

1902 - Serving Our Community for over 115 Years - 2020

**WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, APRIL 22, 2020 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025**

Board Members

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

District Manager

Phil Scott

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

Pursuant to Governor Newsom's Executive Order N-29-20, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate telephonically only, and may submit comments in advance by email addressed to treese@westbaysanitary.org by 4:00 p.m. on Wednesday, April 22nd.

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at: <https://zoom.us/j/91800180827?pwd=ZUINMjJjdTI4WndFNDdRempxVVU2QT09>

Meeting ID: 918 0018 0827 Password: 466430

Or by phone, call: 1-669-900-6833 Meeting ID: 918 0018 0827 Password: 466430

Following receipt of public comment and open session items, the Board will adjourn to closed session. Reportable action, if any, will be available upon inquiry within twenty-four (24) hours.

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

1. Call to Order and Roll Call
2. Communications from the Public
3. Public Hearing: Consideration of Proposed Increase in Sewer Service Charges for Fiscal Year 2020/21 Pg. 3-1
4. Consideration of a General Regulation Amending the Code of General Regulations and Establishing Sewer Service Charges for Fiscal Year 2020/21 Pg. 4-1
5. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Sick (20 Navajo Place, Portola Valley) Pg. 5-1
6. Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Sick (20 Navajo Place, Portola Valley) Pg. 6-1
7. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 20 Navajo Place, Portola Valley (077-300-070), Lands of Sick Pg. 7-1
8. District Manager's Report Pg. 8-1

9. Consent Calendar
Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.
 - A. Approval of Minutes for Regular meeting April 8, 2020 Pg. 9A-1
 - B. Approval of Minutes for Special Meeting April 15, 2020 Pg. 9B-1
 - C. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for April 22, 2020 Pg. 9C-1
 - D. Consideration of Authorizing the District Manager to Consent to the Abandonment of Public Utility Easement at 100 Terminal Avenue, Menlo Park Pg. 9D-1
 - E. Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 3/31/20 Pg. 9E-1
 - F. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 20 Navajo Pl, Portola Valley Pg. 9F-1
10. Consideration to Approve Bid for Diesel Tank Replacement Project Pg. 10-1
11. CIP Budget Status Report Pg. 11-1
12. Consideration of Revising Electronic Board Packet Guidelines Pg. 12-1
13. Update report on District's Corona Virus Response Pg. 13-1
14. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Project Status Pg. 14-1
15. Report & Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 15-1
16. Report & Discussion on Silicon Valley Clean Water (SVCW), Discussion on SVCW CIP Program and Financing Pg. 16-1
17. Closed Session:
 - A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Legal Counsel
Unrepresented Employee: District Manager
 - B. PUBLIC EMPLOYMENT
(Pursuant to Cal. Govt. Code §54957)
Title: District Manager Recruitment
 - C. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Chan, Moreno, Vestnys, Pebbles v. WBSD – San Mateo County Court Case No. 19CIV07567
 - D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))
Name of Case: 1740 Oak Avenue, LP v. West Bay Sanitary District, et al. – SMSCS Case No. 18CIV02183
18. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
19. Adjournment

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 3

To: *Board of Directors*

From: *Phil Scott, District Manager*
Sergio Ramirez, Operations Superintendent

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

Background

In August of 2019 the District contracted with HF&H Consultants to prepare an updated FY 2020-21 sewer rate study and sewer rate model that would serve to amend the existing financial plan completed by HF&H which was included in the 2011 Master Plan.

The updated sewer rate study and model contains a 5-year revenue requirement projection from which future rate increases are anticipated to be adopted in compliance with Proposition 218, though each year's rate increase may be adopted separately. In addition to updating and presenting the sewer rate study and model to staff and the District Board, the Consultant has prepared a final project report, has assisted with a rate study workshop, and has assisted with the preparation of the notice in accordance with Proposition 218 legislation, and will assist with the public hearing(s).

A Sewer Rate Study Workshop was held on January 22, 2020 in which preliminary information regarding anticipated rate adjustments, options for alternate rate structures, biochemical and suspended solids loading charges, and cost of service analysis were discussed. The Board directed HF&H to complete the Sewer Rate Study for the FY 2020-21 and present the findings in a final draft report. On February 12, 2020 the Board was presented with the Final Draft Sewer Rate Study report for review.

Analysis

The Sewer Rate Study took into consideration updated data on cash flow, revenues, anticipated Capital Improvement Plan projects, District O&M expenses, changes in expenses related to labor negotiations, SVCW (Silicon Valley Clean Water) debt service, SVCW O&M expenses, and SVCW cost allocations. Per Board direction at the February 12 meeting the rate study was modified to include the addition of 250 Equivalent Dwelling Units (EDUs) per year, HF&H inputted the data and have now returned with a Final rate model which predicts rate increases for residential in the order of 4.0% in 2020-21 and lesser increase in the years thereafter. Three years ago, the rate study included a Cost of Service Analysis and the report recommended that the

Non-Residential rates increase for each of the loading factors, Bio-Chemical Oxygen Demand and Total Suspended Solids. To soften the impact, these increases were phased in over approximately three years.

This year the District reviewed the current cost of service for the Onsite Wastewater Disposal Zone customers. Approximately 79 homes in the Portola Valley area (located within the On-Site Wastewater Disposal Zone) pay higher charges for the maintenance of the STEP or Grinder Sewer Collection Systems that they require. The District currently charges an additional \$320 annually to maintain these collection systems. However, the current cost of service per account exceeds the current charge by \$619. To realign charges with the cost of service, charges for the maintenance of the STEP/Grinder Sewer Collection Systems are proposed to increase annually over the next five fiscal years. For fiscal year 2020/21, the proposed STEP/Grinder Sewer Collection System charge is \$470, an increase of \$150.

Following considerable Board discussion at the January 22nd Board meeting, over the proposed rate increase, and the effects on the cash flow in the months of July through November, when the District receives no tax roll revenue, the Board gave direction to consider the above recommended approach to future sewer service charges, allowing that continued annual rate studies will need to be conducted to adjust to changes in the economic environment.

The Sewer Rate Study includes a model designed to meet revenue requirements, ensure a high coverage ratio for debt expense in order to continue to obtain favorable bond rates, and preserve target reserve balances as desired by the Board. HF&H and Staff worked hard to design a model that would meet the above criteria and result in the lowest cumulative increase of any rate scenario over the five-year horizon.

The forecast increases are slightly lower than last year's projections for FY2020-21. Of the overall 4% rate increase in FY 2020-21, approximately 2.5% is attributable to increases in SVCW's projected costs over the next five fiscal years and 1.5% is attributable to increases in the District's local operations and capital expenses over the next five fiscal years. The increases attributable to SVCW are due to increased debt service expense for the SVCW treatment plant Capital Improvement Plan. The treatment plant is in the midst of implementing a Capital Improvement Plan that includes projects to replace agency pump stations, force mains, and plant infrastructure, which were deferred for many years.

Included in the FY 2020-21 rate adjustments is the expense of meeting the District's share of debt service on approximately \$256 million in bonds and SRF loans to fund the SVCW's Capital Improvement Program. The District anticipates the estimated total for the SVCW Capital Improvement Program to exceed \$636 million over the next 7 years. The District's debt service expense will eventually exceed \$11 million per year to fund the expense of debt service in order to finance the SVCW Capital Improvement Program.

Due to frugal management practices, and only small increases in labor costs, there is very little increase projected in the District's own O&M expenses. However, significant factors in the proposed increase in rates are a result of increases in the following areas:

- SVCW debt service for scheduled capital improvement projects
- SVCW O&M costs
- Necessary increases in operating reserves to match 5 months of operating expenses.
- Annual Contributions of \$1.5M to the Rate Stabilization Reserve to pay down debt service once a significant amount of reserves are accumulated.
- Meeting all target operating, capital, and emergency reserves by FY 2024-25
- Fully funding PERS Unfunded liability by FY 2024-25

Redwood City is expected to increase their sewer service charges by 3% to 5% for FY20-21, to meet their SVCW related debt service and operating revenue requirement. The City of San Carlos has a residential sewer service charge of \$1,227.93 for FY19-20 and they have not determined what increase will be adopted in FY20-21. A 4% increase in West Bay Sanitary District's sewer service charge would bring the monthly rate to the current San Carlos level and in line with the rates of our JPA partners.

Several budgetary items have shown change since last year's rate study update:

- SVCW issued a total of \$140M with \$48M allocable to West Bay Sanitary District of which \$35M is allocable for the SVCW RESCUE Capital Projects. The remaining \$13M allocable to West Bay was paid from cash reserves and maturities from invested reserves in 2019. The District is now including replenishment of those reserves in the rate study projections.
- West Bay may further decrease the impact of these bonds by using the Rate Stabilization reserve to buy down future debt in 2025 or later.
- Negotiated MOU salary increases of 4% per year.
- The District is adding a Wastewater Operator/Supervisor position in the newly reorganized Water Quality Department whose salary will be partially offset by the O&M fees related to the Recycled Water Facility.

These changes in West Bay's overall economic picture translated to a needed residential rate increase in the order of 4% for FY2020/21 based on SVCW plant improvement projections and the District's CIP plans.

The attached Final Sewer Rate Study report incorporates the Board comments from the Sewer Rate Study workshop and is presented for the Board's consideration to adopt sewer service charges in accordance with Proposition 218 requirements.

Fiscal Impact

A 4% increase in residential sewer service charges will result in annual sewer service rates for a single family home increasing from \$1,177 to \$1,224 per year. For homes (approximately 79 homes) within the OWDZ (Onsite Wastewater Disposal Zone), primarily in Portola Valley, the anticipated sewer service charge will increase from \$1,497 to \$1,694 per household. Overall, this equates to an increase in revenues of approximately \$1.2M per year.

Recommendation

In the event that less than fifty percent of the District's ratepayers appear at the Public Hearing to protest the proposed rate increase, the District Manager recommends the Board close the Public Hearing following public comment.

Attachments:

Final Sewer Rate Study by HF&H Consultants dated March 3, 2020
Sample 218 Notice of Public Hearing Mailer

Note: Public Letters of Protest, if any, will be available at the Board meeting



WEST BAY SANITARY DISTRICT FY 2020-21 SEWER RATE STUDY



March 3, 2020 - Final Report



HF&H Consultants, LLC
3-5

West Bay Sanitary District

500 Laurel Street
Menlo Park, CA 94025



Sewer Rate Study

March 3, 2020
Final Report

HF&H Consultants, LLC

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Walnut Creek, CA 94596



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March 3, 2020

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

Subject: FY 2020-21 Sewer Rate Study – Final Report

Dear Mr. Scott:

HF&H Consultants (HF&H) is pleased to submit this final report to update the West Bay Sanitary District's (District's) FY 2020-21 sewer rates. The report summarizes the analysis that was conducted to develop the recommended rates. The analysis updates last year's projections to reflect the District's and Silicon Valley Clean Water's (SVCW) current operating and capital costs.

The overall increase in revenue will allow the District to:

- Fund inflationary increases in existing staff and sewer collection system operating and maintenance costs;
- Fund an additional Operator III in FY 2020-21 (whose costs will be split 50/50 with Sharon Heights) and an additional full-time Pump Mechanic in FY 2022-23 to support operations due to growth and additional treatment operations;
- Fund \$5.9 million in annual capital projects for the District-maintained collection system;
- Fully-fund the District's share of SVCW's projected operating and capital costs to operate the wastewater treatment plant which grows from \$13.3 million to \$18.7 million over the five-year study period;
- By FY 2024-25, fully fund a reserve for the District's OPEB/PERS unfunded liability obligation, estimated to be approximately \$5.8 million;
- By FY 2024-25, reach the targeted levels of the District's operating, capital, rate stabilization, and emergency reserve balances; and,
- Adapt to large, expected increases in SVCW debt service in subsequent years beyond FY 2024-25 without resorting to sharp increases in rates.
- Transfer \$2.6 million from Recycled Water Fund to help minimize annual rate increases and maintain positive cash flow.



* * * * *

A copy of the rate model is included in the appendix.

Very truly yours,
HF&H CONSULTANTS, LLC

John W. Farnkopf, P.E.
Senior Vice President

Richard J. Simonson, CMC
Vice President

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ACRONYMS

FY	Fiscal Year
CCF or HCF	Hundred cubic feet of metered water sold; 748 gallons; a cube of water 4.6 feet on edge
BOD	Biochemical Oxygen Demand
COS	Cost of Service
EDU	Equivalent Dwelling Unit
FTE	Full-Time Equivalent
GPD	Gallons per Day
I&I	Inflow & Infiltration
MGL	Milligrams per Liter
O&M	Operations and Maintenance
PAYGo	Pay-As-You-Go, in reference to funding capital improvements from cash rather than from borrowed sources of revenue
SHGCC	Sharon Heights Golf & Country Club
SLAC	Stanford Linear Accelerator Center
SVCW	Silicon Valley Clean Water, a Joint Powers Authority that is responsible for regional conveyance and wastewater treatment for West Bay Sanitary District and the cities of Redwood City, San Carlos and Belmont.
STEP	Septic Tank Effluent Pumping systems
TSS	Total Suspended Solids

ACKNOWLEDGEMENTS

District Board

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

District Staff

Phil Scott, District Manager
Donald Sturman, Finance Manager
Sergio Ramirez, Operations Superintendent

HF&H Consultants, LLC

John Farnkopf, Sr. Vice President
Rick Simonson, Vice President
Gabe Sasser, Associate Analyst



Sewer Rate Study

1. BACKGROUND AND SUMMARY

1.1. Background

The District provides wastewater collection and conveyance services to approximately 32,000 residential, commercial, and industrial equivalent dwelling units (EDU) through a system of pipelines and pump stations that transport their wastewater to the Silicon Valley Clean Water (SVCW) facility for treatment and discharge into San Francisco Bay. SVCW is a Joint Powers Authority (JPA) that provides wastewater treatment services to the Cities of Redwood City, San Carlos, and Belmont as well as the District.

The District owns and operates wastewater collection system facilities serving portions of Menlo Park, Atherton, and Portola Valley. Wastewater from these communities is treated at the SVCW treatment plant, the cost for which is billed to the District and included in the District's sewer service charges. In addition, the District maintains the wastewater collection system operations for the Towns of Los Altos Hills and Woodside under service contracts. Wastewater from these communities is treated at the Palo Alto Regional Water Quality Control plant. Under the services contracts, the District is fully compensated by the towns. The towns are responsible for setting rates for their customers, which will cover the District's cost as well as the cost of treatment.

1.2. Five-Year Financial Plan

This report presents a financial plan for the District that incorporates the capital improvements identified in the District's Master Plan, as well as the latest available projections provided by SVCW in their January 2020 Long Range Financial Plan. The District's five-year financial plan comprises:

- Projected District operating and capital expenses to maintain the collection system;
- Projected SVCW operating and capital expenses to maintain and upgrade the sewer treatment plant;
- Projected reserve balances and targets;
- Projected revenues from the District's current and proposed sewer service charges; and,
- Projected growth within the District.

The results of the financial plan indicate the annual increases in sewer service charges that are projected to fund the District's expenses and maintain adequate reserves. Detailed spreadsheets comprising the five-year financial plan are included in Appendix A.

1.3 Recent Rate Increases

During the last five years, the District’s residential sewer service charges have increased as shown in **Figure 1-1**.

Figure 1-1. Recent Rates and Rate Increases

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Residential Sewer Service Charge	\$974	\$1,031	\$1,072	\$1,126	\$1,177
Annual Increase - \$ per Year		\$57	\$41	\$54	\$51
Percentage Increase		5.9%	4.0%	5.0%	4.5%

The increases during this period were primarily attributable to SVCW’s increasing debt service allocation to the District to fund treatment plant upgrades and, secondarily, to increases in the District’s reserves that was necessitated to bring them to the target levels.

1.4. Current Sewer Rates

The District charges sewer customers annually on the tax rolls, which is a common practice for billing for sewer service. Billing on the tax rolls is less expensive than it would be if the District issued its own bills while allowing the County to easily levy liens for nonpayment. Even though the District bills through the tax rolls, its sewer service charges are not a tax or assessment. Unlike taxes or assessments, which are based on land-related characteristics such as assessed value or parcel size, the District’s sewer charges are a form of service fee or charge that is proportionate to the cost of providing sewer service.

Residential customers are charged per dwelling unit. In addition, approximately 79 homes in the Portola Valley area (located within the On-Site Wastewater Disposal Zone) pay higher charges (currently \$320 per year) for the maintenance of the Septic Tank Effluent Pump (STEP) system or Grinder Sewer Collection Systems that they require.

Commercial customers pay charges based on their metered water use from the prior calendar year (measured in CCF or hundred cubic feet). Each non-residential charge is the product of the customer’s flow multiplied by the rate corresponding to the customer’s class.

Industrial customers are billed based on each customer’s annual flow and the strength of the customer’s wastewater based on sampling data.

Current rates for FY 2019-20 were adopted by the Board in May 2019, as follows:

Figure 1-2. Current Rates

	Current FY 2019-20
<u>Residential (charge per DU)</u>	
Single Family, Multi Family	\$1,177
On-site Wastewater Disposal Zone	\$1,497
<u>Commercial (charge per CCF)</u>	
Retail/Commercial	\$9.48
Institution/Public	\$8.89
Restaurants/Bakeries	\$19.98
Supermarkets with Grinders	\$20.20
Hospitals	\$9.81
Hotels with Dining Facilities	\$16.13
<u>Industrial (measured)</u>	
Flow Rate Charge per CCF	\$7.00
BOD Rate Charge per pound	\$1.23
TSS Rate Charge per pound	\$1.41

1.5. Findings and Recommendations

1.5.1 Projected Rate Increases During Five-Year Planning Period

Figure 1-3 indicates the annual revenue increases projected for the five-year planning period, beginning with FY 2020-21. The increases indicated below reflect updated assumptions and currently available information. Annual revenues are projected to increase by more than the recommended rate increases due to growth in the number of dwelling units. The five-year financial plan assumes 250 new dwelling units each year. Note: due to the District billing on the tax roll, the projected annual revenue increases reflect a one-year delay in the realization of the revenue from growth. For example, the growth which occurs in FY 2020-21 will first appear on the tax rolls in FY 2021-22.

Figure 1-3. Projected Rate and Revenue Increases

Fiscal Year	Projected Rate Increase	Projected Revenue Increase
2020-21	4%	4%
2021-22	3%	4%
2022-23	3%	4%
2023-24	2%	3%
2024-25	2%	3%

1.5.2 Recommended Rates for FY 2020-21

The following figure shows the current FY 2019-20 rates and the proposed FY 2020-21 rates, which reflect a 4% across-the-board increase to all customer classes. In addition, we are recommending an additional \$150 increase to those customers within the On-Site Wastewater Disposal Zone for the increases in costs to maintain the STEP or Grinder Sewer Collection Systems that they require¹.

Figure 1-4. Current and Proposed FY 2020-21 Rates

	Current FY 2019-20	Proposed FY 2020-21	\$ Chg	% Chg
<u>Residential (charge per DU per year)</u>				
Single Family, Multi Family	\$1,177	\$1,224	\$47	4.0%
On-site Wastewater Disposal Zone ¹	\$1,497	\$1,694	\$197	13.2%
<u>Commercial (charge per CCF)</u>				
Retail/Commercial	\$9.48	\$9.86	\$0.38	4.0%
Institution/Public	\$8.89	\$9.24	\$0.36	4.0%
Restaurants/Bakeries	\$19.98	\$20.78	\$0.80	4.0%
Supermarkets with Grinders	\$20.20	\$21.01	\$0.81	4.0%
Hospitals	\$9.81	\$10.20	\$0.39	4.0%
Hotels with Dining Facilities	\$16.13	\$16.78	\$0.65	4.0%
<u>Industrial (measured)</u>				
Flow Rate Charge per CCF	\$7.00	\$7.28	\$0.28	4.0%
BOD Rate Charge per pound	\$1.23	\$1.28	\$0.05	4.0%
TSS Rate Charge per pound	\$1.41	\$1.46	\$0.06	4.0%

¹ Section 3 of this report provides details of the larger percentage increase recommended for those customers within the On-site Wastewater Disposal Zone

2. REVENUE REQUIREMENT PROJECTIONS

A spreadsheet model was developed to derive revenue requirements for a five-year planning period, FY 2020-21 through FY 2024-25. The revenue requirements represent the costs that must be covered by revenue from rates and other sources. The District’s Operations & Maintenance (O&M) budget for FY 2019-20 served as the starting point for projecting the District’s expenses and revenues. The 2020 Long Range Financial Plan produced by SVCW was used to project all future SVCW expenses. The escalation factors summarized in **Figure 2-1** were incorporated in the model for projecting expenses and revenues.

Figure 2-1. Key Modeling Assumptions

Assumptions	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
(1) General Inflation	Per Budget	3.0%	3.0%	3.0%	3.0%	3.0%
(2) Utilities	Per Budget	5.0%	5.0%	5.0%	5.0%	5.0%
(3) Salaries & Benefits	Per Budget	4.0%	4.0%	4.0%	4.0%	4.0%
(4) PERS Unfunded Accrued Liability	Per Budget	12.4%	13.4%	15.0%	9.9%	10.0%
(5) SVCW O&M Expenses Increase %	Per Budget	2.1%	0.7%	-0.1%	2.9%	2.9%
(6) Interest on Earnings	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
(7) Misc	Per Budget	1.0%	1.0%	1.0%	1.0%	1.0%
(8) Los Altos Hills, Woodside Revenue Change	Per Budget	3.0%	3.0%	3.0%	3.0%	3.0%
(9) Construction Cost Inflation	Per Budget	3.0%	3.0%	3.0%	3.0%	3.0%
(10) Increase in Annual Residential Customers	Per District	250	250	250	250	250
(11) Number of Total Customer Accounts	Per District	19,000	19,250	19,500	19,750	20,000
(12) Annual Percentage in Account Growth	Per District	1.3%	1.3%	1.3%	1.3%	1.3%
(13) Annual Increase in Salaries for OT due to Growth	Per District	0.5%	0.5%	0.5%	0.5%	0.5%

The application of these assumptions to the O&M and capital expenses is described below and summarized in **Figure 2-2** and **Figure 2-3**.

2.1. District O&M Expenses

The District’s net O&M expenses (summarized by category in **Figure 2-2**) are projected to increase from approximately \$8.1 million to \$11.1 million over the five-year planning period. The District’s expenses are increasing more rapidly than the rate of inflation due to future staffing level additions, the end of approximately \$400,000 in annual non-operating revenue from the flow equalization cost sharing agreement (eff. FY 2024-25), and increases in operating expenses due to a growing customer base. With the regional focus on residential development, the District projects an annual increase of 250 accounts per year, with a total of 1,250 accounts added by the end of the planning period.

Figure 2-2. District O&M Expense Summary

	Current Year	Five-Year Planning Period				
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Salaries	\$3,638,882	\$3,915,094	\$4,240,672	\$4,424,127	\$4,621,812	\$4,828,337
Benefits	\$2,609,186	\$2,713,553	\$2,822,096	\$2,934,979	\$3,052,379	\$3,174,474
PERS Unfunded Accrued Liability	\$346,648	\$389,500	\$441,800	\$508,070	\$558,562	\$614,418
Contractual/Professional Services	\$1,008,720	\$1,052,254	\$1,097,487	\$1,144,482	\$1,193,304	\$1,244,019
Other O&M	\$1,488,255	\$1,624,831	\$1,624,166	\$1,766,375	\$1,771,579	\$1,919,901
Non-Operating Revenue	(\$958,177)	(\$981,782)	(\$1,006,043)	(\$1,030,980)	(\$1,056,613)	(\$675,896)
Net District Operating Costs	\$8,133,514	\$8,713,451	\$9,220,178	\$9,747,054	\$10,141,022	\$11,105,253
		7.1%	5.8%	5.7%	4.0%	9.5%

2.2. District Capital Expenses

The District’s capital expenses are summarized by category in **Figure 2-3**. The District’s annual budgeted capital expenditures range from a low of \$3.9 million (in FY 2023-24) to \$7.2 million (in FY 2020-21), during the five-year planning period. On average, the District expects to spend approximately \$5.9 million annually on these projects (during the five-year planning period FY 2020-21 to FY 2024-25).

Figure 2-3. CIP Summary

	Current Year	Five-Year Planning Period				
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Administration	\$275,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Collection Facilities	\$2,662,050	\$1,509,500	\$1,509,500	\$509,500	\$509,500	\$509,500
Underground Pipes/subsurface	\$3,727,000	\$5,599,080	\$5,596,248	\$7,321,271	\$4,502,035	\$6,373,109
Construction Proj. Environ Review	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Manhole Raising	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Allow. For Unanticipated Cap Exp	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Vehicles and Equipment	\$350,000	\$247,200	\$254,616	\$262,254	\$270,122	\$278,226
Subtotal Capital Expenses	\$7,224,050	\$7,690,780	\$6,470,364	\$7,203,025	\$4,391,657	\$6,270,835
Less: Connection Fee Revenue	(\$500,000)	(\$500,000)	(\$1,725,000)	(\$1,725,000)	(\$1,725,000)	(\$1,725,000)
Net Capital Expenses	\$6,724,050	\$7,190,780	\$5,970,364	\$6,703,025	\$3,891,657	\$5,770,835
		7%	-17%	12%	-42%	48%

The District plans to fund these capital improvements from connection fee revenue and sewer service charge revenue on a pay-as-you-go (PAYGo) basis without issuing debt, which continues the District’s historical practice.

2.3. District Reserves

In addition to covering annual expenses, sewer service charges need to generate revenue to maintain adequate operations and capital reserves. To determine what constitutes adequate reserve amounts, the reserve balance was subdivided into Operations, Capital, Rate Stabilization, Recycled Water Project, Emergency Reserves, and an OPEB/PERS

Retirement Liability Reserve Fund. In this way, it is possible to set recommended target balances for each purpose.

2.3.1. Operations Reserve Minimum Balance

The Operations Reserve provides working capital for monthly O&M expenses. There is a nine-month lag between sewer service charge payments from the County tax assessor; therefore, the minimum Operations Reserve balance is set equal to five months of O&M expenses to provide adequate cash flow. If this minimum balance is maintained, the District should be able to fund its monthly operations cash flow over this extended period without relying on the Capital Reserve for a short-term loan. Maintaining the minimum balance for the Operations Reserve is recommended as the highest priority for the District's three reserves.

2.3.2. Emergency Reserve Target Balance

The target balances for the Operations and Capital Reserves are sufficient to provide working capital on an ongoing basis, but do not provide for unforeseen contingencies such as emergencies. Should an emergency strike (e.g., earthquake), the District cannot suddenly raise rates to generate additional funds due to state law requirements for such rate increases (e.g., Proposition 218). Moreover, the District bills annually on the tax rolls. Therefore, the District has set a target for the Emergency Reserve of \$5.0 million. With such a reserve, the District would have funds on hand to take immediate remedial steps without waiting to procure a loan or issue bonds.

Maintaining the target balance for the Emergency Reserve is recommended as the second highest priority after meeting the minimum balance for the Operations Reserve. The Emergency Reserve can be used for funding capital projects at times when the Capital Reserve is not fully funded.

2.3.3. Capital Reserve Target Balance

The Capital Reserve provides liquidity to fund construction for projects that are funded on a PAYGo basis (as opposed to those that are funded from debt). With adequate capital reserves, the District is able to pay contractors without encroaching on the Operations or Emergency Reserves. Historically, the initial target reserve balance was \$3.5 million. However, construction cost escalation, averaging 15% annually over the last four years, has raised the costs to perform capital improvements. Rising costs correlate to increases in replacement of underground pipelines, as evidenced in **Figure 2-3**. In light of rising costs, the Board revised the target balance to \$6.0 million. Maintaining the target balance for the Capital Reserve is recommended after meeting the minimum balances for the Operations and Emergency Reserves.

2.3.4. Rate Stabilization Reserve Fund

The Board established a rate stabilization fund to allow a margin of safety for the uncertainty of the timing and amount of SVCW capital expenditures to upgrade the

wastewater treatment facility (as discussed in **Section 2.4** below). The funds could be used to minimize future rates increases and/or to reduce interest expenses by buying down the amount of debt to be issued by SVCW to fund the upgrades. For example, over the last two years the District has utilized this reserve to remove a \$13.0 million debt obligation. The District anticipates future debt obligations and is building this reserve to buy down future debt.

2.3.5. Recycled Water Project Reserve Fund

In late 2016, the Board established an \$8 million reserve fund for future capital expenditures to help reduce potable water use by constructing a satellite recycled water treatment facility at the SHGCC to use recycled water to irrigate the golf course and also to serve water to the Stanford Linear Accelerator Center (SLAC) for irrigation and industrial uses such as for cooling towers. These funds have been set aside to fund design and construction costs that will be incurred prior to receiving funding from the State Water Resources Control Board (SWRCB). The SWRCB has begun remitting payments to the District as construction has neared completion. The District intends to infuse these funds back into operating reserves when necessary for cash-flow purposes.

2.3.6. OPEB/PERS Retirement Liability Reserve Fund

In February 2018, the Board established a reserve fund to help meet the District's unfunded pension liability and deferred outflows/inflows of resources related to pensions and pension expenses. Currently, the District's unfunded liability is estimated at \$5.8 million. As of June 30, 2019, the District's fund balance was \$1,300,623. Going forward, the District plans to continue making transfers of up to \$1 million each year until the estimated \$5.8 million unfunded liability amount is reached. Our analysis shows the full liability of \$5.8 million will be met by the end of June 30, 2025.

2.4. SVCW Expenses

In FY 2020-21, SVCW's treatment charge is 42.6% of the District's total revenue requirement, and is the District's single largest expense, which will increase to 52.3% of the District's total revenue requirement by FY 2024-25. The District's treatment charge is allocated in proportion to the number of its EDUs compared with the other SVCW member agencies, currently 26.84%. As shown in **Figure 2-4**, SVCW's cost has recently increased significantly to fund the debt service on a series of bonds and SRF loans, that has been issued to fund the rehabilitation of its interceptors, pump stations, and wastewater treatment plant.

Figure 2-4. SVCW O&M and Debt Service Revenue Requirement

	Current Year		Projected			
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
SVCW Projected Expenses						
Net Operating Expense	\$6,930,000	\$7,169,265	\$7,311,294	\$7,393,979	\$7,695,926	\$8,004,730
Revenue-Funded Capital (PAYGo)	\$452,073	\$402,600	\$402,600	\$402,600	\$402,600	\$402,600
<u>Debt Service</u>						
Existing Bonds	\$4,904,068	\$4,593,692	\$4,599,521	\$4,588,067	\$4,587,775	\$4,594,502
Existing SRF Loans	\$970,000	\$726,843	\$726,843	\$726,843	\$912,039	\$912,039
New bonds	\$0	\$0	\$1,527,792	\$1,527,792	\$1,800,282	\$1,800,282
New SRF Loans	\$0	\$0	\$0	\$0	\$2,080,997	\$2,080,997
New WIFIA Loan	\$0	\$0	\$0	\$0	\$0	\$0
Debt Reserves	\$282,513	\$402,600	\$536,800	\$671,000	\$805,200	\$939,400
Subtotal SVCW Debt Service	\$6,156,581	\$5,723,135	\$7,390,955	\$7,513,702	\$10,186,293	\$10,327,220
Subtotal, SVCW	\$13,538,654	\$13,295,000	\$15,104,850	\$15,310,281	\$18,284,819	\$18,734,550

2.5. Total Revenue Requirements

The foregoing modeling assumptions lead to the projected revenue requirements shown in Figure 2-5.

Figure 2-5. Projected Revenue Requirements

	Current Year	Five-Year Planning Period				
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
SVCW Operating Expenses	\$7,382,073	\$7,571,865	\$7,713,894	\$7,796,579	\$8,098,526	\$8,407,330
SVCW Debt Service	\$6,156,581	\$5,723,135	\$7,390,955	\$7,513,702	\$10,186,293	\$10,327,220
WBSD Capital Imp. Program	\$5,905,332	\$5,905,332	\$5,905,332	\$5,905,332	\$5,905,332	\$5,905,332
WBSD Operating Expenses	\$8,133,514	\$8,713,451	\$9,220,178	\$9,747,054	\$10,141,022	\$11,105,253
Contribution To/(From) Reserves	\$2,399,039	\$3,273,667	\$2,219,409	\$2,797,891	\$448,354	\$80,098
Total Projected Revenue Req't.	\$29,976,539	\$31,187,450	\$32,449,769	\$33,760,558	\$34,779,528	\$35,825,233

Highlights of the District’s projected revenue requirements are as follows:

- The District will fund an average of \$7.2 million annually in SVCW operating expenses, including PAYGo Capital projects and increased costs due to a growing customer base
- The District will fund an average of \$8.2 million annually in SVCW debt service
- There are 6.4% average annual increases in District O&M costs
- \$5.9 million annually in District PAYGo capital projects
- The District plans to continue making annual transfers to the District’s OPEB/PERS unfunded liability reserve and will meet the full liability amount by FY 2024-25.

- All Operating, Capital, Rate Stabilization, OPEB/PERS, and Emergency reserve levels will be funded to their respective target levels by FY 2024-25.

2.6. Revenue Increases

The District's revenue requirements increase over the next five years. Current rates cannot support the projected revenue requirements shown in **Figure 2-5**. As stated previously, the District projects 1.3% annual growth in customer accounts which will provide an additional \$2.9 million in additional revenue. Revenue derived from growth helps to offset rate increases required to generate additional revenue. As a result, the increases in annual revenue will be greater than the increases in rate revenue. **Figure 2-6** summarizes the annual increase in revenue requirement and the recommended rate revenue increases.

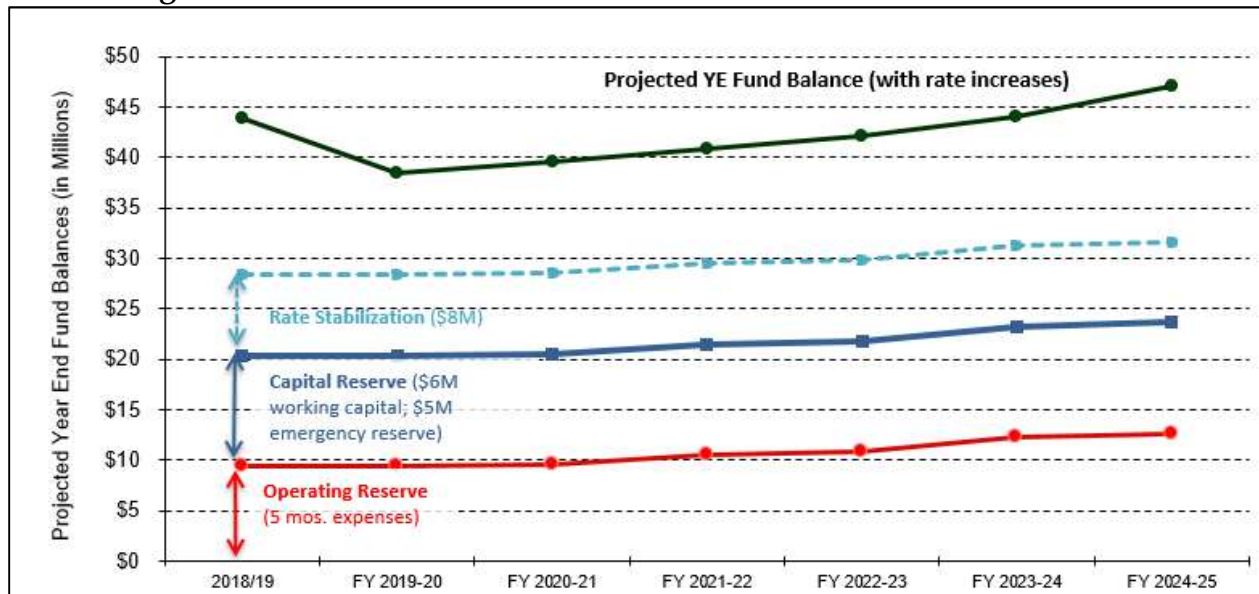
Figure 2-6. Annual Revenue Increases

	Five-Year Planning Period				
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Proposed Rate Revenue Increases	4%	3%	3%	2%	2%
Revenue Increased due to Growth	0%	1%	1%	1%	1%
Annual Revenue Increase	4%	4%	4%	3%	3%

2.7. Fund Balance

Figure 2-7 shows the projected annual fund balances with the rate revenue increases recommended in **Figure 2-6** (solid green line). Although the projections show straight lines between years, the fund balance will be drawn down substantially during each year. In other words, the reserves are actively drawn on at all times during the year but only periodically added to when payments are received from the County. The reserves are not simply accumulated without being used. The recommended revenue increases will maintain a fund balance above the target during the five-year planning period. This strong position will allow the District to adapt to large, expected increases in SVCW debt service in subsequent years beyond FY 2024-25, without resorting to sharp increases in future rates.

Figure 2-7. Fund Balance With and Without Increased Rate Revenue



2.7.1 Minimum Fund Balance

The minimum balance (red line) is the balance that is required to meet the District’s operating expenses during the year. The balance is large because the District bills annually on the tax rolls and receives reimbursement from the County twice each year. As a result, there are several months over which the District must rely heavily on its operating reserve to meet its monthly cash flow requirements. Because of the lag between payments from the County, the minimum Operations Reserve balance is set equal to five months of SVCW and District operating expenses.

2.7.2 Target Fund Balance

The target balance is the sum of the minimum balance for operations (red line) plus an allowance for capital projects (\$6.0 million), emergency capital reserves (\$5.0 million), and rate stabilization reserves (\$8.0 million). The capital allowance provides working capital to maintain sufficient funds in order to pay contractors so that work can proceed without delay. Emergency reserves help manage risks associated with sudden asset failures caused by emergencies such as natural disasters or human error. Emergency reserves are a form of capital reserve that can provide a measure of self-insurance so that immediate funding is available for disaster recovery until loans can be arranged.

In addition, the District has established a rate stabilization reserve to help manage the risk of unexpected costs at the SVCW treatment plant, which is outside the District’s control.

3. PROJECTED RATE INCREASES

Current rates cannot support the projected revenue requirements shown in **Figure 2-5**. The projected rate increases, and corresponding residential sewer service charges, are summarized in **Figure 3-1 (Residential)** and **Figure 3-2 (Commercial and Industrial)**.

Figure 3-1. Projected Rates - Residential

	ADOPTED	Five-Year Planning Period				
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Base Service Charge	\$1,177	\$1,224	\$1,261	\$1,299	\$1,325	\$1,351
<i>Annual Increase in Charge</i>		\$47	\$37	\$38	\$26	\$26
<i>Annual Increase</i>		4.0%	3.0%	3.0%	2.0%	2.0%

Figure 3-2. Projected Rates - Commercial and Industrial

	Adopted	Projected				
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
<i>Annual Increase</i>		4%	3%	3%	2%	2%
Commercial (charge per CCF)						
Retail/Commercial	\$9.48	\$9.86	\$10.15	\$10.46	\$10.67	\$10.88
Institution/Public	\$8.89	\$9.24	\$9.52	\$9.80	\$10.00	\$10.20
Restaurants/Bakeries	\$19.98	\$20.78	\$21.40	\$22.05	\$22.49	\$22.94
Supermarkets with Grinders	\$20.20	\$21.01	\$21.64	\$22.29	\$22.74	\$23.19
Hospitals	\$9.81	\$10.20	\$10.51	\$10.82	\$11.04	\$11.26
Hotels with Dining Facilities	\$16.13	\$16.78	\$17.28	\$17.80	\$18.16	\$18.52
Industrial (measured)						
Flow Rate Charge per CCF	\$7.00	\$7.28	\$7.50	\$7.73	\$7.88	\$8.04
BOD Rate Charge per pound	\$1.23	\$1.28	\$1.32	\$1.36	\$1.39	\$1.41
TSS Rate Charge per pound	\$1.41	\$1.46	\$1.51	\$1.55	\$1.58	\$1.62

3.1. STEP/Grinder Charges

The District has approximately 79 single family residential customers located in the On-Site Wastewater Disposal Zone who require either Septic Tank Effluent Pumping systems (STEP) or Grinder Pumping systems. These customers are currently charged an additional \$320 annually for the services the District provides these customers to service and replace their pumps and appurtenances.

Since FY 2013-14, the Board has elected to increase the STEP/Grinder charges by the same percentage as the sewer service charges in order to continue to recover the majority of the costs associated with providing this service. This year, the District re-examined the service costs specific to these customers and found the revenues collected have not been keeping pace with the annual rate increases. **Figure 3-3** details the current cost to provide STEP/grinder system maintenance for these customers.

Figure 3-3. Annual STEP/Grinder System Costs

Private Pump System Maintenance	Annual Costs
1. Labor Cost	
STEP System Bi-Annual Pump Maint.	\$5,099
STEP System Bi-Annual Pump Maint. - Facility Supv.	\$8,798
Grinder System Bi-Annual Pump Maint.	\$5,099
Grinder System Bi-Annual Pump Maint. - Facility Supv.	\$8,798
STEP pump replacement	\$2,779
Grinder pump replacement	\$4,343
Private pump station repairs	\$4,169
Coordination with phone utility companies	\$1,020
Subtotal Labor Costs	\$40,105
2. Material Costs	
Signa Mechanical Open Purchase Order	\$7,000
Envirozyme - Fog Digester	\$3,000
ISAC Controllers/Modem	\$2,500
Private Pump and Panel Replacement	\$20,000
Subtotal Material Costs	\$32,500
 Total Costs For Private Pump Systems	 \$72,605
 Number of Private Units	 79
Total Cost per Private Pump Site	\$919

As shown in **Figure 3-4**, the current charge of \$320 is insufficient to cover the \$919 annual cost of service per account. Rather than increase the STEP/Grinder charge to meet the cost of service in one year, the increases will be phased in over five fiscal years. This phasing will avoid rate shock and will allow the District to recoup the cost of service by FY 2024-25. **Figure 3-4** calculates the increase for this additional service over the next five years.

Figure 3-4. On-Site Wastewater Disposal Zone Cost of Service

Private Pump System Cost of Service Analysis	
Current Cost per Private Pump Site	(\$919)
Escalated FY 2024-25 cost @ 3%/yr for 5 years	(\$1,065)
Existing Charge per Private Pump Site	\$320
Difference between cost and existing charge	(\$745)
Difference spread over 5 fiscal years for rates	5
Proposed Annual Increase over 5 years	\$150

Figure 3-5 summarizes the proposed annual STEP/Grinder charge over the next five fiscal years, assuming an annual increase of \$150 per account.

Figure 3-5. Projected STEP/Grinder System Cost Increases

	ADOPTED	Five-Year Planning Period				
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Annual STEP/Grinder Charge	\$320	\$470	\$620	\$770	\$920	\$1,070
<i>\$ Increase</i>		\$150	\$150	\$150	\$150	\$150

Figure 3-6 summarizes the total annual charge for those customers with a STEP/Grinder System. Such customers are charge the base service charge and the additional costs to maintain the STEP/Grinder System.

Figure 3-6. Total Projected Annual Charges - Customers with STEP/Grinder Systems

	ADOPTED	Five-Year Planning Period				
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Base Service Charge	\$1,177	\$1,224	\$1,261	\$1,299	\$1,325	\$1,351
Annual STEP/Grinder Charge	\$320	\$470	\$620	\$770	\$920	\$1,070
Annual Bill	\$1,497	\$1,694	\$1,881	\$2,069	\$2,245	\$2,421
<i>\$ Increase</i>		\$197	\$187	\$188	\$176	\$176

3.2. Summary of Proposed Rates for FY 2020-21

Figure 3-7 provides a schedule of proposed FY 2020-21 rates for all customer types, as discussed above.

Figure 3-7. FY 2020-21 Proposed Rates

	Current	FY 2020-21 Proposed		
	FY 2019-20	Rate	\$ Chg	% Chg
Residential (charge per DU per year)				
Single Family, Multi Family	\$1,177	\$1,224	\$47	4.0%
On-site Wastewater Disposal Zone	\$1,497	\$1,694	\$197	13.2%
Commercial (charge per CCF)				
Retail/Commercial	\$9.48	\$9.86	\$0.38	4.0%
Institution/Public	\$8.89	\$9.24	\$0.36	4.0%
Restaurants/Bakeries	\$19.98	\$20.78	\$0.80	4.0%
Supermarkets with Grinders	\$20.20	\$21.01	\$0.81	4.0%
Hospitals	\$9.81	\$10.20	\$0.39	4.0%
Hotels with Dining Facilities	\$16.13	\$16.78	\$0.65	4.0%
Industrial (measured)				
Flow Rate Charge per CCF	\$7.00	\$7.28	\$0.28	4.0%
BOD Rate Charge per pound	\$1.23	\$1.28	\$0.05	4.0%
TSS Rate Charge per pound	\$1.41	\$1.46	\$0.06	4.0%

Revenue increases for subsequent years have been projected in this financial plan and are based on a number of assumptions and information that will require review prior to adopting any future rate increases. **Figure 3-8** summarizes projected rates over the entire five-year financial planning period.

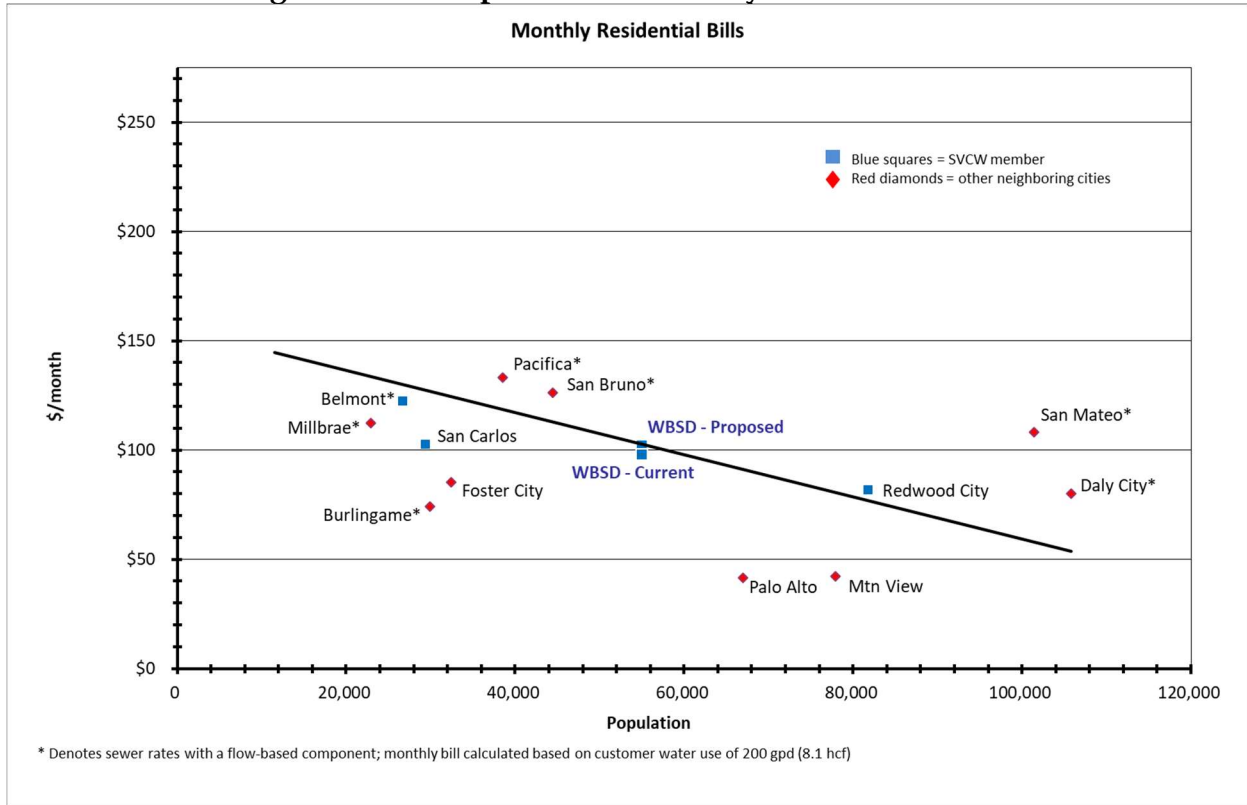
Figure 3-8. Projected Rates (FY 2020-21 through FY 2024-25)

	Adopted	Projected				
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Residential (charge per DU per year)						
Single Family, Multi Family	\$1,177	\$1,224	\$1,261	\$1,299	\$1,325	\$1,351
On-site Wastewater Disposal Zone	\$1,497	\$1,694	\$1,881	\$2,069	\$2,245	\$2,421
Commercial (charge per CCF)						
Retail/Commercial	\$9.48	\$9.86	\$10.15	\$10.46	\$10.67	\$10.88
Institution/Public	\$8.89	\$9.24	\$9.52	\$9.80	\$10.00	\$10.20
Restaurants/Bakeries	\$19.98	\$20.78	\$21.40	\$22.05	\$22.49	\$22.94
Supermarkets with Grinders	\$20.20	\$21.01	\$21.64	\$22.29	\$22.74	\$23.19
Hospitals	\$9.81	\$10.20	\$10.51	\$10.82	\$11.04	\$11.26
Hotels with Dining Facilities	\$16.13	\$16.78	\$17.28	\$17.80	\$18.16	\$18.52
Industrial (measured)						
Flow Rate Charge per CCF	\$7.00	\$7.28	\$7.50	\$7.73	\$7.88	\$8.04
BOD Rate Charge per pound	\$1.23	\$1.28	\$1.32	\$1.36	\$1.39	\$1.41
TSS Rate Charge per pound	\$1.41	\$1.46	\$1.51	\$1.55	\$1.58	\$1.62

3.3. Residential Sewer Charge Comparison

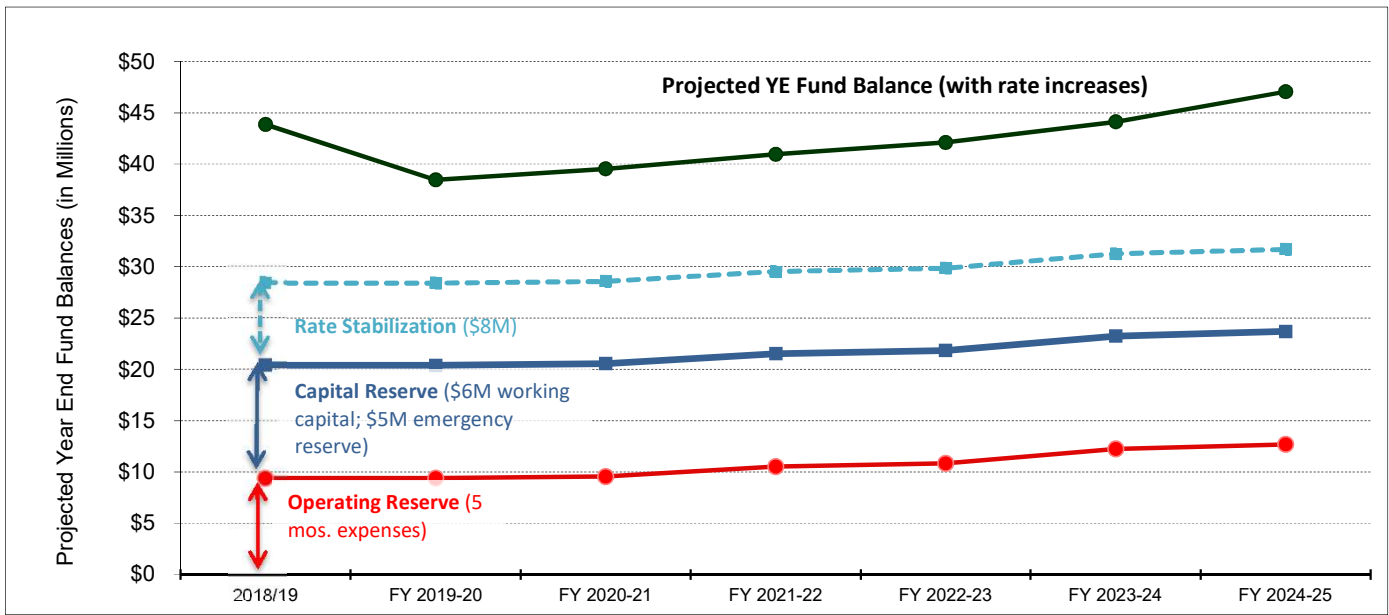
Based on available sources, **Figure 3-9** shows the recent charges for sewer service among various San Mateo and Santa Clara County agencies. Larger agencies tend to have lower rates because they can take advantage of economies of scale and have a larger base of customers over which to distribute fixed costs. **Figure 3-9** shows the District’s current and proposed sewer rates along with the other SVCW member agencies (identified with blue squares in the figure below). It should be noted that the other SVCW member agencies also face similar additional costs. It is expected that these agencies will be required to increase their rates substantially to cover their share of SVCW costs. Even with the projected rate increases, we would not expect the District’s relative position among its neighbors to change significantly.

Figure 3-9. Comparison of Monthly Residential Bills



APPENDIX A. SEWER RATE MODEL

	B	C	D	E	F	G	H	I
1	West Bay Sanitary District							
2	Sewer Rate Study							
3	Table 1A. Summary							
4								
5		Adopted						
6	<i>Fiscal Year:</i>	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Notes
7	Base Service Charges	4.5%	4.0%	3.0%	3.0%	2.0%	2.0%	To Tables 3, 4
8	<i>Cumulative Increase</i>		4.0%	7.1%	10.3%	12.5%	14.8%	
9								
10	\$ Increase		\$47	\$37	\$38	\$26	\$26	
11	Residential Bill (annual)	\$1,177	\$1,224	\$1,261	\$1,299	\$1,325	\$1,351	
12	<i>% incr</i>		4.0%	3.0%	3.0%	2.0%	2.0%	
13								
14	Annual STEP/Grinder Charge	\$320	\$320	\$470	\$620	\$770	\$920	To Table 3
15	Proposed Annual Increases (\$)		\$150	\$150	\$150	\$150	\$150	
16	Total Annual STEP/Grinder Charge	\$320	\$470	\$620	\$770	\$920	\$1,070	
17								
18	Base Service Charge	\$1,177	\$1,224	\$1,261	\$1,299	\$1,325	\$1,351	
19	Total Annual Bill (Base + STEP/Grinder)	\$1,497	\$1,694	\$1,881	\$2,069	\$2,245	\$2,421	
20			13.2%	11.0%	10.0%	8.5%	7.9%	



	A	B	C	D	E	F	G	H	I	J
1	West Bay Sanitary District									
2	Sewer Rate Study									
3	Table 1B. General									
4										
5	List of Model Worksheets									
6	Table 1A. Summary									
7	Table 1B. General									
8	Table 2. Revenue Requirement									
9	Table 3. Revenue Increases									
10	Table 4. Reserves									
11	Table 5. Master Plan Capital Projects									
12	Table 6. WBSD Debt Service Schedule									
13										
14										
15	Assumptions		FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Notes	
17	(1)	General Inflation	Per Budget	3.0%	3.0%	3.0%	3.0%	3.0%	To Table 2	
18	(2)	Utilities	Per Budget	5.0%	5.0%	5.0%	5.0%	5.0%	To Table 2	
19	(3)	Salaries & Benefits	Per Budget	4.0%	4.0%	4.0%	4.0%	4.0%	To Table 2	
20	(4)	PERS Unfunded Accrued Liability	Per Budget	12.4%	13.4%	15.0%	9.9%	10.0%	To Table 2	
21	(5)	SVCW O&M Expenses Increase %	Per Budget	2.1%	0.7%	-0.1%	2.9%	2.9%	To Table 2	
22	(6)	Interest on Earnings		0.25%	0.25%	0.25%	0.25%	0.25%	To Table 4	
23	(7)	Misc	Per Budget	1.0%	1.0%	1.0%	1.0%	1.0%	To Table 2	
24	(8)	Los Altos Hills, Woodside Revenue Change	Per Budget	3.0%	3.0%	3.0%	3.0%	3.0%	To Table 2	
25	(9)	Construction Cost Inflation	Per Budget	3.0%	3.0%	3.0%	3.0%	3.0%	To Table 5	
26	(10)	Increase in Annual Residential Customers	Per District	250	250	250	250	250	To Table 3	
27	(11)	Number of Total Customer Accounts	Per District	19,000	19,250	19,500	19,750	20,000		
28	(12)	Annual Percentage in Account Growth	Per District	1.3%	1.3%	1.3%	1.3%	1.3%	To Table 2	
29	(13)	Annual Increase in Salaries for OT due to Growth	Per District	0.5%	0.5%	0.5%	0.5%	0.5%	to Table 2	
30										
31	Target Fund Balances									
32	<u>Operating Fund</u>									
33	Purpose		For O&M cash flow during the year							
34	Minimum balance		Cannot go negative							
35	Target balance		Five months of operating expenses							
36			(to accommodate biannual receipt of fees from County tax roll)							
37	<u>Capital Asset Fund</u>									
38	Purpose		To be used for replacement of Equipment/ Facilities							
39	Minimum balance		Cannot go negative							
40	Target balance		\$6,000,000							
41										
42	<u>Emergency Capital Fund</u>									
43	Purpose		To be used for sewer emergencies							
44	Minimum balance		Cannot go negative							
45	Target balance		\$5,000,000							
46										
47	<u>Rate Stabilization Fund</u>									
48	Purpose		Allow a margin of safety for the uncertainty of SVCW capital costs							
49	Minimum balance		Cannot go negative							
50	Target balance		\$8,000,000							

	A	B	C	D	E	F	G	H	I
1	West Bay Sanitary District								
2	Sewer Rate Study								
3	Table 2. Revenue Requirement								
4									
5									
6		Tbl. 1B	Budgeted	Projected					
7			FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Notes
8	SVCW Projected Expenses								
9			\$6,930,000	\$7,076,158	\$7,125,646	\$7,117,086	\$7,326,295	\$7,540,839	Source: SVCW Long Range Financial Plan 2020 (unless otherwise noted)
10		(12)	\$93,107	\$185,648	\$276,893	\$369,631	\$463,891	\$463,891	HF&H and District estimates
11			\$452,073	\$402,600	\$402,600	\$402,600	\$402,600	\$402,600	
12			\$4,904,068	\$4,593,692	\$4,599,521	\$4,588,067	\$4,587,775	\$4,594,502	
13			\$970,000	\$726,843	\$726,843	\$726,843	\$912,039	\$912,039	
14			\$0	\$0	\$1,527,792	\$1,527,792	\$1,800,282	\$1,800,282	
15			\$0	\$0	\$0	\$0	\$2,080,997	\$2,080,997	
16			\$0	\$0	\$0	\$0	\$0	\$0	
17			\$282,513	\$402,600	\$536,800	\$671,000	\$805,200	\$939,400	
18			\$6,156,581	\$5,723,135	\$7,390,955	\$7,513,702	\$10,186,293	\$10,327,220	
19		Subtotal, SVCW	\$13,538,654	\$13,295,000	\$15,104,850	\$15,310,281	\$18,284,819	\$18,734,550	
20		<i>Annual Change</i>		-1.8%	13.6%	1.4%	19.4%	2.5%	
21									
22	Operating Expenses								
23		(3),(13)	\$3,631,382	\$3,794,794	\$3,965,560	\$4,144,010	\$4,330,491	\$4,525,363	Source: District's FY 2019/20 published budget & annual inflation per Table 1B
24		(3)	\$7,500	\$15,300	\$15,912	\$16,548	\$17,210	\$17,899	(unless otherwise noted)
25		(3)	\$0	\$105,000	\$109,200	\$113,568	\$118,111	\$122,835	budget adjustment by District
26		(3)	\$0	\$0	\$150,000	\$150,000	\$156,000	\$162,240	budget adjustment by District
27		(3)	\$2,609,186	\$2,713,553	\$2,822,096	\$2,934,979	\$3,052,379	\$3,174,474	
28		(4)	\$346,648	\$389,500	\$441,800	\$508,070	\$558,562	\$614,418	PERS projections by District
29		(1)	\$40,260	\$41,468	\$42,712	\$43,993	\$45,313	\$46,672	
30			\$0	\$70,000	\$0	\$70,000	\$0	\$70,000	
31		(1),(12)	\$70,000	\$73,021	\$76,160	\$79,421	\$82,809	\$86,329	
32		(1),(12)	\$114,000	\$118,920	\$124,032	\$129,343	\$134,861	\$140,592	
33		(1),(12)	\$51,450	\$53,670	\$55,978	\$58,375	\$60,865	\$63,452	
34		(1),(12)	\$35,500	\$37,032	\$38,624	\$40,278	\$41,996	\$43,781	
35		(1),(12)	\$363,095	\$378,765	\$395,047	\$411,964	\$429,537	\$447,793	
36		(1),(12)	\$463,500	\$483,504	\$504,288	\$525,882	\$548,315	\$571,619	
37		(1),(12)	\$545,220	\$568,751	\$593,199	\$618,601	\$644,989	\$672,401	
38		(1),(12)	\$62,500	\$65,197	\$68,000	\$70,912	\$73,937	\$77,079	
39		(1),(12)	\$40,000	\$41,726	\$43,520	\$45,384	\$47,320	\$49,331	
40		(1),(12)	\$287,000	\$299,386	\$312,256	\$325,627	\$339,518	\$353,947	
41		(1),(12)	\$33,000	\$34,424	\$35,904	\$37,441	\$39,039	\$40,698	
42		(1)	\$69,200	\$71,276	\$73,414	\$75,617	\$77,885	\$80,222	
43		(2),(12)	\$183,250	\$194,824	\$207,095	\$220,105	\$233,896	\$248,515	
44		(1)	\$179,000	\$184,370	\$189,901	\$195,598	\$201,466	\$207,510	
45			(\$65,000)	(\$65,000)	(\$65,000)	(\$65,000)	(\$65,000)	(\$65,000)	
46			\$9,066,691	\$9,669,483	\$10,199,698	\$10,750,716	\$11,169,497	\$11,752,167	
47		<i>Annual Change</i>		6.6%	5.5%	5.4%	3.9%	5.2%	
48	Non-Operating Expenditures								
49		(1)	\$6,000	\$6,180	\$6,365	\$6,556	\$6,753	\$6,956	
50		(1)	\$19,000	\$19,570	\$20,157	\$20,762	\$21,385	\$22,026	
51			\$25,000	\$25,750	\$26,523	\$27,318	\$28,138	\$28,982	
52		<i>Annual Change</i>		3.0%	3.0%	3.0%	3.0%	3.0%	
53									
54		Total Expenses	\$22,630,345	\$22,990,232	\$25,331,071	\$26,088,314	\$29,482,454	\$30,515,699	
55		<i>Annual Change</i>		1.6%	10.2%	3.0%	13.0%	3.5%	

	A	B	C	D	E	F	G	H	I
1	West Bay Sanitary District								
2	Sewer Rate Study								
3	Table 2. Revenue Requirement								
4									
5			Budgeted	Projected					
6		Tbl. 1B	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Notes
56									
57	Non-Operating Revenues								
58	Flow Equalization Cost Sharing	(1)	(\$351,138)	(\$361,672)	(\$372,522)	(\$383,698)	(\$395,209)	\$0	Flow equalization cost sharing ends FY 2023-24 per District
59	Permit & Inspection Fees	(7)	(\$100,000)	(\$101,000)	(\$102,010)	(\$103,030)	(\$104,060)	(\$105,101)	
60	Other Operating Revenue (Los Altos Hills, Woodside	(8)	(\$350,000)	(\$360,500)	(\$371,315)	(\$382,454)	(\$393,928)	(\$405,746)	
61	Other Non-Operating Income	(7)	(\$157,039)	(\$158,609)	(\$160,195)	(\$161,797)	(\$163,415)	(\$165,050)	
62	Subtotal, Non-Operating Income		(\$958,177)	(\$981,782)	(\$1,006,043)	(\$1,030,980)	(\$1,056,613)	(\$675,896)	
63				2.5%	2.5%	2.5%	2.5%	-36.0%	
64	Other Transfers to/(from)								
65	Operating (General) Fund		\$2,399,039	\$3,273,667	\$2,219,409	\$2,797,891	\$448,354	\$80,098	From Table 4
66	Operating Reserve		\$0	\$0	\$0	\$0	\$0	\$0	From Table 4
67	Capital Projects Fund (for PAYGo projects)		\$5,905,332	\$5,905,332	\$5,905,332	\$5,905,332	\$5,905,332	\$5,905,332	From Table 4
68	Emergency Capital Reserves		\$0	\$0	\$0	\$0	\$0	\$0	From Table 4
69	Total Transfers		\$8,304,371	\$9,179,000	\$8,124,741	\$8,703,223	\$6,353,686	\$5,985,430	
70				10.5%	-11.5%	7.1%	-27.0%	-5.8%	
71	Total Revenue Requirement		\$29,976,539	\$31,187,450	\$32,449,769	\$33,760,558	\$34,779,528	\$35,825,233	To Table 3
72	<i>Annual Change</i>			4.0%	4.0%	4.0%	3.0%	3.0%	
73	<i>Cumulative Change</i>			4.0%	8.3%	12.6%	16.0%	19.5%	
74									
75	Source: West Bay Sanitary District FY 2020/21 Budget								

	A	B	C	D	E	F	G	H
1	West Bay Sanitary District							
2	Sewer Rate Study							
3	Table 3. Revenue Increases							
4								
5								
6		Estimated	Projected					
7		FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Notes
8	Rate Revenue @ Current Rates							
9	Current Customer Base	\$29,976,539	\$29,976,539	\$29,976,539	\$29,976,539	\$29,976,539	\$29,976,539	FY 2019/20 Revenue per Budget
10	Additional Revenue from Growth		0	294,250	588,500	882,750	1,177,000	
11	Total Rate Revenue @ Current Rates		\$29,976,539	\$30,270,789	\$30,565,039	\$30,859,289	\$31,153,539	To Below
12								
13	Revenue Requirement	(\$29,976,539)	(\$31,187,450)	(\$32,449,769)	(\$33,760,558)	(\$34,779,528)	(\$35,825,233)	From Table 2
14	To/(From) operations before Rate Incr.	\$0	(\$1,210,912)	(\$2,178,980)	(\$3,195,519)	(\$3,920,239)	(\$4,671,694)	To Table 4
15								
16								
17	Increase in Rate Revenue		4.0%	3.0%	3.0%	2.0%	2.0%	From Table 1B
18	Cumulative Increase in Rate Revenue		4.0%	7.1%	10.3%	12.5%	14.8%	To Table 1A
19	Revenue from Rate Increases							
20		FY 2020-21 (eff. July 1, 2019)	\$1,199,062	\$1,210,832	\$1,222,602	\$1,234,372	\$1,246,142	
21		FY 2021-22 (eff. July 1, 2020)		\$944,449	\$953,629	\$962,810	\$971,990	
22		FY 2022-23 (eff. July 1, 2021)			\$982,238	\$991,694	\$1,001,150	
23		FY 2023-24 (eff. July 1, 2022)				\$680,963	\$687,456	
24		FY 2024-25 (eff. July 1, 2023)					\$701,206	
25	Total Revenue from Rate Increases	\$0	\$1,199,062	\$2,155,280	\$3,158,469	\$3,869,839	\$4,607,944	
26	Total Current Revenue	\$29,976,539	\$29,976,539	\$30,270,789	\$30,565,039	\$30,859,289	\$31,153,539	From Above
27	Subtotal Revenue	\$29,976,539	\$31,175,600	\$32,426,069	\$33,723,508	\$34,729,128	\$35,761,483	To Line 39
28								
29	STEP System Additional Charge		\$150	\$150	\$150	\$150	\$150	From Table 1B
30	Current STEP System Customers		79	79	79	79	79	
31	Cumulative Additional STEP System Customers				10	10	10	
32	Subtotal		79	79	89	89	89	
33								
34	Revenue from Additional STEP System Charge Increases							
35		FY 2020-21 (eff. July 1, 2019)	\$11,850	\$11,850	\$11,850	\$11,850	\$11,850	
36		FY 2021-22 (eff. July 1, 2020)		\$11,850	\$11,850	\$11,850	\$11,850	
37		FY 2022-23 (eff. July 1, 2021)			\$13,350	\$13,350	\$13,350	
38		FY 2023-24 (eff. July 1, 2022)				\$13,350	\$13,350	
39		FY 2024-25 (eff. July 1, 2023)					\$13,350	
40	Total Revenue from STEP System Rate Increases		\$11,850	\$23,700	\$37,050	\$50,400	\$63,750	
41	Subtotal Revenue	\$29,976,539	\$31,175,600	\$32,426,069	\$33,723,508	\$34,729,128	\$35,761,483	From Line 27
42		\$29,976,539	\$31,187,450	\$32,449,769	\$33,760,558	\$34,779,528	\$35,825,233	
43	Revenue Requirement	(\$29,976,539)	(\$31,187,450)	(\$32,449,769)	(\$33,760,558)	(\$34,779,528)	(\$35,825,233)	From Above
44	To/(From) operations after Rate Incr.	\$0	\$0	\$0	\$0	\$0	\$0	To Table 4

	A	B	C	D	E	F	G	H	I	J	K
1	West Bay Sanitary District										
2	Sewer Rate Study										
3	Table 4. Reserves										
4											
5			Tbl.	Actual	Budgeted						
6			1B	2018/19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Notes
7											
8	OPERATING (GENERAL) FUND										
9	Revenue Increases										
10				4.5%	4.0%	3.0%	3.0%	2.0%	2.0%		From Table 1A
11				\$23,610,794	\$21,649,294	\$21,634,413	\$20,001,200	\$18,843,583	\$15,688,560		
12				\$0	\$0	\$0	\$0	\$0	\$0	\$0	From Table 3
13	Transfers (To)/From										
14				\$2,399,039	\$3,273,667	\$2,219,409	\$2,797,891	\$448,354	\$80,098		To Table 2
15				(\$2,462,027)	\$0	(\$710,000)	(\$710,000)	(\$750,000)	(\$704,000)		(To)/From Below
16				(\$683,500)	(\$683,500)	(\$683,500)	(\$683,500)	(\$683,500)	(\$683,500)		(To)/From Below
17				(\$104,000)	(\$104,000)	(\$104,000)	(\$104,000)	(\$104,000)	(\$104,000)		(To)/From Below
18				(\$500,000)	(\$1,555,000)	(\$1,555,000)	(\$1,555,000)	(\$1,555,000)	(\$1,555,000)		(To)/From Below
19				\$0	\$0	\$0	\$0	\$0	\$2,600,000		
20				(\$665,000)	(\$1,000,000)	(\$850,000)	(\$950,000)	(\$550,000)	\$0		(To)/From Below
21				(\$2,015,488)	(\$68,833)	(\$1,683,091)	(\$1,204,609)	(\$3,194,146)	(\$366,402)		
22				\$21,595,306	\$21,580,461	\$19,951,322	\$18,796,591	\$15,649,437	\$15,322,158		all remaining cash after reserves
23				\$53,988	\$53,951	\$49,878	\$46,991	\$39,124	\$38,305		
24				Ending Balance	\$23,610,794	\$21,649,294	\$21,634,413	\$20,001,200	\$18,843,583	\$15,688,560	\$15,360,464
25	OPERATING RESERVE										
26				\$ 7,191,676	\$ 9,677,837	\$ 9,702,032	\$ 10,438,062	\$ 11,175,932	\$ 11,955,747		
27	Transfers (To)/From										
28				\$2,462,027	\$0	\$710,000	\$710,000	\$750,000	\$704,000		
29											
30				\$2,462,027	\$0	\$710,000	\$710,000	\$750,000	\$704,000		
31				\$ 9,653,703	\$ 9,677,837	\$ 10,412,032	\$ 11,148,062	\$ 11,925,932	\$ 12,659,747		
32				\$24,134	\$24,195	\$26,030	\$27,870	\$29,815	\$31,649		
33				Ending Balance	\$7,191,676	\$9,677,837	\$9,702,032	\$10,438,062	\$11,175,932	\$11,955,747	\$12,691,396
34				<i>Minimum Balance (5 mo. operations)</i>	<i>\$9,402,227</i>	<i>\$9,552,180</i>	<i>\$10,527,529</i>	<i>\$10,843,048</i>	<i>\$12,257,273</i>	<i>\$12,687,791</i>	
35											

	A	B	C	D	E	F	G	H	I	J	K
1	West Bay Sanitary District										
2	Sewer Rate Study										
3	Table 4. Reserves										
4											
5			Tbl.	Actual	Budgeted						
6		1B	2018/19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Notes	
36	CAPITAL ASSET FUND (includes Capital Project Reserve and Vehicle/Equipment Replacement)										
37	Beginning Balance			\$2,666,749	\$2,537,860	\$1,940,752	\$2,565,619	\$2,457,555	\$5,167,616		
38	Revenues										
39	Connection Charges			\$500,000	\$500,000	\$1,725,000	\$1,725,000	\$1,725,000	\$1,725,000	From Table 5	
40	Capital Projects										
41	Administration			(\$275,000)	(\$125,000)	(\$125,000)	(\$125,000)	(\$125,000)	(\$125,000)	From Table 5	
42	Collection Facilities			(\$2,662,050)	(\$1,509,500)	(\$1,509,500)	(\$509,500)	(\$509,500)	(\$509,500)	From Table 5	
43	Underground Pipes/subsurface			(\$3,727,000)	(\$5,599,080)	(\$5,596,248)	(\$7,321,271)	(\$4,502,035)	(\$6,373,109)	From Table 5	
44	Environmental Review			(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	From Table 5	
45	Manhole Raising			(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	From Table 5	
46	Allow for Unanticipated Cap Exp			(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	From Table 5	
47	Vehicles & Equipment			(\$350,000)	(\$247,200)	(\$254,616)	(\$262,254)	(\$270,122)	(\$278,226)	From Table 5	
48	Subtotal Expenses			(\$7,224,050)	(\$7,690,780)	(\$7,695,364)	(\$8,428,025)	(\$5,616,657)	(\$7,495,835)		
49											
50	Payment to SVCW (to reduce debt obligation)			\$0	\$0	\$0	\$0	\$0	\$0		
51											
52	Net Capital Expenditures to be paid by Rates			(\$6,724,050)	(\$7,190,780)	(\$5,970,364)	(\$6,703,025)	(\$3,891,657)	(\$5,770,835)		
53											
54	Transfers (To)/From										
55	Revenue Requirement- PayGo Capital			\$5,905,332	\$5,905,332	\$5,905,332	\$5,905,332	\$5,905,332	\$5,905,332	To Table 2	
56	Operating General Fund			\$683,500	\$683,500	\$683,500	\$683,500	\$683,500	\$683,500	From Above	
57	Rate Stabilization Fund			\$0	\$0	\$0	\$0	\$0	\$0	From Below	
58	Subtotal Transfers			\$6,588,832	\$6,588,832	\$6,588,832	\$6,588,832	\$6,588,832	\$6,588,832		
59	Fund Subtotal			\$2,531,531	\$1,935,912	\$2,559,221	\$2,451,426	\$5,154,729	\$5,985,613		
60	Estimated Interest Earnings (6)			\$6,329	\$4,840	\$6,398	\$6,129	\$12,887	\$14,964		
61	Ending Balance			\$2,666,749	\$2,537,860	\$1,940,752	\$2,565,619	\$2,457,555	\$5,167,616	\$6,000,577	
62	<i>Target Balance</i>			<i>\$6,000,000</i>	<i>\$6,000,000</i>	<i>\$6,000,000</i>	<i>\$6,000,000</i>	<i>\$6,000,000</i>	<i>\$6,000,000</i>	From Table 1B	
63											
64	EMERGENCY CAPITAL RESERVES										
65	Beginning Balance			\$4,308,686	\$4,423,718	\$4,539,037	\$4,654,645	\$4,770,541	\$4,886,728		
66	Transfers (To)/From										
67	Revenue Requirements			\$0	\$0	\$0	\$0	\$0	\$0	To Table 2	
68	Operating General Fund			\$104,000	\$104,000	\$104,000	\$104,000	\$104,000	\$104,000	To Above	
69	Subtotal Transfers			\$104,000	\$104,000	\$104,000	\$104,000	\$104,000	\$104,000		
70	Fund Subtotal			\$4,412,686	\$4,527,718	\$4,643,037	\$4,758,645	\$4,874,541	\$4,990,728		
71	Estimated Interest Earnings (6)			\$11,032	\$11,319	\$11,608	\$11,897	\$12,186	\$12,477		
72	Ending Balance			\$4,308,686	\$4,423,718	\$4,539,037	\$4,654,645	\$4,770,541	\$4,886,728	\$5,003,204	
73	<i>Minimum Balance</i>			<i>\$5,000,000</i>	<i>\$5,000,000</i>	<i>\$5,000,000</i>	<i>\$5,000,000</i>	<i>\$5,000,000</i>	<i>\$5,000,000</i>		
74	<i>Target Balance</i>			<i>\$5,000,000</i>	<i>\$5,000,000</i>	<i>\$5,000,000</i>	<i>\$5,000,000</i>	<i>\$5,000,000</i>	<i>\$5,000,000</i>		

	A	B	C	D	E	F	G	H	I	J	K
1	West Bay Sanitary District										
2	Sewer Rate Study										
3	Table 4. Reserves										
4											
5			Tbl.	Actual	Budgeted						
6			1B	2018/19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Notes
75	RATE STABILIZATION FUND										
76	RATE STABILIZATION FUND										
77	Beginning Balance			\$6,081,980	\$166,393	\$1,725,696	\$3,288,898	\$4,856,008	\$6,427,035		
78	Payment to SVCW			(\$6,416,002)	\$0	\$0	\$0	\$0	\$0	\$0	
79	Transfers (To)/From										
80	Operating General Fund			\$500,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	To Table 2
81	Recycled Water Project Fund			\$0	\$0	\$0	\$0	\$0	\$0	\$0	
82	Capital Fund			\$0	\$0	\$0	\$0	\$0	\$0	\$0	To Above
83	Subtotal Transfers			\$500,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	
84	Fund Subtotal			\$165,978	\$1,721,393	\$3,280,696	\$4,843,898	\$6,411,008	\$7,982,035		
85	Estimated Interest Earnings (6)			\$415	\$4,303	\$8,202	\$12,110	\$16,028	\$19,955		
86	Ending Balance			\$6,081,980	\$166,393	\$1,725,696	\$3,288,898	\$4,856,008	\$6,427,035	\$8,001,991	
87	<i>Target Balance</i>				\$8,000,000	\$8,000,000	\$8,000,000	\$8,000,000	\$8,000,000	\$8,000,000	
88											
89	RECYCLED WATER PROJECT FUND (not included in Fund Balance graph)										
90	Beginning Balance			\$8,000,000	\$8,020,000	\$8,040,050	\$8,060,150	\$8,080,301	\$8,100,501		
91											
92	SRF Reimbursement Expenditures										
93											
94											
95	Transfers (To)/From										
96	Revenue Requirements			\$0	\$0	\$0	\$0	\$0	\$0	\$0	
97	Operating Fund			\$0	\$0	\$0	\$0	\$0	\$0	(\$2,600,000)	
98	Rate Stabilization Reserve			\$0	\$0	\$0	\$0	\$0	\$0	\$0	
99	Capital Asset Fund			\$0	\$0	\$0	\$0	\$0	\$0	\$0	From Above
100	Subtotal Transfers			\$0	\$0	\$0	\$0	\$0	\$0	(\$2,600,000)	
101	Fund Subtotal			\$8,000,000	\$8,020,000	\$8,040,050	\$8,060,150	\$8,080,301	\$8,100,501	\$5,500,501	
102	Estimated Interest Earnings (6)			\$20,000	\$20,050	\$20,100	\$20,150	\$20,201	\$20,201	\$13,751	
103	Ending Balance			\$8,000,000	\$8,020,000	\$8,040,050	\$8,060,150	\$8,080,301	\$8,100,501	\$5,514,253	
104											
105	OPEB/PERS Unfunded Liabilities (not included in Fund Balance graph)										
106	Beginning Balance			\$1,300,623	\$2,004,935	\$3,065,034	\$3,993,335	\$5,042,202	\$5,704,046		
107	Transfers (To)/From										
108	Revenue Requirements			\$0	\$0	\$0	\$0	\$0	\$0	\$0	From Table 2
109	Operating Fund			\$665,000	\$1,000,000	\$850,000	\$950,000	\$550,000	\$550,000	\$0	From Above
110	Subtotal Transfers			\$665,000	\$1,000,000	\$850,000	\$950,000	\$550,000	\$550,000	\$0	
111	Fund Subtotal			\$1,965,623	\$3,004,935	\$3,915,034	\$4,943,335	\$5,592,202	\$5,704,046		
112	Estimated Interest Earnings			\$39,312	\$60,099	\$78,301	\$98,867	\$111,844	\$114,081	\$114,081	2% earnings per year (District)
113	Ending Balance			\$1,300,623	\$2,004,935	\$3,065,034	\$3,993,335	\$5,042,202	\$5,704,046	\$5,818,126	
114	<i>Unfunded Liability + OPEB Target</i>				\$5,800,000	\$5,800,000	\$5,800,000	\$5,800,000	\$5,800,000	\$5,800,000	Per District
115											
116											
117				2018/19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	
118	Total Reserves Without Increase			\$43,859,885	\$38,455,102	\$38,327,991	\$37,547,022	\$35,490,206	\$33,565,701	\$31,787,873	
119	Total Reserves with Increase			\$43,859,885	\$38,455,102	\$39,541,930	\$40,948,423	\$42,103,618	\$44,125,686	\$47,057,632	
120	Ops Reserves			\$9,402,227	\$9,402,227	\$9,552,180	\$10,527,529	\$10,843,048	\$12,257,273	\$12,687,791	5mos. Total Expenses (operating fund)
121	Ops + Capital			\$20,402,227	\$20,402,227	\$20,552,180	\$21,527,529	\$21,843,048	\$23,257,273	\$23,687,791	
122	Ops + Capital + Rate Stabilization			\$28,402,227	\$28,402,227	\$28,552,180	\$29,527,529	\$29,843,048	\$31,257,273	\$31,687,791	

	A	B	C	D	E	F	G	H
1	West Bay Sanitary District							
2	Sewer Rate Study							
3	Table 5. Master Plan Capital Projects							
4								
5					Projected			
6		FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Notes
7	Capital Expenses							
8	Underground Pipes/subsurface	\$3,727,000	\$5,436,000	\$5,275,000	\$6,700,000	\$4,000,000	\$5,497,500	Provided by District
9	Inflationary Index		3.00%	6.09%	9.27%	12.55%	15.93%	From Table 1B
10	Underground Pipes/subsurface Total	\$3,727,000	\$5,599,080	\$5,596,248	\$7,321,271	\$4,502,035	\$6,373,109	To Line 14
11								
12	Administration	\$275,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	Provided by District
13	Collection Facilities	\$2,662,050	\$1,509,500	\$1,509,500	\$509,500	\$509,500	\$509,500	Provided by District
14	Underground Pipes/subsurface	\$3,727,000	\$5,599,080	\$5,596,248	\$7,321,271	\$4,502,035	\$6,373,109	From Line 10
15	Environmental Review	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	Provided by District
16	Manhole Raising	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	Provided by District
17	Allow for Unanticipated Cap Exp	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	Provided by District
18	Vehicles & Equipment	\$350,000	\$247,200	\$254,616	\$262,254	\$270,122	\$278,226	Provided by District
19	Total Capital Expenses	\$7,224,050	\$7,690,780	\$7,695,364	\$8,428,025	\$5,616,657	\$7,495,835	Provided by District
20	Less: Connection Fee Revenue	(\$500,000)	(\$500,000)	(\$1,725,000)	(\$1,725,000)	(\$1,725,000)	(\$1,725,000)	Provided by District
21	Net Capital Expenses	\$6,724,050	\$7,190,780	\$5,970,364	\$6,703,025	\$3,891,657	\$5,770,835	To Table 4

	A	B	C	D	E	F	G	H
1	West Bay Sanitary District							
2	Sewer Rate Study							
3	Table 6. WBSD Debt Service Schedule							
4								
5	Projected							
6	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	<u>Notes</u>	
7								
8								
9	No debt has been issued by WBSD, SVCW debt only (see Table 2)							
10								
11								
12								
13								



WEST BAY SANITARY DISTRICT

PUBLIC HEARING ON PROPOSED INCREASE IN SEWER SERVICE CHARGES April 22, 2020

(Please Share This Information with Tenants)



The West Bay Sanitary District provides sewer service to approximately 55,000 customers in areas of Menlo Park, Atherton, Portola Valley, East Palo Alto, Woodside, and Unincorporated San Mateo and Santa Clara Counties. The District, established in 1902, owns and operates more than 200 miles of main line sewers and 13 pumping stations throughout the service area. The District's sewer system is aging. In order to meet our goal of providing safe, reliable service to our customers, the District proposes a sewer service rate change effective July 1, 2020, through the annual property tax bill beginning in November 2020.

In order to ensure proper maintenance of the collection system and proper connections to the system, the District employs 30 people. The District's fiscal year begins on July 1 and ends on June 30 of the following year. Customers are billed annually on the San Mateo County tax rolls.

Collection System Infrastructure Replacements

Since 2010, the District has been committed to a system-wide rehabilitation and replacement program. The District's goal is to proactively replace the entire 210-mile sewer system before it reaches the end of its useful life. More than half of the District's sewer lines are in excess of 50 years old. These older lines often experience heavy root intrusion, corrosion, and local failures. Gaps in the pipeline system admit groundwater during wet weather; this additional water floods the system and, if severe, could result in overflows from the existing system manholes. This additional water also increases the flows that need treatment at the regional treatment plant (see below). The estimated cost of this pipeline replacement program is approximately \$7 million annually, which has increased significantly in recent years as construction costs continue to rise at a rate greater than inflation as the economy continues to improve.



Cracked Clay Sewer Pipe

In addition, the District has implemented an aggressive preventive maintenance program in accordance with guidelines established by the State Water Resources Control Board. In order to continue to fund these sewer system operations and improvements on a pay-as-you-go basis, which ultimately keeps costs down for the ratepayers, the collection system component of the sewer service charge must be increased slightly in fiscal year 2020/21.

SVCW Treatment Plant Improvements

The District sends wastewater north to the Silicon Valley Clean Water (SVCW) Wastewater Treatment Plant, located in Redwood Shores. The SVCW facility also treats wastewater from Redwood City, San Carlos, and Belmont. The District's share of operating costs for SVCW are approximately \$7M per year. In addition, in 2008, SVCW began a significant program to plan, design, and construct over \$931 million in capital improvement projects through 2030. These projects replace aging facilities and enable the treatment plant to meet more stringent wastewater permit requirements. The cost of funding the District's portion of these critical projects must be incorporated in the sewer rates, and are defined as a separate wastewater component of the rates. This cost represents a large majority of the required sewer service charge increase.

Proposed Rates

A sewer service charge rate study, completed by the District's rate consultant, HF&H Consultants (HF&H), found District rates need to increase to cover operating and capital expenses for fiscal year 2020/21. A cost-of-service analysis was completed in February 2020 to ensure each customer class's proportionate share of the District's costs was accurate. Residential and Commercial/Industrial rates are proposed to increase by 4%.

Approximately 79 homes in the Portola Valley area (located within the On-Site Wastewater Disposal Zone) pay higher charges for the maintenance of the STEP or Grinder Sewer Collection Systems that they require. The District currently charges an additional \$320 annually to maintain these collection systems. However, the current cost of service per account exceeds the current charge by \$599. To realign charges with the cost of service, charges for the maintenance of the STEP/Grinder Sewer Collection Systems are proposed to increase annually over the next five fiscal years. For fiscal year 2020/21, the proposed STEP/Grinder Sewer Collection System charge is \$470, an increase of \$150.

Non-residential customers pay charges based on their metered water use from the prior twelve months (measured in CCF or hundred cubic feet). Each non-residential charge is the product of the customer's flow multiplied by the rate corresponding to the customer's class. Industrial customers are billed based on each customer's prior annual flow and the strength of the customer's wastewater based on sampling data.

Summary of Current and Proposed Rates

	Current FY 2019/20	Proposed FY 2020/21
Residential (per Dwelling Unit)		
Single Family, Multi-Family	\$1,177	\$1,224
On-site Wastewater Disposal Zone	\$1,497	\$1,694
Commercial (per CCF)		
Retail/Commercial	\$9.48	\$9.86
Institution/Public	\$8.89	\$9.24
Restaurants	\$19.98	\$20.78
Supermarkets with Grinders	\$20.20	\$21.01
Hospitals	\$9.81	\$10.20
Hotels with Dining Facilities	\$16.13	\$16.78
Industrial		
Flow rate (per CCF)	\$7.00	\$7.28
BOD (per pound)	\$1.23	\$1.28
TSS (per pound)	\$1.41	\$1.46

Single-Family Rate Breakdown

Component	Current	Proposed (per dwelling unit) FY2020/21
Collection	\$608 (52%)	\$702 (57%)
Treatment	\$569 (48%)	\$522 (43%)
Total	\$1,177	\$1,224

Fairness Principle

Customers pay only for the proportional cost of their service. The proposed rate increase will provide funds to pay for the District’s planned operational costs, capital improvements through June of 2021 (including engineering, administrative, and implementation costs), and to repay the District’s share of principal and interest on SVCW loans and bonds, for their capital construction during this period.



SVCW Regional Treatment Plant

Emergency Service

To request service, please call (650) 321-0384, 24 hours a day, 365 days per year.

The District provides 24-hour emergency service. We recommend that you always contact the District in the event that you are having a problem with your sewer. District Emergency Response crews will check the main line sewer to ensure that it is flowing correctly, and will advise you if the problem is located in the portion of the sewer from the main line to your home (this is your private sewer lateral).

If your property does not have a conforming cleanout (which looks like a 4-inch capped pipe near the street or near your home), it is recommended that you install one. A permit must be obtained from the District office. All new installations require conforming cleanouts.

www.westbaysanitary.org



West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025-3427

Important Information – Notice of Public Hearing
Wednesday, April 22, 2020 at 7:00 p.m.

Presorted
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San Bruno, CA
Permit No. 655



WEST BAY SANITARY DISTRICT

NOTICE OF PUBLIC HEARING

Notice is given that the Board of Directors of West Bay Sanitary District will conduct a Regular Meeting and Public Hearing on **Wednesday evening, April 22, 2020 at 7:00 p.m.**

The location of the meeting is: West Bay Sanitary District
Ronald W. Shepherd Administration Building
500 Laurel Street
Menlo Park, California 94025

The purpose of the Public Hearing will be to consider a proposed increase in Sewer Service Charge fees for all District customers, for fiscal year 2020/21. At the Public Hearing, any interested persons may address the District Board. The proposed rates are \$ 1,224 per Single Family Residence for fiscal year 2020/21, which is a \$47 increase from fiscal year 2019/20. For customers in the On-Site Wastewater Disposal Zone, the proposed rates are \$1,694 for fiscal year 2020/21, which is a \$197 increase from fiscal year 2019/20.

If you wish to file a written protest, please send a letter in a sealed envelope to the address above. Your letter must identify the real property you own or rent by street address and assessor’s parcel number (APN). Your letter must be legibly signed by any one of the current property owners or ratepayers of record. The District must receive your letter in a sealed envelope by 4:00 p.m. on April 22, 2020, or it must be presented at the District Board meeting on April 22, 2020 prior to the close of the public hearing on this matter. Any person interested, including all sanitary sewer customers of the West Bay Sanitary District, may appear at the public hearing and be heard on any matter related to the proposed increase in rates.



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 4**

To: Board of Directors

From: Phil Scott, District Manager

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

Following the Public Hearing, the Board is asked to consider and approve the attached General Regulation establishing sewer service fees to be charged for fiscal year 2020/21.

WEST BAY SANITARY DISTRICT

GENERAL REGULATION NO. _____

A GENERAL REGULATION AMENDING GENERAL REGULATION NO. 58 "A GENERAL REGULATION ADOPTING CODE OF GENERAL REGULATIONS"

BE IT ORDAINED AND ENACTED BY THE District Board of West Bay Sanitary District that General Regulation No. 58, "A General Regulation Adopting Code of General Regulations," passed and approved on November 27, 1982, as heretofore amended, is hereby further amended as follows:

Section 1.

Article IX, Section 900 (03) (A) and (B) are hereby amended in their entirety to read as follows:

(03) Residential Customers Sewer Service Charge.

(A) Residential Customers Rate.

The flat rate sewer service charge for fiscal year July 1, 2020 through June 30, 2021 for residential customers shall be One Thousand Two Hundred Twenty-Four dollars and no cents (\$1,224.00) per Single Family Residence.

(B) STEP/Grinder System Residential Customers Rate (Residences included in an On-Site Wastewater Disposal Zone – OWDZ).

The sewer service charge for residential customers served by a Septic Tank Effluent Pumping System (STEP System) or Grinder Pumping System for fiscal year July 1, 2020 through June 30, 2021 shall be One Thousand Six Hundred Ninety-Four Dollars and no cents (\$1,694.00) per Single Family Residence.

Section 2.

Article IX, Section 900 (04) (A), (AB), (AC), (AD), and (D) are hereby amended in their entirety to read as follows:

(04) Non-Residential Customers Sewer Service Charge.

(A) The rates for customers in the non-residential category for fiscal year July 1, 2020 through June 30, 2021 shall be computed on the basis of:

(1) A flow rate charge of \$7.28 per hundred cubic feet of metered water consumption in accordance with the formula set forth for non-residential customers, **PROVIDED** that District may make adjustments where it appears to District that water consumption is not a reasonably accurate measure of wastewater discharge.

(2) A biochemical oxygen demand rate of \$1.28 per pound per hundred cubic feet of water consumption; and,

(3) A suspended solids loading rate of \$1.46 per pound per hundred cubic feet of water consumption.

(D) STEP/Grinder System Non-Residential Customer Rate (Non-Residential Customers included in an On-Site Wastewater Disposal Zone – OWDZ).

The sewer service charge for non-residential customers served by a Septic Tank Effluent Pumping System (STEP System) or Grinder Pump System for fiscal year July 1, 2020 through June 30, 2021 shall be One Thousand Six Hundred Ninety-Four Dollars and no cents (\$1,694.00) for each 200 gallons per day, average annual daily flow rate, discharged to the District's sewer system

Section 3.

In accordance with the California Environmental Quality Act ("CEQA") Public Resources Code Sec. 2100 et seq., and the regulations promulgated pursuant to CEQA, the District Board finds that this Regulation establishes rates and/or charges for the purpose of meeting operating expenses of the District, meeting financial reserves needs and requirements of the District, and obtaining funds for capital projects which are necessary to maintain services within existing service areas in the District.

Passed and approved by the District Board of the West Bay Sanitary District on April 22, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

WEST BAY SANITARY DISTRICT

GENERAL REGULATION NO. _____

A GENERAL REGULATION AMENDING GENERAL REGULATION NO. 58 "A GENERAL REGULATION ADOPTING CODE OF GENERAL REGULATIONS"

BE IT ORDAINED AND ENACTED BY THE District Board of West Bay Sanitary District that General Regulation No. 58, "A General Regulation Adopting Code of General Regulations," passed and approved on November 27, 1982, as heretofore amended, is hereby further amended as follows:

Section 1.

Article IX, Section 900 (03) (A) and (B) are hereby amended in their entirety to read as follows:

(03) Residential Customers Sewer Service Charge.

(A) Residential Customers Rate.

The flat rate sewer service charge for fiscal year July 1, 20~~2019~~ through June 30, 202~~19~~ for residential customers shall be One Thousand ~~TwoOne~~ Hundred ~~TwentySeventy-FourSeven~~ dollars and no cents (\$1,~~224177~~.00) per Single Family Residence.

(B) STEP/Grinder System Residential Customers Rate (Residences included in an On-Site Wastewater Disposal Zone – OWDZ).

The sewer service charge for residential customers served by a Septic Tank Effluent Pumping System (STEP System) or Grinder Pumping System for fiscal year July 1, 20~~2019~~ through June 30, 202~~19~~ shall be One Thousand ~~SixFour~~ Hundred Ninety-~~FourSeven~~ Dollars and no cents (\$1,~~694497~~.00) per Single Family Residence.

Section 2.

Article IX, Section 900 (04) (A), (AB), (AC), (AD), and (D) are hereby amended in their entirety to read as follows:

(04) Non-Residential Customers Sewer Service Charge.

(A) The rates for customers in the non-residential category for fiscal year July 1, 20~~2019~~ through June 30, 202~~19~~ shall be computed on the basis of:

(1) A flow rate charge of \$7.~~2800~~ per hundred cubic feet of metered water consumption in accordance with the formula set forth for non-residential customers, **PROVIDED** that District may make adjustments where it appears to District that water consumption is not a reasonably accurate measure of wastewater discharge.

(2) A biochemical oxygen demand rate of \$1.~~283~~ per pound per hundred cubic feet of water consumption; and,

(3) A suspended solids loading rate of \$1.~~464~~ per pound per hundred cubic feet of water consumption.

(D) STEP/Grinder System Non-Residential Customer Rate (Non-Residential Customers included in an On-Site Wastewater Disposal Zone – OWDZ).

The sewer service charge for non-residential customers served by a Septic Tank Effluent Pumping System (STEP System) or Grinder Pump System for fiscal year July 1, 20~~2019~~ through June 30, 202~~19~~ shall be One Thousand

~~SixFour~~ Hundred Ninety-~~FourSeven~~ Dollars and no cents (\$1,~~694497~~.00) for each 200 gallons per day, average annual daily flow rate, discharged to the District's sewer system

Section 3.

In accordance with the California Environmental Quality Act ("CEQA") Public Resources Code Sec. 2100 et seq., and the regulations promulgated pursuant to CEQA, the District Board finds that this Regulation establishes rates and/or charges for the purpose of meeting operating expenses of the District, meeting financial reserves needs and requirements of the District, and obtaining funds for capital projects which are necessary to maintain services within existing service areas in the District.

Passed and approved by the District Board of the West Bay Sanitary District on April ~~22~~, 20~~20~~~~19~~ by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

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

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

Background

On February 26, 2020, the Board adopted a Resolution of intention to annex the parcel referenced above to the District's On-Site Wastewater Disposal Zone. The Public Hearing date was established as April 22, 2020.

Analysis

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

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

The San Mateo County Health Officer has responded by a letter of approval dated March 13, 2020 a copy of which is attached; the San Francisco Bay Regional Water Quality Control Board responded by a letter of approval dated March 12, 2020, a copy of which is attached; and the San Mateo Local Agency Formation Commission has approved per their Resolution No. 1243 dated September 23, 2019, a copy of which is attached.

Fiscal Impact

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

Recommendation

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

Attachments: San Mateo County Health Officer Letter

San Francisco Bay Regional Water Quality Control Board Letter

San Mateo Local Agency Formation Commission Resolution No. 1243



March 13, 2020

APN 077-300-070

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

Dear Mr. Kitajima:

**SUBJECT: ANNEXATION, 20 NAVAJO PLACE, PORTOLA VALLEY,
APN 077-300-070**

Thank you for the March 12, 2020, letter of *Intention to Annex Certain Territory* to District's On-Site Wastewater Disposal Zone for the subject parcel. County Environmental Health has reviewed the letter of intent and has no objection to the annexation of this parcel into the District's on-site wastewater disposal zone. The existing onsite wastewater treatment system (OWTS) must be destroyed under permit with Environmental Health upon connection to the West Bay system.

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

Sincerely,

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

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





San Francisco Bay Regional Water Quality Control Board

March 12, 2020
File: CW-255833

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

**Approval to Annex Certain Territory (Lands of Sick) to the West Bay Sanitary District
On-Site Wastewater Disposal Zone: APN: 077-300-070**

Dear Mr. Kitajima:

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

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

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

Sincerely,

Gaurav Mittal
Water Resource Control Engineer

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 19-09 -
ANNEXATION OF 20 NAVAJO PLACE, PORTOLA VALLEY (APN 077-300-070)
TO THE WEST BAY SANITARY DISTRICT,
WAIVING CONDUCTING AUTHORITY PROCEEDINGS
AND ORDERING SAID ANNEXATION
AND SUBSEQUENT ANNEXATION TO THE 'ZONE'**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the landowners and District have requested that the Commission waive conducting authority proceedings pursuant to government code Section 56837(c); and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the

California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: none.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 1.5 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 20 Navajo Place, Portola Valley (APN 077-300-070) to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56663 and this annexation is hereby ordered.

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

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

EXHIBIT D PAGE 2 OF 3

Regularly passed and adopted this 18th day of September 2019.

Ayes and in favor of said resolution:

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

EXHIBIT B PAGE 3 OF 3

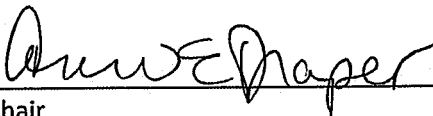
- Ann Draper, Chair
- Don Horsley
- Ric Lohman
- Kati Martin (Alternate)
- Harvey Rarback (Alternate)
- Warren Slocum

Noes and against said resolution:

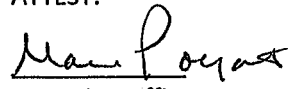
None

Commissioners Absent ~~and/or Abstentions~~

Commissioners: Joshua Cosgrove, Rich Garbarino, Mike O'Neill


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

ATTEST:


 Executive Officer
 Local Agency Formation Commission

Date: 9/23/19

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

Date: 9/23/19


 Clerk to the Commission
 Local Agency Formation Commission

ANNEXATION TO WEST BAY SANITARY DISTRICT
GEOGRAPHIC DESCRIPTION

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, being Lot 30 in Block 1 along with Navajo Place, all as shown on that certain map entitled "TRACT NO. 774 ARROWHEAD MEADOWS UNIT NO. 4, BEING A PORTION OF THE RANCHO EL CORTE MADERA" filed on March 17, 1959 in Volume 50 of Maps at Pages 45-48, Records of the County of San Mateo, State of California, and being more particularly described as follows:

Beginning at the centerline intersection of Meadowood Drive and Navajo Place;

Thence (1) South $73^{\circ}45'00''$ E, 25.00 feet to the intersection of the centerline of Navajo Place and the easterly line of Meadowood Drive and the TRUE POINT OF BEGINNING of this description:

Thence (2) along said easterly line of Meadowood Drive, North $16^{\circ}15'00''$ East, 45.00 feet;

Thence leaving said easterly line, (3) southeasterly on the arc of a curve concave northeasterly, the center of which bears South $73^{\circ}45'00''$ East, having a radius of 20.00 feet, a chord length of 28.28 feet, a central angle of $90^{\circ}00'00''$ and length of 31.42 feet;

Thence (4) South $73^{\circ}45'00''$ East, 305.31 feet;

Thence (5) on the arc of a tangent curve concave northerly, having a radius of 20.00 feet, a chord length of 14.14 feet, a central angle of $41^{\circ}24'35''$ and length of 14.45 feet;

Thence (6) on the arc of a reverse curve concave southwesterly, having a radius of 40.00 feet, a chord length of 79.47 feet, a central angle of $193^{\circ}09'35''$ and length of 134.85 feet;

Thence (7) South $31^{\circ}58'11''$ East, 297.09 feet;

Thence (8) North $89^{\circ}00'00''$ West, 60.00 feet;

Thence (9) North $78^{\circ}30'00''$ West, 260.00 feet;

Thence (10) North $24^{\circ}47'01''$ East, 248.24 feet;

Thence (11) North $73^{\circ}45'00''$ West, 305.31 feet;

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

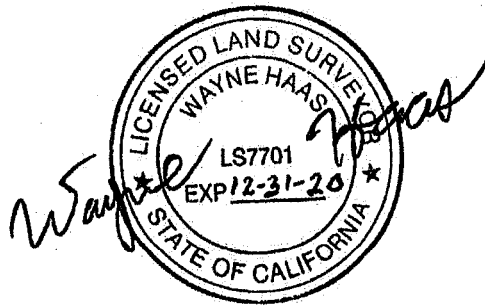
EXHIBIT A PAGE 1 OF 3

Thence (12) on the arc of a tangent curve concave southeasterly, having a radius of 20.00 feet, a chord length of 28.28 feet, a central angle of 90°00'00" and length of 31.42 feet;

Thence (13) North 16°15'00" East, 45.00 feet to the TRUE POINT OF BEGINNING.

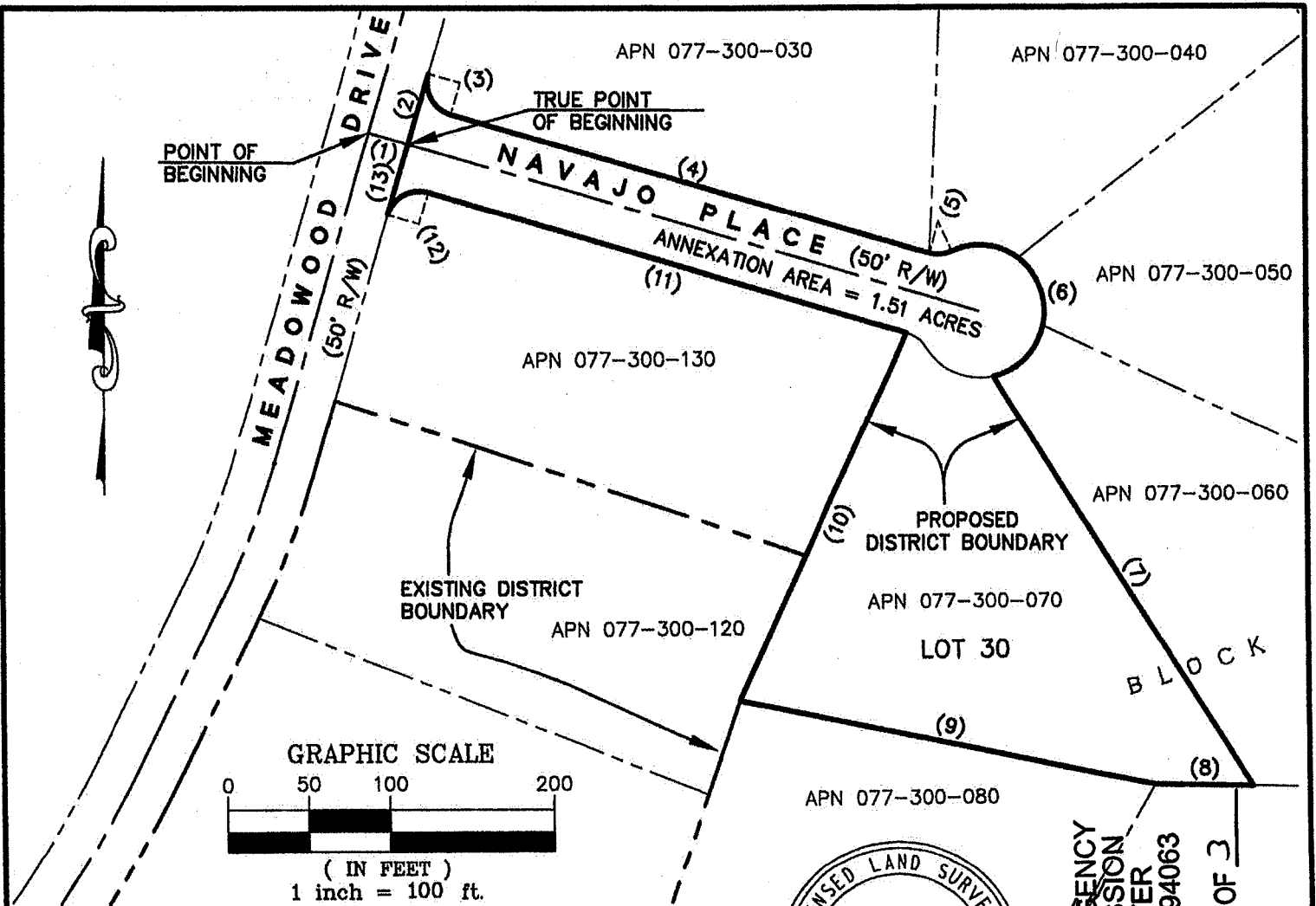
Containing 1.51 acres, more or less.

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



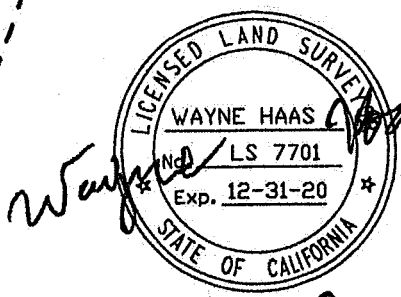
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EXHIBIT A PAGE 2 OF 3



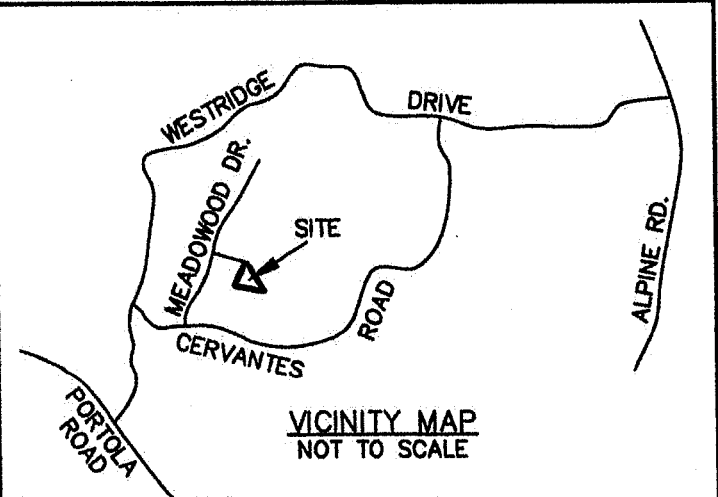
DISCLAIMER:

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



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

EXHIBIT A PAGE 3 OF 3



COURSE

1	S 73°45'00"	E	25.00'		
2	N 16°15'00"	E	45.00'		
3	R = 20.00'	CH = 28.28'		Δ = 90°00'00"	L = 31.42'
4	S 73°45'00"	E	305.31'		
5	R = 20.00'	CH = 14.14'		Δ = 41°24'35"	L = 7.45'
6	R = 40.00'	CH = 79.47'		Δ = 193°09'35"	L = 134.85'
7	S 31°58'11"	E	297.09'		
8	N 89°00'00"	W	60.00'		
9	N 78°30'00"	W	260.00'		
10	N 24°47'01"	E	248.24'		
11	N 73°45'00"	W	305.31'		
12	R = 20.00'	CH = 28.28'		Δ = 90°00'00"	L = 31.42'
13	N 16°15'00"	E	45.00'		

B & H SURVEYING, INC. 901 WALTERMIRE ST., BELMONT, CA 94002 (650) 637-1590

TITLE: ANNEXATION OF A PORTION OF THE RANCHO EL CORTE MADERA			
TOWN: PORTOLA VALLEY		COUNTY: SAN MATEO COUNTY	
CALIFORNIA			
SURV:	SCALE: 1" = 100'	FOR:	JOB NO. 7441-19
PLAT:	DATE: OCTOBER, 2019		DWG NO. 7441-ANNEX



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6**

To: Board of Directors

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

Subject: Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Sick (20 Navajo Pl, Portola Valley)

Background

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

Analysis

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

Fiscal Impact

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

Recommendation

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

Attachment: Resolution _____ (2020), Map, Legal/Geographic Description

WEST BAY SANITARY DISTRICT

RESOLUTION NO. _____ (2020)

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

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

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

(b) On February 26, 2020 the District Board approved and adopted Resolution No. 2191 (2020), "RESOLUTION OF INTENTION TO ANNEX CERTAIN TERRITORY TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE." Among other things, Resolution No. 2191 (2020) described the area to be annexed to the zone, the name and address of the applicant and the number, type, volume and location of on-site wastewater disposal systems proposed.

(c) Pursuant to Resolution No. 2191 (2020), a public hearing was noticed in the manner required by H&S § 6958. The public hearing was commenced on April 22, 2020 and closed on April 22, 2020.

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

- i. From the Public Health and Environmental Protection Division, Health Services Agency of the County of San Mateo, a letter dated March 13, 2020, constituting the report of the local health officer specifying the matters required by H & S § 6960.1.
- ii. From the California Regional Water Quality Control Board, San Francisco Bay Region, a letter dated March 12, 2020 constituting the report of the affected regional water quality control board with regard to the matters required by H & S § 6960.1 and approving the proposed plan for wastewater disposal by the affected regional water quality control board required by H & S § 6960.4.
- iii. From San Mateo Local Agency Formation Commission, a letter by which the commission approved annexation to the District and the District's On-Site Wastewater Disposal Zone.

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

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

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

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

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

In consideration of the foregoing determinations, findings and declarations,

IT IS RESOLVED by the District Board as follows:

1. The territory described in Exhibit "A" shall be annexed to the West Bay Sanitary District On-Site Wastewater Disposal Zone.
2. This annexation shall be accomplished without an election and confirmation of voters within the area to be annexed shall not be required on the question of such annexation.
3. The exterior boundaries of the annexation shall include the same territory described in Exhibit "A" to Resolution No. 2191 (2020), which Exhibit "A" is attached to this Resolution and incorporated herein by reference.
4. There shall be one on-site wastewater disposal system serving one residential user in the territory to be annexed to the zone, which system the District will either acquire, operate, maintain or monitor, as the case may be, all as set forth in Exhibit "B" to Resolution No. 2191 (2020), which Exhibit "B" is attached to this Resolution and incorporated herein by reference.
5. Operations of the portions of the zone annexed herein shall be financed by a system of fees and charges imposed upon persons who make use of the on-site wastewater disposal system in the territory annexed to the zone. The fees and charges will be structured to take into account the actual costs of operating and administering the zone and the maintenance, repair and replacement of wastewater facilities within the

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

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 22nd day of April, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

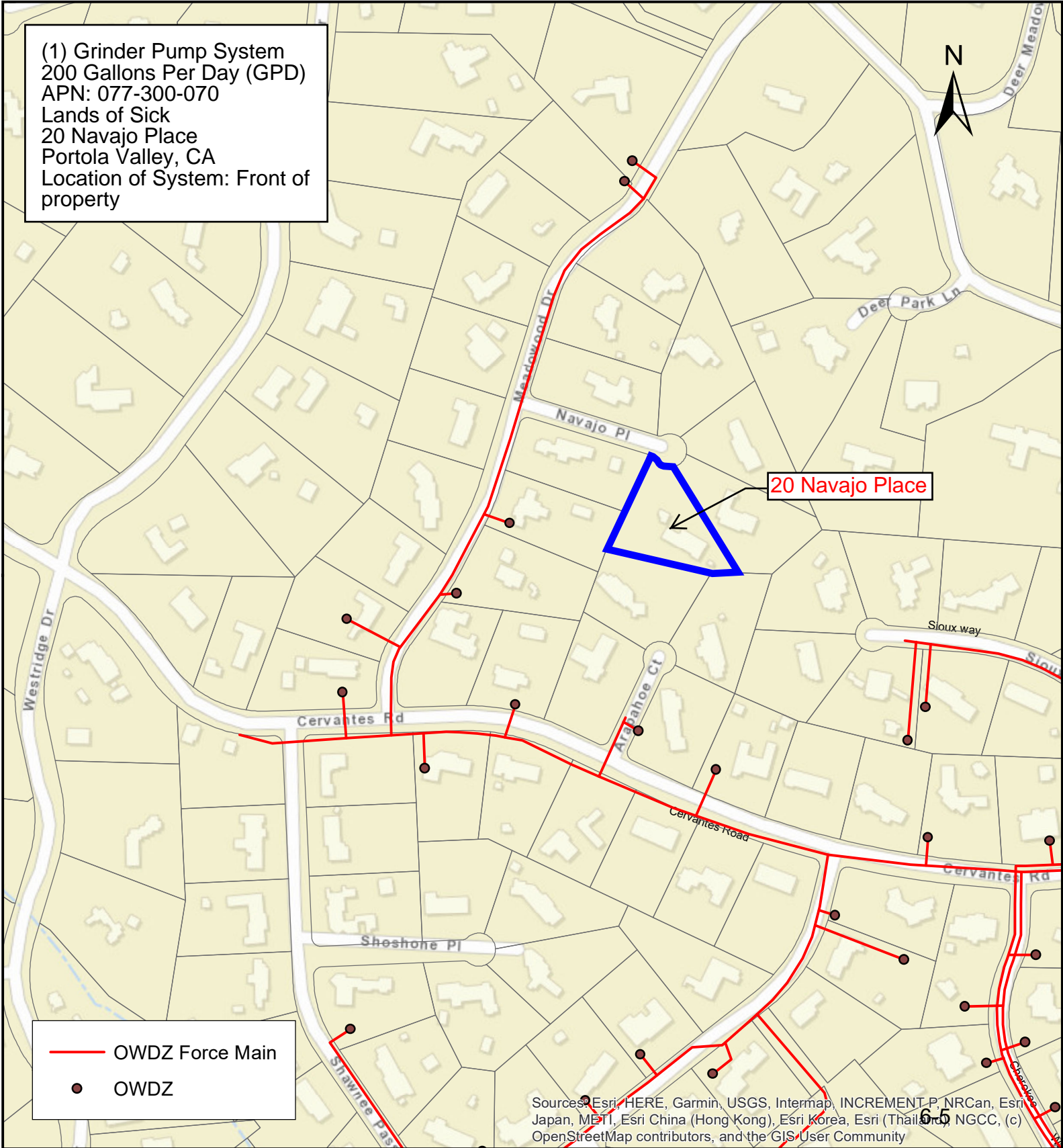
Attest:

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



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
20 NAVAJO PLACE
PORTOLA VALLEY, CA
GRINDER PUMP SYSTEM

(1) Grinder Pump System
200 Gallons Per Day (GPD)
APN: 077-300-070
Lands of Sick
20 Navajo Place
Portola Valley, CA
Location of System: Front of property



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

ANNEXATION TO WEST BAY SANITARY DISTRICT
GEOGRAPHIC DESCRIPTION

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, being Lot 30 in Block 1 along with Navajo Place, all as shown on that certain map entitled "TRACT NO. 774 ARROWHEAD MEADOWS UNIT NO. 4, BEING A PORTION OF THE RANCHO EL CORTE MADERA" filed on March 17, 1959 in Volume 50 of Maps at Pages 45-48, Records of the County of San Mateo, State of California, and being more particularly described as follows:

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

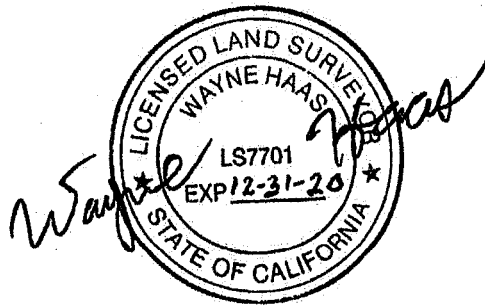
EXHIBIT A PAGE 1 OF 3

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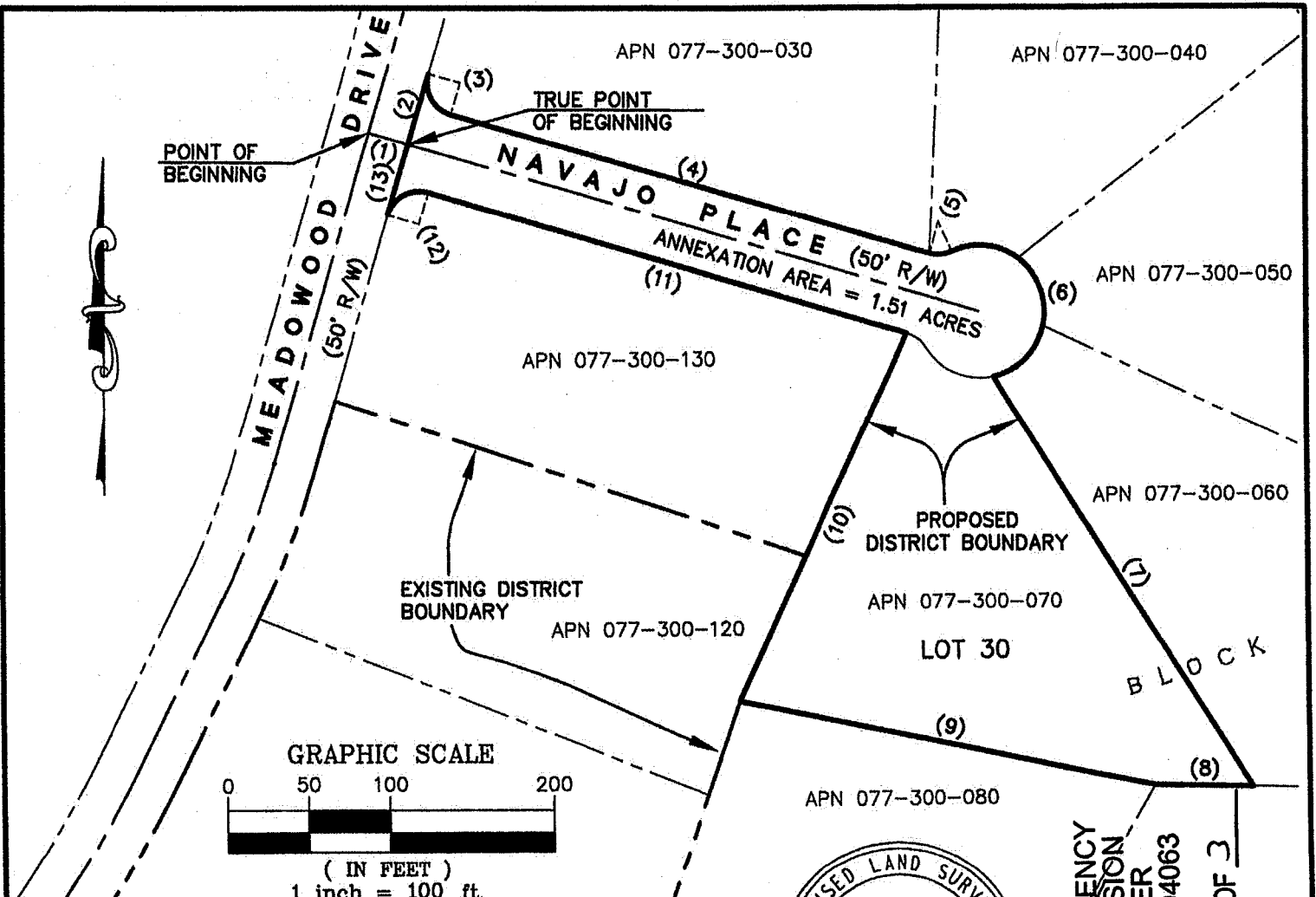
Containing 1.51 acres, more or less.

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



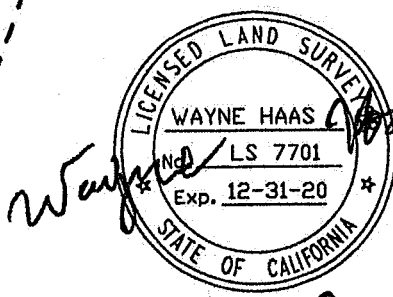
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EXHIBIT A PAGE 2 OF 3



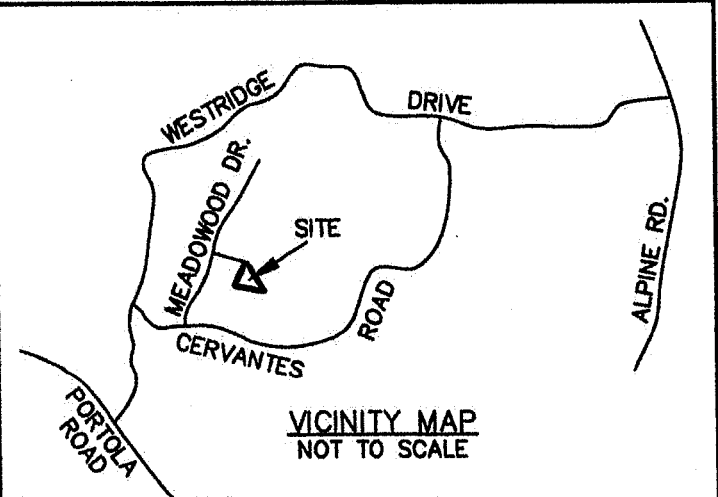
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APPROVED LOCAL AGENCY
SAN MATEO COUNTY
INFORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063

EXHIBIT A PAGE 3 OF 3



11-13-19

COURSE	1	2	3	4	5	6	7	8	9	10	11	12	13	
	S 73°45'00" E	25.00'	N 16°15'00" E	45.00'	R = 20.00' CH = 28.28'	Δ = 90°00'00" L = 31.42'	S 73°45'00" E	305.31'	R = 20.00' CH = 14.14'	Δ = 41°24'35" L = 7.45'	R = 40.00' CH = 79.47'	Δ = 193°09'35" L = 134.85'	S 31°58'11" E	297.09'
	N 89°00'00" W	60.00'	N 78°30'00" W	260.00'	N 24°47'01" E	248.24'	N 73°45'00" W	305.31'	R = 20.00' CH = 28.28'	Δ = 90°00'00" L = 31.42'	N 16°15'00" E	45.00'		

B & H SURVEYING, INC. 901 WALTERMIRE ST., BELMONT, CA 94002 (650) 637-1590

TITLE: ANNEXATION OF A PORTION OF THE RANCHO EL CORTE MADERA
TOWN: PORTOLA VALLEY COUNTY: SAN MATEO COUNTY CALIFORNIA

SURV:	SCALE: 1" = 100'	FOR:	JOB NO. 7441-19
PLAT:	DATE: OCTOBER, 2019		DWG NO. 7441-ANNEX



WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

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

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

Background

The owners of the property located at 20 Navajo Place, Portola Valley, Lands of Sick have requested the Local Agency Formation Commission (LAFCo) annex their property to the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The parcel will be a single-family residence that will need to install a force main extension on Navajo Place that will eventually connect to the existing Grinder system force main located on Meadowood Drive.

Analysis

Attached for the Board's review is the Geographic/Legal Description (Exhibit A) of the property to be annexed and the LAFCo Resolution No. 1243 (Exhibit B) approving the annexation.

Fiscal Impact

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

Recommendation

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

Attachments: Resolution _____ (2020)
 Site Map
 Exhibit A – Geographic/Legal Description
 Exhibit B – LAFCo Resolution No. 1243
 Exhibit C – Site Map

RESOLUTION NO. ____ (2020)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

A Resolution Consenting to the Annexation of Lands of Sick (APN 077-300-070) to the West Bay Sanitary District

WHEREAS:

1. A petition for annexation of the property described herein to this District was initiated by the property owners.
2. The Local Agency Formation Commission (LAFCo) of San Mateo County assigned the following distinctive short form designation: Annexation of 20 Navajo Place, Portola Valley (APN 077-300-070) to the West Bay Sanitary District
3. The property to be annexed is described as follows:
See Exhibit "A" attached hereto and by this reference made a part hereof.
4. The said property is uninhabited.
5. The conditions of annexation are:
 - a. In the event that, pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money either as a lump sum or installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by rules, regulations or ordinances of the District, as now or hereafter amended.
 - b. Upon and after the effective date of said annexation, the territory, and all persons entitled to vote by reason of residing or owning land within the territory, shall be subject to the jurisdiction of the District; shall have the same rights and duties as if the territory had been a part of the District upon its original formation; shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then-authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District; shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.

6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.
7. The LAFCo of San Mateo County has adopted Resolution 1243 (Exhibit "B") ordering annexation of the referenced territory to the West Bay Sanitary District.

NOW, THEREFORE, BE IT RESOLVED that:

- a. The above described property, pursuant to the order of the San Mateo County LAFCo, is hereby annexed to the West Bay Sanitary District, and the District Manager is directed to make such distribution of this Resolution as is required by law or is desirable.
- b. Pursuant to Government Code Section 56837, the District consents to waiver conducting authority proceedings.
- c. The regular San Mateo County Assessment Roll will be used to collect sewer service charges.
- d. The territory will not be taxed for bonded indebtedness.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 22nd day of April, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

ANNEXATION TO WEST BAY SANITARY DISTRICT
GEOGRAPHIC DESCRIPTION

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Thence leaving said easterly line, (3) southeasterly on the arc of a curve concave northeasterly, the center of which bears South $73^{\circ}45'00''$ East, having a radius of 20.00 feet, a chord length of 28.28 feet, a central angle of $90^{\circ}00'00''$ and length of 31.42 feet;

Thence (4) South $73^{\circ}45'00''$ East, 305.31 feet;

Thence (5) on the arc of a tangent curve concave northerly, having a radius of 20.00 feet, a chord length of 14.14 feet, a central angle of $41^{\circ}24'35''$ and length of 14.45 feet;

Thence (6) on the arc of a reverse curve concave southwesterly, having a radius of 40.00 feet, a chord length of 79.47 feet, a central angle of $193^{\circ}09'35''$ and length of 134.85 feet;

Thence (7) South $31^{\circ}58'11''$ East, 297.09 feet;

Thence (8) North $89^{\circ}00'00''$ West, 60.00 feet;

Thence (9) North $78^{\circ}30'00''$ West, 260.00 feet;

Thence (10) North $24^{\circ}47'01''$ East, 248.24 feet;

Thence (11) North $73^{\circ}45'00''$ West, 305.31 feet;

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

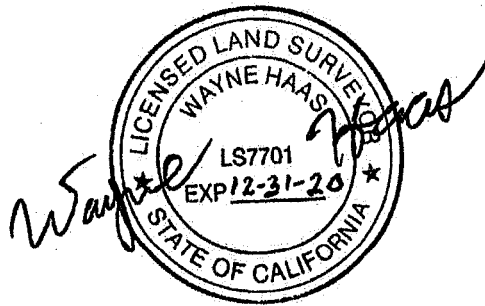
EXHIBIT A PAGE 1 OF 3

Thence (12) on the arc of a tangent curve concave southeasterly, having a radius of 20.00 feet, a chord length of 28.28 feet, a central angle of 90°00'00" and length of 31.42 feet;

Thence (13) North 16°15'00" East, 45.00 feet to the TRUE POINT OF BEGINNING.

Containing 1.51 acres, more or less.

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



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

EXHIBIT A PAGE 2 OF 3

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 19-09 -
ANNEXATION OF 20 NAVAJO PLACE, PORTOLA VALLEY (APN 077-300-070)
TO THE WEST BAY SANITARY DISTRICT,
WAIVING CONDUCTING AUTHORITY PROCEEDINGS
AND ORDERING SAID ANNEXATION
AND SUBSEQUENT ANNEXATION TO THE 'ZONE'**

RESOLVED, by the Local Agency Formation Commission of the County of San Mateo, State of California, that

WHEREAS, a proposal for the annexation of certain territory to the West Bay Sanitary District in the County of San Mateo was heretofore filed with the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer has reviewed the proposal and prepared a report, including the recommendations thereon, the proposal and report having been presented to and considered by this Commission; and

WHEREAS, it appears to the satisfaction of this Commission that all owners of the land included in the proposal consent to the proceeding; and

WHEREAS, a public hearing by this Commission was held on the proposal and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to the proposal and the Executive Officer's report; and

WHEREAS, the landowners and District have requested that the Commission waive conducting authority proceedings pursuant to government code Section 56837(c); and

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the

California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

NOW, THEREFORE, the Local Agency Formation Commission of the County of San Mateo DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. This proposal is approved, subject to the following conditions: none.

Section 2. The boundaries as set forth in the application are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 3. The territory consists of 1.5 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 20 Navajo Place, Portola Valley (APN 077-300-070) to the West Bay Sanitary District.

Section 4. Conducting authority proceedings are hereby waived in accordance with Government Code Section 56663 and this annexation is hereby ordered.

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

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

EXHIBIT D PAGE 2 OF 3

Regularly passed and adopted this 18th day of September 2019.

Ayes and in favor of said resolution:

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

EXHIBIT B PAGE 3 OF 3

- Ann Draper, Chair
- Don Horsley
- Ric Lohman
- Kati Martin (Alternate)
- Harvey Rarback (Alternate)
- Warren Slocum

Noes and against said resolution:

None

Commissioners Absent ~~and/or Abstentions~~

Commissioners: Joshua Cosgrove, Rich Garbarino, Mike O'Neill

Ann Draper

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

ATTEST:

Man Poyant

Executive Officer
Local Agency Formation Commission

Date: 9/23/19

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

Date: 9/23/19

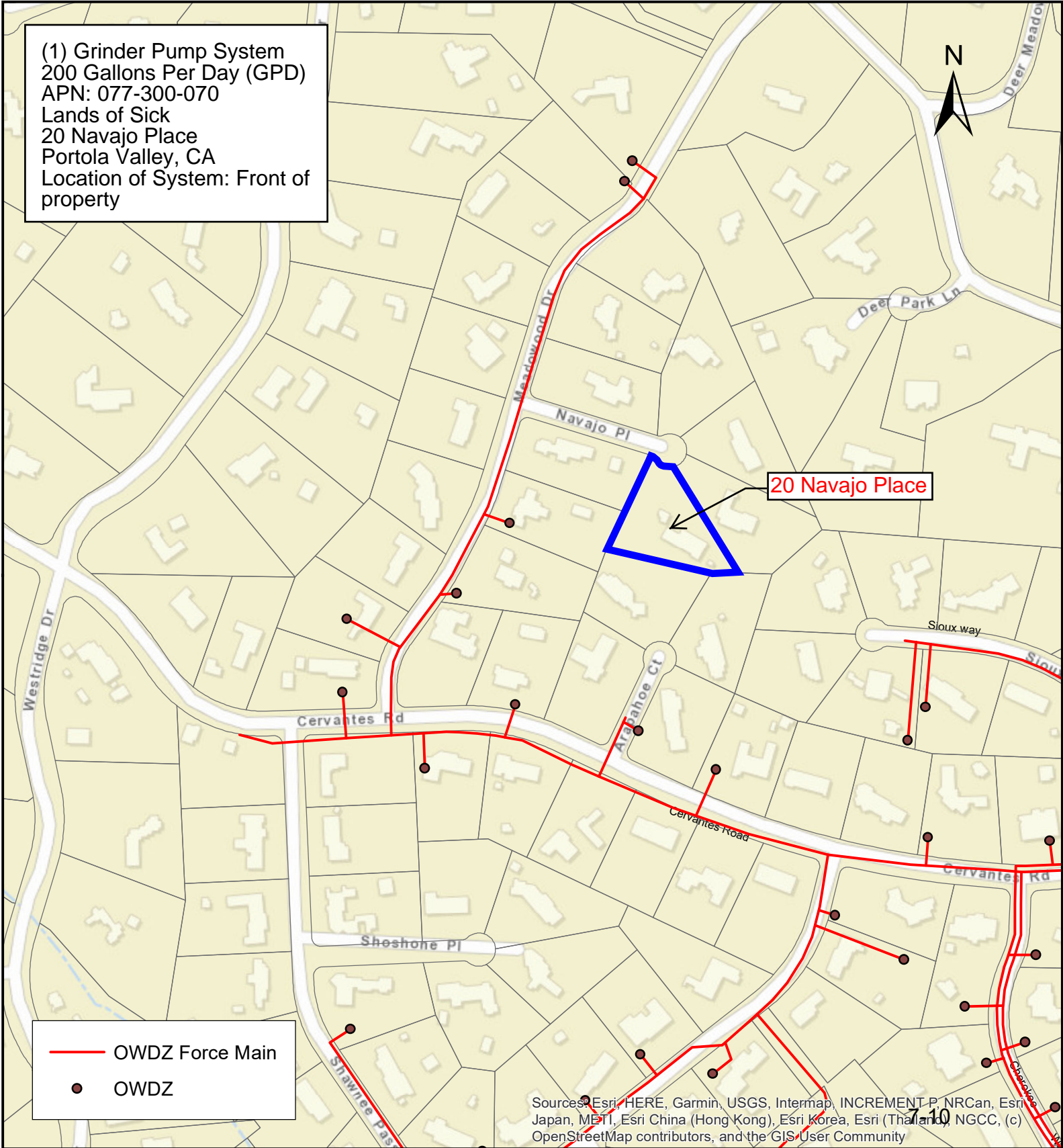
Rich Garbarino

Clerk to the Commission
Local Agency Formation Commission



WEST BAY SANITARY DISTRICT
EXHIBIT "B"
SITE LOCATION
20 NAVAJO PLACE
PORTOLA VALLEY, CA
GRINDER PUMP SYSTEM

(1) Grinder Pump System
200 Gallons Per Day (GPD)
APN: 077-300-070
Lands of Sick
20 Navajo Place
Portola Valley, CA
Location of System: Front of property



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *District Manager's Report*

- 1) **CIP Project:**
 - a. **Design work continuing on FERRF Levee Improvement and 2020 CIP**
 - b. **Cleaning/TVing Large Diameter lines:** Crews are working on cleaning and televising the large diameter sewer lines; finding substantial amounts of grit.
- 2) **Affiliate Agency/Association News:**
 - a. **CWEA:** DM & Operations Superintendent participated in a Webinar panel on April 15th, discussing what agencies are doing to comply with COVID 19 and SIP requirements.
 - b. **CMPK:** Building permit application has been submitted for Metal Building at FERRF but it is unclear if CMPK is accepting permits now with COVID 19.
 - c. **County:** The County confirmed that Tax Roll payments to the District will remain on time in spite of the relaxing of tax payment deadline. April payment has been received.
- 3) **Upcoming Events:**
 - a. **Board meetings:** Budget workshop and regular Board meeting May 13
 - b. **Budget Workshop:** May 13, 2020 at 5 pm.
- 4) **Misc./Action Items from Previous Meeting:**
 - a. **SSOs:** Zero SSO for March. 2020 Total = 0. 10 months in a row w/o SSO.
 - b. **LAH:** 1 SSO for February. 39 gallons in total. **1st SSO in over 12 months.**

Report to the District Board for the Regular Meeting of April 22, 2020

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

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1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, APRIL 8, 2020 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:05 PM

Roll Call

BOARD MEMBERS PRESENT: Dehn, Otte, Thiele-Sardiña, Walker, Moritz (jointed by Zoom @ 7:15pm)

BOARD MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Scott, Condotti and Ramirez (Zoom), Kitajima, Ledesma, Dave Richardson – W & C (Zoom)

Others Present: None.

2. Communications from the Public: None.

3. District Manager's Report

1) CIP Project:

a. **Design work continuing on FERRF Levee Improvement and 2020 CIP**

b. **Cleaning/TVing Large Diameter lines:** Crews have begun work on cleaning and televising the large diameter sewer lines.

2) Affiliate Agency/Association News:

a. **CWEA:** DM & Operations Superintendent were asked to participate in a Webinar panel discussing what agencies are doing to comply with COVID 19 and SIP requirements. Date to be determined.

b. **CMPK:** Discussions and reviews continue regarding the Metal Building Planning review. Letter to Planning Commission in development. No transportation impact fee will be required.

3) Upcoming Events:

a. **Board meetings:** Next meeting April 22, 2020. We will implement remote meeting capabilities.

b. **Budget Workshop:** May 13, 2020 at 5 pm.

4) Misc./Action Items from Previous Meeting:

a. **SSOs:** Zero SSO for March. 2020 Total = 0. 10 months in a row w/o SSO.

b. **LAH:** 1 SSO for February. 39 gallons in total. **1st SSO in over 12 months.**

c. **COVID 19:** The District website has been updated with COVID 19 messages that include a letter to property owners and video about flushing wipes and towels.

4. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Special meeting March 23, 2020
- B. Approval of Minutes for Regular meeting March 25, 2020
- C. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for April 8, 2020
- D. WBSD Operations and Maintenance Report – March 2020
- E. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – March 2020
- F. Bank of the West Monthly Investment Portfolio Statements

5. **Consider Adoption of Resolution Establishing Rates of Pay and Related Compensation Provisions and Correct Previous Pay Schedules**

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

Comments: DM Scott reported on the need to update the District's rates of pay to include the District Manager per CalPERS requirements.

6. **Update on District's Corona Virus**

Comments: Full PPE is being worn by crews out in the field. An inventory list of critical PPE has been created to assure the proper amount of items will be on hand for staff. Social distancing guidelines have been given to staff and posted on the door of each District working facility. Zoom meet rooms have been set up for meetings and meeting spaces have been marked for social distancing. The District has created a detailed written IIPP Coronavirus (COVID-19) Preparedness and Response Program.

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

Comments: DM Scott reported the ribbon cutting ceremony will be on May 18 @ 9:30am. Invoices for service fees will be sent to SHGCC now that the construction of the treatment plant has been deemed substantially complete. The 2nd round of Water Quality Supervisor/Operator interviews were conducted at the plant on April 7 and a contingent offer has been made to an applicant. Dave Richardson discussed some subsidy options for the Bayfront Recycled Water Project.

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

Comments: President Dehn reported the Organics to Energy Pilot Project equipment has been installed and they are awaiting installation of fire suppression system. The Board considered two additional locations for organics to energy. The Town of Atherton has not signed the re-stated franchise agreement with Recology and has until December 31, 2020 to do so. They are currently in talks with Green Waste Recovery for them to provide services.

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

Comments: None.

10. Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Legal Counsel
Unrepresented Employee: District Manager
- B. PUBLIC EMPLOYMENT
(Pursuant to Cal. Govt. Code §54957)
Title: District Manager Recruitment

Entered closed session at 8:21 p.m. Left closed session at 8:51 p.m.

Reportable action: None.

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

Comments: None.

12. Adjournment Time: The meeting was adjourned at 8:55 PM

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1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE SPECIAL MEETING OF THE DISTRICT BOARD
WEDNESDAY, APRIL 15, 2020 AT 4:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 4:00 PM

Roll Call

BOARD MEMBERS PRESENT: Dehn, Otte (by Zoom), Thiele-Sardiña, Walker (arrived 4:17pm), Moritz

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Condotti (by Zoom)

Others Present: Paul Kimora – Avery & Assoc. (by Zoom)

2. Communications from the Public: None.

3. Closed Session

A. PUBLIC EMPLOYMENT

Title: District Manager

Entered closed session at 4:06 p.m. Left closed session at 8:21 p.m.

Reportable action: No reportable action.

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

Comments: None.

5. Adjournment Time: The meeting was adjourned at 8:22 PM

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**WEST BAY SANITARY DISTRICT
WITHDRAWAL ORDER
Through April 13, 2020**

CHECK	TO WHOM PAYABLE	PURPOSE	AMOUNT
66391	MATHESON TRI-GAS, INC.	Operating Supplies - Coll	50.71
66392	CSRMA c/o ALLIANT INSURANCE	Other Operating Expense - Coll	168.30
66393	WEX BANK	Gasoline, Oil & Fuel - Coll	213.51
66394	CINTAS CORP	Contract Services - Coll	3,041.70
66395	NAVIA BENEFIT SOLUTIONS	Employee Benefits	25.00
66396	FREYER & LAURETA	CIP: Belle Haven III ; Print & Pub; Pro Services - A&G	21,696.43
66397	GRAINGER	Operating Supplies - Coll	245.73
66398	H & R PLUMBING & DRAIN	Manhole Lining	7,500.00
66399	IEDA	Professional Services - A&G	760.00
66400	INTERSTATE TRAFFIC CONTROL PRO	Operating Supplies - Coll	273.13
66401	CITY OF MENLO PARK - Water	Utilities - A&G	482.05
66402	PIER 2 MARKETING	Repairs & Maintenance - Coll	1,400.00
66403	ROBERTS & BRUNE CO	Operating Supplies - Coll	172.36
66404	SEEKZEN SYSTEMS	Professional Services - Coll	1,195.00
66405	VISION COMMUNICATIONS CO.	Rents & Leases - Coll	667.00
66406	WECO INDUSTRIES, INC.	Operating Supplies - Coll	4,325.57
66407	GOLDSTREET DESIGN AGENCY	Printing & Publications - A&G	1,671.12
66408	FRANCHISE TAX BOARD	Wage Garnishment	250.00
66409	SDU	Wage Garnishment	508.62
66410	NAVIA BENEFIT SOLUTIONS	Navia FSA Benefits	525.39
66411	SAN MATEO COUNTY CLERK	Other Operating Expense - Coll	27.00
66412-66427	PORTOLA VALLEY PROPERTY OWNERS	Reimbursement Agreement: 185 Meadowood, PV Connection	28,976.40
66428	AMERICAN MESSAGING	Utilities - A&G	64.14
66429	AQUALITY WATER MANAGEMENT INC.	Professional Services - A&G	980.00
66430	CAL-STEAM	Operating Supplies - Coll	37.72
66431	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding	35.36
66432	CINTAS CORP	Contract Servives - Coll	682.97
66433	DELL	Repairs & Maintenance - Coll	881.65
66434	DOLPHIN GRAPHICS	Contract Services - Coll	575.02
66435	DALE SCOTT & CO., INC.	Professional Services - A&G	4,000.00
66436	THE ALMANAC	Printing & Publications - Coll/A&G	2,640.00
66438	VOID		
66439	KIMBALL MIDWEST	Operating Supplies - Coll	1,512.63
66440	HILLYARD/SAN FRANCISCO	Operating Supplies - Coll	423.63
66441	HOME DEPOT	FERFF Improvements	3,781.19
66442	JANI-KING OF CA, INC - SFR/OAK	Contract Services - Coll	743.31
66443	KONE INC.	Contract Services - A&G	259.34
66444	LOG ME IN	Repairs & Maintenance - Coll	198.02
66445	SAN MATEO COUNTY	Other Operating Expense - Coll	849.00
66446	SHAPE INCORPORATED	Pump Replacement Program	9,187.93
66447	SHARP BUSINESS SYSTEMS	Rents & Leases - Coll	1,036.78
66448	SUMMIT AERIAL SERVICES INC	SHGCC - Recycled Water Facility	6,500.00
66449	YOUNG'S AUTO SUPPLY CENTER	Repairs & Maintenance - Coll	739.16
66450	RANGER PIPELINES	CIP: Alpine Road	39,647.00
66451	PRECISION ENGINEERING	CIP: Belle Haven III Sewer Project	126,191.63
66452	JAMES F. ILLICH	Refund of Cash Deposit	5,250.00
TOTAL CHECKS			280,391.50

CORPORATE CARDS, Statement 3/28/20:

TO WHOM PAYABLE	PURPOSE	AMOUNT
CITY OF FREMONT	Employee Benefits	47.85
AMVAN, LLC	Operating Supplies - Coll	1,388.66
ATLANTIS CASINO RESORT	Trainings, Meetings & Travel - A&G	(757.10)
BAY AREA AIR QUALITY MGMT DIST	Other Operating Expense - Coll	1,263.19
CWEA	Trainings, Meetings & Travel - A&G	2,990.00
CALIFORNIA WATER SERVICE	Utilities - A&G	1,451.44
DOORDASH	Trainings, Meetings & Travel - A&G	90.00
FASTRAK	Other Operating Expense - Coll	490.00
FREMONT URGENT CARE	Professional Services - A&G	964.00
MENLO PARK HARDWARE CO. #14016	Operating Supplies - Coll	195.87
HP	Repairs & Maintenance - Coll	491.61
JANS DELI	DM Expense	98.86
LIEBERT CASSIDY WHITMORE	Trainings, Meetings & Travel - A&G	150.00
MICROSOFT	Repairs & Maintenance - Coll	6.99
MOUNTAIN MIKES PIZZA	Trainings, Meetings & Travel - Coll	131.39
OTTERBOX	Repairs & Maintenance - Coll	6.99
BUYREAL	Office Expense - A&G	312.00
PACIFIC GAS & ELECTRIC	Utilities - A&G	8,301.24
STAPLES	Office Expense - A&G	35.99
THE GRILL HOUSE	DM Expense	43.10
HOME DEPOT	CIP: FERRF Improvements	1,080.25
TPX COMMUNICATIONS	Utilities - A&G	2,282.16
VALLOMBROSA CENTER	Other Operating Expense - Coll	2,970.00
WEATHERTECH DIRECT	Repairs & Maintenance - Coll	225.46
COSTCO	Office Expense - A&G	21.84
AMAZON	Operating Supplies - Coll ; Office Expense A&G	1,028.37

TOTAL CORPORATE CARDS:**25,310.16**WIRE TRANSFERS

DATE	TO WHOM PAYABLE	PURPOSE	AMOUNT
4/5/2020	PrimePay	PrimePay Fees	\$500.71
4/9/2020	Cal PERS	CalPERS Health Premiums	\$47,277.86
4/9/2020	PARS	Unfunded Liability	\$635,000.00
4/10/2020	PrimePay	Employee Payroll - Pay Period 3/27 - 4/10	\$111,763.17
4/10/2020	ICMA	Employee Contributions	\$10,357.50
4/10/2020	PrimePay	Federal Payroll Taxes	\$25,972.57
4/10/2020	PrimePay	State Payroll Taxes	\$7,763.73
4/13/2020	Cal PERS	CalPERS Retirement	\$43,319.18

WIRE TRANSFERS FROM BofW CHECKING**881,954.72**

4/10/2020	Recology	Franchise Fee	9,011.44
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WIRE TRANSFERS TO BofW CHECKING**9,011.44****SUMMARY**

TOTAL CHECKS	280,391.50
TOTAL CORP CARD	25,310.16
TOTAL WIRES	881,954.72
TOTAL PAYABLES	1,187,656.38

 President

 Secretary

OPERATING SUPPLIES & OFFICE EXPENSE

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
66406	4,325.57	WECO INDUSTRIES, INC.	CCTV Training, Centralizer, Assembly, CCTV Check, Evaluation of Unit 216
66407	1,671.12	GOLDSTREET DESIGN AGENCY, INC.	Creating the COVID 19 "What Not to Flush" Postcards, Video, and Social Media Ad
66438		VOID	Printer Error
66439	1,512.63	KIMBALL MIDWEST	Safety Glasses, Gloves, and Tyvek Suits
CC 3/28/20	1,388.66	AMVAN, LLC	Supplies for New Unit 208

MISCELLANEOUS

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
66396	21,696.43	FREYER & LAURETA	Professional Services for Belle Haven III, and Engineer Support
66398	7,500.00	H & R PLUMBING & DRAIN	Manhole Lining & Coating for Cherokee Way, PV
66402	1,400.00	PIER 2 MARKETING	Professional Services for Website Maintenance
66404	1,195.00	SEEKZEN SYSTEMS	Professional Services for Anti Spam Services & Zoom Room Set up
66435	4,000.00	DALE SCOTT & CO., INC.	Professional Services for Continuing Disclosure Annual Reporting
66441	3,781.19	HOME DEPOT CREDIT SERVICES	FERFF Improvements for Extra Office Space for the Maintenance Crew
66446	9,187.93	SHAPE INCORPORATED	Stock Replacment for Pump Impeller
66448	6,500.00	SUMMIT AERIAL SERVICES INC	Professional Services for Film Production at SHGCC - Recycled Water Facility
66450	39,647.00	RANGER PIPELINES	Professional Services for Alpine Road Sewer Replacement
66451	126,191.63	PRECISION ENGINEERING	Professional Services for Belle Haven III Sewer Project
66452	5,250.00	JAMES F. ILLICH	Refund of Cash Deposit: 120 Cerokee Way, PV
CC 3/28/20	(757.10)	ATLANTIS CASINO RESORT	Vendor Refund of deposit for CWEA Conference
CC 3/28/20	1,227.00	BAY AREA AIR QUALITY MANAGEMENT	Permit Renewals: Laurel Street, Portola Road, and Willow Road
CC 3/28/20	2,990.00	CWEA	Registration Fee for CWEA Conference in October
CC 3/28/20	1,028.37	AMAZON	Office Supplies & PPE

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWAL
	7/1/2019- 4/13/2020	4/13/2020
3T Equipment Company	30,531.43	-
AAA Rentals	11,819.27	-
A & B Trailer Hitch Inc.	1,303.16	-
Aatrix Software	64.85	-
Ace Fire Equipment & Service	972.11	-
Action Towing	487.50	-
Advanced Laser	2,843.89	-
Airgas USA, LLC	806.86	-
Alliant Insurance Services Inc	15,396.00	-
The Almanac	15,305.20	2,640.00
Alpha Analytical Laboratories	4,075.00	-
Amazon	1,149.34	1,028.37
American Messaging	643.54	64.14
American Textile & Supply	171.48	-
American Water Services	305.40	-
Amvan, LLC	1,388.66	1,388.66
Anderson Pacific	7,968,085.64	-
Aqua Natural Solutions	2,959.34	-
Aquality Water Management Inc.	19,087.84	980.00
AT&T	10,636.55	-
Atlantis Casino Resort	-	(757.10)
Atchison, Barisone & Condotti	47,225.04	-
Town of Atherton	6,000.00	-
Avery Associates, Inc.	11,840.27	-
Aztec Consultants	11,827.50	-
Backflow Prevention Specialist	3,854.00	-
Baggengineers	1,660.00	-
Bankcard Center	37,613.20	-
Bay Alarm	12,563.26	-
Bay Area Air Quality Mgmt Dist	24,136.19	1,263.19
Bay Area Paving Co. Inc.	25,929.00	-
Bay Reprographic, Inc.	106.35	-
Bayside Equipment Company	118,686.74	-
Annette Bergeron	704.00	-
Jed M. Beyer	884.50	-
Beyond Components, Inc.	179.20	-
David D. Bohannon Org.	211,673.53	-
Bonny Doon Environmental	4,540.22	-
Brown and Caldwell	200.00	-
Buckles-Smith	251.60	-
BuyReal	312.00	312.00
CASA	13,370.00	-
CSDA	15,230.00	-
CUSI	13,750.00	-
CWEA-SCVS	1,180.00	-
CWEA	10,493.00	2,990.00
CWEA Membership	2,618.00	-
CSRMA C/O Alliant Insurance	298,821.30	168.30
Calif. Labor Law Poster Servic	152.00	-
California Concrete Pumping	774.00	-
CA Air Resources Board	754.48	-
California Water Service	12,951.00	1,451.44
CALPERS 1959 Survivor Billing	1,645.00	-
CALPERS - Unfunded Accrued Liability	334,727.00	-
CALPERS - Retirement	396,859.21	43,319.18
CALPERS - Health Premiums	417,441.05	47,277.86
Calpers Long-Term Care Program	628.45	35.36
Cal-Steam	37.72	37.72
CalTrans	492.00	-
Carpaccio	47.15	-
Carrie Nevoli - Petty Cash	729.79	-

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWAL
	7/1/2019- 4/13/2020	4/13/2020
Cardiac Science Corp.	719.89	-
Center For Hearing Health Inc.	661.25	-
Chavan & Associates LLP	22,825.00	-
Chevron	67.00	-
Cintas Corp	35,258.84	3,724.67
Citibank	696.92	-
Comcast	3,062.00	-
Consolidated Parts, Inc	4,354.12	-
Costco	764.88	21.84
CPS HR Consulting	18,484.86	-
Cropper Accountancy Corp.	2,700.00	-
Cues, Inc.	3,980.00	-
Custom Truck	490.10	-
DMV	388.05	-
Dale Scott & Co., Inc.	8,000.00	4,000.00
Peggy Daniels	2,935.76	-
Das Manufacturing, Inc.	1,895.44	-
Davey Tree Expert Company	7,913.00	-
Dept. of Industrial Relations	675.00	-
Dell	6,215.82	881.65
Delta Diablo Sanitation District	8,567.61	-
Detection Instruments	327.79	-
Dewey Pest Control	17,237.00	-
DoorDash	429.03	90.00
Dolphin Graphics	4,904.52	575.02
Duke's Root Control, Inc	223,089.71	-
Duckys Car Wash	639.80	-
Du-All Safety, Llc	22,612.50	-
Elio D'Urzo	1,523.50	-
ENR	66.00	-
ESRI	17,200.00	-
East Bay Muni Utility District	2,425.00	-
Elite Parts LLC	1,233.65	-
Emergency Essentials	2,279.10	-
EnviroZyme	3,000.50	-
ErgoWorks	1,398.48	-
Express Safety, Inc.	773.32	-
Fastrak	490.00	490.00
Fast Response On-Site Testing	2,217.60	-
Federal Express	3,407.52	-
City of Fremont	118.35	47.85
Fremont Urgent Care	2,656.00	964.00
Finishmaster Inc	837.56	-
Forestry Suppliers, Inc.	1,315.65	-
Formatop	1,387.48	-
City of Foster City	500.00	-
Four Star Automotive, Inc.	8,922.40	-
Franchise Tax Board	5,500.00	250.00
Freyer & Laureta	320,572.00	21,696.43
Gary Pollack Construction	4,000.00	-
Goldstreet Design Agency	4,422.62	1,671.12
Govconnection, Inc.	780.00	-
Governmentjobs.com dba NeoGov	6,633.00	-
Grainger	29,166.03	245.73
Granite Rock, Inc.	1,033.13	-
The Grill House	43.10	43.10
Hach Company	21,504.51	-
Hadronex, Inc.	34,919.44	-
Hansen Supply Company	4,710.58	-

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWAL
	7/1/2019- 4/13/2020	4/13/2020
Harben California	7,263.40	-
Harbor Ready-Mix	2,992.16	-
Harrington Industrial Plastics	192.59	-
HF&H Consultants, LLC	65,768.19	-
HP	491.61	491.61
H & R Plumbing & Drain	7,500.00	7,500.00
Hillyard/San Francisco	3,056.95	423.63
Hilton	225.03	-
Home Depot	14,408.56	4,861.44
Bob Hulsmann	1,274.26	-
IEDA	7,600.00	760.00
IKEA	21.93	-
James F. Illich	5,250.00	5,250.00
Innovyze, Inc	7,955.00	-
Instrument Technology Corp.	228.81	-
Interstate Traffic Control Pro	273.13	273.13
ISAC INC	6,581.50	-
J & B Corrosion Engineering	1,415.00	-
Jani-King of CA, Inc - SFR/OAK	7,316.13	743.31
Jans Deli	98.86	98.86
Jensen Precast	2,454.32	-
KDS Communications	1,505.00	-
Scott/Linda Kamran	16,000.00	-
Kimball Midwest	7,187.63	1,512.63
Bill Kitajima	152.83	-
Kone Inc.	2,593.40	259.34
L & M Transmission	1,199.93	-
Lasky Trade Printing	2,584.24	-
Liebert Cassidy Whitmore	150.00	150.00
Log Me In	2,396.72	198.02
Lucity, Inc.	20,741.42	-
Lyngso Garden Materials, Inc	356.78	-
Damian Madrigal	100.00	-
Mail Finance	804.75	-
Mallory Co.	8,972.01	-
Matheson Tri-Gas, Inc.	489.30	50.71
Maxx Metals	138.00	-
George / Karen McCown	2,996.72	-
City of Menlo Park - Repair	36,695.84	-
City of Menlo Park-Fuel	47,626.07	-
City of Menlo Park - Water	9,237.79	482.05
City of Menlo Park - Permits	4,500.00	-
SDU	11,189.64	508.62
Medco Supply Company	396.05	-
Menlo Park Chamber of Commerce	475.00	-
Menlo Park Fire Protection	8,290.00	-
Menlo Park Hardware Co. #14016	1,292.08	195.87
Microsoft	6.99	6.99
Mid Peninsula Abstracts	810.00	-
Mission Clay Products LLC	3,486.92	-
Morse Hydraulics	1,063.66	-
Mountain Mikes Pizza	186.29	131.39
Municipal Maintenance Equip.	1,667.98	-
My Binding	156.85	-
National Auto Fleet	142,690.88	-
Navia Benefit Solutions	23,167.76	550.39
North Bay Pensions	1,500.00	-
Occasions, ETC.	75.35	-
Office of Water Programs	998.63	-
Office Team	8,072.00	-
Ogasawara Landscape Maint.	8,250.00	-

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWAL
	7/1/2019- 4/13/2020	4/13/2020
Omega Industrial Supply, Inc.	9,243.84	-
Otterbox	6.99	6.99
PARS	635,000.00	635,000.00
P&F Distributers	1,035.69	-
Pacific Gas & Electric	62,166.82	8,301.24
Palo Alto Staffing	1,309.60	-
Albert Patino	433.54	-
Peninsula Building Materials	4,395.62	-
Peninsula Property Group	1,602.75	-
Perotti and Carrade	750.00	-
Phil Scott	3,202.20	-
Pier 2 Marketing	3,350.00	1,400.00
PJ's Rebar Inc.	2,752.87	-
Ponton Industries, Inc.	22,090.01	-
Portola Valley Property Owners	28,976.40	28,976.40
Precise Printing and Mailing	14,438.99	-
Precision Engineering	923,830.82	126,191.63
Preferred Alliance	2,761.73	-
Principal Life Insurance Co.	53,475.09	-
Sergio Ramirez	5,458.31	-
R.A. Nosek Investigations	2,655.00	-
Ranger Pipelines	106,849.79	39,647.00
Readyrefresh By Nestle	2,894.31	-
Recology Peninsula Services	12,530.00	-
Red Wing Shoe Store	5,572.03	-
Redwood General Tire Co., Inc.	213.75	-
Reg Solutions	200.00	-
Rich Voss Trucking	2,405.00	-
Roberts & Brune Co	23,391.41	172.36
SVCW Bond - 2009 Bond	656,144.00	-
SVCW Bond - 2014 Bond	1,145,613.40	-
SVCW Bond - 2015 Bond	1,019,906.45	-
SVCW Bond - 2018 Bond	1,834,712.50	-
SVCW Cash Contribution on 2018 Bond	6,416,002.01	-
SVCW SRF Loan - WWTP Phase 1	506,765.20	-
SVCW - Monthly Operating Payment	6,332,470.00	-
SWRCB	14,557.00	-
Sacramento Airport Parking	20.00	-
Safety Center Inc	5,308.00	-
Safety-Kleen, Corp.	2,651.77	-
Safeway	161.75	-
San Mateo County	19,112.00	849.00
San Mateo County Assessor	305.00	-
San Mateo County Clerk	1,025.00	27.00
San Mateo CO Health Dept	2,473.00	-
San Mateo County Tax Collector	924.30	-
Rupert Sandoval	1,113.46	-
Santa Clara Valley Water Dist.	100.00	-
Santa Clara County	587.00	-
Robert J. Scheidt	263.86	-
Seekzen Systems	15,970.00	1,195.00
Shape Incorporated	39,335.47	9,187.93
Sharp Business Systems	9,345.14	1,036.78
Sharp Electronics Corporation	1,186.81	-
Signa Mechanical	18,321.16	-
Sitech Norcal	460.95	-
Smart and Final	187.91	-
Snap On Industrial C/O	750.72	-
Desiree S Slater	28.00	-
Solarwinds	57.00	-
Spartan Tool LLC	4,257.10	-

REGULAR PAYABLES	TOTAL BY VENDOR	WITHDRAWAL
	7/1/2019- 4/13/2020	4/13/2020
Stacks	134.57	-
Staples	11,683.38	35.99
Stevens Creek Quarry, Inc.	692.99	-
Stockton Metropolitan	20.00	-
Summit Aerial Services Inc	9,250.00	6,500.00
Sutter EAP	1,249.25	-
Target Specialty Products	3,638.28	-
Tap Plastics Inc.	419.65	-
Teamsters Local No. 350	10,470.00	-
Teletrac Navman US LTD.	1,517.19	-
The Concept Genie	1,879.70	-
TFS-Zoom Imaging Solutions Inc	802.99	-
Toshiba Financial Services	801.78	-
Towne Ford Sales	14,426.23	-
TPX Communications	20,611.11	2,282.16
Underground, Inc.	321,504.72	-
Underground Service Alert	10,828.20	-
United Rentals Northwest, Inc.	1,082.58	-
USA Blue Book	1,051.78	-
US Bank	2,184.36	-
U.S. Jetting, LLC.	2,491.11	-
V & A Consulting Engineers	18,998.75	-
Valley Heating & Cooling	1,883.00	-
Vallombrosa Center	2,970.00	2,970.00
Verizon Wireless	15,860.26	-
Vision Communications Co.	12,640.67	667.00
V.W. Housen & Associates	47,709.50	-
WeatherTech Direct	225.46	225.46
Weco Industries, Inc.	146,335.58	4,325.57
West Yost & Associates	41,015.96	-
Wex Bank	523.44	213.51
Wiley Price & Radulovich	61.81	-
Woodard & Curran	104,323.44	-
Young's Auto Supply Center	739.16	739.16
Zanker Recycling	3,451.58	-
Zip's AW Direct	118.31	-
Zoom Imaging Solutions, Inc.	1,215.54	-
TOTAL REGULAR PAYABLES	32,336,346.01	##
SALARIES/WAGES & W/H		
Salaries/Wages - Net Pay	1,647,123.05	111,763.17
Directors Fees - Net Pay	14,583.15	-
PrimePay Fees	4,858.06	500.71
IRS - Federal Payroll Taxes	336,943.97	25,972.57
EDD - State Payroll Taxes	116,716.20	7,763.73
ICMA	170,761.58	10,357.50
Performance Merit Program - Net Pay	124,143.65	-
TOTAL SALARIES RELATED	2,415,129.66	##
TOTAL PAYABLES	34,751,475.67	##

WEST BAY SANITARY DISTRICT
Schedule of Cash Receipt Deposits
03/31/2020-4/14/2020

DEPOSIT DATE	RECEIPT NUMBER	DESCRIPTION	AMOUNT
4/14/2020	461127	Permit: 657 College Ave, MP	\$290.00
4/14/2020	461128	TP purchase	\$1.50
4/14/2020	461129	TP purchase	\$1.50
4/14/2020	461130	TP purchase	\$1.50
4/14/2020	461131	TP purchase	\$1.50
4/14/2020	461132	TP purchase	\$1.50
4/14/2020	461133	TP purchase	\$1.50
4/14/2020	461134	TP purchase	\$3.00
4/14/2020	461135	Permit: 2736 Gonzaga St, EPA	\$95.00
4/14/2020	461136	March lunch meeting reimbursement	\$131.39
4/14/2020	461137	Invoice No. 2019/20-065 & 2019/20-066	\$1,838.38
4/14/2020	461138	TP purchase	\$1.50
4/14/2020	461139	TP Purchase	\$1.50
4/14/2020	461140	Permit: 40 Politzer Dr, MP	\$290.00
4/14/2020	461141	EVP 2020	\$175.00
4/14/2020	461142	EVP 2020	\$175.00
Total Deposit			\$3,009.77

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WEST BAY SANITARY DISTRICT AGENDA ITEM 9D

To: *Board of Directors*

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

Subject: *Consideration of Authorizing the District Manager to Consent to the Abandonment of Public Utility Easement at 100 Terminal Avenue, Menlo Park*

Background

The City of Menlo Park has requested the abandonment of an existing 5' Public Utility Easement (PUE) within 100 Terminal Avenue, a property owned by the City. The District has an exclusive 25' Sanitary Sewer Easement for facilities within this property.

Analysis

The District has no use for this 5' Public Utility Easement. All of the District's facilities within this property are covered by a separate easement.

Fiscal Impact

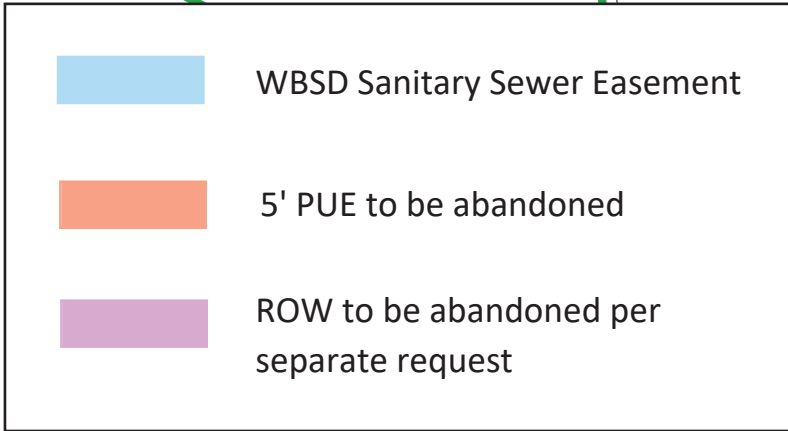
None

Recommendation

The Projects and IT Manager recommends the District Board authorize the District Manager to provide a "no objection" letter to the City.

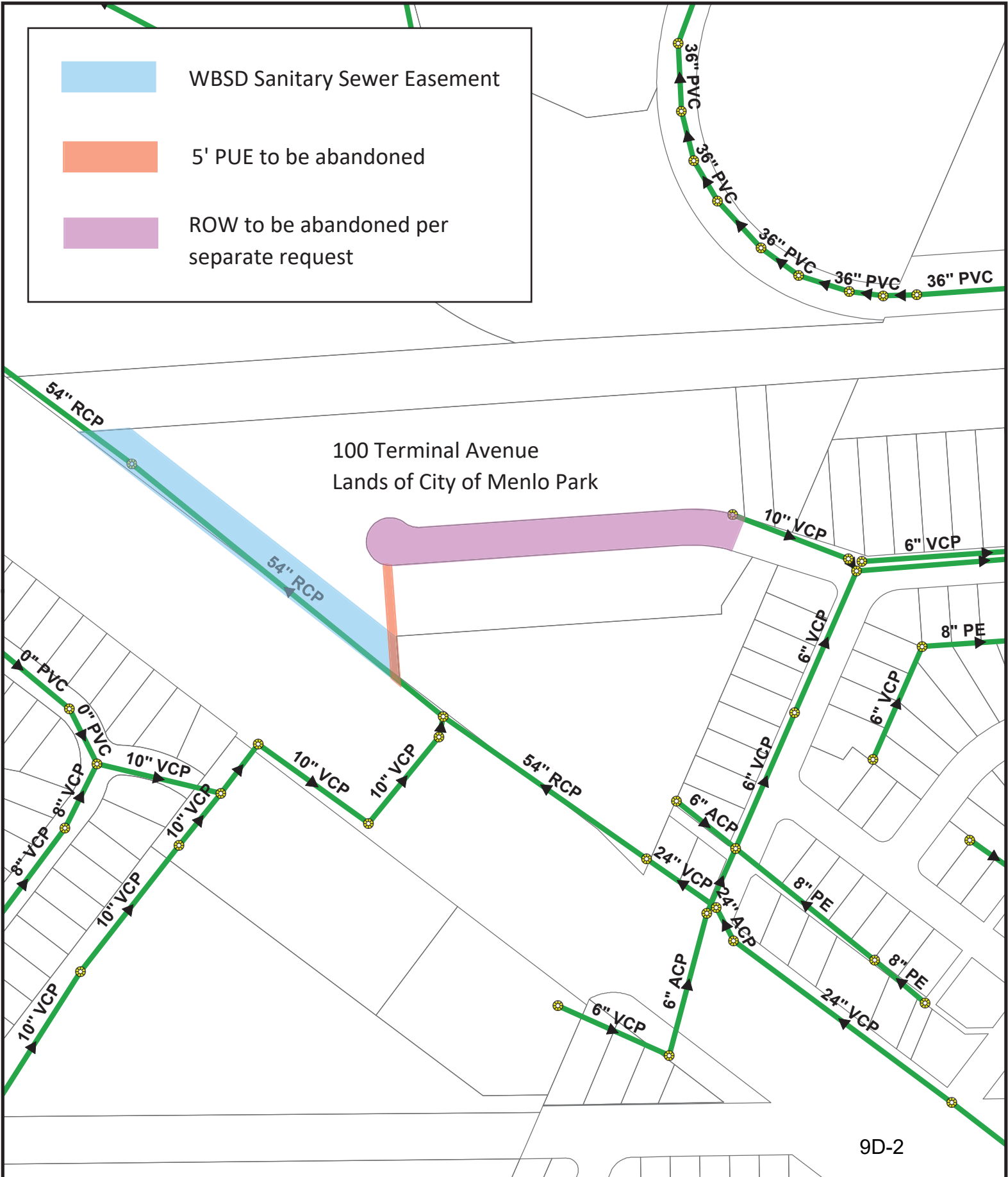
Attachment: Exhibit A – Summary of All Easements
Exhibit B - Letter from City Engineer
Exhibit C – City's PUE Abandonment Exhibit
Exhibit D - Grant Deed of Easement for WBSD Facilities

EXHIBIT A SUMMARY OF ALL EASEMENTS



Legend:

- WBSD Sanitary Sewer Easement (Blue shaded area)
- 5' PUE to be abandoned (Orange shaded area)
- ROW to be abandoned per separate request (Purple shaded area)





March 12, 2020

West Bay Sanitary District
Attn: Jonathan Werness
500 Laurel Street
Menlo Park, CA 94025

**RE: PUBLIC UTILITY EASEMENT ABANDONMENT ADJACENT TO 100
TERMINAL AVENUE**

Dear Mr. Werness:

In addition to the proposed right of way abandonment at 100 Terminal Avenue which you have already reviewed, the City of Menlo Park is also proposing to abandon a 5' Public Utility Easement (PUE). Please see the revised vacation exhibit.

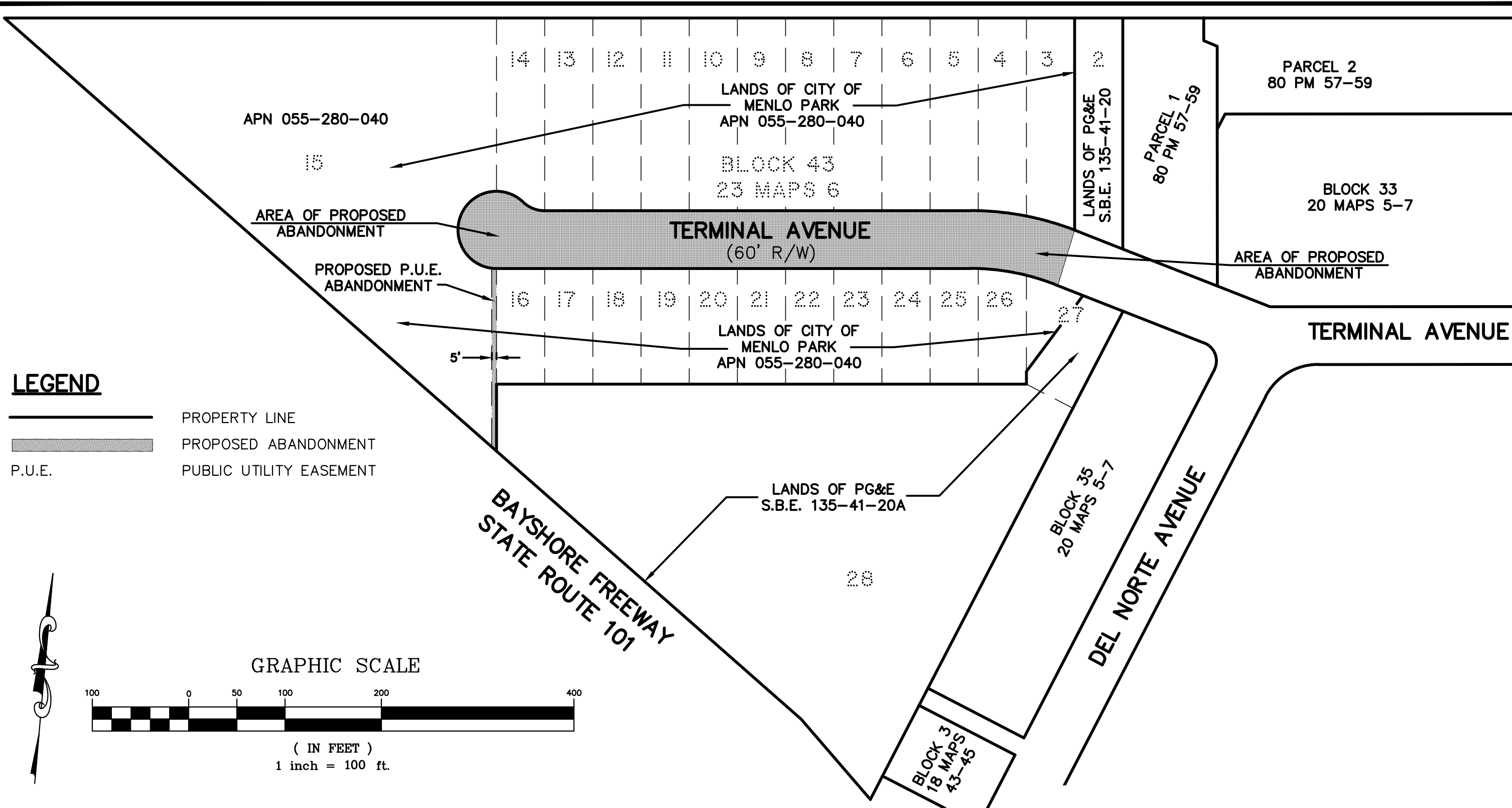
Please let me know if you have any objections to the PUE abandonment.

Should you have any questions regarding this letter, please do not hesitate to contact me at (650) 330-6779 or tavedian@menlopark.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Theresa Avedian". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Theresa Avedian
Senior Civil Engineer



MacLEOD AND ASSOCIATES
 CIVIL ENGINEERING • LAND SURVEYING
 965 CENTER STREET • SAN CARLOS • CA 94070 • (650) 593-8580

RIGHT-OF-WAY & P.U.E. ABANDONMENT EXHIBIT
 FOR PROPOSED ABANDONMENT OF
**PORTION OF TERMINAL AVENUE
 AND A PUBLIC UTILITY EASEMENT**
 MENLO PARK SAN MATEO COUNTY CALIFORNIA



PREPARED FOR: MENLO PARK PUBLIC WORKS DEPARTMENT	
DRAWN BY: DJK	DESIGNED BY: ---
CHECKED BY: DGM	DATE: 03-10-20
SCALE: 1"=100'	DRAWING NO. 4705-ROW

RESOLUTION NO. 339

IN THE DISTRICT BOARD OF THE MENLO PARK SANITARY DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA

BE IT RESOLVED that the annexed GRANT OF EASEMENT, dated as per acknowledgements attached thereto, by the City of Menlo Park, a municipal corporation in the County of San Mateo, State of California, to the Menlo Park Sanitary District, a political corporation in the County of San Mateo, State of California, be, and is hereby, accepted; and

BE IT FURTHER RESOLVED that the Recorder of the County of San Mateo be, and she is hereby, requested and authorized to place said GRANT OF EASEMENT of record.

Passed and adopted by the District Board of the Menlo Park Sanitary District at a regular meeting thereof, held on the 23rd day of May, 1960, by the following vote:

Ayes: Ahlenius, Angus, Casey, Grey

Noes: None

Absent: Cook

R. L. Grey

President of the District Board
of the Menlo Park Sanitary
District, San Mateo County,
State of California

Attest:

Geo. A. Angus

Secretary of the District Board, pro tem,
of the Menlo Park Sanitary
District, San Mateo County,
State of California



6/13/1960 Bm 3805 DE Pg 356

RESOLUTION NO. 1522

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK GRANTING AN EASEMENT (DATED APRIL 19, 1960) FOR SANITARY SEWER FACILITIES OVER A PORTION OF LOT 15 BLOCK 43, BELLE HAVEN CITY, TO MENLO PARK SANITARY DISTRICT AND AUTHORIZING THE MAYOR TO EXECUTE SAID GRANT OF EASEMENT ON BEHALF OF SAID CITY.

It appearing, and the City Council so finds that there has been presented to the City of Menlo Park by the Menlo Park Sanitary District, a request for a grant of easement for sanitary sewer facilities over a portion of Lot 15 Block 43, Belle Haven City, which said real property is owned by said City;

And, it further appearing that said grant of easement is necessary, and the granting thereof is fair, reasonable, and of advantage to both said District and City;

And good cause appearing therefor;

BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Menlo Park that that certain grant of easement dated April 19, 1960, wherein said City of Menlo Park grants to the Menlo Park Sanitary District an easement for sanitary sewer facilities over and in the real property herein described, be and the same is hereby approved and said easement is accordingly granted for the purposes herein mentioned;

BE IT FURTHER RESOLVED that the Mayor of the City of Menlo Park is authorized and directed to execute said grant of easement for and on behalf of said City.

The easement herein referred to and granted is described as follows:

"BEGINNING at the point of intersection of the easterly line of Lot 15 with the northerly line of Bayshore Highway as said Lot and Highway are shown on the above referred to map; thence running from said point of beginning on and along said northerly line North 53° 39' West 680.56 feet to the northwesterly line of said Lot 15; thence on and along said northwesterly line North 85° 00' 40" East 37.85 feet; thence South 53° 39' East 630.14 feet to the above referred to easterly line; thence on and along said easterly line South 4° 59' 20" East 33.30 feet to the point of beginning."

I, MARGARET A. BECKER, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing resolution was duly and regularly passed and adopted by said City Council at a regular meeting held by said Council on the 19th day of April, 1960, by the following vote:

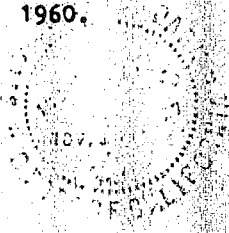
AYES: Councilmen: ANDRUS, BONDE, BELANGIE, LAWSON and PLAISTED

NOES: Councilmen: None

ABSENT: Councilmen: None

I further certify that the foregoing copy of said Resolution is a true and correct copy of the original of said Resolution on file in the office of the City Clerk, City Hall, Menlo Park, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City this 19th day of April, 1960.



Margaret A. Becker
City Clerk

GRANT OF EASEMENT

THIS INDENTURE, made this 19th day of April, 1960, between the City of Menlo Park, a municipal corporation in the County of San Mateo, State of California, party of the first part, and the Menlo Park Sanitary District, a political corporation in the County of San Mateo, State of California, party of the second part,

WITNESSETH:

That the party of the first part, as owner in fee of the parcel of land through which the hereinafter described easement passes, does hereby grant unto the party of the second part a perpetual easement to lay down, operate, maintain, repair, renew, and replace a sanitary sewer over and in a portion of Lot 15 of Block 43, Belle Haven City, in the City of Menlo Park, as said lot and block are shown on that certain map entitled "Tract No. 525, Belle Haven City, Block 43, San Mateo County, California" filed in the office of the Recorder of San Mateo County, State of California, in Book 23 of Maps at Page 6, said easement being more particularly described as follows, to wit:

BEGINNING at the point of intersection of the easterly line of Lot 15 with the northerly line of Bayshore Highway as said Lot and Highway are shown on the above referred to map; thence running from said point of beginning on and along said northerly line North $53^{\circ} 39'$ West 680.56 feet to the northwesterly line of said Lot 15; thence on and along said northwesterly line North $85^{\circ} 00' 40''$ East 37.85 feet; thence South $53^{\circ} 39'$ East 630.14 feet to the above referred to easterly line; thence on and along said easterly line South $40^{\circ} 59' 20''$ East 33.30 feet to the point of beginning.

WITNESS our hands this 19th day of April, 1960

CITY OF MENLO PARK

By William A. Kauson
Mayor

ATTEST:

By Margaret A. Becker
Clerk

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STATE OF CALIFORNIA.

County of San Mateo

On this 11th day of May in the year one thousand nine hundred and sixty

before me Gedric Webster, a Notary Public in and for the County of San Mateo, State of California, residing therein, duly commissioned and sworn, personally appeared William R. Lawson and Margaret A. Becker known to me to be the Mayor and City Clerk of the corporation described in and that executed the within instrument, and also known to me to be the person who executed the within instrument on behalf of the corporation therein named, and acknowledged to me that such corporation executed the same.

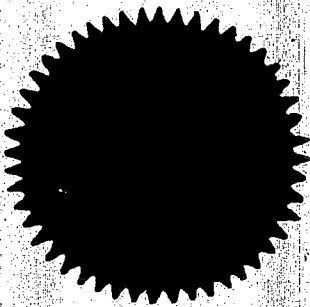
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, in the County of San Mateo, the day and year in this certificate first above written.

Gedric Webster

Notary Public in and for the County of San Mateo, State of California.

Crocker's Blank No. 124—Acknowledgment—Corporation.

My Commission Expires August 25, 1961



604133

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604133
RECORDED AT REQUEST OF
Park Sanitary District

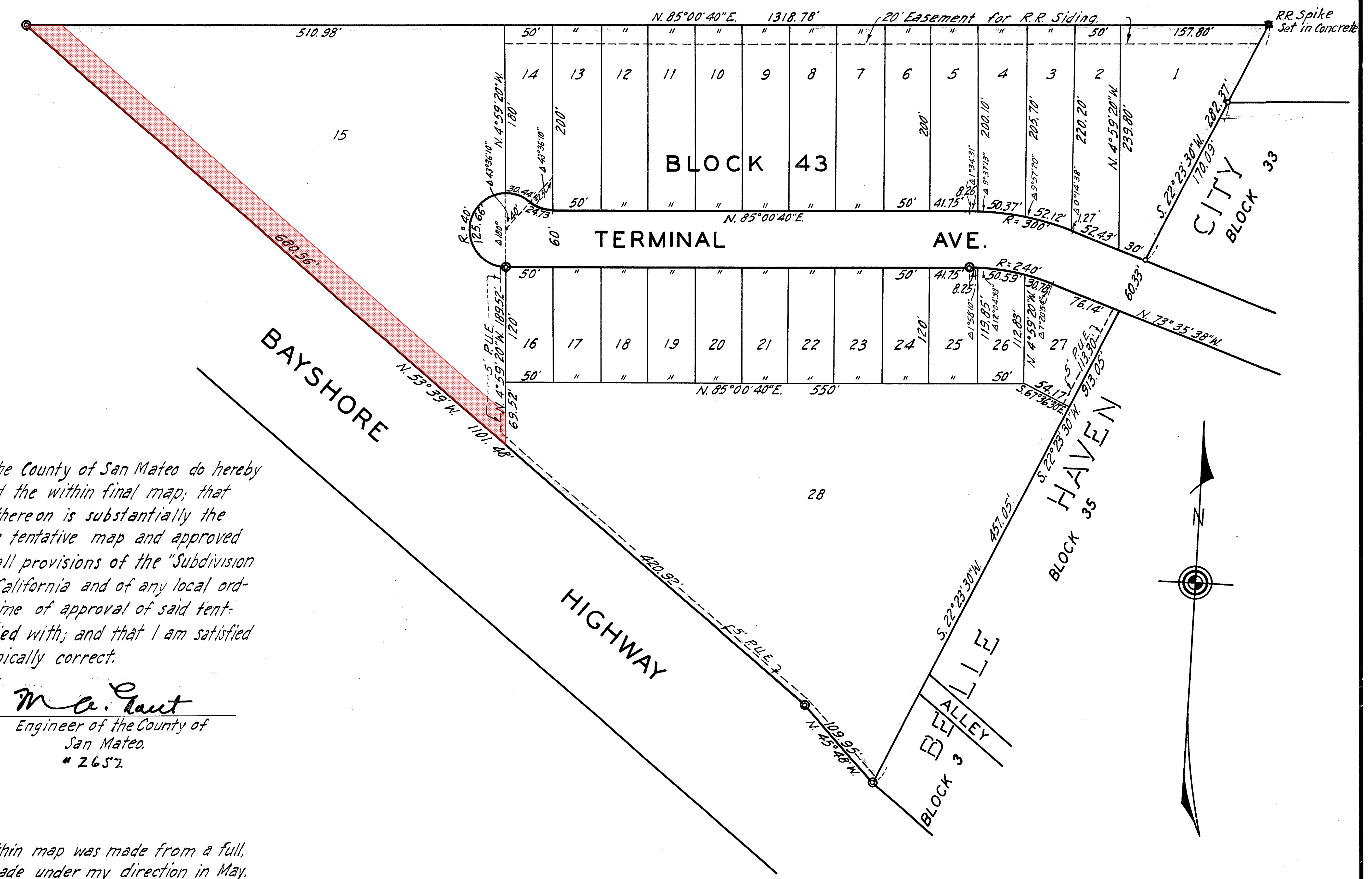
Mendo

JUN 3 3 02 P 1960

OFFICIAL RECORDS
SAN MATEO COUNTY
RECORDED

Russ Kura J

S. P. R. R. CO. DUMBARTON BRANCH



KNOW ALL MEN BY THESE PRESENTS:
 The undersigned hereby certify that they are the owners of the land subdivided as shown on this map; that they are the only parties having any record title interest in said land; and that they hereby consent to the preparation and recordation of this map.
 The undersigned further hereby certify that they do hereby offer for dedication for public use as a public street the land delineated and designated hereon as Terminal Ave. and that they also offer for dedication for public use the easements for public utilities under, on, along or over those certain parcels of land 5 feet wide designated Public Utility Easements ("P.U.E.") all as shown on this map.

David D. Bohannon Owner
Ophelia E. Bohannon Owner

State of California }
 County of San Mateo } ss
 On this 14 day of Sept 1940, before me D. R. Raybould a Notary Public in and for the County of San Mateo, State of California, residing therein, duly commissioned and sworn personally appeared David D. Bohannon and Ophelia E. Bohannon, known to me to be the persons who executed the within instrument, and they acknowledged to me that they executed the same.
 IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written

D. R. Raybould
 Notary Public in and for the County of San Mateo State of California.

I, M. A. Grant, Engineer of the County of San Mateo do hereby certify that I have examined the within final map; that the subdivision as shown thereon is substantially the same as it appeared on the tentative map and approved alterations thereof; that all provisions of the "Subdivision Map Act" of the State of California and of any local ordinance applicable at the time of approval of said tentative map have been complied with; and that I am satisfied that said final map is technically correct.

Dated May 15, 1940
M. A. Grant
 Engineer of the County of San Mateo
 # 2657

I hereby certify that the within map was made from a full, true and correct survey made under my direction in May, 1940, of the lands embraced hereon, and that 3/4 inch iron pipe monuments, indicated thus ⊙ on the map have been placed on the ground in the positions indicated, and are sufficient to enable the survey to be retraced.

Willis G. Frost
 Registered Civil Engineer
 No. 362

I hereby certify that the Board of Supervisors of the County of San Mateo, State of California, did at its regular meeting held on the 17 day of Sept 1940, duly approve the within map, and accepted on behalf of the public the offer of dedication of certain lands shown hereon as public streets, and the easements for public utilities all as shown on this map.
 IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of said County this 17 day of Sept 1940.

W. H. Augustus
 County Clerk and Ex-officio Clerk of the Board of Supervisors of the County of San Mateo, State of Calif.

FILE NO. 99590 D
 Filed for record Sept. 18th A.D. 1940, at 9:50 A.M. in Book 23 of Official Maps at page 6 San Mateo County Records

T. Price
 County Recorder

TRACT NO. 525
BELLE HAVEN CITY
 BLOCK 43
 SAN MATEO COUNTY, CALIFORNIA
 MAY 1940 SCALE 1"=100'
 WILLIS G. FROST — CIVIL ENGINEER



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9E**

To: Board of Directors

**From: Phil Scott, District Manager
Debra Fisher, Finance Manager**

**Subject: Ratify and Approve Report on District's Investment Portfolio
Including the Transactions of Assets Described Therein as of
3/31/20**

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 District Manager 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 District Manager 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. 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, with the target level set as budgeted for Fiscal Year 2018-19.

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. \$7.91 million of these funds are held in Local Agency Investment Fund (LAIF), as their yields have outperformed Bank of the West.

The District's reserve funds for the third quarter 2019-20:

District Reserves	Target Balance	Beginning Market Value (millions)	Ending Market Value (millions)	Yield
Emergency Capital Reserve	\$5 million	\$3.65	\$3.69	1.78%
Capital Project Reserve	\$6 million	\$2.05	\$2.08	1.91%
Operating Reserves (5 months Op Exp)	\$9.5 million	\$8.06	\$8.17	1.76%
Rate Stabilization Reserve	\$6 million	\$1.39	\$1.40	3.21%
Total Reserves Market Value, 3/31/20		\$15.16	\$15.33	
Recycled Water Cash Flow:	\$8 million	\$8.14	\$8.14	
Recycled Water CF Reserve - BofW		\$0.23	\$0.23	1.64%
Recycled Water CF Reserve - LAIF		\$7.91	\$7.91	2.03%
Recycled Water SRF Reserve (SHGCC)	\$806.2 thousand	\$0.85	\$0.85	2.06%

Analysis

There were no transfers to or from the Investment Reserve accounts between January and March 2020. Total transfers to date, would still be at \$16,100,000.

The reserve replenishment plan, began in April 2020, with a transfer of \$2.183 million; \$200 thousand to the Emergency Capital Reserve, \$683 thousand to the Capital Project Reserve, and \$1.3 million to the Operating Reserve.

Staff will continue to budget for the Reserve Replenishment Plan, as directed, over the next several years to restore reserves to their full target levels.

Fiscal Impact

The investment portfolios have been set up with the goal to yield a rate of return of approximately 2%. Current yields are near or exceed this goal.

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 3/31/20.



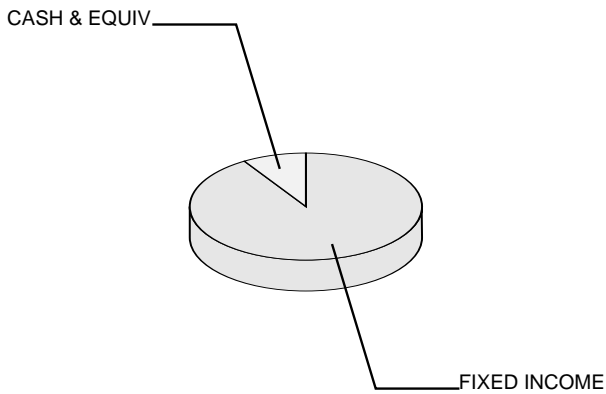
WBSD - EMERGENCY CAPITAL RESERVE

Account Number: 03/01/20 -
 Statement Period: 03/31/20

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	340,565.78	9.3%
Fixed Income	3,328,465.37	90.7%
Total Portfolio	\$ 3,669,031.15	100.0%
Accrued Income	16,151.13	
Total Valuation	\$ 3,685,182.28	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 3,673,276.74	\$ 4,308,686.39
Income		
Interest.....	7,373.00	75,845.84
Purchased Income.....	-1,613.65	-4,537.40
Disbursements.....	-644.48	-1,701,502.56
Cash Transfers.....	0.00	8,700.00
Realized Gains/(Losses).....	-1,683.72	-24,547.31
Change In Accrued Income.....	8.51	-8,658.23
Change In Market Appreciation/(Depreciation).....	8,096.61	49,582.98
Non-Cash Asset Changes.....	369.27	981,612.57
Ending Market Value	\$ 3,685,182.28	\$ 3,685,182.28



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

03/01/20 -
03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	340,565.780	340,565.78 340,565.78	1,566.00 112.61	0.46%
Total Cash Equivalents		\$ 340,565.78 \$ 340,565.78	1,566.00 112.61	0.46%
Fixed Income				
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14	16.640	16.63 36.76	0.00 0.07	5.50%
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14	39.310	39.34 76.23	2.00 0.18	5.50%
Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable	120,000.000	124,729.20 119,730.00	2,760.00 1,180.66	2.21%
Federal Home Loan Bks Cons Bds 1.70% Dtd 07/27/2016 Due 07/27/2022 Callable	140,000.000	140,001.40 136,255.08	2,380.00 423.11	1.70%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	80,000.000	82,441.60 80,106.40	1,520.00 244.88	1.84%
Federal Farm Cr Bks Cons Systemwide Bds 1.64% Dtd 12/11/2019 Due 06/11/2021 Callable	110,000.000	110,000.00 110,000.00	1,804.00 551.21	1.64%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	80,000.000	80,933.60 80,566.40	2,300.00 127.77	2.84%
Federal Home Loan Bks Cons Bds 3.125% Dtd 11/17/2010 Due 12/11/2020 Non-Callable	110,000.000	112,136.20 111,474.66	3,437.00 1,059.89	3.07%
Federal Home Ln Mtg Corp Medium Term Nts 1.625% Dtd 04/27/2017 Due 07/27/2020 Callable	40,000.000	40,152.40 40,000.00	650.00 278.05	1.62%
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable	150,000.000	150,148.50 149,892.17	2,475.00 1,058.75	1.65%



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

03/01/20 -
03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable	25,000.000	25,070.75 25,053.00	375.00 103.12	1.50%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	275,000.000	276,872.75 274,592.75	4,125.00 1,386.45	1.49%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	40,000.000	40,435.60 40,254.80	750.00 193.74	1.85%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	60,000.000	60,575.40 59,844.95	825.00 80.20	1.36%
Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable	130,000.000	131,509.30 129,088.85	1,625.00 198.61	1.24%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	60,000.000	60,882.00 59,694.91	825.00 398.75	1.36%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	60,000.000	61,729.80 60,142.80	1,200.00 286.66	1.94%
Federal Natl Mtg Assn 1.80% Dtd 10/26/2012 Due 10/26/2021 Callable	100,000.000	100,341.00 100,000.00	1,800.00 775.00	1.79%
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable	200,000.000	200,368.00 198,202.45	3,000.00 1,033.33	1.50%
Federal Natl Mtg Assn 1.75% Dtd 09/28/2017 Due 09/28/2020 Callable	130,000.000	130,592.80 130,000.00	2,275.00 18.95	1.74%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	60,000.000	62,104.20 60,680.40	1,425.00 308.74	2.29%
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable	200,000.000	200,182.00 199,472.00	2,750.00 1,145.83	1.37%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	55.860	55.57 77.66	2.00 0.23	5.03%



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

03/01/20 -
03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Home Depot Inc Sr Gbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable	60,000.000	60,096.60 59,878.80	1,200.00 599.99	2.00%
Indiana Univ Revs Student Fee Bds V Taxable 2.227% Dtd 10/26/2012 Due 08/01/2020 Callable	25,000.000	25,115.00 25,070.50	556.00 92.79	2.22%
Michigan St GO Ref Bds 2009a Taxable 6.95% Dtd 04/14/2009 Due 11/01/2020 Non-Callable	25,000.000	25,889.50 26,054.25	1,737.00 723.96	6.71%
New Hampshire Health & Ed Facs Taxable Univ Sys Issue B 2017 B Taxable 2.292% Dtd 12/06/2017 Due 07/01/2021 Non-Callable	25,000.000	25,230.50 25,158.75	573.00 143.25	2.27%
Pfizer Inc Sr Nt 5.20% Dtd 08/12/2015 Due 08/12/2020 Non-Callable	100,000.000	101,504.00 101,605.00	5,200.00 707.77	5.12%
San Francisco Calif City & Cnt Taxable Ref Bds 2019 A Taxable 1.814% Dtd 01/09/2020 Due 11/01/2020 Callable	50,000.000	49,933.50 50,025.00	907.00 206.59	1.82%
Small Business Admin Gtd Ln Pool Cfs 4.34% Dtd 03/17/2004 Due 03/01/2024	8,094.590	8,392.07 12,760.73	351.00 60.51	4.19%
Small Business Admin Gtd Ln Pool Cfs 4.084% Dtd 03/29/2011 Due 03/10/2021	4,194.560	4,278.95 5,009.20	171.00 41.23	4.00%
Starbucks Corp Sr Gbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable	60,000.000	60,039.00 59,984.40	1,260.00 199.50	2.10%
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable	100,000.000	100,203.00 99,401.43	2,000.00 527.77	2.00%
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020	110,000.000	111,140.70 110,051.56	1,787.00 600.72	1.61%
US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security	108,832.000	106,669.51 108,569.16	136.00 62.64	0.13%



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020	100,000.000	100,586.00 100,243.42	1,375.00 63.51	1.37%
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020	100,000.000	101,274.00 100,816.41	1,875.00 553.28	1.85%
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021	50,000.000	51,099.00 50,777.27	1,187.00 54.85	2.32%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	100,000.000	103,704.00 99,695.31	2,750.00 127.03	2.65%
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021	100,000.000	101,992.00 100,833.63	2,500.00 418.95	2.45%
Total Fixed Income		\$ 3,328,465.37 \$ 3,301,177.09	63,870.00 16,038.52	1.92%
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		\$ 3,669,031.15 \$ 3,641,742.87	65,436.00 16,151.13	1.78%
Total Market Value Plus Accruals		\$ 3,685,182.28		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 02/29/20	03/02/20		326.45
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Int For February 2020 on 43.90	03/16/20		0.20



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Income Activity			
	Date	Income Cash	Principal Cash
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Int For February 2020 on 70.47	03/16/20		0.32
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable Int To 03/11/20 on 80,000	03/11/20		1,150.00
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable Int To 03/30/20 on 200,000	03/30/20		875.00
Federal Natl Mtg Assn 1.75% Dtd 09/28/2017 Due 09/28/2020 Callable Int To 03/28/20 on 130,000	03/30/20		1,137.50
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For February 2020 on 295.07	03/25/20		1.23
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24 Int For February 2020 on 372.78	03/25/20		1.56
Small Business Admin Gtd Ln Pool Cfs 4.34% Dtd 03/17/2004 Due 03/01/2024 Int To 02/15/20 on 9943.62	03/02/20		215.78
Small Business Admin Gtd Ln Pool Cfs 4.084% Dtd 03/29/2011 Due 03/10/2021 Int To 03/01/20 on 5645.42	03/10/20		114.96
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Int To 03/15/20 on 110,000	03/16/20		893.75
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020 Int To 03/15/20 on 100,000	03/16/20		687.50
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Int To 03/15/20 on 50,000	03/16/20		593.75



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Income Activity			
	Date	Income Cash	Principal Cash
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021 Int To 03/15/20 on 100,000	03/16/20		1,375.00
Total Interest Income		\$ 0.00	\$ 7,373.00
Purchased Income			
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020 Accrued Int To 03/04/20 Paid on Purchase of 100,000	03/04/20		-645.95
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020 Accrued Int To 03/04/20 Paid on Purchase of 100,000	03/04/20		-409.84
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Accrued Int To 03/04/20 Paid on Purchase of 50,000	03/04/20		-557.86
Total Purchased Income		\$ 0.00	\$ -1,613.65
Total Income		\$ 0.00	\$ 5,759.35

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 02/29/20	03/13/20		-644.48
Total Fees/Expenses		\$ 0.00	\$ -644.48
Total Disbursements		\$ 0.00	\$ -644.48



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (6) 03/01/20 To 03/31/20	03/31/20		-321,343.30
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020 Purchased 100000 03/03/20 From Wells Fargo Securities, LLC @ 100.257812	03/04/20		-100,257.81
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020 Purchased 100000 03/03/20 From Wells Fargo Securities, LLC @ 100.816406	03/04/20		-100,816.41
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Purchased 50000 03/03/20 From Wells Fargo Securities, LLC @ 101.601562	03/04/20		-50,800.78
Total Purchases		\$ 0.00	\$ -573,218.30

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (2) 03/01/20 To 03/31/20	03/31/20	254,133.13	
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Prin Pmt For February 2020	03/16/20	27.26	-32.95
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Prin Pmt For February 2020	03/16/20	31.16	-29.27
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable Recd Proceeds on Full Call of 200,000 Par Value	03/30/20	200,000.00	
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For February 2020	03/25/20	239.21	-93.38



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24 Recd Proceeds on Final Paydown of	03/25/20	372.78	-180.47
Small Business Admin Gtd Ln Pool Cfs 4.34% Dtd 03/17/2004 Due 03/01/2024 Prin Pmt For 02/15/20	03/02/20	1,849.03	-1,065.88
Small Business Admin Gtd Ln Pool Cfs 4.084% Dtd 03/29/2011 Due 03/10/2021 Prin Pmt For 03/01/20	03/10/20	1,450.86	-281.77
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Recd Proceeds on Maturity of 110,000 Par Value	03/16/20	110,000.00	
Total Sales		\$ 568,103.43	\$ -1,683.72

Non-Cash Activity		
	Date	Cost
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable Amortization of Premium	03/11/20	-563.20
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable Accretion of Discount	03/31/20	119.74
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	03/31/20	14.25
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	03/31/20	16.71
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable Accretion of Discount	03/31/20	91.00
Accretion of Discount	03/31/20	136.51



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Non-Cash Activity		
	Date	Cost
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Accretion of Discount	03/31/20	22.27
US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security Inflationary Int Adjustment 03/13/20 Inflationary Int Adjustment 03/30/20	03/13/20 03/30/20	187.00 217.00
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Accretion of Discount Accretion of Discount	03/16/20 03/16/20	124.51 41.38
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020 Amortization of Premium	03/13/20	-14.39
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Amortization of Premium	03/13/20	-23.51
Total Non-Cash Transactions		\$ 369.27

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.



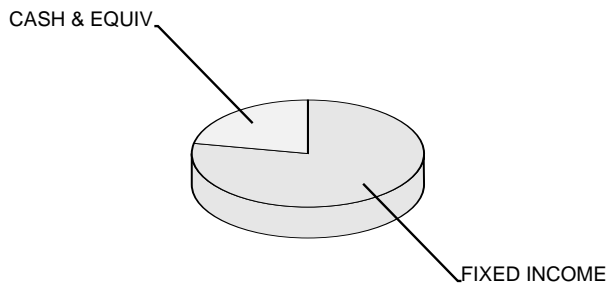
WBSD - CAPITAL PROJECT RESERVE

Account Number: 03/01/20 -
 Statement Period: 03/31/20

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	450,997.21	21.8%
Fixed Income	1,619,175.44	78.2%
Total Portfolio	\$ 2,070,172.65	100.0%
Accrued Income	8,651.78	
Total Valuation	\$ 2,078,824.43	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 2,068,763.33	\$ 2,666,749.24
Income		
Interest.....	7,041.99	47,019.65
Purchased Income.....	-122.95	-2,653.40
Disbursements.....	-362.48	-641,455.33
Realized Gains/(Losses).....	1,154.85	1,367.95
Change In Accrued Income.....	-3,208.88	-7,082.56
Change In Market Appreciation/(Depreciation).....	6,866.93	23,197.27
Non-Cash Asset Changes.....	-1,308.36	-8,318.39
Ending Market Value	\$ 2,078,824.43	\$ 2,078,824.43



WBSD - CAPITAL PROJECT RESERVE

Account Number:
Statement Period:

03/01/20 -
03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	450,997.210	450,997.21 450,997.21	2,074.00 84.93	0.46%
Total Cash Equivalents		\$ 450,997.21 \$ 450,997.21	2,074.00 84.93	0.46%
Fixed Income				
Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable	50,000.000	51,970.50 49,887.50	1,150.00 491.94	2.21%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable	60,000.000	61,960.20 60,145.80	1,140.00 228.00	1.84%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	60,000.000	61,831.20 60,079.80	1,140.00 183.66	1.84%
Federal Farm Cr Bks Cons Systemwide Bds 1.64% Dtd 12/11/2019 Due 06/11/2021 Callable	30,000.000	30,000.00 30,000.00	492.00 150.33	1.64%
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable	50,000.000	50,406.00 50,761.50	2,312.00 700.17	4.59%
Federal Farm Cr Bks Cons Systemwide Bds 4.75% Dtd 09/21/2005 Due 09/21/2020 Non-Callable	125,000.000	127,647.50 127,085.00	5,937.00 164.93	4.65%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	100,000.000	101,167.00 100,708.00	2,875.00 159.72	2.84%
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable	100,000.000	100,099.00 99,927.98	1,650.00 705.83	1.65%
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable	40,000.000	40,113.20 40,084.80	600.00 165.00	1.50%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	40,000.000	40,272.40 40,120.40	600.00 201.66	1.49%



WBSD - CAPITAL PROJECT RESERVE

Account Number:
Statement Period:

03/01/20 -
03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	100,000.000	101,089.00 100,637.00	1,875.00 484.37	1.85%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	60,000.000	60,575.40 59,844.95	825.00 80.20	1.36%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	60,000.000	60,882.00 59,694.91	825.00 398.75	1.36%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	120,000.000	123,459.60 120,285.60	2,400.00 573.33	1.94%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	60,000.000	61,800.60 60,126.60	1,125.00 550.00	1.82%
Federal Natl Mtg Assn 1.80% Dtd 10/26/2012 Due 10/26/2021 Callable	100,000.000	100,341.00 100,000.00	1,800.00 775.00	1.79%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	120,000.000	124,208.40 121,360.80	2,850.00 617.50	2.29%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	27.930	27.79 29.48	1.00 0.11	5.03%
Indiana Univ Revs Student Fee Bds V Taxable 2.227% Dtd 10/26/2012 Due 08/01/2020 Callable	25,000.000	25,115.00 25,070.50	556.00 92.79	2.22%
Michigan St GO Ref Bds 2009a Taxable 6.95% Dtd 04/14/2009 Due 11/01/2020 Non-Callable	25,000.000	25,889.50 26,054.25	1,737.00 723.96	6.71%
New York St Dorm Auth St Pers Income Tax Rev Bds 2010c Taxable 4.554% Dtd 03/11/2010 Due 02/15/2021 Callable	25,000.000	25,700.50 25,620.00	1,138.00 145.47	4.43%
San Francisco Calif City & Cnt Taxable Ref Bds 2019 A Taxable 1.814% Dtd 01/09/2020 Due 11/01/2020 Callable	50,000.000	49,933.50 50,025.00	907.00 206.59	1.82%
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020	30,000.000	30,311.10 30,014.06	487.00 163.82	1.61%



WBSD - CAPITAL PROJECT RESERVE

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Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security	32,649.600	32,000.85 32,570.75	40.00 18.79	0.13%
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020	30,000.000	30,382.20 30,244.92	562.00 165.98	1.85%
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021	100,000.000	101,992.00 100,833.63	2,500.00 418.95	2.45%
Total Fixed Income		\$ 1,619,175.44 \$ 1,601,213.23	37,524.00 8,566.85	2.32%
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		\$ 2,070,172.65 \$ 2,052,210.44	39,598.00 8,651.78	1.91%
Total Market Value Plus Accruals		\$ 2,078,824.43		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 02/29/20	03/02/20		62.41
Federal Home Loan Bks Cons Bds 1.625% Dtd 09/30/2016 Due 09/30/2021 Callable Int To 03/30/20 on 100,000	03/30/20		812.50
Federal Farm Cr Bks Cons Systemwide Bds 1.55% Dtd 06/21/2016 Due 12/21/2020 Callable Interest At Full Call of	03/11/20		110.22



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Income Activity			
	Date	Income Cash	Principal Cash
Federal Farm Cr Bks Cons Systemwide Bds 4.75% Dtd 09/21/2005 Due 09/21/2020 Non-Callable Int To 03/21/20 on 125,000	03/23/20		2,968.75
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable Int To 03/11/20 on 100,000	03/11/20		1,437.50
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable Int To 03/30/20 on 50,000	03/30/20		375.00
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable Int To 03/30/20 on 180,000	03/30/20		787.50
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For February 2020 on 147.53	03/25/20		0.61
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Int To 03/15/20 on 60,000	03/16/20		487.50
Total Interest Income		\$ 0.00	\$ 7,041.99
Purchased Income			
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020 Accrued Int To 03/04/20 Paid on Purchase of 30,000	03/04/20		-122.95
Total Purchased Income		\$ 0.00	\$ -122.95
Total Income		\$ 0.00	\$ 6,919.04



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Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 02/29/20	03/13/20		-362.48
Total Fees/Expenses		\$ 0.00	\$ -362.48
Total Disbursements		\$ 0.00	\$ -362.48

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (6) 03/01/20 To 03/31/20	03/31/20		-429,161.59
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020 Purchased 30000 03/03/20 From Wells Fargo Securities, LLC @ 100.816406	03/04/20		-30,244.92
Total Purchases		\$ 0.00	\$ -459,406.51

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (2) 03/01/20 To 03/31/20	03/31/20	30,730.35	
Federal Home Loan Bks Cons Bds 1.625% Dtd 09/30/2016 Due 09/30/2021 Callable Recd Proceeds on Full Call of 100,000 Par Value	03/30/20	100,000.00	1,161.51
Federal Farm Cr Bks Cons Systemwide Bds 1.55% Dtd 06/21/2016 Due 12/21/2020 Callable Recd Proceeds on Full Call of 32,000 Par Value	03/11/20	32,000.00	
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable Recd Proceeds on Full Call of 50,000 Par Value	03/30/20	50,000.00	



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Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable Recd Proceeds on Full Call of 180,000 Par Value	03/30/20	180,000.00	
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For February 2020	03/25/20	119.60	-6.66
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Recd Proceeds on Maturity of 60,000 Par Value	03/16/20	60,000.00	
Total Sales		\$ 452,849.95	\$ 1,154.85

Non-Cash Activity		
	Date	Cost
Federal Home Loan Bks Cons Bds 1.625% Dtd 09/30/2016 Due 09/30/2021 Callable Accretion of Discount Accretion of Discount	03/30/20 03/30/20	580.73 580.73
Federal Farm Cr Bks Cons Systemwide Bds 4.75% Dtd 09/21/2005 Due 09/21/2020 Non-Callable Amortization of Premium	03/20/20	-2,072.50
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable Amortization of Premium	03/11/20	-704.00
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable Accretion of Discount	03/31/20	79.82
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	03/31/20	14.25



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Non-Cash Activity

	Date	Cost
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	03/31/20	16.71
US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security Inflationary Int Adjustment 03/13/20 Inflationary Int Adjustment 03/30/20	03/13/20 03/30/20	56.10 65.10
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Accretion of Discount	03/16/20	74.70
Total Non-Cash Transactions		\$ -1,308.36

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.



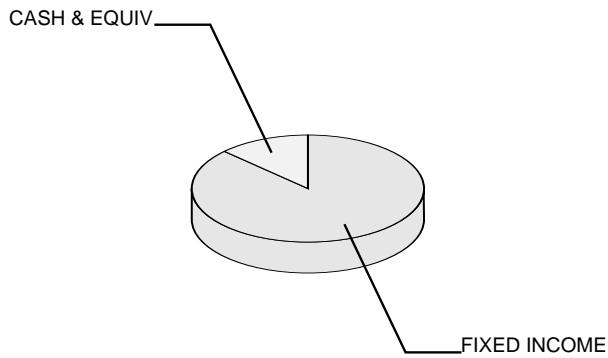
WBSD - OPERATING RESERVE

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

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	1,056,456.83	13.0%
Fixed Income	7,074,493.00	87.0%
Total Portfolio	\$ 8,130,949.83	100.0%
Accrued Income	35,151.43	
Total Valuation	\$ 8,166,101.26	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 8,128,310.38	\$ 7,191,676.47
Income		
Interest.....	19,874.14	136,391.93
Purchased Income.....	-3,184.09	-7,759.15
Disbursements.....	-1,425.55	-1,406,040.85
Cash Transfers.....	0.00	9,000.00
Realized Gains/(Losses).....	13,926.61	17,975.59
Change In Accrued Income.....	-3,729.37	-2,871.42
Change In Market Appreciation/(Depreciation).....	13,658.79	80,803.66
Non-Cash Asset Changes.....	-1,329.65	2,146,925.03
Ending Market Value	\$ 8,166,101.26	\$ 8,166,101.26



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03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	1,056,456.830	1,056,456.83 1,056,456.83	4,859.00 633.69	0.46%
Total Cash Equivalents		\$ 1,056,456.83 \$ 1,056,456.83	4,859.00 633.69	0.46%
Fixed Income				
Atlantic Richfield Co Deb 8.25% Dtd 02/01/1992 Due 02/01/2022 Non-Callable	15,000.000	15,987.30 16,635.00	1,237.00 206.25	7.74%
Capital One Bk USA Natl Assn CTF Dep 1.40% Dtd 09/28/2016 Due 09/28/2020 Non-Callable	100,000.000	100,105.00 100,000.00	1,400.00 15.34	1.40%
Constellation Brands Inc Sr Glbl Nt 2.25% Dtd 11/07/2017 Due 11/06/2020 Callable	75,000.000	74,579.25 74,824.50	1,687.00 679.68	2.26%
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14	16.570	16.56 17.41	0.00 0.07	5.50%
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14	40.200	40.23 42.41	2.00 0.18	5.50%
Federal Home Loan Bks Cons Bds 1.875% Dtd 11/30/2016 Due 11/29/2021 Non-Callable	200,000.000	204,810.00 198,439.73	3,750.00 1,270.83	1.83%
Federal Home Loan Bks Cons Bds 1.85% Dtd 08/15/2017 Due 08/15/2022 Non-Callable	235,000.000	242,635.15 235,972.90	4,347.00 555.51	1.79%
Federal Farm Cr Bks Cons Systemwide Bds 2.40% Dtd 06/17/2015 Due 06/17/2022 Non-Callable	235,000.000	244,428.20 238,546.15	5,640.00 1,629.33	2.31%
Federal Farm Cr Bks Cons Systemwide Bds 1.72% Dtd 07/26/2017 Due 07/26/2021 Non-Callable	235,000.000	239,222.95 235,277.30	4,042.00 729.80	1.69%
Federal Farm Cr Bks Cons Systemwide Bds 1.64% Dtd 12/11/2019 Due 06/11/2021 Callable	100,000.000	100,000.00 100,000.00	1,640.00 501.11	1.64%



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Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Farm Cr Bks Cons Systemwide Bds 1.54% Dtd 02/03/2020 Due 02/03/2022 Callable	100,000.000	100,613.00 100,000.00	1,540.00 256.66	1.53%
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable	200,000.000	201,624.00 203,046.00	9,250.00 2,800.69	4.59%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	60,000.000	60,700.20 60,424.80	1,725.00 95.83	2.84%
Federal Home Loan Bks Cons Bds 1.625% Dtd 11/07/2012 Due 12/10/2021 Non-Callable	235,000.000	239,528.45 234,353.75	3,818.00 1,177.44	1.59%
Federal Home Loan Bks Cons Bds 1.75% Dtd 06/03/2013 Due 06/12/2020 Non-Callable	60,000.000	60,166.80 60,070.20	1,050.00 317.91	1.75%
Federal Home Ln Mtg Corp Medium Term Nts 1.625% Dtd 04/27/2017 Due 07/27/2020 Callable	40,000.000	40,152.40 40,000.00	650.00 278.05	1.62%
Federal Home Ln Mtg Corp 1.60% Dtd 05/15/2017 Due 05/15/2020 Callable	240,000.000	240,355.20 240,000.00	3,840.00 1,450.66	1.60%
Federal Home Ln Mtg Corp 1.65% Dtd 01/27/2020 Due 04/27/2022 Callable	100,000.000	100,084.00 99,990.00	1,650.00 293.33	1.65%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	150,000.000	151,021.50 149,599.10	2,250.00 756.24	1.49%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	60,000.000	60,653.40 60,382.20	1,125.00 290.62	1.85%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	325,000.000	328,116.75 323,130.82	4,468.00 434.46	1.36%
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable	290,000.000	292,349.00 288,767.83	3,625.00 1,460.06	1.24%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	325,000.000	329,777.50 323,381.52	4,468.00 2,159.89	1.36%



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Account Number:
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03/31/20

Asset Position As of 03/31/20

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	505,000.000	519,559.15 505,916.73	10,100.00 2,412.77	1.94%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	160,000.000	164,801.60 160,892.80	3,000.00 1,466.66	1.82%
Federal Natl Mtg Assn 1.80% Dtd 10/26/2012 Due 10/26/2021 Callable	200,000.000	200,682.00 200,000.00	3,600.00 1,550.00	1.79%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	325,000.000	336,397.75 329,404.60	7,718.00 1,672.39	2.29%
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable	50,000.000	50,045.50 49,989.70	687.00 286.45	1.37%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	59.680	59.37 63.00	2.00 0.24	5.03%
GE Capital Internotes Fr 5.50% Dtd 11/05/2009 Due 11/15/2021 Non-Callable	50,000.000	49,636.50 53,032.00	2,750.00 1,038.88	5.54%
Home Depot Inc Sr Gbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable	50,000.000	50,080.50 49,899.00	1,000.00 500.00	2.00%
Indiana Univ Revs Student Fee Bds V Taxable 2.227% Dtd 10/26/2012 Due 08/01/2020 Callable	25,000.000	25,115.00 25,070.50	556.00 92.79	2.22%
Michigan St GO Ref Bds 2009a Taxable 6.95% Dtd 04/14/2009 Due 11/01/2020 Non-Callable	25,000.000	25,889.50 26,054.25	1,737.00 723.95	6.71%
Ncua Guaran Nts Tr Ser 2010 R1 CI I A Fltg Rate Dtd 10/27/2010 Due 10/07/2020	70,047.810	70,003.78 70,222.93	1,482.00 116.60	2.12%
New Hampshire Health & Ed Facs Taxable Univ Sys Issue B 2017 B Taxable 2.292% Dtd 12/06/2017 Due 07/01/2021 Non-Callable	25,000.000	25,230.50 25,158.75	573.00 143.25	2.27%



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03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
New York St Dorm Auth St Pers Income Tax Rev Bds 2010c Taxable 4.554% Dtd 03/11/2010 Due 02/15/2021 Callable	25,000.000	25,700.50 25,620.00	1,138.00 145.47	4.43%
Port Morrow Ore Transmission F Rev Bds Taxable 2.737% Dtd 08/26/2015 Due 09/01/2021 Callable	200,000.000	203,580.00 203,296.00	5,474.00 456.16	2.69%
San Francisco Calif City & Cnt Taxable Ref Bds 2019 A Taxable 1.814% Dtd 01/09/2020 Due 11/01/2020 Callable	50,000.000	49,933.50 50,025.00	907.00 206.59	1.82%
Starbucks Corp Sr Gbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable	50,000.000	50,032.50 49,987.00	1,050.00 166.25	2.10%
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable	100,000.000	100,203.00 99,401.43	2,000.00 527.77	2.00%
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020	425,000.000	429,407.25 421,285.94	6,906.00 2,320.95	1.61%
US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security	97,948.800	96,002.56 97,712.24	122.00 56.37	0.13%
US Treasury Note 1.125% Dtd 06/30/2016 Due 06/30/2021	100,000.000	101,285.00 100,460.94	1,125.00 284.33	1.11%
US Treasury Note 2.00% Dtd 07/31/2013 Due 07/31/2020	40,000.000	40,270.40 39,898.24	800.00 134.06	1.99%
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020	150,000.000	150,879.00 150,365.13	2,062.00 95.27	1.37%
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020	220,000.000	222,802.80 221,796.09	4,125.00 1,217.21	1.85%
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021	100,000.000	102,198.00 101,554.54	2,375.00 109.71	2.32%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	100,000.000	103,704.00 99,695.31	2,750.00 127.03	2.65%
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021	200,000.000	203,984.00 201,667.26	5,000.00 837.91	2.45%



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Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Wells Fargo & Co New Sr Gbl 2.50% Dtd 03/04/2016 Due 03/04/2021 Non-Callable	250,000.000	250,042.50 248,550.00	6,250.00 468.74	2.50%
Total Fixed Income		\$ 7,074,493.00 \$ 6,989,921.00	138,493.00 34,517.74	1.96%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%
Total Market Value		\$ 8,130,949.83 \$ 8,046,377.83	143,352.00 35,151.43	1.76%
Total Market Value Plus Accruals		\$ 8,166,101.26		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 02/29/20	03/02/20		598.30
Capital One Bk USA Natl Assn CTF Dep 1.40% Dtd 09/28/2016 Due 09/28/2020 Non-Callable Int To 03/28/20 on 100,000	03/30/20		698.08
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Int For February 2020 on 43.70	03/16/20		0.20
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Int For February 2020 on 72.06	03/16/20		0.33



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Income Activity		
	Date	Principal Cash
Federal Farm Cr Bks Cons Systemwide Bds 1.62% Dtd 09/11/2017 Due 09/11/2020 Callable Interest At Full Call of	03/06/20	1,417.50
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable Int To 03/11/20 on 60,000	03/11/20	862.50
Federal Home Ln Mtg Corp Step Cpn Dtd 09/30/2016 Due 09/30/2021 Callable Int To 03/30/20 on 200,000	03/30/20	1,500.00
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable Int To 03/30/20 on 120,000	03/30/20	525.00
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For February 2020 on 315.22	03/25/20	1.31
Ncua Guaran Nts Tr Ser 2010 R1 Cl I A Fltg Rate Dtd 10/27/2010 Due 10/07/2020 Int To 03/06/20 on 72442.80	03/06/20	123.50
Philip Morris Intl Inc Sr Nt 4.50% Dtd 03/26/2010 Due 03/26/2020 Non-Callable Int To 03/26/20 on 80,000	03/26/20	1,800.00
Port Morrow Ore Transmission F Rev Bds Taxable 2.737% Dtd 08/26/2015 Due 09/01/2021 Callable Int To 03/01/20 on 200,000	03/02/20	2,737.00
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Int To 03/15/20 on 120,000	03/16/20	975.00
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020 Int To 03/15/20 on 150,000	03/16/20	1,031.25
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Int To 03/15/20 on 100,000	03/16/20	1,187.50



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Income Activity			
	Date	Income Cash	Principal Cash
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021 Int To 03/15/20 on 100,000	03/16/20		1,375.00
United Technologies Corp Sr Gbl 2.30% Dtd 05/04/2017 Due 05/04/2022 Callable Interest At Full Call of	03/04/20		1,916.67
Wells Fargo & Co New Sr Gbl 2.50% Dtd 03/04/2016 Due 03/04/2021 Non-Callable Int To 03/04/20 on 250,000	03/04/20		3,125.00
Total Interest Income		\$ 0.00	\$ 19,874.14
Purchased Income			
US Treasury Note 1.125% Dtd 06/30/2016 Due 06/30/2021 Accrued Int To 03/04/20 Paid on Purchase of 100,000	03/04/20		-197.80
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020 Accrued Int To 03/04/20 Paid on Purchase of 150,000	03/04/20		-968.92
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020 Accrued Int To 03/04/20 Paid on Purchase of 220,000	03/04/20		-901.64
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Accrued Int To 03/04/20 Paid on Purchase of 100,000	03/04/20		-1,115.73
Total Purchased Income		\$ 0.00	\$ -3,184.09
Total Income		\$ 0.00	\$ 16,690.05



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 02/29/20	03/13/20		-1,425.55
Total Fees/Expenses		\$ 0.00	\$ -1,425.55
Total Disbursements		\$ 0.00	\$ -1,425.55

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (7) 03/01/20 To 03/31/20	03/31/20		-717,541.99
US Treasury Note 1.125% Dtd 06/30/2016 Due 06/30/2021 Purchased 100000 03/03/20 From Wells Fargo Securities, LLC @ 100.460937	03/04/20		-100,460.94
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020 Purchased 150000 03/03/20 From Wells Fargo Securities, LLC @ 100.257812	03/04/20		-150,386.72
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020 Purchased 220000 03/03/20 From Wells Fargo Securities, LLC @ 100.816406	03/04/20		-221,796.09
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Purchased 100000 03/03/20 From Wells Fargo Securities, LLC @ 101.601562	03/04/20		-101,601.56
Total Purchases		\$ 0.00	\$ -1,291,787.30



WBSD - OPERATING RESERVE

Account Number:
Statement Period:

03/01/20 -
03/31/20

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (2) 03/01/20 To 03/31/20	03/31/20	316,936.10	
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Prin Pmt For February 2020	03/16/20	27.13	-1.37
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Prin Pmt For February 2020	03/16/20	31.86	-1.76
Federal Farm Cr Bks Cons Systemwide Bds 1.62% Dtd 09/11/2017 Due 09/11/2020 Callable Recd Proceeds on Full Call of 180,000 Par Value	03/06/20	180,000.00	537.88
Federal Home Ln Mtg Corp Step Cpn Dtd 09/30/2016 Due 09/30/2021 Callable Recd Proceeds on Full Call of 200,000 Par Value	03/30/20	200,000.00	200.00
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable Recd Proceeds on Full Call of 120,000 Par Value	03/30/20	120,000.00	
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For February 2020	03/25/20	255.54	-14.22
Ncua Guaran Nts Tr Ser 2010 R1 CI I A Fltg Rate Dtd 10/27/2010 Due 10/07/2020 Prin Pmt For 03/06/20	03/06/20	2,394.99	-5.99
Philip Morris Intl Inc Sr Nt 4.50% Dtd 03/26/2010 Due 03/26/2020 Non-Callable Recd Proceeds on Maturity of 80,000 Par Value	03/26/20	80,000.00	
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Recd Proceeds on Maturity of 120,000 Par Value	03/16/20	120,000.00	



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
United Technologies Corp Sr Gbl 2.30% Dtd 05/04/2017 Due 05/04/2022 Callable Recd Proceeds on Full Call of 250,000 Par Value	03/04/20	256,877.18	13,212.07
Total Sales		\$ 1,276,522.80	\$ 13,926.61

Non-Cash Activity		
	Date	Cost
Federal Farm Cr Bks Cons Systemwide Bds 1.62% Dtd 09/11/2017 Due 09/11/2020 Callable Accretion of Discount	03/06/20	509.07
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable Amortization of Premium	03/11/20	-422.40
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable Accretion of Discount	03/31/20	11.80
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	03/31/20	21.38
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable Accretion of Discount	03/31/20	43.35
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	03/31/20	25.07
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable Accretion of Discount	03/31/20	45.06
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable Accretion of Discount	03/31/20	9.74



WBSD - OPERATING RESERVE

Account Number:
Statement Period:

03/01/20 -
03/31/20

Non-Cash Activity		
	Date	Cost
Philip Morris Intl Inc Sr Nt 4.50% Dtd 03/26/2010 Due 03/26/2020 Non-Callable Amortization of Premium	03/26/20	-988.80
Port Morrow Ore Transmission F Rev Bds Taxable 2.737% Dtd 08/26/2015 Due 09/01/2021 Callable Amortization of Premium	03/02/20	-1,082.00
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Accretion of Discount	03/31/20	22.27
US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security Inflationary Int Adjustment 03/13/20	03/13/20	168.30
Inflationary Int Adjustment 03/30/20	03/30/20	195.30
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020 Accretion of Discount	03/16/20	149.39
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020 Amortization of Premium	03/13/20	-21.59
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Amortization of Premium	03/13/20	-47.02
United Technologies Corp Sr Gbl 2.30% Dtd 05/04/2017 Due 05/04/2022 Callable Accretion of Discount	03/04/20	31.43
Total Non-Cash Transactions		\$ -1,329.65

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.



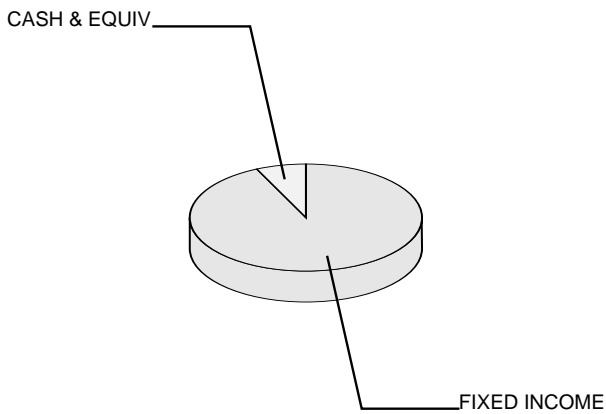
WBSD - RATE STABILIZATION RESERVE

Account Number: 03/01/20 -
 Statement Period: 03/31/20

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

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	102,455.80	7.4%
Fixed Income	1,292,299.30	92.7%
Total Portfolio	\$ 1,394,755.10	100.0%
Accrued Income	8,537.22	
Total Valuation	\$ 1,403,292.32	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 1,398,874.36	\$ 6,081,980.07
Income		
Interest.....	1,536.59	92,806.19
Purchased Income.....	-81.97	-670.23
Disbursements.....	-245.43	-1,560,109.08
Cash Transfers.....	0.00	-17,700.00
Realized Gains/(Losses).....	0.00	-5,003.35
Change In Accrued Income.....	2,368.48	-35,433.03
Change In Market Appreciation/(Depreciation).....	799.89	31,286.23
Non-Cash Asset Changes.....	40.40	-3,183,864.48
Ending Market Value	\$ 1,403,292.32	\$ 1,403,292.32



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	102,455.800	102,455.80 102,455.80	471.00 16.91	0.46%
Total Cash Equivalents		\$ 102,455.80 \$ 102,455.80	471.00 16.91	0.46%
Fixed Income				
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable	80,000.000	82,613.60 80,194.40	1,520.00 303.99	1.84%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	85,000.000	87,594.20 85,113.05	1,615.00 260.19	1.84%
Federal Farm Cr Bks Cons Systemwide Bds 1.64% Dtd 12/11/2019 Due 06/11/2021 Callable	10,000.000	10,000.00 10,000.00	164.00 50.11	1.64%
Federal Home Ln Mtg Corp 1.60% Dtd 05/15/2017 Due 05/15/2020 Callable	40,000.000	40,059.20 40,000.00	640.00 241.77	1.60%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	95,000.000	97,850.95 95,200.45	1,781.00 870.83	1.82%
Federal Natl Mtg Assn 1.80% Dtd 10/26/2012 Due 10/26/2021 Callable	20,000.000	20,068.20 20,000.00	360.00 155.00	1.79%
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	658,417.50 662,537.50	32,500.00 5,416.66	4.94%
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020	150,000.000	151,555.50 148,264.18	2,437.00 819.16	1.61%
US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security	10,883.200	10,666.95 10,856.92	13.00 6.26	0.13%
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020	20,000.000	20,254.80 20,163.28	375.00 110.65	1.85%



WBSD - RATE STABILIZATION RESERVE

Account Number:
Statement Period:

03/01/20 -
03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	60,000.000	62,222.40 59,817.19	1,650.00 76.22	2.65%
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021	50,000.000	50,996.00 50,416.82	1,250.00 209.47	2.45%
Total Fixed Income		\$ 1,292,299.30 \$ 1,282,563.79	44,305.00 8,520.31	3.43%
Cash				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
Total Cash		\$ 0.00 \$ 0.00	0.00 0.00	0.00%
Total Market Value		\$ 1,394,755.10 \$ 1,385,019.59	44,776.00 8,537.22	3.21%
Total Market Value Plus Accruals		\$ 1,403,292.32		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 02/29/20	03/02/20		36.59
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable Int To 03/30/20 on 90,000	03/30/20		675.00
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021 Int To 03/15/20 on 60,000	03/16/20		825.00
Total Interest Income		\$ 0.00	\$ 1,536.59



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Income Activity			
	Date	Income Cash	Principal Cash
Purchased Income			
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020 Accrued Int To 03/04/20 Paid on Purchase of 20,000	03/04/20		-81.97
Total Purchased Income		\$ 0.00	\$ -81.97
Total Income		\$ 0.00	\$ 1,454.62

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 02/29/20	03/13/20		-245.43
Total Fees/Expenses		\$ 0.00	\$ -245.43
Total Disbursements		\$ 0.00	\$ -245.43

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (3) 03/01/20 To 03/31/20	03/31/20		-91,536.59
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020 Purchased 20000 03/03/20 From Wells Fargo Securities, LLC @ 100.816406	03/04/20		-20,163.28
Total Purchases		\$ 0.00	\$ -111,699.87



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (2) 03/01/20 To 03/31/20	03/31/20	20,490.68	
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable Recd Proceeds on Full Call of 90,000 Par Value	03/30/20	90,000.00	
Total Sales		\$ 110,490.68	\$ 0.00

Non-Cash Activity		
	Date	Cost
US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security Inflationary Int Adjustment 03/13/20	03/13/20	18.70
Inflationary Int Adjustment 03/30/20	03/30/20	21.70
Total Non-Cash Transactions		\$ 40.40

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.



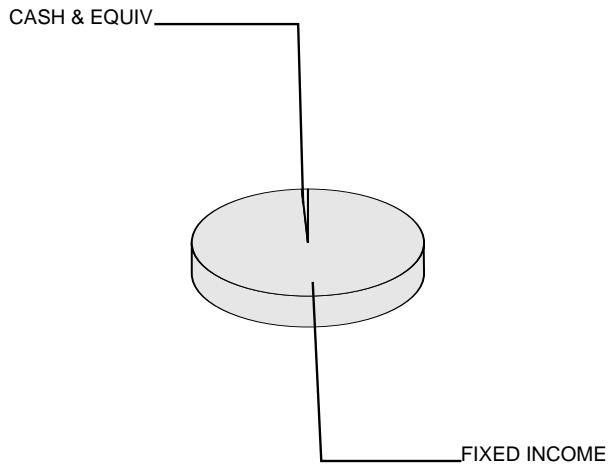
WBSD - RECYCLED WATER CASH FLOW

Account Number: 03/01/20 -
 Statement Period: 03/31/20

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

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	1,670.93	0.7%
Fixed Income	223,815.68	99.3%
Total Portfolio	\$ 225,486.61	100.0%
Accrued Income	1,016.66	
Total Valuation	\$ 226,503.27	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 226,433.64	\$ 223,524.55
Income		
Interest.....	38.62	3,330.67
Purchased Income.....	-122.95	-852.26
Disbursements.....	-39.79	-346.27
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	395.85	485.65
Change In Market Appreciation/(Depreciation).....	-343.50	297.04
Non-Cash Asset Changes.....	141.40	63.89
Ending Market Value	\$ 226,503.27	\$ 226,503.27



WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	1,670.930	1,670.93 1,670.93	7.00 5.57	0.46%
Total Cash Equivalents		\$ 1,670.93 \$ 1,670.93	7.00 5.57	0.46%
Fixed Income				
Federal Farm Cr Bks Cons Systemwide Bds 1.64% Dtd 12/11/2019 Due 06/11/2021 Callable	40,000.000	40,000.00 40,000.00	656.00 200.43	1.64%
Federal Natl Mtg Assn 1.80% Dtd 10/26/2012 Due 10/26/2021 Callable	40,000.000	40,136.40 40,000.00	720.00 310.00	1.79%
San Francisco Calif City & Cnt Taxable Ref Bds 2019 A Taxable 1.814% Dtd 01/09/2020 Due 11/01/2020 Callable	25,000.000	24,966.75 25,012.50	453.00 103.29	1.82%
US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security	38,091.200	37,334.33 37,999.20	47.00 21.92	0.13%
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020	30,000.000	30,382.20 30,244.92	562.00 165.98	1.85%
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021	50,000.000	50,996.00 50,416.82	1,250.00 209.47	2.45%
Total Fixed Income		\$ 223,815.68 \$ 223,673.44	3,688.00 1,011.09	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%



WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Total Market Value		\$ 225,486.61 \$ 225,344.37	3,695.00 1,016.66	1.64%
Total Market Value Plus Accruals		\$ 226,503.27		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 02/29/20	03/02/20		38.62
Total Interest Income		\$ 0.00	\$ 38.62
Purchased Income			
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020 Accrued Int To 03/04/20 Paid on Purchase of 30,000	03/04/20		-122.95
Total Purchased Income		\$ 0.00	\$ -122.95
Total Income		\$ 0.00	\$ -84.33

Disbursement Activity

	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 02/29/20	03/13/20		-39.79
Total Fees/Expenses		\$ 0.00	\$ -39.79
Total Disbursements		\$ 0.00	\$ -39.79



WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (1) 03/01/20 To 03/31/20	03/31/20		-38.62
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020 Purchased 30000 03/03/20 From Wells Fargo Securities, LLC @ 100.816406	03/04/20		-30,244.92
Total Purchases		\$ 0.00	\$ -30,283.54

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (2) 03/01/20 To 03/31/20	03/31/20	30,407.66	
Total Sales		\$ 30,407.66	\$ 0.00

Non-Cash Activity			
	Date	Cost	
US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security			
Inflationary Int Adjustment 03/13/20	03/13/20	65.45	
Inflationary Int Adjustment 03/30/20	03/30/20	75.95	
Total Non-Cash Transactions		\$ 141.40	

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.



WBSD - RECYCLED WATER SRF RESERVE

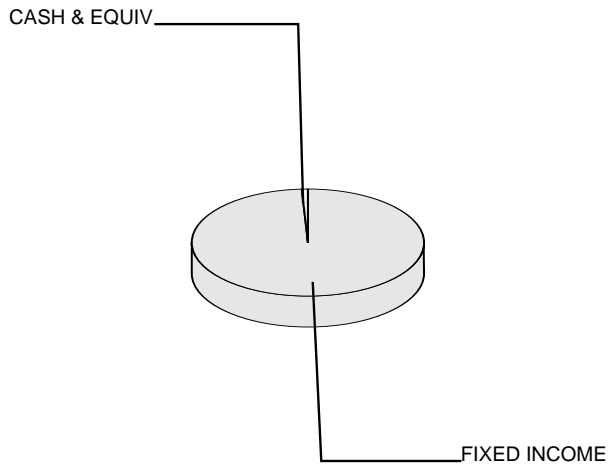
Account Number:
 Statement Period:

03/01/20 -
 03/31/20

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

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

Asset Allocation



Asset Valuation

Description	Market Value	% of Account
Cash & Equiv	9,572.63	1.1%
Fixed Income	840,540.37	98.9%
Total Portfolio	\$ 850,113.00	100.0%
Accrued Income	3,729.13	
Total Valuation	\$ 853,842.13	

Market Reconciliation

	Current Period	Year To Date
Beginning Market Value	\$ 850,538.96	\$ 838,864.78
Income		
Interest.....	3,181.32	18,403.51
Purchased Income.....	-1,290.67	-1,971.28
Disbursements.....	-149.15	-1,296.47
Realized Gains/(Losses).....	0.00	1,658.63
Change In Accrued Income.....	-418.13	-1,192.64
Change In Market Appreciation/(Depreciation).....	2,083.19	206.00
Non-Cash Asset Changes.....	-103.39	-830.40
Ending Market Value	\$ 853,842.13	\$ 853,842.13



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Cash Equivalents				
Bank of The West Advantage Acct	9,572.630	9,572.63 9,572.63	44.00 32.71	0.46%
Total Cash Equivalents		\$ 9,572.63 \$ 9,572.63	44.00 32.71	0.46%
Fixed Income				
Federal Farm Cr Bks Cons Systemwide Bds 1.64% Dtd 12/11/2019 Due 06/11/2021 Callable	20,000.000	20,000.00 20,000.00	328.00 100.21	1.64%
Federal Farm Cr Bks Cons Systemwide Bds 3.65% Dtd 12/21/2010 Due 12/21/2020 Non-Callable	96,000.000	98,190.72 97,032.00	3,504.00 973.33	3.57%
Federal Natl Mtg Assn 1.80% Dtd 10/26/2012 Due 10/26/2021 Callable	40,000.000	40,136.40 40,000.00	720.00 310.00	1.79%
Federal Natl Mtg Assn 1.55% Dtd 10/28/2016 Due 10/28/2021 Callable	80,000.000	80,070.40 78,650.31	1,240.00 526.99	1.55%
San Francisco Calif City & Cnt Taxable Ref Bds 2019 A Taxable 1.814% Dtd 01/09/2020 Due 11/01/2020 Callable	25,000.000	24,966.75 25,012.50	453.00 103.29	1.82%
US Treasury Note 1.375% Dtd 04/30/2015 Due 04/30/2020	140,000.000	140,145.60 139,289.06	1,925.00 809.13	1.37%
US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security	21,766.400	21,333.90 21,713.83	27.00 12.53	0.13%
US Treasury Note 2.00% Dtd 09/30/2013 Due 09/30/2020	20,000.000	20,188.00 19,958.05	400.00 1.09	1.98%
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020	50,000.000	50,293.00 50,121.71	687.00 31.75	1.37%
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020	100,000.000	101,274.00 100,816.41	1,875.00 553.27	1.85%
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021	50,000.000	51,099.00 50,777.27	1,187.00 54.85	2.32%



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Asset Position As of 03/31/20

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
US Treasury Note 2.75% Dtd 09/30/2018 Due 09/30/2020	140,000.000	141,846.60 140,269.82	3,850.00 10.51	2.71%
US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021	50,000.000	50,996.00 50,416.82	1,250.00 209.47	2.45%
Total Fixed Income		\$ 840,540.37 \$ 834,057.78	17,446.00 3,696.42	2.08%
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		\$ 850,113.00 \$ 843,630.41	17,490.00 3,729.13	2.06%
Total Market Value Plus Accruals		\$ 853,842.13		

Income Activity

	Date	Income Cash	Principal Cash
Interest Income			
Bank of The West Advantage Acct Int To 02/29/20	03/02/20		118.82
US Treasury Note 2.00% Dtd 09/30/2013 Due 09/30/2020 Int To 03/31/20 on 20,000	03/31/20		200.00
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020 Int To 03/15/20 on 50,000	03/16/20		343.75
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Int To 03/15/20 on 50,000	03/16/20		593.75



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Income Activity			
	Date	Income Cash	Principal Cash
US Treasury Note 2.75% Dtd 09/30/2018 Due 09/30/2020 Int To 03/31/20 on 140,000	03/31/20		1,925.00
Total Interest Income		\$ 0.00	\$ 3,181.32
Purchased Income			
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020 Accrued Int To 03/04/20 Paid on Purchase of 50,000	03/04/20		-322.97
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020 Accrued Int To 03/04/20 Paid on Purchase of 100,000	03/04/20		-409.83
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Accrued Int To 03/04/20 Paid on Purchase of 50,000	03/04/20		-557.87
Total Purchased Income		\$ 0.00	\$ -1,290.67
Total Income		\$ 0.00	\$ 1,890.65

Disbursement Activity			
	Date	Income Cash	Principal Cash
Fees/Expenses			
Monthly Fee To 02/29/20	03/13/20		-149.15
Total Fees/Expenses		\$ 0.00	\$ -149.15
Total Disbursements		\$ 0.00	\$ -149.15



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period:

03/01/20 -
 03/31/20

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (3) 03/01/20 To 03/31/20	03/31/20		-3,181.32
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020 Purchased 50000 03/03/20 From Wells Fargo Securities, LLC @ 100.257812	03/04/20		-50,128.91
US Treasury Note 1.875% Dtd 12/15/2017 Due 12/15/2020 Purchased 100000 03/03/20 From Wells Fargo Securities, LLC @ 100.816406	03/04/20		-100,816.41
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Purchased 50000 03/03/20 From Wells Fargo Securities, LLC @ 101.601562	03/04/20		-50,800.78
Total Purchases		\$ 0.00	\$ -204,927.42

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (2) 03/01/20 To 03/31/20	03/31/20	203,185.92	
Total Sales		\$ 203,185.92	\$ 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	03/31/20	71.27
US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security		
Inflationary Int Adjustment 03/13/20	03/13/20	37.40
Inflationary Int Adjustment 03/30/20	03/30/20	43.40



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
Statement Period:

03/01/20 -
03/31/20

Non-Cash Activity		
	Date	Cost
US Treasury Note 2.00% Dtd 09/30/2013 Due 09/30/2020 Accretion of Discount	03/31/20	41.92
US Treasury Note 1.375% Dtd 09/15/2017 Due 09/15/2020 Amortization of Premium	03/13/20	-7.20
US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Amortization of Premium	03/13/20	-23.51
US Treasury Note 2.75% Dtd 09/30/2018 Due 09/30/2020 Amortization of Premium	03/31/20	-266.67
Total Non-Cash Transactions		\$ -103.39

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9F**

To: Board of Directors

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

**Subject: Consider Resolution Authorizing the President and Secretary to
Enter into Agreement Creating Covenants Running With the
Land for 20 Navajo Pl, Portola Valley**

Background

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

Analysis

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

Fiscal Impact

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

Recommendation

The Projects & IT Manager recommends the Board to approve the Resolution as presented.

Attachments: Resolution _____ (2020)
Covenants Running with the Land

RESOLUTION NO. _____ (2020)

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

The District Board finds and determines as follows:

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

Based upon the foregoing findings and determinations,

IT IS RESOLVED by the District Board as follows:

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

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 22nd day of April 2020, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

Recording Requested By:)
)
 WEST BAY SANITARY DISTRICT)
)
 And When Recorded, Mail To:)
)
 West Bay Sanitary District)
 500 Laurel Street)
 Menlo Park, California 94025-3486)
 Attn: District Manager)

(Space above this line for Recorder's Use)

**AGREEMENT CREATING COVENANTS
 RUNNING WITH THE LAND**

Agreement entered into by and between West Bay Sanitary District, a public agency of the State of California ("District") and ROBERT & KAREN SICIL, owners of the property at 20 NAVAJO PLACE, PORTOLA VALLEY ("Proponents").

RECITALS

1. Proponents represent that they are the owners of certain real property situated in the Town of Portola Valley, San Mateo County, California, which is commonly known as 20 NAVAJO PLACE, and which is more particularly described as follows:

Lot 070 in Block 300, as shown on that certain map entitled "077 _____", filed in the office of the County Recorder of said County and State, on _____, _____ in Book _____ of maps at pages _____.

Containing an area of 1.0 acres, more or less (the "Real Property").

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

or

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

or

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

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

4. To obtain District administered wastewater disposal services for the Real Property, Proponents propose to construct certain unconventional wastewater disposal facilities (the "Septic Tank Effluent Pumping (STEP)" / "Grinder Pump System"), 500 linear feet of sanitary sewer force main and to connect to the District's public facilities located in PORTOLA VALLEY.

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

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

PROHIBITIONS

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

1. Proponents shall not under any circumstances, change or add any secondary pumping systems without the written consent of the District.
2. Proponents shall not, under any circumstances, allow or permit changes to the infrastructure or equipment of the STEP/Grinder Pumping System without the written consent of the District. Proponents are specifically instructed not to allow disconnection or reconfiguration of telephone and electrical systems.
3. The proponent shall not under any circumstances connect swimming pool, spa, or any storm drains to piping that discharges into the grinder pump unit.

ADHERENCE TO DISTRICT REGULATIONS

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

ENFORCEMENT RIGHTS OF DISTRICT

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

ATTORNEY FEES

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

BINDING EFFECT

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

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

DISTRICT:

WEST BAY SANITARY DISTRICT
A Public Agency

Printed Name:

By: _____
President of the District Board

Date: _____

Printed Name:

And by: _____
Secretary of the District Board

Date: _____

PROPONENTS:

Printed Name: ROBERT A. SICK

By: Robert A. Sick Date: 8/15/12

Printed Name: KAREN SICK

By: Karen Sick Date: 8/15/12

(Attach Notary Acknowledgement Certificate)

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of San Mateo }

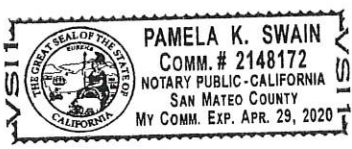
On Oct. 8, 2019 before me, Pamela K. Swain, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Robert A. Sick & Karen Sick
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Pamela K. Swain
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____
Document Date: _____ Number of Pages: _____
Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____ Signer's Name: _____
 Corporate Officer – Title(s): _____ Corporate Officer – Title(s): _____
 Partner – Limited General Partner – Limited General
 Individual Attorney in Fact Individual Attorney in Fact
 Trustee Guardian or Conservator Trustee Guardian or Conservator
 Other: _____ Other: _____
Signer is Representing: _____ Signer is Representing: _____

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: Board of Directors

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

**Subject: Consideration of Awarding Bid for the Diesel Tanks
Replacement Project to Air & Lube Systems, Inc.**

Background

Every pump station has a standby diesel fuel tank that is used by the backup generator which supplies power to the pump station during power outages. Recently, two of these tanks needed immediate replacement due to leakage into the secondary containment of the tanks.

Currently the lead time for these tanks is a minimum six weeks. The District has planned for the replacement of three additional tanks at various pump stations in the District, along with a spare tank to be stored at the District's FERRF due to these tanks being around the same age as the two previously replaced. This will address the pump stations' needs proactively and avoid emergency replacements. These replacements will be at the Los Trancos Pump Station, the Menlo Industrial Pump Station, and the Stowe Lane Pump Station, in addition to the spare tank to be stored at the FERRF. The spare tank was included as an additive option in the bid.

The District Board authorized the call for bids at the Regular Meeting of March 11, 2020.

Analysis

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

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

Report to the District Board for the Regular Meeting of April 22, 2020

The additional tank delivered to the FERRF is noted as additive in the bid summary above.

The low bidder did not return the bid in the bound contract documents as stated in the specifications. Also, the low bidder was not on the District's planholders list, and obtained the contract documents through one of the bid houses. However, the specifications do allow the District to waive informalities in any proposal or bid. Staff believes that these are minor informalities that should be waived since it has no effect on the total bid price.

The bid was opened on the 15th and legal counsel had not had ample time to review at the writing of this staff report, therefore this would be pending legal review.

Fiscal Impact

There will be no fiscal impact to the General Fund. The Capital Assets Fund for Fiscal Year 2019-2020 is budgeted for \$3,727,000.

Recommendation

The Projects and IT Manager recommends that the Board: 1) adopt the attached Resolution and authorize the District Manager (pending legal review of the contract documents) to award the contract for the Diesel Tanks Replacement Project to the low bidder, Air & Lube Systems, Inc. of Sacramento for the amount of \$52,759.21; and 2) apportion an additional \$6,740.46 (15% of the base) for contingency (10% for additional work and 5% for construction support services) for a total project amount of \$59,499.67.

Attachment: Resolution

RESOLUTION NO. _____(2020)

RESOLUTION AWARDING A CONSTRUCTION CONTRACT FOR THE DIESEL TANKS REPLACEMENT PROJECT TO AIR & LUBES SYSTEMS, INC., AND ALLOCATE FUNDS FOR CONSTRUCTION

WHEREAS, The District's pump stations have standby diesel fuel tanks for backup generators in the event of power outages, and

WHEREAS, Replacement of some of these tanks have been deemed necessary, and District Board authorized the call for bids at the Regular Meeting of March 11, 2020 and

WHEREAS, Air & Lube Systems, Inc. is the lowest bidder for the project, and

WHEREAS, There was a minor informality in Air & Lube Systems, Inc.'s bid package and was waived by the District Board since it has no effect on the total bid price, and

WHEREAS, Air & Lube Systems, Inc. bid amount was \$52,759.21 with the additive, and

WHEREAS, Based on available funds, that the Bid be awarded to Air & Lube Systems, Inc. for \$52,759.21, and

WHEREAS, The total project cost, if awarded to Air & Lube Systems, Inc. with contingencies is estimated at \$59,499.67; and

WHEREAS, There will be no fiscal impact to the General Fund. The Capital Assets Fund for Fiscal Year 2019-2020 is budgeted for \$3,727,000.

NOW, THEREFORE, BE IT RESOLVED that the District Board of the West Bay Sanitary District, County of San Mateo, State of California, does hereby award a construction contract to Air & Lube Systems, Inc. in the amount of \$52,759.21 for the Diesel Tanks Replacement Project and authorizes the District Manager to execute the construction contract, and allocate an additional \$6,740.46 for construction contingencies and construction support services.

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

Ayes:

Noes:

Absent:

Abstain:

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

Attest:

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



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 11**

To: Board of Directors

From: Phil Scott, District Manager

Subject: CIP Budget Status Report

District Staff will report on the CIP budget status for discussion.

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WEST BAY SANITARY DISTRICT AGENDA ITEM 12

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *Consideration of Revising Electronic Board Packet Guidelines*

Background

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

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

Analysis

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

Guidelines include:

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

6. Pricing guidelines were established in the proximity of \$700 each if possible

The Executive Management staff, including the DM, also utilize tablets, laptops and cell phones to conduct District business at the work place, at home, when traveling and when on vacation or telecommuting. The DM is requesting the Board consider including the Executive Management staff to elect to purchase from the District these tablets, laptops, and cell phones for their personal use once their useful life has been utilized at the District rather than the District disposing of the used up electronics in E-waste.

As fast as electronic tools become obsolete these days, the District is required to renew much of the tablets, laptops and cell phones to keep up with software changes and technological advances in the work place when the tools may still have functionality for personal use.

1. The DM is proposing the Board approve the purchase of these items on the same amortized rate as for Board electronics with a minimum value of \$25.
2. The DM also recommends increasing the pricing guidelines for Board tablets as quality electronic tools can easily reach and exceed \$1,000 now.

These revisions would require IT staff to track the useful life of the tools and determine that certain tool(s) have met their expected useful life and qualify for purchase at the amortized rate or minimum of \$25 by Executive Management Staff.

Fiscal Impact

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

Recommendation

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



WEST BAY SANITARY DISTRICT

AGENDA ITEM 13

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *Update Report on District Response to Corona Virus*

Background

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

Analysis

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

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

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

Personal Protective Equipment (PPE): The District has been engaged in supplying employees and Board members with several forms of Personal Protective Equipment

Report to the District Board for the Regular Meeting of April 22, 2020

and emphasizing the frequent and regular use of this equipment. These items include: The distribution of hand sanitizer to employees and Board members, wipes for counters, chairs and tables, installation of hand sanitizer at counter, tables and offices, N95 masks to all employees, increased counts coveralls, face shields, goggles etc.

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

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

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

Recent: Over three weeks ago the District ordered 1000 N95 face masks, 500 face shields, and 150 goggles to protect the field staff from droplets and mist while cleaning the sewer lines. We finally received the face shields and goggles after two and a half weeks and just received the face masks on Friday April 17. So we are seeing a longer than advertised delivery schedule in many of our PPE orders (i.e. a 7-10 day delivery promise ends up being more like 20 – 30 days).

Fiscal Impact

While there has been considerable expense to implementing some of the COVID 19 mitigation measures such as; converting the FERRF office space (approx. \$2,000), purchasing PPE for stock (\$8,000 to \$10,000), Public Outreach (\$5,000 to \$7,000), Zoom Meeting Equipment (approx. \$6,000) these expenses can thus far be absorbed in the Operating budget due to staff's constant frugal spending practices. The FY2020-21 Budget won't be substantially impacted by the effects of the national COVID 19 response but the following FY2021-22 Budget will be affected to a yet undetermined

amount in loss of revenue in the Commercial sector due to the current Shelter in Place mandate.

Recommendation

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 14**

To: Board of Directors

From: Phil Scott, District Manager

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

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 15**

To: Board of Directors

From: Phil Scott, District Manager

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

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

Report to the District Board for the Regular Meeting of April 22, 2020

**COMMISSION OF SILICON VALLEY CLEAN WATER
JOINT POWERS AUTHORITY
REGULAR MEETING – Monday, April 20, 2020
8:00 a.m.**

TO ADDRESS THE *COVID-19 PANDEMIC*, THIS MEETING WILL BE CONDUCTED TELEPHONICALLY OR OTHERWISE ELECTRONICALLY PURSUANT TO THE PROVISIONS OF GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20. THE COMMISSION BOARD ROOM WILL BE CLOSED TO THE PUBLIC. THE PUBLIC MAY OBSERVE AND COMMENT BY TELEPHONE OR ELECTRONIC MEANS AS DESCRIBED ON PAGE 5 OF THIS AGENDA.

SEE PAGE 5 OF THIS AGENDA FOR MEETING ACCESS INFORMATION AND INSTRUCTIONS

COMMISSIONERS

COUNCIL MEMBER ALICIA AGUIRRE, REDWOOD CITY – CHAIR
BOARD MEMBER GEORGE OTTE, WEST BAY SANITARY DISTRICT – VICE CHAIR
COUNCIL MEMBER MARK OLBERT, SAN CARLOS – SECRETARY
MAYOR WARREN LIEBERMAN, BELMONT – MEMBER

MANAGER: TERESA A. HERRERA

ATTORNEY FOR THE AUTHORITY: CHRISTINE C. FITZGERALD

CONTROLLER:

TREASURER: MATTHEW ANDERSON

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact SVCW (650) 591-7121. Notification in advance of the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT

Any member of the public may address and ask questions of the Chair under this item relating to any matter within the Commission's jurisdiction that does not appear as a separate item on the Agenda. An opportunity will be provided for members of the public to address the Chair and ask questions about any item that is listed on the agenda at the time the Commission considers the item and before action is taken. If you address the Commission on a non-agenda item, be aware that the Ralph M. Brown Act (Gov. C. § 54950 et seq.) prohibits the Commission from acting on or discussing such matters at this meeting. Any such item may be referred to staff for a decision with regard to placing it on a future agenda for discussion,

action or a report. Written comments received within two hours of the beginning of the meeting will be read into the meeting record.

5. SAFETY MOMENT and REPORTS

- A. Safety Moment
- B. Manager's Report
 - 1. Upcoming Commission Items
 - 2. Memorandum from Manager
- C. Financial Reports
 - 1. Investment Report
 - 2. Memorandum from Chief Financial Officer
- D. Engineering Projects Status Update
- E. Commission Requested Staff-Level Action Items
- F. RESCU Program Design-Build Project Status Update

6. MATTERS OF COMMISSION MEMBER'S INTEREST

7. CONSIDERATION OF MOTION APPROVING CONSENT CALENDAR

8. BUSINESS ITEMS

- A. CONSIDERATION OF RESOLUTION DECLARING EMERGENCY CONDITION DUE TO COVID-19, RATIFYING MANAGER DECISIONS, AUTHORIZING EXPANDED MANAGER POWERS, AUTHORIZING USE OF ELECTRONIC SIGNATURES AND ESTABLISHING TEMPORARY COMMISSION MEETING LOCATION

Proposed Action:

Move adoption of RESOLUTION DECLARING EXISTENCE OF EMERGENCY CONDITIONS RELATED TO COVID-19 PANDEMIC, AUTHORIZING MANAGER TO TAKE NECESSARY ACTIONS AND RATIFYING EMERGENCY ACTIONS TAKEN, AUTHORIZING USE OF ELECTRONIC SIGNATURES AND TEMPORARILY CHANGING THE COMMISSION'S REGULAR MEETING PLACE

- B. CONSIDERATION OF RESOLUTION AND MOTIONS APPROVING PUMP STATIONS IMPROVEMENTS PROJECTS (CIP 9501) STAGE 2B DESIGN-BUILD AMENDMENT AND CONSULTANT TASK ORDERS

Proposed Action:

- i. Move adoption of RESOLUTION APPROVING STAGE 2B AMENDMENT TO THE DESIGN-BUILD AGREEMENT FOR PUMP STATIONS IMPROVEMENTS PROJECT (CIP #9501); AUTHORIZING EXECUTION OF STAGE 2B AMENDMENT AND AUTHORIZING MANAGER TO APPROVE CONTRACT CHANGE ORDERS AND ALLOWANCES UP TO TEN PERCENT OF THE CONTRACT PRICE FOR SAID AMENDMENT – SHEA PARSONS JOINT VENTURE - \$28,033,000

- ii. Move approval of TASK ORDER SCOPE AND BUDGET FOR OWNER'S ENGINEERING ADVISOR SERVICES FOR THE PUMP STATION IMPROVEMENTS PROJECT (CIP #9501) IN AN AMOUNT NOT TO EXCEED \$2,300,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – BROWN AND CALDWELL CONSULTANTS
- iii. Move approval of TASK ORDER SCOPE AND BUDGET FOR CONTROL SYSTEM DEVELOPMENT AND IMPLEMENTATION FOR THE PUMP STATION IMPROVEMENTS PROJECT (CIP #9501) IN AN AMOUNT NOT TO EXCEED \$1,640,000 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – CONTROL INTEGRATION AND DEVELOPMENT
- iv. Move approval of TASK ORDER SCOPE AND BUDGET FOR CONSTRUCTION QUALITY ASSURANCE SERVICES FOR THE PUMP STATION IMPROVEMENTS PROJECT (CIP #9501) IN AN AMOUNT NOT TO EXCEED \$5,548,500 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – TANNER PACIFIC INC
- v. Move approval of TASK ORDER SCOPE AND BUDGET FOR ENVIRONMENTAL CONSULTING SERVICES FOR THE RESCU PROGRAM (CIP #9501, 9502, 6008) IN AN AMOUNT NOT TO EXCEED \$193,420 AND AUTHORIZE MANAGER TO APPROVE UP TO TEN PERCENT CONTINGENCY FOR ADDITIONAL WORK ON AN AS-NEEDED BASIS – JHS CONSULTING

9. CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9 (One Potential Case)

10. RECONVENE IN OPEN SESSION – Announce action taken in Closed Session, if any

11. ADJOURN

CONSENT CALENDAR

NOTICE TO PUBLIC

All matters listed under CONSENT CALENDAR are considered to be routine. There may be discussion on items on the CONSENT CALENDAR. All items will be enacted by one motion with a voice vote unless members of the Commission, staff, or public request specific items be removed from the CONSENT CALENDAR for separate action.

7. A. APPROVAL OF MINUTES – March 9, 2020

B. CONSIDERATION OF MOTION APPROVING CLAIMS AND CHECKS DATED MARCH 2, MARCH 6, MARCH 11, MARCH 20, 2020 AND NECESSARY PAYMENTS THROUGH MARCH 20, 2020

C. CONSIDERATION OF MOTION TO ACCEPT THE RECYCLED WATER SUPPLY LINE REPAIR PROJECT (PROJECT #290) AND AUTHORIZE TO FILE NOTICE OF COMPLETION

Proposed Action:

Move adoption OF MOTION TO ACCEPT RECYCLED WATER SUPPLY LINE REPAIR PROJECT (PROJECT #290) AND AUTHORIZE FILING NOTICE OF COMPLETION – SHEA PARSONS JOINT VENTURE

D. CONSIDERATION OF MOTION TO ACCEPT REPAIRS TO THE DUAL MEDIA FILTER (DMF) INFLUENT PIPE AND WEST ACCESS ROADWAY

Proposed Action:

Move adoption of MOTION TO ACCEPT EMERGENCY REPAIR OF THE DMF INFLUENT PIPE (CIP #313) – POWER ENGINEERING CONTRACTORS AND ANDREINI BROTHERS

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 16**

To: Board of Directors

From: Phil Scott, District Manager

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

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

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