2017 Due 07/19/2021 Callable	60,000.000	60,000.60 60,000.00	1,218.00 142.09	2.03%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable	60,000.000	60,552.00 60,174.00	1,140.00 133.00	1.88%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	60,000.000	60,628.80 60,095.40	1,140.00 88.66	1.88%
Federal Farm Cr Bks Cons Systemwide Bds 3.17% Dtd 09/19/2018 Due 09/19/2022 Callable	80,000.000	80,050.40 80,000.00	2,536.00 1,141.19	3.17%
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable	50,000.000	51,082.50 51,517.50	2,312.00 507.46	4.53%





WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Home Loan Bks Cons Bds 4.50% Dtd 08/12/2009 Due 09/13/2019 Non-Callable	100,000.000	100,062.00 101,660.00	4,500.00 2,100.00	4.50%
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable	100,000.000	100,563.00 101,315.00	4,125.00 893.74	4.10%
Federal Farm Cr Bks Cons Systemwide Bds 4.75% Dtd 09/21/2005 Due 09/21/2020 Non-Callable	125,000.000	128,967.50 131,215.00	5,937.00 2,638.88	4.60%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	100,000.000	101,142.00 102,111.00	2,875.00 1,357.63	2.84%
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable	50,000.000	49,881.50 50,000.00	750.00 314.58	1.50%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	180,000.000	179,631.00 180,000.00	3,150.00 533.75	1.75%
Federal Home Ln Mtg Corp 2.10% Dtd 09/29/2017 Due 09/29/2022 Callable	50,000.000	50,020.00 49,875.00	1,050.00 443.33	2.10%
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable	100,000.000	99,857.00 99,369.24	1,650.00 568.33	1.65%
Federal Home Ln Mtg Corp 2.25% Dtd 12/29/2017 Due 12/29/2021 Callable	80,000.000	80,032.00 80,000.00	1,800.00 310.00	2.25%
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable	40,000.000	39,886.80 40,169.60	600.00 115.00	1.50%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	40,000.000	39,925.60 40,180.00	600.00 151.66	1.50%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	100,000.000	100,318.00 100,952.00	1,875.00 328.12	1.87%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	60,000.000	59,817.60 59,745.20	825.00 11.45	1.38%



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	60,000.000	59,793.00 59,577.94	825.00 330.00	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	120,000.000	121,233.60 120,355.20	2,400.00 373.33	1.98%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	60,000.000	60,623.40 60,151.80	1,125.00 456.25	1.86%
Federal Natl Mtg Assn 1.80% Dtd 11/30/2016 Due 05/26/2021 Callable	120,000.000	119,906.40 120,000.00	2,160.00 570.00	1.80%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	120,000.000	122,304.00 121,693.20	2,850.00 380.00	2.33%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	2,867.810	2,956.02 3,027.33	143.00 11.94	4.85%
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020	60,000.000	59,921.40 59,850.61	975.00 450.40	1.63%
Total Fixed Income		\$ 2,380,319.52 \$ 2,380,009.32	56,657.00 17,262.36	2.38%
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		\$ 2,485,560.07 \$ 2,485,249.87	58,824.00 17,292.00	2.37%
Total Market Value Plus Accruals		\$ 2,502,852.07		





WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 07/31/19	08/01/19		171.48
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable Int To 08/03/19 on 60,000	08/05/19		570.00
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Int To 08/26/19 on 60,000	08/26/19		412.50
Federal Natl Mtg Assn 1.55% Dtd 08/28/2012 Due 08/28/2019 Callable Int To 08/28/19 on 100,000	08/28/19		775.00
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For July 2019 on 3441.75	08/26/19		14.34
Total Interest Income		\$ 0.00	\$ 1,943.32
Total Income		\$ 0.00	\$ 1,943.32

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 07/31/19	08/15/19		-411.87
Total Fees/Expenses		\$ 0.00	\$ -411.87
Total Disbursements		\$ 0.00	\$ -411.87

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (4) 08/01/19 To 08/31/19	08/31/19		-102,517.26
Total Purchases		\$ 0.00	\$ -102,517.26



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period: 08/01/19 - 08/31/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 08/01/19 To 08/31/19	08/31/19	411.87	
Federal Natl Mtg Assn 1.55% Dtd 08/28/2012 Due 08/28/2019 Callable Recd Proceeds on Maturity of 100,000 Par Value	08/28/19	100,000.00	
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For July 2019	08/26/19	573.94	-31.93
Total Sales		\$ 100,985.81	\$ -31.93

Non-Cash Activity		
	Date	Cost
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable Amortization of Premium	08/02/19	-15.60
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable Accretion of Discount	08/30/19	79.82
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	08/30/19	14.25
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	08/30/19	16.71
Federal Natl Mtg Assn 1.55% Dtd 08/28/2012 Due 08/28/2019 Callable Amortization of Premium	08/28/19	-190.00
Total Non-Cash Transactions		\$ -94.82





BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - CAPITAL PROJECT RESERVE

Account Number:
Statement Period:

08/01/19 - 08/31/19

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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.

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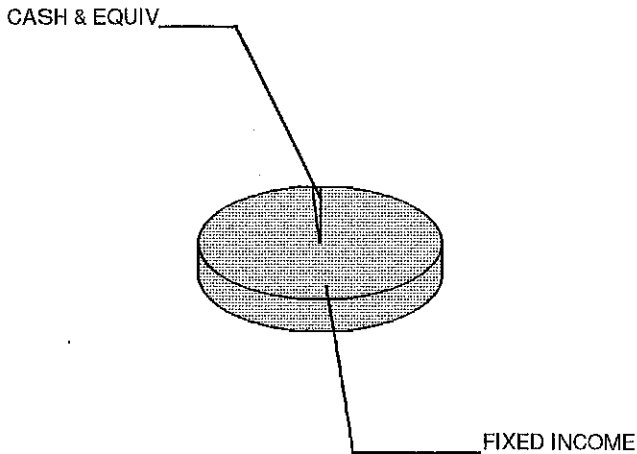
WBSD - OPERATING RESERVE

Account Number:
 Statement Period: 08/01/19 - 08/31/19

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	11,171.52	0.2%
Fixed Income	6,970,759.93	99.8%
Total Portfolio	\$ 6,981,931.45	100.0%
Accrued Income	48,841.65	
Total Valuation	\$ 7,030,773.10	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 6,996,130.51	\$ 7,191,676.47
Income		
Interest	7,392.00	16,156.32
Disbursements	-1,157.44	-201,323.07
Realized Gains/(Losses)	-100.72	-244.44
Change In Accrued Income	6,002.77	10,818.80
Change In Market Appreciation/(Depreciation)	25,903.21	16,967.89
Non-Cash Asset Changes	-3,397.23	-3,278.87
Ending Market Value	\$ 7,030,773.10	\$ 7,030,773.10



WBSD - OPERATING RESERVE

Account Number:
Statement Period: 08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	11,171.520	11,171.52 11,171.52	230.00 13.35	2.06%
Total Cash Equivalents		\$ 11,171.52 \$ 11,171.52	230.00 13.35	2.06%
Fixed Income				
Alibaba Group Hldg LTD Sr 144a 2.50% Dtd 11/28/2014 Due 11/28/2019 Callable	200,000.000	200,062.00 198,364.00	5,000.00 1,291.66	2.50%
Atlantic Richfield Co Deb 8.25% Dtd 02/01/1992 Due 02/01/2022 Non-Callable	15,000.000	16,998.75 17,030.70	1,237.00 103.12	7.28%
Capital One Bk USA Natl Assn CTF Dep 1.40% Dtd 09/28/2016 Due 09/28/2020 Non-Callable	100,000.000	99,489.00 100,000.00	1,400.00 602.19	1.41%
Constellation Brands Inc Sr Gbl Nt 2.25% Dtd 11/07/2017 Due 11/06/2020 Callable	75,000.000	75,097.50 74,824.50	1,687.00 539.06	2.25%
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14	551.190	551.72 579.10	30.00 2.52	5.49%
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14	782.600	784.34 825.65	43.00 3.58	5.49%
Federal Home Loan Bks Cons Bds 1.875% Dtd 11/30/2016 Due 11/29/2021 Non-Callable	200,000.000	201,574.00 198,049.67	3,750.00 958.33	1.86%
Federal Home Loan Bks Cons Bds 2.28% Dtd 10/26/2017 Due 10/26/2022 Callable	80,000.000	80,035.20 79,680.00	1,824.00 633.33	2.28%
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable	100,000.000	100,045.00 97,788.51	2,000.00 672.22	2.00%
Federal Home Loan Bks Cons Bds 3.00% Dtd 09/27/2018 Due 09/27/2021 Callable	40,000.000	40,028.00 40,000.00	1,200.00 513.33	3.00%





WBSD - OPERATING RESERVE

Account Number:
Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Farm Cr Bks Cons Systemwide Bds 2.10% Dtd 10/04/2017 Due 04/04/2022 Callable	140,000.000	140,002.80 140,000.00	2,940.00 1,200.50	2.10%
Federal Farm Cr Bks Cons Systemwide Bds 2.03% Dtd 04/19/2017 Due 07/19/2021 Callable	40,000.000	40,000.40 40,000.00	812.00 94.73	2.03%
Federal Farm Cr Bks Cons Systemwide Bds 1.97% Dtd 05/17/2017 Due 05/17/2021 Callable	120,000.000	120,001.20 118,670.46	2,364.00 682.93	1.97%
Federal Farm Cr Bks Cons Systemwide Bds 1.62% Dtd 09/11/2017 Due 09/11/2020 Callable	180,000.000	179,935.20 178,429.60	2,916.00 1,377.00	1.62%
Federal Farm Cr Bks Cons Systemwide Bds 3.17% Dtd 09/19/2018 Due 09/19/2022 Callable	50,000.000	50,031.50 50,000.00	1,585.00 713.25	3.17%
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable	200,000.000	204,330.00 206,070.00	9,250.00 2,029.86	4.53%
Federal Home Loan Bks Cons Bds 4.50% Dtd 08/12/2009 Due 09/13/2019 Non-Callable	200,000.000	200,124.00 203,130.00	9,000.00 4,200.00	4.50%
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable	200,000.000	201,126.00 202,630.00	8,250.00 1,787.50	4.10%
Federal Farm Cr Bks Cons Systemwide Bds 5.32% Dtd 10/03/2007 Due 09/03/2019 Non-Callable	50,000.000	50,000.00 50,931.50	2,660.00 1,315.22	5.32%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	60,000.000	60,685.20 61,266.60	1,725.00 814.58	2.84%
Federal Home Loan Bks Cons Bds 1.75% Dtd 06/03/2013 Due 06/12/2020 Non-Callable	60,000.000	59,971.80 60,139.80	1,050.00 230.41	1.75%
Federal Home Loan Bks Cons Bds 2.00% Dtd 08/12/2013 Due 09/13/2019 Non-Callable	60,000.000	59,995.20 60,249.60	1,200.00 559.99	2.00%
Federal Home Ln Mtg Corp Step Cpn Dtd 09/30/2016 Due 09/30/2021 Callable	200,000.000	199,668.00 199,800.00	2,500.00 1,048.61	1.25%



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Home Ln Mtg Corp 1.50% Dtd 12/30/2016 Due 12/30/2019 Callable	120,000.000	119,805.60 120,000.00	1,800.00 305.00	1.50%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	120,000.000	119,754.00 120,000.00	2,100.00 355.83	1.75%
Federal Home Ln Mtg Corp Medium Term Nts 1.625% Dtd 04/27/2017 Due 07/27/2020 Callable	40,000.000	39,954.80 40,000.00	650.00 223.88	1.63%
Federal Home Ln Mtg Corp 1.60% Dtd 05/15/2017 Due 05/15/2020 Callable	240,000.000	239,565.60 240,000.00	3,840.00 1,130.66	1.60%
Federal Home Ln Mtg Corp 2.00% Dtd 04/26/2017 Due 10/26/2021 Callable	240,000.000	240,122.40 240,000.00	4,800.00 1,666.66	2.00%
Federal Home Ln Mtg Corp 2.00% Dtd 10/12/2017 Due 10/12/2021 Callable	120,000.000	120,042.00 120,000.00	2,400.00 926.66	2.00%
Federal Home Ln Mtg Corp 2.25% Dtd 12/29/2017 Due 12/29/2021 Callable	120,000.000	120,048.00 120,000.00	2,700.00 465.00	2.25%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	50,000.000	49,907.00 49,693.50	750.00 189.58	1.50%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	60,000.000	60,190.80 60,571.20	1,125.00 196.87	1.87%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	90,000.000	89,726.40 89,617.93	1,237.00 17.18	1.38%
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable	160,000.000	159,251.20 159,124.27	2,000.00 638.88	1.26%
Federal Natl Mtg Assn 1.25% Dtd 09/30/2016 Due 09/30/2019 Callable	400,000.000	399,748.00 399,900.00	5,000.00 2,097.22	1.25%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	90,000.000	89,689.50 89,367.03	1,237.00 495.00	1.38%





WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	270,000.000	272,775.60 268,996.76	5,400.00 840.00	1.98%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	160,000.000	161,662.40 161,067.20	3,000.00 1,216.66	1.86%
Federal Natl Mtg Assn 1.80% Dtd 11/30/2016 Due 05/26/2021 Callable	60,000.000	59,953.20 60,000.00	1,080.00 285.00	1.80%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	90,000.000	91,728.00 91,269.90	2,137.00 285.00	2.33%
Federal Home Ln Mtg Corp 1.25% Dtd 10/02/2012 Due 10/02/2019 Non-Callable	40,000.000	39,972.80 40,052.00	500.00 206.94	1.25%
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable	50,000.000	49,837.50 49,921.52	687.00 229.16	1.38%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	6,127.440	6,315.92 6,468.28	306.00 25.53	4.85%
GE Capital Internotes Fr 5.50% Dtd 11/05/2009 Due 11/15/2021 Non-Callable	50,000.000	51,547.50 53,768.00	2,750.00 809.72	5.33%
Home Depot Inc Sr Glbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable	50,000.000	50,097.50 49,899.00	1,000.00 416.66	2.00%
Keybank National Association Regs Bd 2.50% Dtd 11/24/2014 Due 12/15/2019 Non-Callable	250,000.000	250,232.50 250,245.00	6,250.00 1,319.44	2.50%
Oakland Calif Pension Oblig Taxable Pension Oblig Bd Taxable Zero Cpn Dtd 10/17/2001 Due 12/15/2019 Non-Callable	60,000.000	59,598.60 59,486.14	0.00	0.00%
Philip Morris Intl Inc Sr Nt 4.50% Dtd 03/26/2010 Due 03/26/2020 Non-Callable	80,000.000	81,069.60 81,968.00	3,600.00 1,550.00	4.44%



WBSD - OPERATING RESERVE

Account Number:
Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Port Morrow Ore Transmission F Rev Bds Taxable 2.737% Dtd 08/26/2015 Due 09/01/2021 Callable	200,000.000	203,678.00 205,450.00	5,474.00 2,737.00	2.69%
Starbucks Corp Sr Glbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable	50,000.000	50,069.50 49,987.00	1,050.00 78.75	2.10%
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable	100,000.000	100,840.00 99,245.54	2,000.00 361.11	1.98%
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020	175,000.000	174,849.50 171,962.32	2,843.00 722.59	1.63%
US Treasury Note 2.00% Dtd 07/31/2013 Due 07/31/2020	40,000.000	40,069.60 39,796.50	800.00 69.56	2.00%
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020	120,000.000	119,842.80 119,701.23	1,950.00 900.81	1.63%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	100,000.000	102,487.00 99,695.31	2,750.00 1,270.38	2.68%
United Technologies Corp Sr Glbl 2.30% Dtd 05/04/2017 Due 05/04/2022 Callable	250,000.000	252,172.50 242,172.08	5,750.00 1,868.74	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	272,130.30 273,588.30	10,800.00 480.00	3.97%
Wells Fargo & Co New Sr Glbl 2.50% Dtd 03/04/2016 Due 03/04/2021 Non-Callable	250,000.000	251,487.50 248,550.00	6,250.00 3,072.91	2.49%
Total Fixed Income		\$ 6,970,759.93 \$ 6,950,023.70	160,439.00 48,828.30	2.30%
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 - OPERATING RESERVE

Account Number:
 Statement Period: 08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Total Market Value		\$ 6,981,931.45	160,669.00	2.30%
		\$ 6,961,195.22	48,841.65	
Total Market Value Plus Accruals		\$ 7,030,773.10		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 07/31/19	08/01/19		189.92
Atlantic Richfield Co Deb 8.25% Dtd 02/01/1992 Due 02/01/2022 Non-Callable Int To 08/01/19 on 15,000	08/01/19		618.75
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Int For July 2019 on 867.51	08/15/19		3.98
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Int For July 2019 on 1082.61	08/15/19		4.96
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Int To 08/26/19 on 90,000	08/26/19		618.75
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For July 2019 on 7353.74	08/26/19		30.64
Starbucks Corp Sr Glbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable Int To 08/04/19 on 50,000	08/05/19		525.00



WBSD - OPERATING RESERVE

Account Number:
 Statement Period: 08/01/19 - 08/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Waco Tex Indpt Sch Dist Ref Bds Taxable 4.00% Dtd 12/01/2012 Due 02/15/2020 Non-Callable Int To 08/15/19 on 270,000	08/15/19		5,400.00
Total Interest Income		\$ 0.00	\$ 7,392.00
Total Income		\$ 0.00	\$ 7,392.00

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 07/31/19	08/15/19		-1,157.44
Total Fees/Expenses		\$ 0.00	\$ -1,157.44
Total Disbursements		\$ 0.00	\$ -1,157.44

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (4) 08/01/19 To 08/31/19	08/31/19		-9,234.63
Total Purchases		\$ 0.00	\$ -9,234.63

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 08/01/19 To 08/31/19	08/31/19	1,157.44	
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Prin Pmt For July 2019	08/15/19	316.32	-16.01
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Prin Pmt For July 2019	08/15/19	300.01	-16.50





WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For July 2019	08/26/19	1,226.30	-68.21
Total Sales		\$ 3,000.07	\$ -100.72

Non-Cash Activity		
	Date	Cost
Atlantic Richfield Co Deb 8.25% Dtd 02/01/1992 Due 02/01/2022 Non-Callable Amortization of Premium	08/01/19	-390.45
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	08/30/19	21.38
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable Accretion of Discount	08/30/19	43.35
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	08/30/19	25.07
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable Accretion of Discount	08/30/19	45.06
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable Accretion of Discount	08/30/19	9.74
Oakland Calif Pension Oblig Taxable Pension Oblig Bd Taxable Zero Cpn Dtd 10/17/2001 Due 12/15/2019 Non-Callable Original Issue Discount	08/30/19	146.75
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Accretion of Discount	08/30/19	22.27



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Non-Cash Activity		
	Date	Cost
United Technologies Corp Sr Gbl 2.30% Dtd 05/04/2017 Due 05/04/2022 Callable Accretion of Discount	08/30/19	243.60
Waco Tex Indpt Sch Dist Ref Bds Taxable 4.00% Dtd 12/01/2012 Due 02/15/2020 Non-Callable Amortization of Premium	08/15/19	-3,564.00
Total Non-Cash Transactions		\$ -3,397.23

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.

Received
 SEP 16 2019
 West Bay Sanitary District





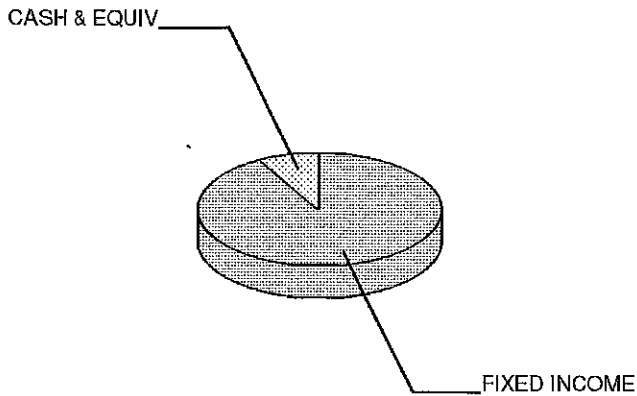
WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period: 08/01/19 - 08/31/19

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	436,911.60	7.6%
Fixed Income	5,279,902.35	92.4%
Total Portfolio	\$ 5,716,813.95	100.0%
Accrued Income	26,376.52	
Total Valuation	\$ 5,743,190.47	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 5,709,964.24	\$ 6,081,980.07
Income		
Interest	30,112.60	41,260.67
Disbursements	-943.02	-373,926.87
Realized Gains/(Losses)	-4,992.40	-5,003.35
Change In Accrued Income	-18,396.66	-17,593.73
Change In Market Appreciation/(Depreciation)	44,955.14	35,285.99
Non-Cash Asset Changes	-17,509.43	-18,812.31
Ending Market Value	\$ 5,743,190.47	\$ 5,743,190.47



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	436,911.600	436,911.60 436,911.60	9,000.00 689.26	2.06%
Total Cash Equivalents		\$ 436,911.60 \$ 436,911.60	9,000.00 689.26	2.06%
Fixed Income				
Federal Home Loan Bks Cons Bds 1.85% Dtd 08/15/2017 Due 08/15/2022 Non-Callable	235,000.000	237,213.70 236,142.10	4,347.00 193.22	1.83%
Federal Home Loan Bks Cons Bds 3.00% Dtd 09/27/2018 Due 09/27/2021 Callable	120,000.000	120,084.00 120,000.00	3,600.00 1,540.00	3.00%
Federal Home Loan Bks Cons Bds 3.17% Dtd 10/25/2018 Due 10/25/2021 Callable	300,000.000	300,549.00 300,000.00	9,510.00 3,328.50	3.16%
Federal Farm Cr Bks Cons Systemwide Bds 2.40% Dtd 06/17/2015 Due 06/17/2022 Non-Callable	235,000.000	240,550.70 239,237.05	5,640.00 1,159.33	2.34%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable	80,000.000	80,736.00 80,232.00	1,520.00 177.33	1.88%
Federal Farm Cr Bks Cons Systemwide Bds 1.72% Dtd 07/26/2017 Due 07/26/2021 Non-Callable	235,000.000	235,488.80 235,361.90	4,042.00 392.97	1.72%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	85,000.000	85,890.80 85,135.15	1,615.00 125.61	1.88%
Federal Farm Cr Bks Cons Systemwide Bds 3.17% Dtd 09/19/2018 Due 09/19/2022 Callable	170,000.000	170,107.10 170,000.00	5,389.00 2,425.04	3.17%
Federal Home Loan Bks Cons Bds 4.50% Dtd 08/12/2009 Due 09/13/2019 Non-Callable	100,000.000	100,062.00 101,529.00	4,500.00 2,100.00	4.50%
Federal Home Loan Bks Cons Bds 1.625% Dtd 11/07/2012 Due 12/10/2021 Non-Callable	235,000.000	235,650.95 234,353.75	3,818.00 859.21	1.62%





WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Home Loan Bks Cons Bds 2.00% Dtd 08/12/2013 Due 09/13/2019 Non-Callable	40,000.000	39,996.80 40,166.40	800.00 373.33	2.00%
Federal Home Ln Mtg Corp Step Cpn Dtd 08/25/2016 Due 08/25/2021 Callable	60,000.000	59,956.80 60,000.00	1,200.00 18.33	2.00%
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable	90,000.000	89,786.70 90,000.00	1,350.00 566.25	1.50%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	40,000.000	39,918.00 40,000.00	700.00 118.61	1.75%
Federal Home Ln Mtg Corp 1.60% Dtd 05/15/2017 Due 05/15/2020 Callable	40,000.000	39,927.60 40,000.00	640.00 188.44	1.60%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	250,000.000	249,535.00 249,517.50	3,750.00 947.91	1.50%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	235,000.000	234,285.60 233,363.23	3,231.00 44.87	1.38%
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable	130,000.000	129,391.60 129,225.03	1,625.00 519.09	1.26%
Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable	130,000.000	129,264.20 128,955.95	1,625.00 63.19	1.26%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	235,000.000	234,189.25 233,682.37	3,231.00 1,292.49	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	235,000.000	237,415.80 237,035.10	4,700.00 731.11	1.98%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	95,000.000	95,987.05 95,240.35	1,781.00 722.39	1.86%
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable	120,000.000	119,563.20 117,965.95	1,800.00 470.00	1.51%



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	235,000.000	239,512.00 239,206.50	5,581.00 744.16	2.33%
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable	200,000.000	199,350.00 199,472.00	2,750.00 916.66	1.38%
Federal Home Ln Mtg Corp 1.50% Dtd 01/17/2017 Due 01/17/2020 Non-Callable	250,000.000	249,585.00 250,052.50	3,750.00 458.33	1.50%
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	674,472.50 675,010.00	32,500.00 2,708.33	4.82%
Skagit Cnty Wash Sch Dist No 1 GO Bds 2011b Taxable 4.013% Dtd 06/01/2011 Due 12/01/2019 Non-Callable	50,000.000	50,198.00 50,673.50	2,006.00 501.62	4.00%
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020	300,000.000	299,742.00 294,792.56	4,875.00 1,238.72	1.63%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	60,000.000	61,492.20 59,817.19	1,650.00 762.22	2.68%
Total Fixed Income		\$ 5,279,902.35 \$ 5,266,167.08	123,526.00 25,687.26	2.34%
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		\$ 5,716,813.95 \$ 5,703,078.68	132,526.00 26,376.52	2.32%
Total Market Value Plus Accruals		\$ 5,743,190.47		





WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 07/31/19	08/01/19		354.83
Federal Home Loan Bks Cons Bds 1.85% Dtd 08/15/2017 Due 08/15/2022 Non-Callable Int To 08/15/19 on 235,000	08/15/19		2,173.75
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable Int To 08/03/19 on 85,000	08/05/19		807.50
Federal Home Ln Mtg Corp Step Cpn Dtd 08/25/2016 Due 08/25/2021 Callable Int To 08/25/19 on 60,000	08/26/19		450.00
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Int To 08/26/19 on 235,000	08/26/19		1,615.62
Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable Int To 08/17/19 on 130,000	08/19/19		812.50
Federal Natl Mtg Assn Gtd Passthru CTF Pool #466584 3.470% Dtd 11/01/2010 Due 11/01/2020 IPD24 Int For July 2019 on 67693.77 Prepayment Penalty 08/2019	08/26/19 08/26/19		202.27 746.13
Silicon Vy Clean Wtr Calif Was Rev Bds 4.00% Dtd 11/24/2015 Due 08/01/2019 Non-Callable Int To 08/01/19 on 335,000	08/01/19		6,700.00
Silicon Vy Clean Wtr Calif Was Rev Bds 5.00% Dtd 11/24/2015 Due 08/01/2020 Non-Callable Int To 08/01/19 on 650,000	08/01/19		16,250.00
Total Interest Income		\$ 0.00	\$ 30,112.60
Total Income		\$ 0.00	\$ 30,112.60



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Disbursement Activity

	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 07/31/19	08/15/19		-943.02
Total Fees/Expenses		\$ 0.00	\$ -943.02
Total Disbursements		\$ 0.00	\$ -943.02

Purchase Activity

	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (5) 08/01/19 To 08/31/19	08/31/19		-432,806.37
Total Purchases		\$ 0.00	\$ -432,806.37

Sale Activity

	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 08/01/19 To 08/31/19	08/31/19	943.02	
Federal Natl Mtg Assn Gtd Passthru CTF Pool #466584 3.470% Dtd 11/01/2010 Due 11/01/2020 IPD24 Recd Proceeds on Final Paydown of	08/26/19	67,693.77	-4,992.40
Silicon Vy Clean Wtr Calif Was Rev Bds 4.00% Dtd 11/24/2015 Due 08/01/2019 Non-Callable Recd Proceeds on Maturity of 335,000 Par Value	08/01/19	335,000.00	
Total Sales		\$ 403,636.79	\$ -4,992.40

Non-Cash Activity

	Date	Cost
Federal Home Loan Bks Cons Bds 1.85% Dtd 08/15/2017 Due 08/15/2022 Non-Callable Amortization of Premium	08/15/19	-185.65





WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Non-Cash Activity		
	Date	Cost
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable Amortization of Premium	08/02/19	-22.10
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable Accretion of Discount	08/30/19	38.36
Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable Accretion of Discount	08/30/19	44.30
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	08/30/19	52.21
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable Accretion of Discount	08/30/19	136.50
Silicon Vy Clean Wtr Calif Was Rev Bds 4.00% Dtd 11/24/2015 Due 08/01/2019 Non-Callable Amortization of Premium	08/01/19	-5,169.05
Silicon Vy Clean Wtr Calif Was Rev Bds 5.00% Dtd 11/24/2015 Due 08/01/2020 Non-Callable Amortization of Premium	08/01/19	-5,817.00
Amortization of Premium	08/01/19	-6,587.00
Total Non-Cash Transactions		\$ -17,509.43

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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.

Received

SEP 16 2019

West Bay Sanitary District





WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period: 08/01/19 - 08/31/19

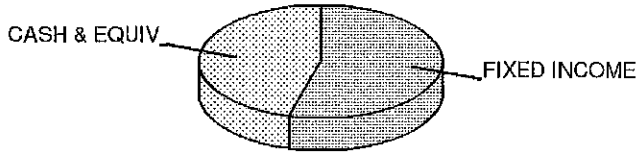
WEST BAY SANITARY DISTRICT
 RECYCLED WATER CASH FLOW
 500 LAUREL STREET
 MENLO PARK CA 94025

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

Asset Allocation

Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	103,473.14	46.3%
Fixed Income	119,912.40	53.7%
Total Portfolio	\$ 223,385.54	100.0%
Accrued Income	854.11	
Total Valuation	\$ 224,239.65	



Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 223,837.98	\$ 223,524.55
Income		
Interest	202.77	398.28
Disbursements	-37.14	-73.48
Realized Gains/(Losses)	0.00	0.00
Change In Accrued Income	150.84	323.10
Change In Market Appreciation/(Depreciation)	85.20	67.20
Ending Market Value	\$ 224,239.65	\$ 224,239.65



WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	103,473.140	103,473.14 103,473.14	2,131.00 188.61	2.06%
Total Cash Equivalents		\$ 103,473.14 \$ 103,473.14	2,131.00 188.61	2.06%
Fixed Income				
Federal Home Ln Mtg Corp 1.65% Dtd 10/30/2017 Due 10/30/2019 Callable	120,000.000	119,912.40 120,000.00	1,980.00 665.50	1.65%
Total Fixed Income		\$ 119,912.40 \$ 120,000.00	1,980.00 665.50	1.65%
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		\$ 223,385.54 \$ 223,473.14	4,111.00 854.11	1.84%
Total Market Value Plus Accruals		\$ 224,239.65		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 07/31/19	08/01/19		202.77
Total Interest Income		\$ 0.00	\$ 202.77
Total Income		\$ 0.00	\$ 202.77





WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period: 08/01/19 - 08/31/19

Disbursement Activity

	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 07/31/19	08/15/19		-37.14
Total Fees/Expenses		\$ 0.00	\$ -37.14
Total Disbursements		\$ 0.00	\$ -37.14

Purchase Activity

	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (1) 08/01/19 To 08/31/19	08/31/19		-202.77
Total Purchases		\$ 0.00	\$ -202.77

Sale Activity

	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 08/01/19 To 08/31/19	08/31/19	37.14	
Total Sales		\$ 37.14	\$ 0.00

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Received
 SEP 16 2019
 West Bay Sanitary District



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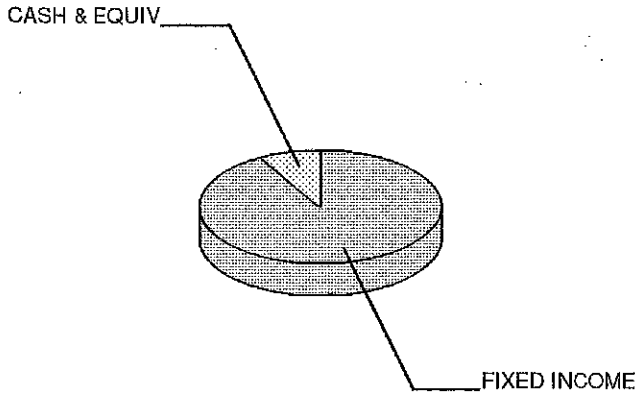
WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period: 08/01/19 - 08/31/19

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	70,879.95	8.5%
Fixed Income	766,973.66	91.5%
Total Portfolio	\$ 837,853.61	100.0%
Accrued Income	4,651.98	
Total Valuation	\$ 842,505.59	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 838,998.65	\$ 838,864.78
Income		
Interest	3,503.87	3,846.74
Disbursements	-138.60	-274.48
Realized Gains/(Losses)	0.00	0.00
Change In Accrued Income	-1,721.07	-269.79
Change In Market Appreciation/(Depreciation)	2,173.76	578.09
Non-Cash Asset Changes	-311.02	-239.75
Ending Market Value	\$ 842,505.59	\$ 842,505.59



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	70,879.950	70,879.95 70,879.95	1,460.00 126.42	2.06%
Total Cash Equivalents		\$ 70,879.95 \$ 70,879.95	1,460.00 126.42	2.06%
Fixed Income				
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable	100,000.000	100,045.00 97,788.51	2,000.00 672.22	2.00%
Federal Farm Cr Bks Cons Systemwide Bds 3.65% Dtd 12/21/2010 Due 12/21/2020 Non-Callable	96,000.000	98,468.16 97,537.92	3,504.00 681.33	3.56%
Federal Natl Mtg Assn 1.55% Dtd 10/28/2016 Due 10/28/2021 Callable	80,000.000	79,997.60 78,151.42	1,240.00 423.66	1.55%
US Treasury Note 1.375% Dtd 04/30/2015 Due 04/30/2020	140,000.000	139,566.00 138,578.12	1,925.00 648.64	1.38%
US Treasury Note 3.625% Dtd 02/15/2010 Due 02/15/2020	186,000.000	187,367.10 187,434.12	6,742.00 311.47	3.60%
US Treasury Note 2.00% Dtd 09/30/2013 Due 09/30/2020	20,000.000	20,050.00 19,874.21	400.00 168.30	2.00%
US Treasury Note 2.75% Dtd 09/30/2018 Due 09/30/2020	140,000.000	141,479.80 140,754.68	3,850.00 1,619.94	2.72%
Total Fixed Income		\$ 766,973.66 \$ 760,118.98	19,661.00 4,525.56	2.56%
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:

08/01/19 - 08/31/19

Asset Position As of 08/31/19

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Total Market Value		\$ 837,853.61	21,121.00	2.52%
		\$ 830,998.93	4,651.98	
Total Market Value Plus Accruals		\$ 842,505.59		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 07/31/19	08/01/19		132.62
US Treasury Note 3.625% Dtd 02/15/2010 Due 02/15/2020 Int To 08/15/19 on 186,000	08/15/19		3,371.25
Total Interest Income		\$ 0.00	\$ 3,503.87
Total Income		\$ 0.00	\$ 3,503.87

Disbursement Activity

	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 07/31/19	08/15/19		-138.60
Total Fees/Expenses		\$ 0.00	\$ -138.60
Total Disbursements		\$ 0.00	\$ -138.60

Purchase Activity

	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (2) 08/01/19 To 08/31/19	08/31/19		-3,503.87
Total Purchases		\$ 0.00	\$ -3,503.87



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period: 08/01/19 - 08/31/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 08/01/19 To 08/31/19	08/31/19	138.60	
Total Sales		\$ 138.60	\$ 0.00

Non-Cash Activity		
	Date	Cost
Federal Natl Mtg Assn 1.55% Dtd 10/28/2016 Due 10/28/2021 Callable Accretion of Discount	08/30/19	71.27
US Treasury Note 3.625% Dtd 02/15/2010 Due 02/15/2020 Amortization of Premium	08/15/19	-382.29
Total Non-Cash Transactions		\$ -311.02

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SEP 16 2019

West Bay Sanitary District



WEST BAY SANITARY DISTRICT
PARS Post-Employment Benefits Trust

Account Report for the Period
8/1/2019 to 8/31/2019

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

Received
SEP 18 2019
West Bay Sanitary District

Account Summary

Source	Beginning Balance as of 8/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 8/31/2019
OPEB	\$264,171.42	\$0.00	\$48.22	\$55.04	\$0.00	\$0.00	\$264,164.60
PENSION	\$1,042,045.04	\$0.00	\$190.20	\$217.09	\$0.00	\$0.00	\$1,042,018.15
Totals	\$1,306,216.46	\$0.00	\$238.42	\$272.13	\$0.00	\$0.00	\$1,306,182.75

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	0.02%	4.05%	5.83%	6.32%	-	-	8/31/2016
PENSION	0.02%	4.05%	6.07%	-	-	-	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



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

To: Board of Directors

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

**Subject: Consideration of Accepting Sewer Facilities Pursuant to Class 3
Sewer Permit No. 1096 for the Sewer Manhole Rehabilitation at
Menlo College, Atherton, CA**

Background

This permit was for the rehabilitation of manholes on the property of Menlo College at 1000 El Camino Real in Atherton, in conjunction with the renovation of their landscaping and pathways resulting in grade changes.

Analysis

The Board issued this Permit at the Regular Meeting of June 26, 2019.

The work has been completed and has been inspected, and approved by staff as being in conformance with District Standards. The property owner has submitted a cash deposit for the one-year guarantee of the work, record drawings, as well as lien releases of subsequent contractors.

Recommendation

The Projects & IT Manager recommends that the Board accepts these facilities and direct the District Manager to approve the Class 3 Sewer Permit No. 1096.

Attachment: Class 3 Permit No. 1096
Exhibit A - Site Map

WEST BAY SANITARY DISTRICT

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

Permit Number
No 1096

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

1000 EL CAMINO, AHERTON

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

Residential Non-residential Development at said location.

ENGINEER'S

Sandis

Name

1700 Winchester Blvd Suite 200

Address

CONTRACTOR'S

VANCE BROWN BUILDERS

Name

3197 Park Blvd, Palo Alto

Address

OWNER'S

MENLO COLLEGE

Name

1000 EL CAMINO, AHERTON

Address

[Signature]

Applicant's Signature

JAMES HOWARD

Signed by - Please Print Name

3197 PARK BLVD PALO ALTO CA

Address

Receipt of \$ 545 Application Fee is hereby acknowledged

Annette

6/6/19

Date

Receipt of \$ 2000 Cash deposit or Performance Bond

Comments Raise manholes to grade

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

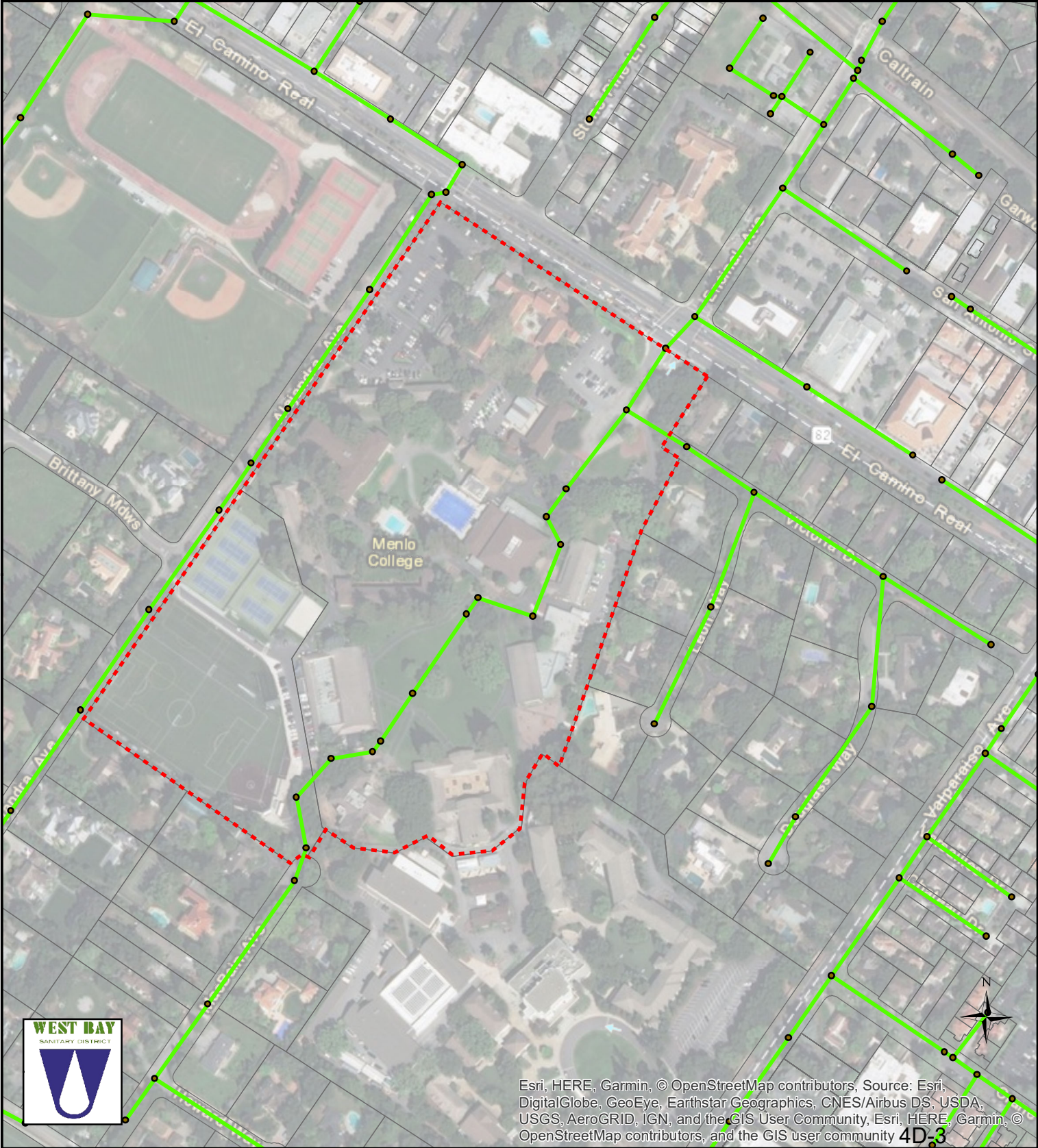
Phil Scott, District Manager

Date _____

By _____

Final Acceptance by the District Board on _____

Exhibit A
Site Map
Menlo College
1000 El Camino Real, Atherton, CA



Esri, HERE, Garmin, © OpenStreetMap contributors, Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, Esri, HERE, Garmin, © OpenStreetMap contributors, and the GIS user community 4D-3

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

To: Board of Directors

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

**Subject: Consideration of Authorizing the District Manager to Issue the
Class 3 Permit Adjusting and Existing Manhole to Grade**

Background

The City of Menlo Park is the owner of the property adjacent to 125 Constitution Drive known as Menlo Gateway Phase II. This adjacent property has recently been improved by the developer as a public pocket park. The District has sewer mains that run through this property & original plans for this park did not allow easy access to the District's facilities. The developer has agreed to make an access pathway that allows District staff to easily access the manhole.

Analysis

District staff has reviewed plans and approved the proposed access pathway and finish grade of the manhole.

Fiscal Impact

No impact to the District.

Recommendation

The Projects Manager recommends the District Board direct the District Manager to issue Class 3 Sewer Permit No.1101 for the work required for access to the sewer main and adjusting the existing manhole to the finished grade.

Attachments: Resolution _____(2019)
Class 3 Permit (1101)
Site Map

RESOLUTION NO. _____ (2019)

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

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: Pocket Park West Bay Sanitary District Access Road

Location: Between Marsh Road and 105 Constitution Drive, Menlo Park, CA

Entity or Person Undertaking Project: Webcor Builders

Determination of the District Board:

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

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

N/A

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

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

N/A

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

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

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

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

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

_____ Approved

_____ Disapproved

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

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 25th day of September 2019, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

WEST BAY SANITARY DISTRICT

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

Permit Number

No 1101

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

Pocket Park

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

Residential Non-residential Development at said location.

ENGINEER'S KH Engineers

Mike Mowery
Name

4637 Chabot Dr. suite 300
Address Pleasanton CA 94588

CONTRACTOR'S

Webcor: Trace Pesavento
Name

111 Independence Dr.
Address Menlo Park 94025

OWNER'S

Behannon MA2 LLC
Name

600 31st Ave. San Mateo CA.
Address 94403

Margy Titus
Applicant's Signature

Margy Titus
Signed by - Please Print Name

600 31st Ave. San Mateo Ca
Address 94403

Receipt of \$ 545.00 Application Fee is hereby acknowledged _____

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

Date

Comments _____

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Phil Scott, District Manager

Date _____

By _____

Final Acceptance by the District Board on _____

WEST BAY SANITARY DISTRICT

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

Permit Number
No 1101

Type _____

APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

The undersigned, being the Owner Owner's Agent of the property located at
POCKET PARK, 101 Constitution Drive, Menlo Park, CA 94025

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

Residential Non-residential Development at said location.

ENGINEER'S

Mike Mowery

Name

4637 Chabot Drive, Suite 300, Pleasanton, CA 94588

Address

CONTRACTOR'S

Trace Pesavento

Name

111 Independence Drive, Menlo Park CA 94025

Address

OWNER'S

Bob Webster

Name

60 31st Avenue, San Mateo, CA 94403

Address

Applicant's Signature

Signed by - Please Print Name

60 31st Avenue, San Mateo, CA 94403

Address

Receipt of \$ 545.00 Application Fee is hereby acknowledged _____ Date

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

Comments _____

Approved by the District Board on _____

Application approved and permit issued:

WEST BAY SANITARY DISTRICT

Phil Scott, District Manager

Date _____

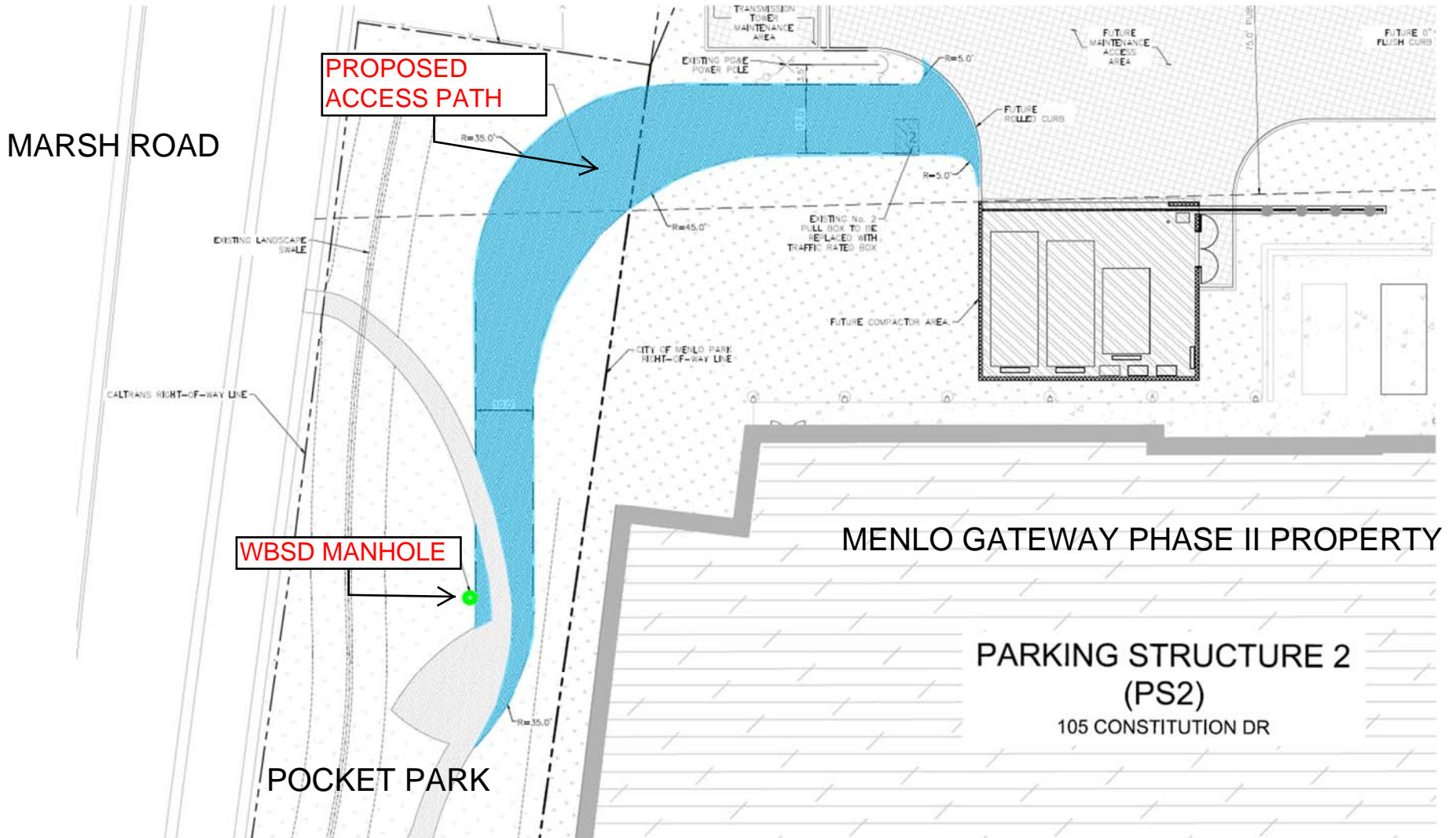
By _____

Final Acceptance by the District Board on _____

EXHIBIT A

POCKET PARK

WEST BAY SANITARY DISTRICT ACCESS





WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: Board of Directors

From: Phil Scott, District Manager

Subject: Update and Discussion on the Metal Building Project at FERRF

Background

The Metal Storage Building project was bid and awarded to Aztec Construction in May of 2019. Following months of attempting to obtain a Building Permit the City has now determined the project must submit an application for Planning Commission approval.

Though the FERRF (Flow Equalization and Resource Recovery Facility) is zoned as Unclassified Land, and Staff has found a need to include a Decontamination Facility within the building that would include the cleaning of sewage debris and pumping of wastewater the District's Legal Counsel believes the building is still subject to the City's zoning requirements, Conditional Use Permits (CUP), and Building permits.

Analysis

Due to the unanticipated Planning Commission process the project will be delayed by "months" according to the Assistant City Manager, which is interpreted to mean many months possibly more than a year based on the previous experience with the planning process for the installation of a gate at the Corp Yard a few years ago.

It will be necessary to put on hold or even cancel the agreement with Aztec Construction. Staff is in the process of determining the added cost of each option and which one to recommend to the Board at a future meeting.

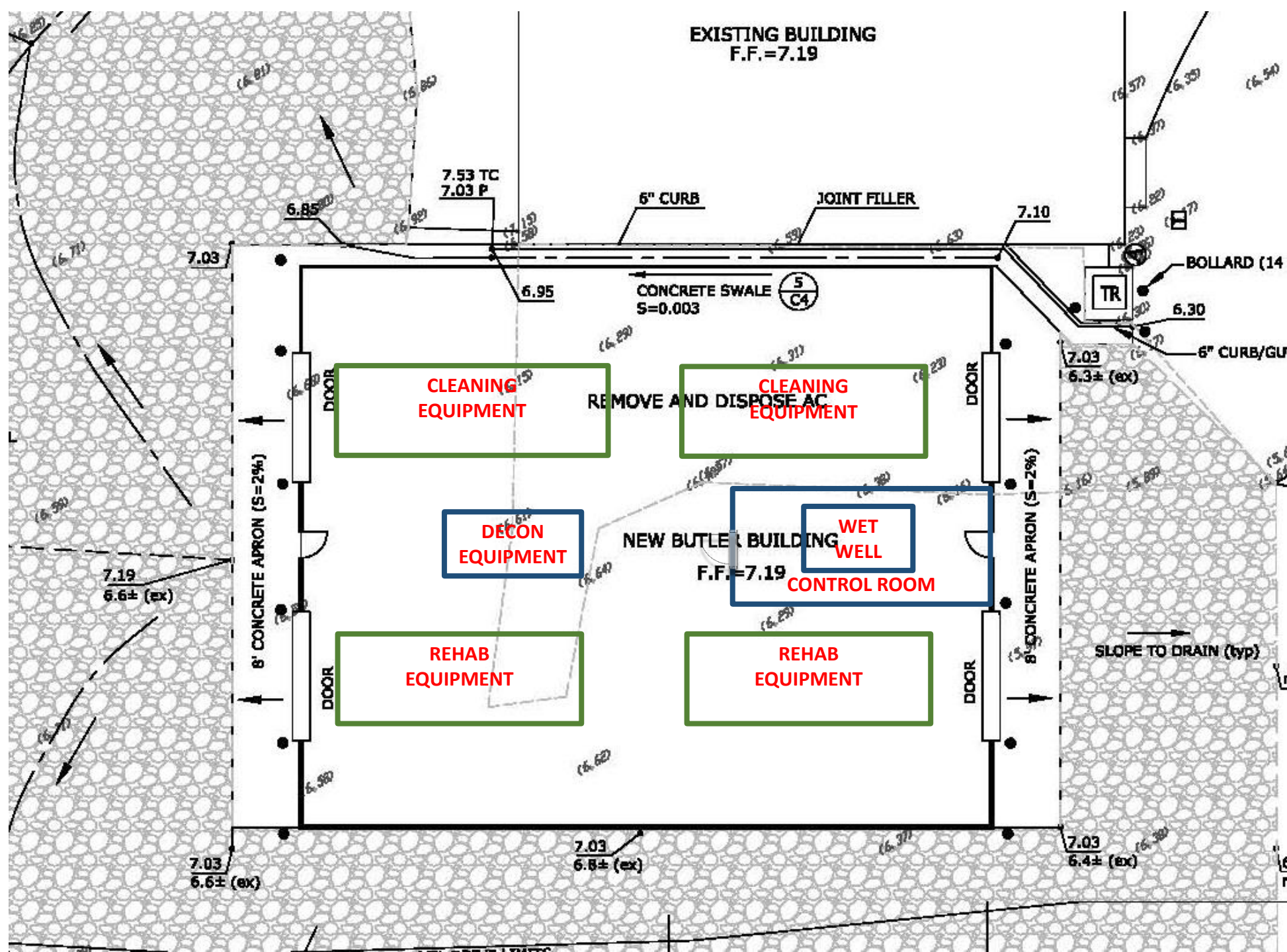
Canceling the agreement will also have a further time delay in starting the project once approved by the Planning Commission, for calling for and awarding a bid. There is also the unknown variable of any increase or decrease in the cost of construction in the future.

Fiscal Impact

Undetermined.

Recommendation

The District Manager recommends providing a brief update on the topic and bringing the topic back to the Board for further discussion, direction and possible approval of staff recommendation at a future Board meeting.





WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Donald Sturman, Finance Manager*

Subject: *Consideration to Approve the Pre-Audit Preliminary FY2018-19 Internal Financial Statements & Analysis of Financial Position for the Fiscal Year ending 6/30/2019*

Background

Attached for the Board's review are the District's Pre-Audit Preliminary Internal Financial Statements & Analysis of Financial Position for Fiscal Year 2018-2019.

- **Total Revenues** for the fiscal year ending June 30, 2019 were \$34.5M. This exceeds full year Budget by \$5.5M and results from favorable variances in all revenue sources.
 - **Sewer Service Fees.** Sewer Service Fee revenue recognized during the year totaled \$29.5M which exceeded Budget by \$2M or 6.9% resulting from an increase in commercial accounts that came online during the year.
 - **Permit & Inspection Fees and Connection Fees.** During the year the District received \$230K in Permit Fees vs. a budget of \$100K and \$2.3M in Connection Fees vs. a budget of \$500K exceeding budget by \$1.8M. Both are a direct result of the continued mixed use commercial and residential expansion occurring within the District.
 - **Flow Equalization** fell short of Budget for the year by \$1.7K due to a lower than anticipated CPI increase over the prior year.
 - **Other Operating Income – Los Altos Hills (LAH) and Woodside (TOW).** Revenue from the outside maintenance agreements generated \$442K on a budget of \$350K.
 - **Interest Income & Gain / (Loss) on Marketable Securities.** During the year, the reserve funds ended with a collective year-end balance of \$20.3M versus \$27.1M at the beginning of the fiscal year, a difference of \$6.8M. This difference was primarily due to the \$6.6M payment to SVCW.
 - The reserves ended the year with the following balances: **Operating Reserve** \$7.1M; **Emergency Capital Reserve** \$4.3M; **Capital Project Reserve** \$2.6M; **Rate Stabilization Reserve** \$6M; **Recycled Water Cash Flow Reserve** \$223K; and the
-

Report to the District Board for the Regular Meeting of September 25, 2019

Recycled Water SRF Reserve \$838K. The **Money Market** ended with a balance of \$335K

- The interest received on the **BoW** Investment Portfolio was \$127K. The interest received from **LAIF** was \$207K and interest earned from the **Bank of the West Money Market** was \$94. During the year, interest rates offered by LAIF increased steadily, beginning the fiscal year at 1.9% and ending the fiscal year at 2.38% at year end. Because of the favorable rates offered by LAIF, maturities on reserves were transferred to LAIF to provide as much liquidity as possible in anticipation of the \$6.6M payment to SVCW. Receipts of sewer service fees received from the County were also deposited into LAIF whenever cash flow needs would permit. The LAIF balance at year end was \$30.4M.
- The **PARS Irrevocable Trust** was set up in FY2016-17 to fund the other post-employment benefits:
 - OPEB ended the year with a value of \$263K gaining \$12K, or 4.7% (net of fees).
 - Unfunded Accrued Liability (UAL) – the District contributed \$1M to the PERS UAL portion of the irrevocable trust which ended the fiscal year with a value of \$1,037,582.79.
- **Total Expenses** for the year of \$29,687,002 were \$1.2M, or 4% favorable to the full year Budget. Favorable variances were realized in most all expense categories, with the exception of Salaries & Wages, Memberships, and the \$6.6M cash payment to SVCW. Aggregate Salaries & Wages were \$17.9K or 1% above budget. Memberships exceeded budget by \$3K primarily driven by costs for the Underground Service Alert membership. Compared to prior year, total expenses were \$8.9M higher, resulting primarily from increased SVCW debt.
- **Capital** spending for the year was \$6.1M or 76% of the total year Capital Budget.
 - **Administration:**
 - \$14.3K spent on District Office improvements; \$43.3K on Levee Survey & GPS Update; and \$31.2K on the Flow Monitoring Study.
 - **Collection Facilities:**
 - Capital spending included \$6.7K on purchase of 2 Smart Cover manhole covers; \$3K for Metal Storage Building; and \$56K on FERRF upgrades.
 - **Expenditures funded through the Equipment Replacement Fund:** A total of \$76.8K was spent from the Equipment Replacement fund;

- \$22.4K for the District's water truck; \$34.8K on purchase of an F250 pickup (Unit 224); and \$19.5K on confined space equipment.
- **Pump Station, Pipeline Replacement, Engineering, and Construction:**
 - Pump stations - \$65.2K
 - Replacement & Rehab Engineering - \$72,950 for Alpine Road Engineering; Belle Haven III Engineering \$72,298; and \$4K for Isabella, Gilbert, & Bay North.
 - Replacement & Rehab Construction - \$4M for Belle Haven III
 - \$1.5M in Allowance for Unanticipated Capital Expenditures used primarily for Alpine Road Emergency Repairs
 - Easement & Stabilization Study – Coyote Hills - \$18,483.
- **Reserve Transfers:**
- **Vehicle & Equipment Replacement Fund –**
 - \$240K was transferred from the Capital Asset Fund to Vehicle & Equipment Replacement Fund.
- **Rate Stabilization Reserve –**
 - In December \$1M was transferred to the Rate Stabilization Reserve per the FY2018-19 Budget.
- **Resource Recovery:** Spending on the Sharon Heights project was \$11.6M, including \$99K for observation and engineering; and \$60K for Bayfront.

Fiscal Impact

- Total Revenues for the year were favorable to Budget by \$5.5M.
- Total Expenses for the year were favorable to Budget by \$1.2M.
- Cash and Investment balances decreased by \$6.8M over prior year with a cash and investment securities balance at year-end of \$52.1M and accrued interest of \$127K.

Recommendation

The District Finance Manager recommends the Board consider to accept the Pre-Audit Preliminary Fiscal Year FY2018-19 Internal Financial Statements & Analysis of Financial Position as of Year End June 30, 2019.

WEST BAY SANITARY DISTRICT

INTERNAL FINANCIAL STATEMENTS & ANALYSIS OF FINANCIAL POSITION

Fiscal Year 2018/19

Ending June 30, 2019

Preliminary Pre-Audit

WEST BAY SANITARY DISTRICT
Recap Analysis of Revenue and Expense
Fiscal Year 2017-18
June 30, 2018

REVENUES	PRIOR YEAR 01/17 - 6/30/2018	Fiscal Year		VARIANCE Fav/(Unfav)
		ACTUAL 07/1/18 - 06/30/2019	BUDGET	
Operating Revenues - General Fund	27,444,720	30,610,150	28,327,053	2,283,097
Operating Revenues - Capital	570,181	2,324,721	500,000	1,824,721
Non-Operating Revenues	455,289	1,564,504	126,000	1,438,504
Total Revenues	28,470,190	34,499,376	28,953,053	5,546,322
EXPENSES				
Operating Expenses-General Fund	6,644,396	8,092,526	8,412,703	320,177
Operating Expenses-Capital (Depreciation)	1,868,991	2,102,004	1,900,000	(202,004)
Non-Operating Expenses-General Fund	12,177,636	19,492,473	20,599,739	1,107,266
Total Expenses	20,691,023	29,687,002	30,912,442	1,225,439
TOTAL GAIN/(LOSS) Including Depreciation	9,648,158	6,914,377	(59,388)	6,854,988
TOTAL GAIN/(LOSS) Excluding Depreciation	7,779,167	4,812,373	(1,959,388)	2,852,985

WEST BAY SANITARY DISTRICT
Analysis of Revenue
Fiscal Year 2017-18
June 30, 2018

**FUND:
GENERAL**

	PRIOR YEAR 07/01/17 - 6/30/2018	YEAR TO DATE		VARIANCE Fav/(Unfav)	ANNUAL BUDGET	YTD % of ANNUAL BUDGET
		ACTUAL 07/1/18	BUDGET - 06/30/2019			
Service Charges Residential	21,112,560	22,027,555	21,905,186	122,369	21,905,186	101%
Commercial	5,279,138	7,472,318	5,547,500	1,924,818	5,547,500	135%
Permit & Inspection Fees	293,578	230,494	100,000	130,494	100,000	230%
Flow Equalization	327,574	337,633	339,367	-1,734	339,367	99%
Franchises	96,556	99,391	85,000	14,391	85,000	117%
Other Operating Inc - LAH & TOW	335,314	442,761	350,000	92,761	350,000	127%
Int Inc.	208,470	677,253	50,000	627,253	50,000	1355%
Gain/(Loss) on Securities	79,735	882,595	75,000	807,595	75,000	1177%
Gain/Loss on Sale of Assets		3,061		3,061		
Other Non-Op. Inc.	167,084	1,595	1,000	595	1,000	160%
TOTAL GENERAL	27,900,009	32,174,654	28,453,053	3,721,601	28,453,053	113%

**FUND:
CAPITAL ASSETS**

	PRIOR YEAR 07/01/17 - 6/30/2018	YEAR TO DATE		VARIANCE Over/(Under)	ANNUAL BUDGET	YTD % of ANNUAL BUDGET
		ACTUAL 07/1/18	BUDGET - 06/30/2019			
Connection Fees	570,181	2,324,721	500,000	1,824,721	500,000	465%
TOTAL CA	570,181	2,324,721	500,000	1,824,721	500,000	465%
TOTAL REVENUE	28,470,190	34,499,375.6	28,953,053	5,546,322	28,953,053	119%

WEST BAY SANITARY DISTRICT
Analysis of Expense
Fiscal Year 2017-18
June 30, 2018

	PRIOR YEAR 07/01/17 - 6/30/2018	YEAR TO DATE		VARIANCE Fav/(Unfav)	ANNUAL BUDGET	YTD % of ANNUAL BUDGET
		ACTUAL 07/1/18 - 6/30/2019	BUDGET			
Salaries & Wages	3,222,918	3,397,802	3,379,871	(17,931)	3,379,871	101%
Employee Benefits	1,423,480	2,524,583	2,515,426	(9,157)	2,515,426	100%
<i>PENSION EXPENSE - GASB 68</i>	84,367	4,799		(4,799)	-	
<i>OPEB EXPENSE - GASB 75</i>	13,082	1,645		(1,645)	-	
Directors- Fees	29,792	25,960	40,260	14,300	40,260	64%
Election Expense	8,214	18	70,000	69,982	70,000	
Depreciation	1,868,991	2,102,004	1,900,000	(202,004)	1,900,000	111%
Gasoline, Oil & Fuel	54,821	63,772	70,000	6,228	70,000	91%
Insurance	98,655	94,071	112,000	17,929	112,000	84%
Memberships	46,142	49,019	46,000	(3,019)	46,000	107%
Office Expense	26,817	24,391	35,500	11,109	35,500	69%
Operating Supplies	334,856	321,009	353,195	32,186	353,195	91%
Contract Services	357,048	386,451	449,500	63,049	449,500	86%
Professional Services	371,582	531,394	529,950	(1,444)	529,950	100%
Printing & Publications	45,930	46,103	62,500	16,397	62,500	74%
Rents & Leases	36,089	26,657	40,000	13,343	40,000	67%
Repairs & Maintenance	219,895	252,275	283,000	30,725	283,000	89%
Research & Monitoring	11,399	5,320	33,000	27,680	33,000	16%
Training, Meetings & Travel	34,401	51,505	57,500	5,995	57,500	90%
Utilities	149,927	176,767	165,000	(11,767)	165,000	107%
Other Operating Expenses	74,982	108,983	170,000	61,017	170,000	64%
Other Non Operating Expense			6,000	6,000	6,000	
Transfer Overhead to SW			(65,000)	(65,000)	(65,000)	
SVCW 2009 Bond (\$55 Mil)	1,017,074	964,652	1,300,000	335,348	1,300,000	74%
SVCW 2014 Bond (\$65 Mil)	1,145,000	1,144,768	1,145,000	232	1,145,000	100%
SVCW 2015 Bond (\$60 Mil)	826,950	824,050	826,950	2,900	826,950	100%
SVCW 2017 2018 Bond	980,885	1,838,480	1,838,480	-	1,838,480	100%
SVCW - New Bonds (FY2018-19)		6,600,000	6,600,000	-	6,600,000	100%
SVCW - SRF Debt Service (2011 debt)	220,077	220,077	225,000	4,923	225,000	98%
SVCW -SRF Reserve Contribution	544,932	268,404	545,000	276,596	545,000	49%
SVCW - Line of Credit		-	66,064	66,064	66,064	
SVCW - SRF Debt Service (2012 Debt)	506,765	506,765	740,000	233,235	740,000	68%
SVCW Operating Fund	6,504,720	6,702,815	6,930,000	227,185	6,930,000	97%
SVCW Capital Contributions	414,948	404,076	423,245	19,169	423,245	95%
LAFCo Contribution	16,285	18,386	19,000	614	19,000	97%
TOTAL EXPENSES	20,691,023	29,687,002	30,912,442	1,225,439	30,912,442	96%
TOTAL EXPENSES (Excluding Depreciation)	18,822,032	27,584,999	29,012,442	1,427,443	29,012,442	95%

WEST BAY SANITARY DISTRICT
Balance Sheet
as of June 30, 2018

	Current Year	Prior Year
	<u>FY End 06/30/2019</u>	<u>07/01/17- 6/30/2018</u>
ASSETS		
CURRENT ASSETS		
CASH & INVESTMENTS	52,166,738.63	54,033,188
INTEREST RECEIVABLE	335,147.00	278,195
ACCOUNTS RECEIVABLE	552,189.66	197,646
PREPAID EXPENSES	32,182.00	28,738
Total CURRENT ASSETS	<u>53,086,257.29</u>	<u>54,537,767</u>
FIXED ASSETS		
PROPERTY, PLANT & EQUIPMENT	91,637,823.71	76,169,982
LESS: ACCUMULATED DEPRECIATION	(29,744,748.77)	(27,930,413)
CONSTRUCTION IN PROGRESS	6,324,218.00	3,690,850
Total PROPERTY, PLANT & EQUIPMENT	<u>68,217,292.94</u>	<u>51,930,419</u>
OTHER ASSETS		
INVESTMENT IN SVCW	13,033,198.00	13,033,198
DEFERRED OUTFLOWS OF RESOURCES	1,497,388.00	
OTHER ASSETS (PARS Irrev Trust)		247,323
TOTAL OTHER ASSETS	<u>14,530,586.00</u>	<u>13,280,521</u>
TOTAL ASSETS	<u>135,834,136.23</u>	<u>119,748,708</u>
LIABILITIES		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	3,870,445.05	3,490,791
CONNECTION FEES PAYABLE	1,369,682.12	2,521,113
ACCRUED PAYROLL & TAXES	308,168.91	292,142
CONSTRUCTION DEPOSITS	8,672.00	8,672
OPEB LIABILITY	55,871.00	58,399
SRF Note Payable	10,292,112.00	987,014
NET PENSION LIABILITY	5,120,961.00	
DEFERRED INFLOWS OF RESOURCES	219,173.00	
TOTAL CURRENT LIABILITIES	<u>21,245,085.08</u>	<u>7,358,131</u>
TOTAL LIABILITIES	<u>21,245,085.08</u>	<u>7,358,131</u>
FUND BALANCES		
INVESTMENT IN OPERATING PLANT	68,217,292.94	51,930,419
INVESTMENT IN SVCW	13,033,198.00	13,033,198
AVAILABLE FUND BALANCE	<u>33,338,560.21</u>	<u>47,426,958</u>
TOTAL FUND BALANCE	<u>114,589,051.15</u>	<u>112,390,575</u>
TOTAL LIABILITIES & FUND BALANCE	<u>135,834,136.23</u>	<u>119,748,708</u>

WEST BAY SANITARY DISTRICT
Analysis of Capital Expenditures FY2017-18
June 30, 2018

	FY2018/19 Expended YTD	FY2018/19 FY Budget	VARIANCE Budget Balance	YTD % of Annual Budget
ADMINISTRATION				
DISTRICT OFFICE EXTERIOR		\$10,000	\$10,000	0.0%
DISTRICT OFFICE INTERIOR	\$14,033	\$10,000	(\$4,033)	140.3%
LEVEE SURVEY & GPS UPDATE	\$43,329	\$60,000	\$16,671	72.2%
FLOW MONITORING STUDY	\$31,284	\$30,000	(\$1,284)	104.3%
SERVER REPLACEMENT PROGRAM	\$5,112	\$15,000	\$9,888	34.1%
SEWER SYSTEM MODEL SOFTWARE				
PHONE SYSTEM		\$15,000		
TOTAL ADMINISTRATION	93,758	\$140,000	\$46,242	67.0%
COLLECTION FACILITIES				
SMART COVERS (2)	\$6,776	\$9,500	\$2,724	71.3%
METAL STORAGE BUILDING - Phase 1	\$3,546	\$425,000	\$421,454	0.8%
FERRF IMPROVEMENTS & DEMOLITION OF OLD TREATMENT PLANT	\$56,338	\$500,000	\$443,662	11.3%
EQUIPMENT PURCHASES FUNDED FROM VEHICLE & EQUIP REPLACEMENT FUND				
REC. WATER TRUCK (RESTORE) - UNIT 222 - \$25,000 (ER Fund)	\$22,432	\$40,000	\$17,568	56.1%
Heavy Duty PU - REHAB UNIT 209			\$0	
CONSTRUCTION INSPECTOR VEHICLE - UNIT 211			\$0	
FORD F250 Unit 224 (OPERATIONS SUPERVISOR)	\$34,801	\$35,000	\$199	99.4%
HARBEN JETTER		\$200,000	\$200,000	0.0%
CONFINED SPACE EQUIPMENT	\$19,581	\$35,000	\$15,419	55.9%
TOTAL VEHICLE & EQUIP PURCHASES FUNDED FROM VEHICLE & E	\$76,814	\$310,000	\$233,186	24.8%
FUNDING FROM VEHICLES & REPLACEMENT PROGRAM		-\$310,000		
TOTAL COLLECTION FACILITIES	\$143,474	\$934,500	\$791,026	15.4%
SUBSURFACE LINES AND OTHER				
PUMP & VALVE REPLACEMENT PROGRAM	\$40,732	\$40,000		101.8%
PRIVATE PUMP & PANEL REPLACEMENTS	\$11,350	\$20,000	\$8,650	56.8%
PUMP STATION FENCE REPLACEMENT & REPAIR	\$12,940	\$16,500		
PIPELINE REPLACEMENT & REHAB ENGINEERING				
Alpine Road Engineering	\$72,950		(\$72,950)	
Belle Haven III Engineering	\$72,298			
Isabella, Gilbert & Bay North	\$4,694	\$350,000	\$345,306	1.3%
PIPELINE REPLACEMENT & REHAB CONSTRUCTION				
<i>Belle Haven II - Sharon Rd Change Order</i>			\$0	
<i>Belle Haven III</i>	\$4,078,454	\$5,500,000	\$1,421,546	74.2%
<i>Town of Atherton Civic Center (Dinklespiel)</i>		\$800,000	\$800,000	0.0%
TOTAL SUBSURFACE LINES AND OTHER	\$4,293,418	\$6,726,500	\$2,433,082	63.8%
CONSTRUCTION PROJECTS ENVIRONMENTAL REVIEW		\$10,000	\$10,000	
MANHOLE RAISING (PAVING PROJECTS)	\$1,630	\$100,000	\$98,370	
ALLOWANCE FOR UNANTICIPATED CAPITAL EXPENDITURES (AC PIPE REPLACEMENT)				
Easement & Stabilization Study - Coyote Hills	\$1,543,963	\$100,000	(\$1,443,963)	
	\$18,483			
TOTAL CAPITAL EXPENDITURES	\$6,094,726	\$8,011,000	\$1,916,274	76.1%
CONTRIBUTIONS TO VEHICLE & EQUIP REPLACEMENT FUND	\$240,000	\$240,000	\$0	
RATE STABILIZATION/BOND RESERVE	\$1,000,000	\$1,000,000	\$0	100%
TOTAL CAPITAL EXP & RESERVE TRANSFERS	\$7,334,726	\$9,251,000	\$1,916,274	79%
RESOURCE RECOVERY				
RECYCLED WATER FACILITY - SHGCC	\$11,662,173	\$17,288,000	\$5,625,827	
RECYCLED WATER FACILITY - SHGCC - Observation & Engineering	\$99,495			
BAYFRONT	\$60,070	\$175,000	\$114,930	
TOTAL RESOURCE RECOVERY	\$11,821,738	\$17,463,000	\$5,641,262	

Schedule of Cash and Investments
Fiscal Year 2018-19
June 30, 2019

DESCRIPTION	PRINCIPAL AMOUNT	ACCRUED INTEREST
Petty Cash	600.00	
NAVIA Commuter Checking Account	1,922.40	
Cash - Bank of the West, Commercial Account	1,009,960.94	
Local Agency Investment Fund (LAIF)	30,468,736.71	207,063.00
Bank of the West Money Market Account	335,969.67	94.16
<u>Bank of the West Reserves Accounts</u>		
Bank of The West -OPERATING RESERVE - Securities	7,016,755.92	38,022.85
Bank of The West -OPERATING RESERVE - Cash	136,897.70	
Bank of The West -EMERGENCY CAP RESERVE - Securities	4,051,425.96	24,809.63
Bank of The West -EMERGENCY CAP RESERVE - Cash	232,451.07	
Bank of The West -CAPITAL PROJ RESERVE - Securities	2,576,704.08	15,734.34
Bank of The West -CAPITAL PROJ RESERVE - Cash	74,310.82	
Bank of The West - RATE STABILIZATION RESERVE - Securities	5,711,274.24	43,970.25
Bank of The West - RATE STABILIZATION RESERVE - Cash	326,735.58	
Bank of The West - RECYCLED WATER CASH FLOW RESERVE - Securities	119,845.20	531.00
Bank of The West - RECYCLED WATER CASH FLOW RESERVE - Cash	103,148.34	
Bank of The West - RECYCLED WATER SRF RESERVE - Sec (Restricted - SHGCC)	766,635.32	4,921.77
Bank of The West - RECYCLED WATER CASH SRF RESERVE - Cash	67,307.69	
Subtotal of Bank of the West Reserve Accounts	20,349,548.91	127,989.84
Total Cash and Investments 06/30/2	52,166,738.63	335,147.00
PARS Irrevocable Trust - To fund OPEB Unfunded Liability as of 06/30/19*	263,040.19	
PARS Irrevocable Trust - To fund the Unfunded Accrued Liability 06/30/19*	1,037,582.79	

* PARS statements are available 45 days after end of reporting period

Note:

The District Manager and Chief Fiscal Officer of West Bay Sanitary District represents that the above investments are in accordance with the West Bay Sanitary District Statement of Investment Policy adopted by the District Board on October 14, 1996, revised annually, last revised July 2016 (Reso #1996).

WEST BAY SANITARY DISTRICT
PARS Post-Employment Benefits Trust

Account Report for the Period
6/1/2019 to 6/30/2019

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

Account Summary

Source	Beginning Balance as of 6/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 6/30/2019
OPEB	\$253,877.13	\$0.00	\$9,215.95	\$52.89	\$0.00	\$0.00	\$263,040.19
PENSION	\$1,001,438.38	\$0.00	\$36,353.04	\$208.63	\$0.00	\$0.00	\$1,037,582.79
Totals	\$1,255,315.51	\$0.00	\$45,568.99	\$261.52	\$0.00	\$0.00	\$1,300,622.98

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	3.63%	2.89%	6.62%	-	-	-	8/31/2016
PENSION	3.63%	2.89%	-	-	-	-	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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: Board of Directors

From: Phil Scott, District Manager

Subject: Consideration to Approve Addendum No. 1 to the Memorandum of Understanding Dated July 17, 2019 Between West Bay Sanitary District and the Sanitary Truck Drivers and Helpers International Brotherhood of Teamsters, Local 350 and Authorize the President of the District Board to Execute Addendum No. 1 to the Memorandum of Understanding

Background

Per the terms of a Memorandum of Understanding (MOU) between the District and Teamsters Local 350, the District has been in negotiations to agree upon an Alternate Staffing program for the following classifications: Field Supervisor, Pipeline Inspection Technician, Rehabilitation Technician, Pump Station Maintenance Mechanic, and Source Control Inspector.

Analysis

The Addendum is attached and presented to the Board for review and approval. The District staff has received agreement and approval from the Union and are ready to begin implementation of the program.

The Alternate Staffing programs for the above mentioned positions were modeled after the Maintenance Worker position already approved in the recent MOU.

Fiscal Impact

Qualifying District Staff will advance within the pay range at an accelerated rate probably resulting in increased costs in the near term. Long term the costs should even out assuming employee retention remains high.

Recommendation

The District Manager recommends adoption of Amendment No. 1 to the MOU, dated July 17, 2019, between West Bay Sanitary District and IBT Local 350 and authorize the District Board President to execute said Addendum.

ADDENDUM ONE TO MEMORANDUM OF UNDERSTANDING
BETWEEN WEST BAY SANITARY DISTRICT AND
SANITARY TRUCK DRIVERS AND HELPERS INTERNATIONAL BROTHERHOOD
OF TEAMSTERS, LOCAL 350 DATED JULY 17, 2019

This Addendum to Memorandum of Understanding to Memorandum of Understanding between West Bay Sanitary District and Sanitary Truck Drivers and Helpers International Brotherhood of Teamsters, Local 350 ("Addendum One") is made this 25th day of September, 2019, (the "Effective Date"), by and between the West Bay Sanitary District ("West Bay") and the Sanitary Truck Drivers and Helpers International Brotherhood of Teamsters, Local 350 (Union) (collectively the "Parties") and provides as follows:

RECITAL

WHEREAS, on or about July 17, 2019 ,West Bay and Union entered into that certain Memorandum of Understanding between West Bay Sanitary District and Sanitary Truck Drivers and Helpers International Brotherhood of Teamsters, Local 350 ("MOU");and

WHEREAS, the MOU establishes the framework for the negotiations between the Parties toward development of an Alternate Staffing Program of classifications of employees hired after July 1, 2012; and

WHEREAS, among other items, the MOU contemplates that the Agreement will provide criteria for Alternate Staffing Programs, for the following classifications in addition to the Maintenance Worker classification already established in the MOU:

- a. Field Supervisor;
- b. Pipeline Inspection Technician;
- c. Rehabilitation Technician ;
- d. Pump Station Maintenance Mechanic;
- e. Source Control Inspector;

WHEREAS, the District and Union have collaborated to establish the criteria for advancement within each classification's salary range through achievement of criteria set forth in the attached documents through the Alternate Staffing Programs herein defined.

NOW THEREFORE, the Parties' respectively hereby agree to the Alternate Staffing Programs herein attached as Amendment No. 1 to the MOU, retroactively effective September 1, 2019.

EXECUTED and effective on the date shown above by duly authorized representatives of the parties.

WEST BAY SANITARY DISTRICT

Fran Dehn
President of the District Board

Date: _____

Approved as to form

Tony Condotti, District Counsel

SANITARY TRUCK DRIVERS AND HELPERS, IBT LOCAL 350

John Bouchard
President, IBT Local 350

Alternate Staffing Program
Field Supervisor
(Approved September xx, 2019)

Within the Field Supervisor classification there will be three sub-classifications (Field Supervisor I, II, and III) within the Field Supervisor classification salary schedule established for employees hired after July 1, 2012.

An employee in the Field Supervisor classification can accelerate advancement through the salary schedule by meeting the following criteria.

Field Supervisor I – Steps A through S (19 steps):

Criteria to advance:

- a) Pass Probation
- b) Perform satisfactory work each year
- c) Maintain CWEA C/S Grade I certificate, Grade II (desirable)
- d) Obtain & maintain Class A driver's license

Field Supervisor II – Steps H through S;

Criteria for entry:

- a) 5 years total experience – with 2.5 years at WBSD
- b) Satisfactory or above performance evaluations
- c) Advanced CWEA certificate such as a Grade II
- d) Active Coaching/Mentoring
- e) Perform and assist with Confined Space Entry Training
- f) Demonstrate Proficiency in five of the ten below:
 - *Power rodding
 - *Electric Snake
 - *Tablet data entry
 - *Combo unit operation
 - *Spill calculation
 - *Bobcat Ops
 - *Backhoe – Rooding and front end bucket operation
 - *Ditch Witch
 - *Dump Truck
 - *CMMS – Computerized Maintenance Management System

Field Supervisor III – Steps N through S;

- a) 5 years total experience – with 3 years at WBSD
- b) Satisfactory or above performance evaluations
- c) Project/Committee/Outreach involvement
- d) Advanced CWEA certificate such as: A) a Grade III in Collection System Maintenance; or B) CWEA CS Grade 2 and; CWEA Grade 1 in ECI, or Mechanical Technician 1 or, Wastewater Treatment Operator Grade I or 16 units of College Courses within the last 24 months: such as Office of Water Program courses or other approved training/courses.
- e) Demonstrate Proficiency in eight of the ten below:
 - *Power rodding
 - *Electric Snake
 - *Tablet data entry
 - *Combo unit operation
 - *Spill calculation
 - *Bobcat Ops

- *Backhoe – Rooding and front end bucket operation
- *Ditch Witch
- *Dump Truck
- *CMMS – Computerized Maintenance Management System

Criteria for advancement beyond 1 step per year at annual performance review:

- a) Perform satisfactory work each year
- b) Maintain Class A driver's license and one of the following
 - Obtain an advanced CWEA certificate – above Field Supervisor III section d).
 - Assist with In-House Safety Training, and/or SOP development, and/or In-House CDL training.
 - Training or College Courses: such as Office of Water Program courses or other approved training/courses

Alternate Staffing Program
Pipeline Inspection Technician
(Approved September xx, 2019)

Within the Pipeline Inspection Technician classification there will be three sub-classifications (Pipeline Inspection Technician I, II, and III) all within the Pipeline Inspection Technician classification salary schedule established for employees hired after July 1, 2012.

An employee in the Pipeline Inspection Technician classification can accelerate advancement through the salary schedule by meeting the following criteria.

Pipeline Inspection Technician I – Steps A through Q:

Criteria to advance:

- a) Pass Probation
- b) Perform satisfactory work each year
- c) Obtain CWEA Collection System Maintenance Grade I certificate (Grade II desirable)
- d) Obtain & maintain Class A driver's license
- e) Obtain NASSCO PACP Certification within 6 months

Pipeline Inspection Technician II – Steps G through Q;

Criteria for entry:

- a) 2 years' experience as a Pipeline Inspection Technician at WBSD
- b) Satisfactory or above performance evaluations
- c) Training or College Courses: such as Office of Water Program courses
- d) Maintain NASSCO PACP Certification
- e) Obtain NASSCO MACP Certification
- f) Demonstrate Proficiency in four of the seven below:
 - *Create and maintain spreadsheets on Excel
 - *Create CMMS Maintenance Reports and Work Orders
 - *Maintain accurate records of work performed.
 - *Tablet data entry
 - *Combo unit operation
 - *Spill calculation
 - *Bobcat Ops

Pipeline Inspection Technician III – Steps M through Q;

Criteria for entry:

- a) 3 years' experience as a Pipeline Inspection Technician at WBSD
- b) Satisfactory or above performance evaluations
- c) Advanced CWEA certificate such as a Grade II in Collection System Maintenance or CWEA CS Grade I and CWEA Grade 1 in ECI, Mech Tech or Wastewater Treatment Operator Grade I.
- d) Maintain NASSCO PACP and MACP Certification
- e) Obtain NASSCO LACP Certification
- f) Ability to Lead a crew when Field Supervisor is not present
- g) Demonstrate Proficiency in six of the seven below:
 - *Create and maintain spreadsheets on Excel
 - *Create CMMS Maintenance Reports and Work Orders
 - *Maintain accurate records of work performed.
 - *Tablet data entry
 - *Combo unit operation
 - *Spill calculation
 - *Bobcat Ops

Criteria for advancement beyond 1 step per year at annual performance review:

- a) Perform satisfactory work each year
- b) Maintain Class A driver's license and one of the following
 - a. Obtain an advanced CWEA certificate – above Pipeline Inspection Technician III section c).
 - b. Assist with In-House Safety Training, and/or SOP development, and/or In-House CDL training.
 - c. Training or College Courses: such as Office of Water Program courses or other approved training/courses

Alternate Staffing Program
Rehabilitation Technician
(Approved September xx, 2019)

Within the Rehabilitation Technician classification there will be three sub-classifications (Rehabilitation Technician I, II, and III) all within the Rehabilitation Technician classification salary schedule established for employees hired after July 1, 2012.

An employee in the Rehabilitation Technician classification can accelerate advancement through the salary schedule by meeting the following criteria.

Rehabilitation Technician I – Steps A through Q:

Criteria to advance:

- a) Pass Probation
- b) Perform satisfactory work each year
- c) Maintain CWEA CS Grade I, Grade II certificate (desirable)
- d) Obtain & maintain Class A driver's license

Rehabilitation Technician II – Steps G through Q;

Criteria for entry:

- a) 2 years' experience as a Rehabilitation Technician at WBSD
- b) Satisfactory or above performance evaluations
- c) Advanced CWEA certificate such as Collection System Maintenance Grade II, or 12 units of College Courses: such as Office of Water Program courses or other approved training/courses
- d) Obtain and Maintain Backhoe Operation training
- e) Demonstrate Proficiency in four of the seven below:
 - * Road and Operate Backhoe frontend and excavator buckets
 - * Create CMMS Maintenance Reports and Work Orders
 - * Maintain accurate records of work performed.
 - * Tablet data entry
 - * Combo unit operation
 - * Dump Truck
 - * Bobcat Ops

Rehabilitation Technician III – Steps M through Q;

Criteria for entry:

- a) 3 years' experience as a Rehabilitation Technician at WBSD
- b) Satisfactory or above performance evaluations
- c) Advanced CWEA certificate such as Collection System Maintenance Grade II.
- d) Obtain Competent Person Certificate
- e) Obtain and Maintain Backhoe Operation training
- f) Ability to Lead a crew when Field Supervisor is not present
- g) Demonstrate Proficiency in six of the seven below:
 - * Road and Operate Backhoe frontend and excavator buckets
 - * Create CMMS Maintenance Reports and Work Orders
 - * Maintain accurate records of work performed.
 - * Tablet data entry
 - * Combo unit operation
 - * Dump Truck
 - * Bobcat Ops

Criteria for advancement beyond 1 step per year at annual performance review:

- a) Perform satisfactory work each year
- b) Maintain Class A driver's license and one of the following:
 - a. Obtain an advanced CWEA certificate – above Rehabilitation Technician III section c).

- b. Assist with In-House Safety Training, and/or SOP development, and/or In-House CDL training.
- c. Training or College Courses: such as Office of Water Program courses or other approved training/courses

Alternate Staffing Program
Pump Station Maintenance Mechanic
(Approved September xx, 2019)

Within the Pump Station Maintenance Mechanic classification there will be three sub-classifications (Pump Station Maintenance Mechanic I, II, II) all within the Pump Station Maintenance Mechanic classification salary schedule established for employees hired after July 1, 2012.

An employee in the Pump Station Maintenance Mechanic classification can accelerate advancement through the salary schedule by meeting the following criteria.

Pump Station Maintenance Mechanic I – Steps A through Q:

Criteria to advance:

- a) Pass Probation
- b) Perform satisfactory work each year
- c) Obtain CWEA Mechanical Technologist I certificate within 2 years
- d) Obtain & maintain Class A driver's license

Pump Station Maintenance Mechanic II – Steps G through Q;

Criteria for entry:

- a) 2 years experience as a Pump Station Maintenance Mechanic at WBSD
- b) Satisfactory or above performance evaluations
- c) Maintain Mechanical Technologist I
- d) Flygt Pump Certification through Flygt School
- e) Perform and assist with Confined Space Entry Training
- f) Demonstrate Proficiency in four of the seven below:
 - *Electrical Diagnostic equipment
 - *Diagnose Mechanical Pump issues
 - *Rebuild Flygt, Grinder, and STEP Pumps
 - *Tablet data entry
 - *Combo unit operation
 - *Spill calculation
 - *Bobcat Ops

Pump Station Maintenance Mechanic III – Steps M through Q;

Criteria for entry:

- a) 3 years experience as a Pump Station Maintenance Mechanic at WBSD
- b) Satisfactory or above performance evaluations
- c) Advanced CWEA certificate such as Mechanical Technologist II
- d) Continue to perform and assist with Confined Space Entry Training
- e) Demonstrate Proficiency in six of the seven below:
 - *Electrical Diagnostic equipment
 - *Diagnose Mechanical Pump issues
 - *Rebuild Flygt, Grinder, and STEP Pumps
 - *Tablet data entry
 - *Combo unit operation
 - *Spill calculation
 - *Bobcat Ops

Criteria for advancement beyond 1 step per year at annual performance review:

- a) Perform satisfactory work each year
- b) Maintain Class A driver's license and one of the following
 - a. Obtain an advanced CWEA certificate – above Pump Station Maintenance Mechanic III section c).
 - b. Assist with In-House Safety Training, and/or SOP development, and/or In-House CDL training.
 - c. Training or College Courses: such as Office of Water Program courses or other approved training/courses

Alternate Staffing Program
Source Control Inspector
(Approved September xx, 2019)

Within the Source Control Inspector classification there will be three sub-classifications; Source Control Inspector I, II, and III within the Source Control Inspector classification salary schedule established for employees hired after July 1, 2012.

An employee in the Source Control Inspector classification can accelerate advancement through the salary schedule by meeting the following criteria:

Source Control Inspector I – Steps A through O (15 steps):

Criteria to advance:

- a) Pass Probation
- b) Perform satisfactory work each year
- c) Obtain & Maintain CWEA ECI Grade 1 certificate within 2 years or CWEA Lab Grade I
- d) Obtain & maintain Class C driver's license

Source Control Inspector II – Steps F through O;

Criteria for entry:

- a) 2 years at WBSD, or 3 years outside agency experience
- b) Satisfactory or above performance evaluations
- c) Maintain ECI Grade I or Lab I
- d) 18 units of College Courses: such as OWP courses or other approved training/courses
- e) Involved in one of the following: Project/Committee/Outreach involvement
- f) Demonstrate Proficiency in two of four below:
 - *Monitoring & Sampling units – (Smart Cover, ADS, Flo-Dar, EC, Samplers)
 - *Plan Reviews
 - *CIWQS Data submittal as Data Submitter
 - *CMMS – Computerized Maintenance Management System

Source Control Inspector III – Steps K through O;

Criteria for entry:

- a) 3 years at WBSD, or 4 years outside agency experience
- b) Satisfactory or above performance evaluations
- c) Maintain ECI Grade I or Lab Grade I, and one of the following: A) obtain ECI Grade II or B) 27 units of CEU's from OWP-CSU Sacramento or 9 College units in Chemistry, Biology, or Environmental Sciences or C) obtain Lab Grade 1
- d) Involved in one of the following: Project/Committee/Outreach involvement
- e) Certified as a Safety Management Specialist – Safety Center
- f) Active Coaching/Mentoring and assist with In-house Safety Training or SOP development
- g) Demonstrate Proficiency in three of four below:
 - *Monitoring & Sampling units – (Smart Cover, ADS, Flo-Dar, EC, Samplers)
 - *Plan Reviews
 - *CIWQS Data submittal as Data Submitter
 - *CMMS – Computerized Maintenance Management System

Criteria for advancement beyond 1 step per year at annual performance review:

- a) Perform satisfactory work each year and one of the following:
 - a. Obtain an advanced CWEA certificate – above Source Control Inspector III section c).
 - b. Assist with In-House Safety Training, and/or SOP development, and/or In-House CDL training.
 - c. Training or College Courses: such as Office of Water Program courses or other approved training/courses
 - d. Obtain or Maintain Class A driver's license

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WEST BAY SANITARY DISTRICT AGENDA ITEM 8

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 9**

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 pertinent items regarding SBWMA business.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: *Board of Directors*

From: *Phil Scott, District Manager*

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 12**

To: *Board of Directors*

From: *Phil Scott, District Manager*

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

As a result of the regular meetings of August 14, 2019 and September 11, 2019, and following negotiations between the District Manager and the Board, the Board has scheduled to consider an adjustment to the District Manager's Employment Agreement. The District's Legal Counsel will present this topic to the Board, following which, the Board may consider reflecting any change and the attached Resolution authorizes the President and Secretary of the District Board to enter into the agreement on behalf of the District.

Attachments: Resolution
Cover Memorandum from Anthony P Condotti, dated September 19, 2019
Amendment One to the DM Employment Agreement



M E M O R A N D U M

TO: Board of Directors, West Bay Sanitary District
FROM: Anthony P. Condotti, District Legal Counsel
DATE: September 20, 2019

RE: Proposed Amendment (2019) to District Manager Employment Agreement

Attached hereto for the Board’s consideration is a proposed Amendment (2019) to the Agreement between the District and District Manager Phil Scott (the “2018 Agreement”). If approved, this Amendment (2019) would modify the terms of the 2018 Agreement in the following particulars:

1. It would amend Paragraph A of Section 2 “Term” to read as follows:
 - “A. Employment pursuant to the terms of this agreement is “at will”. The term of this agreement shall commence effective on the Effective Date, and shall continue through and including June 30, 2020, unless terminated earlier by either party as provided for herein or extended by mutual agreement of the parties.”¹
2. Section 4 “Compensation would be amended to read as follows:

“Section 3: Compensation²

- A. Effective July 1, 2019, Employer agrees to compensate Employee for his services rendered pursuant hereto as follows:
 1. At an annual base salary of two hundred thirty-one thousand five hundred ninety-four dollars (\$231,594), payable in bi-weekly installments.
 2. In addition, Employee shall be eligible for an end-of-year performance payment in an amount up to 20% of Employee’s base salary based on the Board of Directors’ assessment of performance in meeting Employee’s goals and objectives during the prior calendar year, payable on or after January 1, 2020.
- B. The performance payments referenced in sub-paragraph A, above, shall not be considered toward the amount of Employee’s compensation for purposes of calculating Employee’s retirement compensation through CalPERS.

¹ Changing the expiration date of the term of employment by one year, from June 30, 2021.

² Increasing annual base salary for the period commencing July 1, 2019 by 1.5%, and deleting provision for annual base salary commencing July 1, 2020.

District Manager Employment Agreement - Amendment

September 20, 2019

Page 2 of 2

- C. The District will match on a 1:1 ratio contribution up to two percent (2%) of Mr. Scott's annual salary into a qualified Section 457 plan or 401 (a) plan."

The proposed Amendment presented here is responsive to direction given by the Board of Directors at its September 11, 2019 meeting.

Sincerely,

/s/

Anthony P. Condotti

cc: Phil Scott, District Manager

RESOLUTION NO. ____ (2019)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 25th day of September 2019, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

**Amendment One to Employment Agreement
Between the West Bay Sanitary District
and
Phil Scott (District Manager)**

This AMENDMENT ONE (“Amendment One”) amends that certain Employment Agreement Between the West Bay Sanitary District And Phil Scott (District Manager) effective July 1, 2018 (the “2018 Agreement”), and is made and entered into this 25th day of September, 2019 (the “Effective Date”) as follows:

The 2018 Agreement is hereby amended as follows:

1. Paragraph A of Section 2 “Term” is hereby amended to read as follows:

“A. Employment pursuant to the terms of this agreement is “at will”. The term of this agreement shall commence effective on the Effective Date, and shall continue through and including June 30, 2020, unless terminated earlier by either party as provided for herein or extended by mutual agreement of the parties.”

2. Section 4 “Compensation is hereby amended to read as follows:

“Section 3: Compensation

A. Effective July 1, 2019, Employer agrees to compensate Employee for his services rendered pursuant hereto as follows:

1. At an annual base salary of two hundred thirty-one thousand five hundred ninety-four dollars (\$231,594), payable in bi-weekly installments.

2. In addition, Employee shall be eligible for an end-of-year performance payment in an amount up to 20% of Employee’s base salary based on the Board of Directors’ assessment of performance in meeting Employee’s goals and objectives during the prior calendar year, payable on or after January 1, 2020.

B. The performance payments referenced in sub-paragraph A, above, shall not be considered toward the amount of Employee’s compensation for purposes of calculating Employee’s retirement compensation through CalPERS.

C. The District will match on a 1:1 ratio contribution up to two percent (2%) of Mr. Scott’s annual salary into a qualified Section 457 plan or 401 (a) plan.”

3. Except as expressly modified by this Amendment, all remaining terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, West Bay Sanitary District, has caused this agreement to be signed and executed in its behalf by its Board president, and duly attested by its Secretary, and the Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

EMPLOYEE

Dated: _____
_____ PHIL SCOTT

EMPLOYER

WEST BAY SANITARY DISTRICT

Dated: _____ By: _____
FRAN DEHN
Board President

Attest:

Secretary

Approved as to form:

By: _____
Anthony P. Condotti
District Counsel