

*1902 - Serving Our Community for over 115 Years - 2019*  
**WEST BAY SANITARY DISTRICT  
AGENDA OF BUSINESS  
REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, NOVEMBER 13, 2019 AT 7:00 P.M.  
RONALD W. SHEPHERD ADMINISTRATION BUILDING,  
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025**

**Board Members**

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

**District Manager**

Phil Scott

**District Legal Counsel**

Anthony Condotti, Esq.

**AGENDA OF BUSINESS**

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

***Director Edward Moritz will be participating by phone from:***

***Cadillac Hotel & Beach Club, Autograph Collection  
3925 Collins Avenue  
Miami Beach, Florida 33140***

1. Call to Order and Roll Call
2. Communications from the Public
3. Presentation on Onsite Reuse Treatment Plant Discharge Permit for Facebook Pg. 3-1
4. Presentation on Coyote Hill Erosion Project Pg. 4-1
5. Report on Commuter Benefits Program Pg. 5-1
6. Consent Calendar  
*Matters listed under this item are considered routine and will be enacted by one motion. The motion, seconds, and vote are applicable to any included resolutions and recorded accordingly. There will be no separate discussion of these items unless specifically requested by a member of the Board.*
  - A. Approval of Minutes for Regular meeting October 9, 2019 Pg. 6A-1
  - B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for November 13, 2019 Pg. 6B-1
  - C. WBSD Operations and Maintenance Report – October 2019 Pg. 6C-1
  - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – October 2019 Pg. 6D-1
  - E. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 10/31/19 Pg. 6H-1
  - F. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 506 Santa Cruz Avenue, Menlo Park Pg. 6F-1
  - G. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 949 El Camino Real, Menlo Park Pg. 6G-1

- H. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 1125 Merrill Street, Menlo Park Pg. 6H-1
  - I. Consideration of Resolution Accepting Deed of Easement for sewer facilities located at 500 El Camino Real, Menlo Park, CA Pg. 6I-1
  - J. Consideration of Approving Contract Change Order No. 1 to Ranger Pipelines, Inc. for the Alpine Road Sanitary Sewer Replacement Project in Portola Valley, CA Pg. 6-J
  - K. Consideration of Authorizing District Manager to Enter into an Agreement for Adjustment of Sanitary Sewer Manholes with the City of Menlo Park for the Santa Cruz Avenue and Middle Avenue Street Rehabilitation Project Pg. 6K-1
- 7. District Manager's Report Pg. 7-1
  - 8. Consideration to Approve First Quarter Internal Financial Statements & Analysis of Financial Position as of Quarter End September 30, 2019 Pg. 8-1
  - 9. Consider to Authorize the District Manager to Negotiate and Execute a Developer's Agreement for the Project at 1540 ECR, Subject to Legal Counsel's Review Pg. 9-1
  - 10. Consideration of Resolution Approving the District's Revised Purchasing Policy and Authorizing the District Manager to Execute a Commercial Card Agreement with Bank of the West for Corporate Credit Cards Pg. 10-1
  - 11. Consideration of Establishing January 8, 2020 as the Date of Public Hearing to Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation Pg. 11-1
  - 12. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Project Status Pg. 12-1
  - 13. Report & Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 13-1
  - 14. Report & Discussion on Silicon Valley Clean Water (SVCW), Discussion on SVCW CIP Program and Financing and Discussion on Existing Litigation Pg. 14-1
  - 15. Closed Session:
    - A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Cal. Govt. Code §54956.9(d))  
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC Case No. 18CIV02183
    - B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Government Code §54956.9(d)(1)).  
Name of Case: *Daniel Child. v. Silicon Valley Clean Water*  
(Santa Clara County Superior Court Case No. 19CV355718)
    - C. PUBLIC EMPLOYMENT  
Title: District Manager
  - 16. Consider to Approve and Authorize the District Manager to Issue a Request for Proposals for Professional Services for Recruitment of the District Manager Position Pg. 16-1
  - 17. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
  - 18. Adjournment

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



## WEST BAY SANITARY DISTRICT AGENDA ITEM 3

**To:** *Board of Directors*

**From:** *Phil Scott, District Manager*

**Subject:** *Presentation on Onsite Reuse Treatment Plant Discharge Permit for Facebook*

---

### Background

In October of 2017 the District Board approved a conditional Class 3 permit to allow Facebook to begin construction and connection of the building sewer to the sewer main with the condition that there would be no certainty of the District issuing a discharge permit for the Onsite Reuse Treatment Plant (ORTP) to be operated onsite. The District had not encountered a request for an ORTP before and there are virtually no templates for the process and criteria for issuing a discharge permit of this sort in Northern California.

Since that time District staff in coordination with West Yost Associates consulting, SVCW staff, and the District's legal counsel, crafted a provisional discharge permit allowing discharge of the ORTP while the District further assessed both the water quality impacts of the discharge and the flow impacts of the discharge. The provisional permit will allow operation of the ORTP with variances to requiring pre-treatment screening and/or brine concentration or time-delay discharges.

### Analysis

Once the ORTP is in operation the District will assess the impacts of the discharge and assess whether the variances in the permit can remain or if measures would need to be taken to mitigate the impacts such as mentioned above.

Ms. Roanne Ross of West Yost Associates will provide a brief presentation to highlight the process the team used to develop the provisional permit and the new manual for processing such permits in the future.

### Fiscal Impact

None

### Recommendation

The District Manager recommends the Board accept the presentation and engage in questions and answers for clarity if needed.



THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 4**

**To: Board of Directors**

**From: Phil Scott, District Manager**

**Subject: Presentation of Coyote Hill Erosion Project**

---

Staff will give a presentation on the completed Coyote Hill Erosion Project.

THIS PAGE LEFT INTENTIONALLY BLANK



## WEST BAY SANITARY DISTRICT AGENDA ITEM 5

**To:** *Board of Directors*

**From:** *Phil Scott, District Manager*

**Subject:** *Report & Discussion on Commuter Benefits Program*

---

### Background

The District Board approved fiscal year Commuter Benefits Program that provided for up to 2/3 reimbursement on transit tickets for commuting and allowed some employees to form carpools etc.

### Analysis

Staff has compiled a simple spreadsheet to show how many employees are involved in the Commuter Benefits Program and what method of commuting they use etc. Also included is a map showing locations of employees (no names).

A recent change in the commute routine has occurred in that the City of Fremont has installed kiosks to pay for parking in lots on both sides of the tracks at the Fremont Train Depot. Currently, 5 employees utilize a District vehicle to commute from the District Corp Yard to the Fremont Station and back in order to Board the ACE train.

Up to November 4, the parking had been free but the lots were so full, it was difficult to find an empty space and parking for commuters stretched out on the streets for several blocks. Contending with commute traffic already made it difficult to consistently arrive in time to make the train. It was especially difficult for the driver to find parking in time to make the train. The City is working on a weekly or monthly parking permit that might provide assurance of getting a parking spot but will no doubt include a premium charge for this benefit. The current charge is \$3/day and payment for up to a week is allowed with no charge for weekends.

### Fiscal Impact

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

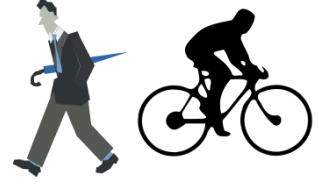
### Recommendation

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

---



Commuter Benefit  
Program Status Sheet  
Thru October 2019

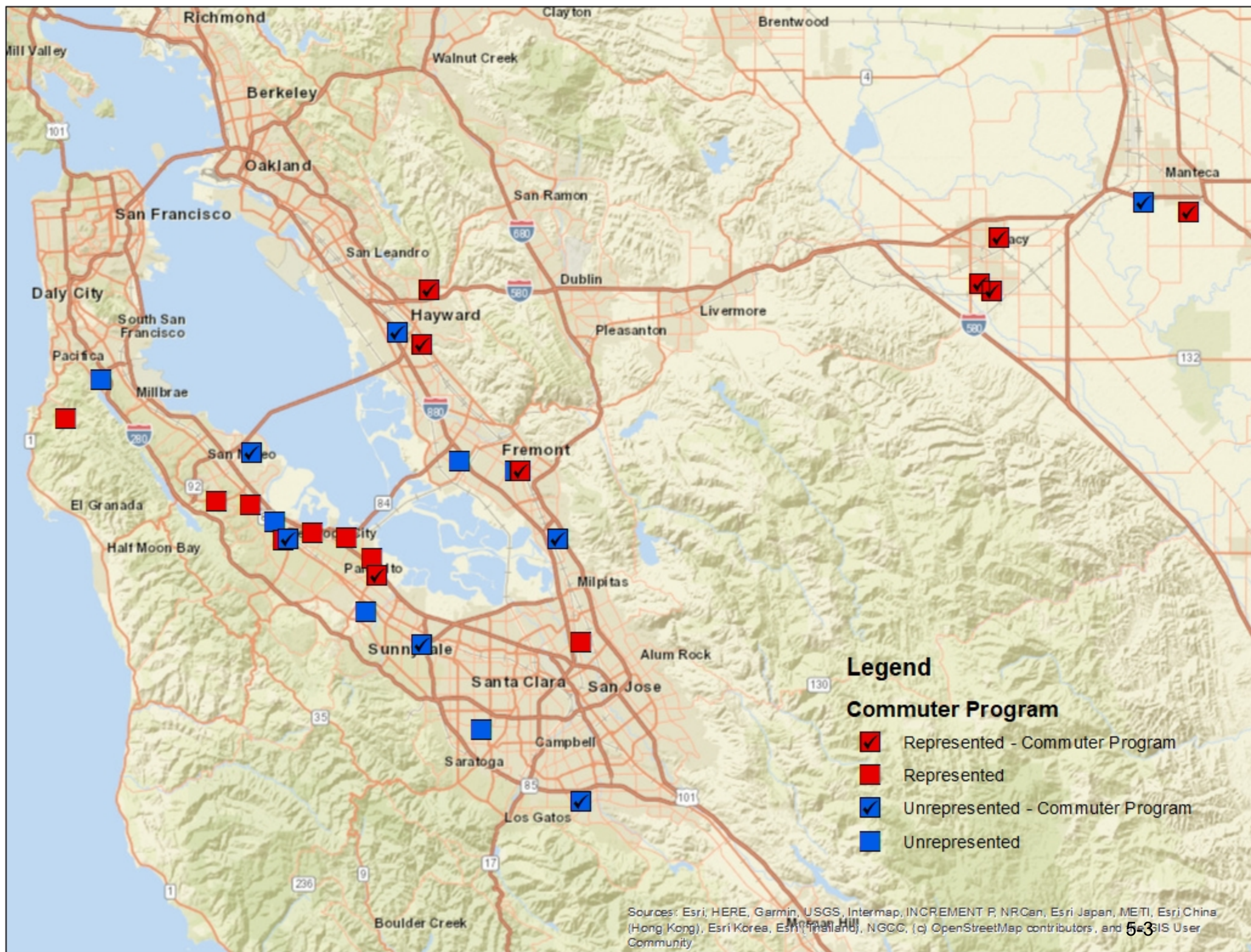


	Total	Transit	Carpool	Bicycle	Walk
# of EEs participating	12	5	10	0	0
# District vehicles used	2		2	0	0
Net Vehicles removed	10	10	10	0	0
\$ Reimbursed YTD (10-31-18)	\$8,184.28	\$8,184.28	\$0	\$0	\$0
\$ Bridge Toll reimbursed	\$0		\$0		
\$ Fastrak costs YTD	\$1,137.50		\$1,137.50		

Note: 1 Employee rides a 49 cc Scooter to EPA. This is not reflected in numbers above.







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 543 GIS User Community

THIS PAGE LEFT INTENTIONALLY BLANK



*1902 - Serving Our Community for over 110 Years - 2019*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, OCTOBER 9, 2019 AT 7:00 P.M.**

**1. Call to Order**

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

**Roll Call**

BOARD MEMBERS PRESENT: Dehn, Otte, Walker, Moritz

BOARD MEMBERS ABSENT: Thiele-Sardiña

STAFF MEMBERS PRESENT: Scott, Condotti, Ramirez

Others Present: Marva Sheehan - HF&H

**2. Communications from the Public: None**

**3. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Stone (180 Bear Gulch Drive, Portola Valley)**

Motion to Open by: Walker 2<sup>nd</sup> by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None

Motion to Close by: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

**4. Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Stone (180 Bear Gulch Drive, Portola Valley)  
District Manager's Report**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

**5. Consideration of Setting a Public Hearing Date for December 11, 2019 to Review Proposed Refuse Collection Rates for the Year 2020 and Providing Staff Direction by Minute Order Regarding the Collection Rate Adjustment for 2020 and the Mailing of the Proposition 218 Notice for a Public Hearing**

Motion to Approve by: Otte 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0



Comments: Marva Sheehan of HF&H presented the draft rate study which included alignment of rates to cost of service and a rate comparison. Board consensus to set public hearing and move forward with the 20 gallon cart to increase 10.25% from \$39.00 to \$43.00 and the 32 gallon cart to increase 4.09% from \$49.00 to \$51.00

## 6. District Manager's Report

Comments: Director Moritz will not be at the Nov. 13<sup>th</sup> Board Meeting.

### 1) CIP Project:

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **Bid for Cleaning/TVing Large Diameter lines:** Issued a call for bids for cleaning and televising our large diameter sewer mains. Bid opened October 2.
- c. **Coyote Hill Erosion Control Project:** District staff has installed stitch piers and extended the drainage line through the easement.

### 2) Affiliate Agency/Association News:

- a. **WateReuse:** Waterworks Engineering, Woodard & Curran and District Manager have teamed up to present the Recycled Water Project in a session at the WateReuse Conference in March 2020.

### 3) Upcoming Events:

- a. **Board meetings:** Cancel October 26 and Nov. 27.
- b. **Solid Waste Rate Study:** Establishing a Solid Waste 218 public hearing date on Oct 9 for Dec 11, 2019.
- c. **Halloween Hoopla:** Oct. 26
- d. **PMP/Thanksgiving Luncheon:** Nov. 14

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

- a. **SSOs:** Zero SSO for Sept. 2019 Total = 4.
- b. **Corporate Credit Card:** The District will corporate credit cards for various employees to pay bills and reduce the number of checks issued.

## 7. Consent Calendar

Motion to Approve by: Otte 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

### CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

Approval of Minutes for Regular meeting September 25, 2019

- A. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for October 9, 2019
- B. WBSD Operations and Maintenance Report – September 2019

- C. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – September 2019
- D. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 180 Bear Gulch Drive, Portola Valley (079-092-150), Lands of Stone
- E. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 180 Bear Gulch Drive, Portola Valley
- F. Consideration of Accepting Sewer Facilities Pursuant to Class 3 Sewer Permit No. 1096 for the Sewer Manhole Rehabilitation at Menlo College, Atherton, CA
- G. Consider to Ratify and Approve Report on District’s Investment Portfolio Including the Transactions of Assets Described Therein as of 9/30/19

**8. Consider to Approve a Resolution Authorizing the District Manager to Negotiate a Contract for the Large Diameter Sanitary Sewer Main Cleaning and Televising Project**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: DM Scott notified the Board previously that no bids for this project were received. He would like the Board to authorize the DM to negotiate a contract with an interested party to perform the work.

**9. Consideration to Accept the Performance Merit Pay Program Results Oct. 1, 2018 to Sept. 30, 2019 and Authorize the District Manager to Disburse the Final Payout**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: DM Scott reported that the District achieved 99.16% of goals which equals a maximum individual payout of \$4,958.00.

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

Comments: DM Scott presented drone video footage showing the progress of the construction of the Sharon Heights project. The encroachment permit agreement with Caltrans has been finalized, the levee improvement project is moving along and the District has received the State reimbursement in the amount of \$75K for the Bayfront Facilities Plan.

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

Comments: President Dehn reported that the SBWMA bond refinancing is complete and the administrative and financial services contract transition is complete with the Redwood City finance team now performing the services. The compensation application for Recology was presented and approved for the 2020/21 rate year. SBWMA is researching the feasibility of re-opening the Shoreway recycling center as well as considering other options.

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

Comments: Secretary Otte reported on the approval of the scope of work and budget for engineering services related to organics co-digestion and the approval of a reserve policy. DM Scott reported he has confirmation from SVCW that the District's net position is now 19.8%, up from 16% last year.

**13. Closed Session**

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

Entered closed session at 8:32 p.m. Left closed session at 8:45 p.m.

Reportable action: No Reportable action.

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

Comments: Future topics include: DM search firms RFP and presentation on STEP/Grinder systems.

**15. Adjournment Time:** The meeting was adjourned at 8:52 PM

## WEST BAY SANITARY DISTRICT

## WITHDRAWAL ORDER

As of November 5, 2019

CHECK	TO WHOM PAYABLE	PURPOSE	AMOUNT
65719	PRECISE PRINTING AND MAILING	Solid Waste Rates Notice of Public Hearing Printing & Mailing	1,979.14
65720	CWEA-SCVS	CWEA Training - Pump & Lift Station	130.00
65721	JENSEN PRECAST	Storm Drain Inlets for Coyote Hill	2,454.32
65722	MATHESON TRI-GAS, INC.	Operating Supplies - Coll	49.28
65723	AMERICAN MESSAGING	Utilities - A&G	64.48
65724	AQUALITY WATER MANAGEMENT INC.	CIP - SHGCC	1,650.00
65725	BAY AREA AIR QUALITY	Other Operating Expenses - Coll	396.00
65726	BAYSIDE EQUIPMENT COMPANY	Repairs & Maintenance - Coll	1,378.99
65727	BEYOND COMPONENTS, INC.	Operating Supplies - Coll	179.20
65728	CALIFORNIA CONCRETE PUMPING	CIP - Coyote Hill	774.00
65729	CALIFORNIA WATER SERVICE	Utilities - Coll	18.38
65730	CHAVAN & ASSOCIATES LLP	Professional Services - A&G	300.00
65731	DAVEY TREE EXPERT COMPANY	Repairs & Maintenance - Coll	4,900.00
65732	THE ALMANAC	Deposits/Printing & Publications - Coll	4,224.00
65733	NAVIA BENEFIT SOLUTIONS	Employee Benefits - A&G	25.00
65734	GRAINGER	Operating Supplies - Coll	1,879.00
65735	HILLYARD/SAN FRANCISCO	Operating Supplies - Coll	838.43
65736	IEDA	Professional Services - A&G	760.00
65737	JANI-KING OF CA, INC - SFR/OAK	Contract Services - A&G	726.60
65738	LOG ME IN	Repairs & Maintenance - Coll	66.88
65739	CITY OF MENLO PARK	Utilities - A&G	1,018.24
65740	CITY OF MENLO PARK	Repairs & Maintenance - Coll	568.17
65741	CITY OF MENLO PARK-Fuel	Gasoline, Oil & Fuel - Coll	4,340.03
65742	MENLO PARK HARDWARE CO. #14016	Operating Supplies - Coll	136.22
65743	OFFICE TEAM	Professional Services - A&G	224.00
65744	OMEGA INDUSTRIAL SUPPLY, INC.	Operating Supplies - Coll	372.57
65745	PACIFIC GAS & ELECTRIC	Utilities - A&G	3,493.95
65746	PALO ALTO STAFFING	Professional Services - A&G	640.00
65747	Void		
65748	SEEKZEN SYSTEMS	Professional Services - Coll	475.00
65749	SHARP BUSINESS SYSTEMS	Rents & Leases - Coll	1,036.78
65750	TPX COMMUNICATIONS	Utilities - Coll	2,282.65
65751	A & B TRAILER HITCH INC.	Repairs & Maintenance - Coll	13.06
65752	VISION COMMUNICATIONS CO.	Contract Services, Rents & Leases- Coll	1,103.35
65753	FRANCHISE TAX BOARD	Wage Garnishment	250.00
65754	SDU	Wage Garnishment	508.62
65755	NAVIA BENEFIT SOLUTIONS	Navia Benefits	1118.52
65756	TEAMSTERS LOCAL NO. 350	Union Dues for Sept & Oct	1,920.00
65757	RUPERT SANDOVAL	Reimbursement for Travel Expense	539.56
65758	RED WING SHOE STORE	Operating Supplies - Coll	473.88
65759	THE CONCEPT GENIE	Printing & Publications - A&G	1,381.46
65760	AAA RENTALS	Coyote Hill	1,253.09
65761	ATCHISON, BARISONE & CONDOTTI	Professional Services - A&G	8,654.92
65762	BAY AREA PAVING CO. INC.	Contract Services - Coll	8,342.00
65763	CALIFORNIA WATER SERVICE	Utilities - Coll	18.56
65764	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding	26.61
65765	CINTAS CORP	Contract Services - Coll	1,850.92
65766	COSTCO MEMBERSHIP	Office Expense - A&G	60.00
65767	DU-ALL SAFETY, LLC	Professional Services - Coll	3,476.25
65768	HOME DEPOT CREDIT SERVICES	Operating Supplies - Coll	1,105.97
65769	KONE INC.	Contract Services - A&G	259.34
65770	LOG ME IN	Repairs & Maintenance - Coll	66.69
65771	MALLORY CO.	Repairs & Maintenance - Coll	753.50
65772	CITY OF MENLO PARK	Utilities - Coll	54.64
65773	PACIFIC GAS & ELECTRIC	Utilities - Coll	601.81
65774	PENINSULA BUILDING MATERIALS	Operating Supplies - Coll	40.61

65775	PIER 2 MARKETING	Repairs & Maintenance - Coll	500.00
65776	PREFERRED ALLIANCE	Professional Services - A&G	278.39
65777	WEST YOST & ASSOCIATES	Professional Services - A&G	566.00
65778	BANKCARD CENTER	BoW Credit Card - Phil	1,962.47
65779	BANKCARD CENTER	BoW Credit Card-Sergio	691.02
65780	BANKCARD CENTER	BoW Credit Card - Todd	1,262.14
65781	GSO	SHGCC - Recycled Water Project	0.00
65782	WOODARD & CURRAN	SHGCC - Recycled Water Project	14,810.34
65783	ANDERSON PACIFIC	SHGCC - Recycled Water Project	562,976.63
65784	FREYER & LAURETA	SHGCC - Recycled Water Project	2,440.00
65785	AT&T	Utilities - A&G	974.93
65786	ALPHA ANALYTICAL LABORATORIES	Research & Monitoring - Coll	190.00
65787	AMERICAN WATER SERVICES	Utilities - Coll	82.81
65788	READYREFRESH BY NESTLE	Utilities - Coll	188.13
65789	CSDA	Memberships - A&G	7,615.00
65790	CALIFORNIA WATER SERVICE	Utilities - Coll	757.35
65791	CINTAS CORP	Contract Services - Coll	1,769.64
65792	DUKE'S ROOT CONTROL, INC	Contract Services - Coll	61,495.47
65793	FEDERAL EXPRESS	Office Expense - A&G	164.11
65794	FINISHMASTER INC	Operating Supplies - Coll	154.98
65795	FREMONT URGENT CARE	Professional Services - A&G	184.00
65796	HACH COMPANY	Smart Covers	9,982.50
65797	CITY OF MENLO PARK	Repairs & Maintenance - Coll	4,534.89
65798	CITY OF MENLO PARK-Fuel	Gasoline, Oil & Fuel - Coll	5,875.45
65799	MORSE HYDRAULICS	Repairs & Maintenance - Coll	234.87
65800	MAIL FINANCE	Rents & Leases - Coll	268.25
65801	OGASAWARA LANDSCAPE MAINT.	Contract Services - A&G	400.00
65802	PACIFIC GAS & ELECTRIC	Utilities - Coll	136.15
65803	PEROTTI AND CARRADE	Professional Services - A&G	750.00
65804	RECOLOGY PENINSULA SERVICES	FERRF	12,530.00
65805	RED WING SHOE STORE	Operating Supplies - Coll	410.40
65806	SPARTAN TOOL LLC	Operating Supplies - Coll	291.67
65807	STAPLES CREDIT PLAN	Office/Ink Supplies - A&G	1,311.29
65808	US BANK	Rents & Leases - Coll	136.56
65809	WECO INDUSTRIES, INC.	Operating Supplies, Repairs & Maintenance - Coll	9,928.15
65810	WEST YOST & ASSOCIATES	Professional Services - A&G	930.50
65811	ZANKER RECYCLING	Repairs & Maintenance - Coll	3,451.58
65812	ZOOM IMAGING SOLUTIONS, INC.	Rents & Leases - Coll	112.69
65813	SDU	Wage Garnishment	508.62
65814	FRANCHISE TAX BOARD	Wage Garnishment	250.00
65815	NAVIA BENEFIT SOLUTIONS	Navia Benefits	1,118.52
65816	CARRIE NEVOLI - PETTY CASH	Petty Cash Reimbursement - Sergio	105.24
65817	CWEA MEMBERSHIP	CWEA Membership Renewal	296.00
65818	ENR	Subscription for ENR	66.00
65819	CHAVAN & ASSOCIATES LLP	Recyled Water Proj. Audit	3,250.00
65820	CHAVAN & ASSOCIATES LLP	Annual Audit FY 18-19	6,300.00
65821	CITY OF MENLO PARK	Permit App for FERRF	3,500.00
65822	Void		
65823	CWEA MEMBERSHIP	CWEA Membership Renewal	94.00
65824	TEAMSTERS LOCAL NO. 350	Union Dues for November	960.00
65825	CWEA MEMBERSHIP	CWEA Memebership Renewals	669.00
65826	AAA RENTALS	Coyote Hill Project	8,489.97
65827	Void		
65828	COMCAST	Utilities - A&G	275.24
65829	GRAINGER	Operating Supplies - Coll	2,262.29
65830	HARRINGTON INDUSTRIAL PLASTICS	Repairs & Maintenance - Coll	192.59
65831	CITY OF MENLO PARK	Utilities - Coll	92.61
65832	PACIFIC GAS & ELECTRIC	Utilities - Coll	876.71
65833	PALO ALTO STAFFING	Professional Services - A&G	669.60
65834	PRINCIPAL LIFE INSURANCE CO.	Employee Benefits	4,744.90
65835	VERIZON WIRELESS	Utilities - A&G	1,617.94
65836	CALPERS LONG-TERM CARE PROGRAM	LTC Witholding	26.61

65837	FRANCHISE TAX BOARD	Wage Garnishment	250.00
65838	SDU	Wage Garnishment	508.62
65839	NAVIA BENEFIT SOLUTIONS	Navia Benefits	1,118.52
65840	CARRIE NEVOLI - PETTY CASH	Petty Cash - Todd	137.18
65841	AAA RENTALS	Rents & Leases - Coll	184.03
65842	MATHESON TRI-GAS, INC.	Operating Supplies - Coll	50.71
65843	READYREFRESH BY NESTLE	Utilities - Coll	91.26
65844	CALIFORNIA WATER SERVICE	Utilities - Coll	36.76
65845	CINTAS CORP	Contract Services - Coll	762.85
65846	CPS HR CONSULTING	Professional Services - A&G	832.36
65847	DEWEY PEST CONTROL	Contract Services - Coll	164.00
65848	DALE SCOTT & CO., INC.	Professional Services - A&G	4,000.00
65849	EAST BAY MUNI UTILITY DISTRICT	Memberships - A&G	2,425.00
65850	FORESTRY SUPPLIERS, INC.	Operating Supplies - Coll	264.06
65851	FREYER & LAURETA	Miscellaneous Eng., Belle Haven III, Levee Design	21,212.21
65852	KIMBALL MIDWEST	Operating Supplies - Coll	1,032.66
65853	HF&H CONSULTANTS, LLC	Professional Services - A&G	11,387.66
65854	CITY OF MENLO PARK	Utilities - A&G	118.69
65855	MENLO PARK FIRE PROTECTION	Other Operating Expense - Coll	8,290.00
65857	PACIFIC GAS & ELECTRIC	Utilities - A&G	3,879.38
65858	PONTON INDUSTRIES, INC.	Operating Supplies - Coll	750.00
65859	REDWOOD GENERAL TIRE CO., INC.	Repairs & Maintenance - Coll	65.87
65860	ROBERTS & BRUNE CO	Operating Supplies - Coll	46.95
65861	SAN MATEO COUNTY TAX COLLECTOR	Other Operating Expense	924.30
65862	V & A CONSULTING ENGINEERS	18-0245 WBSD 2018/196 Flow Meter	2,030.00
65863	WOODARD & CURRAN	Professional Services - A&G	5,729.45
		TOTAL CHECKS	<u>884,261.39</u>

WIRES

<u>TRANSFER DATE</u>	<u>PURPOSE</u>	
10/5/2019	Prime Pay Fees	\$423.39
10/11/2019	Employee Payroll - Pay Period 9/27/19-10/11/19	\$98,279.85
10/11/2019	ICMA	\$7,363.16
10/25/2019	Employee Payroll - Pay Period 10/11/19-10/25/19	\$99,644.39
10/25/2019	ICMA	\$7,520.66
10/29/2019	SVCW Cash Contribution on 2018 Bond	\$1,069,333.67
10/30/2019	SVCW SRF Loan Phase I	\$506,765.20
10/29/2019	SVCW - Monthly Operating Payment	\$633,247.00
10/31/2019	Board Payroll	\$1,015.85
10/31/2019	Federal Payroll Taxes	\$43,018.88
10/31/2019	State Payroll Taxes	\$13,650.49
10/31/2019	CalPERS Retirement	\$43,616.47
11/5/2019	Prime Pay Fees	\$418.16
	WIRE TRANSFERS FROM BofW CHECKING	<u>2,524,297.17</u>
10/28/2019	Transfer from LAIF	\$2,300,000.00
10/20/2019	Recology Franchise Fee	\$8,321.74
10/30/2019	SRF Reimbursement Payment # 14	\$902,227.00
	WIRE TRANSFERS TO BofW CHECKING	<u>3,210,548.74</u>

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**WITHDRAWAL ORDER**  
**SUPPLEMENTAL PURCHASE REGISTER**  
**11/05/2019**

**OPERATING SUPPLIES & OFFICE EXPENSE**

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
65734	1,879.00	GRAINGER	Operating Supplies - Coll
65807	1,311.29	STAPLES CREDIT PLAN	Office/Ink Supplies - A&G
65829	2,262.29	GRAINGER	Operating Supplies & Ceiling Tiles
65809	9,928.15	WECO INDUSTRIES, INC.	Camera Repair & Operating Supplies

**MISCELLANEOUS**

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
65719	1,979.14	PRECISE PRINTING AND MAILING	Printing and Mailing for Solid Waste Rates Notice of Public Hearing
65721	2,454.32	JENSEN PRECAST	Storm Drain Inlets for Coyote Hill
65724	1,650.00	AQUALITY WATER MANAGEMENT INC.	SHGCC - O & M Support
65726	1,378.99	BAYSIDE EQUIPMENT COMPANY	Service on Unit 216
65731	4,900.00	DAVEY TREE EXPERT COMPANY	Tree Trimming & Shrub Removal at Admin & Maint. Bldg.
65732	4,224.00	THE ALMANAC	Publications for Lands of Stone
65747		VOID	Printing Error
65757	539.56	RUPERT SANDOVAL	Reimbursement for Travel Expense
65759	1,381.46	THE CONCEPT GENIE	Holiday Luncheon - Novelties
65760	1,253.09	AAA RENTALS	Rental Equipment for Coyote Hill
65762	8,342.00	BAY AREA PAVING CO. INC.	Paving Projects within the District
65781		VOID	Printing Error
65782	14,810.34	WOODARD & CURRAN	SHGCC - Recycled Water Project
65783	562,976.63	ANDERSON PACIFIC	SHGCC - Recycled Water Project
65784	2,440.00	FREYER & LAURETA	SHGCC - Recycled Water Project
65789	7,615.00	CSDA	Memberships (Calif. Special Districts Association)
65792	61,495.47	DUKE'S ROOT CONTROL, INC	Root Foam Phase II & Lateral Root Foaming
65796	9,982.50	HACH COMPANY	Smart Covers
65804	12,530.00	RECOLOGY PENINSULA SERVICES	FERRF Improvement & Demo of old Treatment Plant, Debris Clean-up
65811	3,451.58	ZANKER RECYCLING	Hauling Concrete from FERRF
65819	3,250.00	CHAVAN & ASSOCIATES LLP	Recycled Water Proj. Audit - 1/2 Payment
65820	6,300.00	CHAVAN & ASSOCIATES LLP	Annual Audit FY 18-19 - 1/2 Payment
65821	3,500.00	CITY OF MENLO PARK	Permit App for FERRF
65822		VOID	Printing Error
65826	8,489.97	AAA RENTALS	Rental Equipment for Coyote Hill
65827		VOID	Printing Error
65848	4,000.00	DALE SCOTT & CO., INC.	Disclosure Annual Reporting
65851	21,212.21	FREYER & LAURETA	Miscellaneous Eng., Belle Haven III, Levee Design
65853	11,387.66	HF&H CONSULTANTS, LLC	2020 Update SW Rate Model
65855	8,290.00	MENLO PARK FIRE PROTECTION	Annual Permits
65862	2,030.00	V & A CONSULTING ENGINEERS	18-0245 WBSD 2018/196 Flow Meter
65863	5,729.45	WOODARD & CURRAN	Work for Recycled Water Project



**WEST BAY SANITARY DISTRICT**

SUMMARY OF FY2019-20 PAYMENTS  
(Through Withdrawal Order  
10/1/19 to 11/05/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 11/05/2019	WITHDRAWAL PERIOD 11/5/2019
<b>REGULAR PAYABLES</b>		
3T Equipment Company	16,391.24	
A-A Lock & Alarm	1,260.03	
AAA Rentals	11,819.27	9,927.09
A & B Trailer Hitch Inc.	13.06	13.06
Action Towing	487.50	
Advanced Laser	2,843.89	
Alliant Insurance Services	15,228.00	
The Almanac	6,732.00	4,224.00
Alpha Analytical Laboratories	1,900.00	190.00
American Messaging	257.72	64.48
American Water Services	154.23	82.81
Anderson Pacific	3,850,903.14	562,976.63
Aqua Natural Solutions	1,384.65	
Aquality Water Management Inc.	3,135.00	1,650.00
AT&T	4,808.27	974.93
Atchison, Barisone & Condotti	22,114.64	8,654.92
Aztec Consultants	11,827.50	
Baggenengineers	1,660.00	
Bankcard Center	20,827.42	3,915.63
Bay Alarm	4,149.42	
Bay Area Air Quality	20,993.00	396.00
Bay Area Paving Co. Inc.	13,329.00	8,342.00
Bayside Equipment Company	1,378.99	1,378.99
Beyond Components, Inc.	179.20	179.20
David D. Bohannon Org.	211,673.53	
Buckles-Smith	251.60	
CSDA	7,615.00	7,615.00
CWEA-SCVS	1,180.00	130.00
CWEA	1,230.00	
CWEA Membership	2,134.00	1,059.00
CSRMA C/O Alliant Insurance	158,692.00	
Calif. Labor Law Poster Servic	152.00	
California Concrete Pumping	774.00	774.00
California Water Service	5,966.03	831.05
CALPERS 1959 Survivor Billing	1,645.00	
CALPERS - Unfunded Accrued Liability	334,727.00	
CALPERS - Retirement	129,434.20	43,616.47
CALPERS - Health Premiums	179,213.90	
Calpers Long-Term Care Program	212.88	53.22
Carrie Nevoli - Petty Cash	586.31	242.42
Cardiac Science Corp.	719.89	
Center For Hearing Health Inc.	661.25	
Chavan & Associates LLP	10,125.00	9,850.00
Cintas Corp	15,356.68	4,383.41
Citibank	7.00	
Comcast	1,395.96	275.24
Costco Membership	60.00	60.00
CPS HR Consulting	18,484.86	832.36
Cropper Accountancy Corp.	2,700.00	
Cues, Inc.	3,980.00	
Dale Scott & Co., Inc.	4,000.00	4,000.00
Peggy Daniels	2,935.76	
Das Manufacturing, Inc.	1,895.44	
Davey Tree Expert Company	7,913.00	4,900.00
Dept. of Industrial Relations	675.00	
Detection Instruments	327.79	
Dewey Pest Control	164.00	164.00
Duke's Root Control, Inc	223,089.71	61,495.47
Du-All Safety, Llc	9,348.75	3,476.25
ENR	66.00	66.00
ESRI	1,064.00	
East Bay Muni Utility District	2,425.00	2,425.00
Elite Parts LLC	1,233.65	
Express Safety, Inc.	773.32	
Federal Express	1,263.43	164.11

**WEST BAY SANITARY DISTRICT**

SUMMARY OF FY2019-20 PAYMENTS  
(Through Withdrawal Order  
10/1/19 to 11/05/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 11/05/2019	WITHDRAWAL PERIOD 11/5/2019
<b>REGULAR PAYABLES</b>		
Fremont Urgent Care	1,358.00	184.00
Finishmaster Inc	282.71	154.98
Forestry Suppliers, Inc.	1,315.65	264.06
Formatop	1,387.48	
Franchise Tax Board	2,500.00	750.00
Freyer & Laureta	157,424.00	23,652.21
Gary Pollack Construction	4,000.00	
Goldstreet Design Agency, Inc.	2,751.50	
Govconnection, Inc.	780.00	
Governmentjobs.com dba NeoGov	6,633.00	
Grainger	9,972.77	4,141.29
Granite Rock, Inc.	1,033.13	
Hach Company	14,811.98	9,982.50
Hadronex, Inc.	34,919.44	
Hansen Supply Company	4,710.58	
Harbor Ready-Mix	2,992.16	
Harrington Industrial Plastics	192.59	192.59
HF&H Consultants, LLC	11,575.16	11,387.66
Hillyard/San Francisco	1,439.48	838.43
Home Depot Credit Services	3,531.72	1,105.97
Bob Hulsmann	660.88	
IEDA	3,040.00	760.00
ISAC INC	6,581.50	
J & B Corrosion Engineering	1,415.00	
Jani-King of CA, Inc - SFR/OAK	2,906.40	726.60
Jensen Precast	2,454.32	2,454.32
Kimball Midwest	4,165.59	1,032.66
Kone Inc.	1,037.36	259.34
L & M Transmission	1,199.93	
Lasky Trade Printing	141.38	
Log Me In	1,866.94	133.57
Lucity, Inc.	9,741.42	
Lyngso Garden Materials, Inc	356.78	
Mail Finance	536.50	268.25
Mallory Co.	4,294.01	753.50
Matheson Tri-Gas, Inc.	240.03	99.99
Maxx Metals	138.00	
City of Menlo Park-Repair	10,791.05	5,103.06
City of Menlo Park-Fuel	19,445.45	10,215.48
City of Menlo Park	5,879.19	1,284.18
City of Menlo Park - Permits	3,500.00	3,500.00
SDU	5,086.20	1,525.86
Medco Supply Company	148.61	
Menlo Park Fire Protection	8,290.00	8,290.00
Menlo Park Hardware Co. #14016	302.30	136.22
Mid Peninsula Abstracts	810.00	
Mission Clay Products LLC	2,239.12	
Morse Hydraulics	234.87	234.87
Municipal Maintenance Equip.	1,667.98	
Navia Benefit Solutions	11,395.20	3,380.56
North Bay Pensions	1,500.00	
Office of Water Programs	815.10	
Office Team	8,072.00	224.00
Ogasawara Landscape Maint.	5,130.00	400.00
Omega Industrial Supply, Inc.	2,167.56	372.57
Pacific Gas & Electric	30,430.26	8,988.00
Palo Alto Staffing	1,309.60	1,309.60
Peninsula Building Materials	1,280.05	40.61
Peninsula Property Group	1,602.75	
Perotti and Carrade	750.00	750.00
Phil Scott	1,431.88	
Pier 2 Marketing	1,000.00	500.00
PJ's Rebar Inc.	2,752.87	
Ponton Industries, Inc.	1,279.36	750.00
Precise Printing and Mailing	1,979.14	1,979.14
Precision Engineering	312,189.19	
Preferred Alliance	1,441.93	278.39
Principal Life Insurance Co.	24,647.47	4,744.90
Sergio Ramirez	1,313.08	
R.A. Nosek Investigations	1,490.00	

**WEST BAY SANITARY DISTRICT**

SUMMARY OF FY2019-20 PAYMENTS  
(Through Withdrawal Order  
10/1/19 to 11/05/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 11/05/2019	WITHDRAWAL PERIOD 11/5/2019
<b>REGULAR PAYABLES</b>		
Readyrefresh By Nestle	1,714.32	279.39
Recology Peninsula Services	12,530.00	12,530.00
Red Wing Shoe Store	2,582.91	884.28
Redwood General Tire Co., Inc.	65.87	65.87
Rich Voss Trucking	1,820.00	
Robert J. Scheidt	263.86	
Roberts & Brune Co	12,410.94	46.95
SVCW Bond - 2009 Bond	656,144.00	
SVCW Bond - 2014 Bond	401,251.72	
SVCW Bond - 2015 Bond	502,295.82	
SVCW Bond - 2018 Bond	1,186,418.75	
SVCW Cash Contribution on 2018 Bond	4,277,334.68	1,069,333.67
SVCW SRF Loan - WWTP Phase 1		506,765.20
SVCW - Monthly Operating Payment	2,532,988.00	633,247.00
Safety Center	2,604.00	
San Mateo County Assessor	305.00	
San Mateo County Clerk	347.00	
San Mateo CO Health Dept	1,737.00	
San Mateo County Tax Collector	924.30	924.30
Rupert Sandoval	996.91	539.56
Robert J. Scheidt	263.86	
Seekzen Systems	12,400.00	475.00
Sharp Business Systems	3,124.46	1,036.78
Sharp Electronics Corporation	878.13	
Sitech Norcal	460.95	
Solarwinds	57.00	
Spartan Tool LLC	291.67	291.67
Staples Credit Plan	4,372.72	1,311.29
Summit Aerial Services Inc	2,750.00	
Sutter EAP	418.00	
Tap Plastics Inc.	419.65	
Teamsters Local No. 350	4,650.00	2,880.00
Teletrac Navman US LTD.	492.43	
The Concept Genie	1,879.70	1,381.46
TFS-Zoom Imaging Solutions Inc	802.99	
Toshiba Financial Services	801.78	
Towne Ford Sales	4,024.18	
TPX Communications	9,163.84	2,282.65
Underground Service Alert	10,828.20	
United Rentals Northwest, Inc.	1,082.58	
US Bank	682.18	136.56
U.S. Jetting, LLC.	465.45	
V & A Consulting Engineers	18,998.75	2,030.00
Valley Heating & Cooling	1,589.00	
Verizon Wireless	8,725.70	1,617.94
Vision Communications Co.	8,638.67	1,103.35
V.W. Housen & Associates	15,677.50	
Weco Industries, Inc.	59,516.97	9,928.15
West Yost & Associates	31,415.28	1,496.50
Woodard & Curran	70,063.02	20,539.79
Zanker Recycling	3,451.58	3,451.58
Zip's AW Direct	118.31	
Zoom Imaging Solutions, Inc.	1,215.54	112.69
<b>TOTAL REGULAR PAYABLES</b>	<b>15,994,753.64</b>	<b>3,137,223.73</b>
<b>SALARIES/WAGES &amp; W/H</b>		
Salaries/Wages - Net Pay	925,145.96	197,924.24
Directors Fees - Net Pay	6,735.85	1,015.85
PrimePay Fees	2,915.96	841.55
IRS - Federal Payroll Taxes	161,261.75	43,018.88
EDD - State Payroll Taxes	62,658.38	13,650.49
ICMA	103,481.37	14,883.82
Performance Merit Program	-	
<b>TOTAL SALARIES RELATED</b>	<b>1,262,199.27</b>	<b>\$271,334.83</b>
<b>TOTAL PAYABLES</b>	<b>17,256,952.91</b>	<b>3,408,558.56</b>

**WEST BAY SANITARY DISTRICT**

SUMMARY OF FY2019-20 PAYMENTS  
(Through Withdrawal Order  
10/1/19 to 11/05/2019)

	TOTAL BY VENDOR - YTD 7/1/2019- 11/05/2019	WITHDRAWAL PERIOD 11/5/2019
<b>REGULAR PAYABLES SUMMARY</b>		
TOTAL CHECKS		884,261.39
TOTAL WIRES		<u>2,524,297.17</u>
TOTAL PAYABLES		<u><u>3,408,558.56</u></u>

**WEST BAY SANITARY DISTRICT**  
**Schedule of Cash Receipt Deposits**  
**10/02/19 - 11/05/19**

DEPOSIT DATE	RECEIPT NUMBER	DESCRIPTION	AMOUNT
10/16/2019	460848	Permit: 318 Willow Rd, MP	\$270.00
10/16/2019	460849	Permit: 505 Central Ave. MP, 450 Hermosa Way, MP, 2001 Menalto Ave, MP \$160 x 3 = \$80	\$480.00
10/16/2019	460850	Permit: 40 De Bell Dr, ATH	\$424.53
10/16/2019	460851	Permit: 233 Arden Rd, MP	\$270.00
10/16/2019	460852	Permit: 54 Reservoir Rd, ATH	\$160.00
10/16/2019	460853	Permit: 31 Flood Circle, ATH	\$270.00
10/16/2019	460854	Invoice 2019-20/038	\$1,177.00
10/16/2019	460855	Invoice 2019-20/020	\$1,497.00
10/16/2019	460856	Invoice 2019-20/016	\$1,497.00
10/16/2019	460857	Invoice 2019-20/036	\$1,497.00
10/16/2019	460858	Permit: 82 Monte Vista Ave, ATH	\$90.00
10/16/2019	460859	Permit: 320 Corte Madera Rd, PV	\$270.00
10/16/2019	460860	Permit: 204 Chester St, MP	\$430.00
10/16/2019	460861	Invoice 2019-20/028	\$1,177.00
10/16/2019	460862	Refund - Lease Buyout	\$1,900.96
10/16/2019	460863	Invoice 2019/20-035	\$1,177.00
10/16/2019	460864	1911 Menalto Ave, MP	\$9,041.00
10/16/2019	460865	Invoice 2019-20/030	\$588.50
10/16/2019	460866	Invoice 2019-20/037	\$1,177.00
10/16/2019	460867	Invoice 2019-20/012 10 Sioux Way, PV	\$1,497.00
10/16/2019	460868	Invoice 2019-20/046	\$1,177.00
10/16/2019	460869	Discharge Permit: 185 Meadowood, PV	\$392.78
10/16/2019	460870	Permit: 1882 Camino A Los Cerros, MP	\$270.00
10/16/2019	460871	Permit: 30 Fredrick Ave, ATH	\$270.00
10/16/2019	460872	Annexation Fees: 20 Navajo Place, PV	\$3,290.00
10/16/2019	460873	Permit: 480 Arlington Way, MP	\$270.00
10/16/2019	460874	Permit: 324 Central Ave, MP	\$270.00
10/16/2019	460875	Invoice 2019-20/031	\$588.50
10/16/2019	460876	Invoice 2019-20/047	\$748.50
10/16/2019	460877	Invoice 2019-20/047	\$748.50
10/16/2019	460878	Permit: 1333 Laurel St, MP	\$160.00
10/16/2019	460879	Invoice 2019/20-018	\$1,177.00
10/16/2019	460880	Permit: 4 Surrey Ln, ATH	\$430.00
10/16/2019	460881	Permit: 1155 Johnson St, MP	\$270.00
10/16/2019	460882	Permit: 2141 Sterling Ave, MP	\$430.00
10/16/2019	460883	Permit: 1199 Sherman Ave, MP	\$270.00
10/16/2019	460884	Invoice 2019/20-039	\$1,177.00
10/16/2019	460885	Invoice 2019/20-033	\$1,177.00
10/16/2019	460886	Invoice 2019/20-049	\$1,177.00
10/16/2019	460887	Permit: 2181 Camino De Los Robles, MP	\$270.00
10/16/2019	460888	Permit: 2180 Camino De Los Robles, MP	\$270.00
10/16/2019	460889	Permit: 667 18th Ave, MP	\$160.00
10/16/2019	460890	Permit: 667 18th Ave, MP	\$270.00
10/16/2019	460891	NR-0390 89 Fair Oaks Lane, ATH	\$634.99
10/30/2019	460892	Invoice 2019/20-023	\$1,177.00
10/30/2019	460893	Permit: 2315 Warner Range Ave, MP	\$160.00
10/30/2019	460894	Permit: 121 Greenoaks Dr, ATH	\$270.00
10/30/2019	460895	Invoice 2019/20-045	\$1,177.00
10/30/2019	460896	Permit: 1010 Sharon Park Dr, MP	\$270.00
10/30/2019	460897	Permit: 1345 Bay Laurel Dr, MP	\$270.00
10/30/2019	460898	Invoice 2019/20-052	\$1,631.32
10/30/2019	460899	Invoice 2019/20-022	\$1,177.00
10/30/2019	460900	Invoice 2019/20-021	\$1,177.00
10/30/2019	460901	Permit: 2109 Camino De Los Robles, MP	\$270.00
10/30/2019	460902	Pool Discharge 76 Fair Oaks Lane, ATH	\$233.16
10/30/2019	460903	Permit: 1875 Oak Ave, MP	\$270.00
10/30/2019	460904	Permit: 103 Stanford Ave, MP	\$270.00
10/30/2019	460905	Invoice 2019/20-040	\$588.50
10/30/2019	460906	Invoice 2019/20-019	\$748.50
10/30/2019	460907	Permit: 1175 Altschul Ave, MP	\$90.00
10/30/2019	460908	Permit: 46 Linda Vista Ave, ATH	\$270.00
10/30/2019	460909	Permit: 46 Linda Vista Ave, ATH	\$160.00
10/30/2019	460910	Discharge Permit: Dinkelspiel Station Lane, ATH	\$1,145.61
10/30/2019	460911	NRD Pool Dicharge 880 Coleman Ave. MP	\$366.41
10/30/2019	460912	Permit: 1345 Bay Laurel Dr, MP	\$60.00
10/30/2019	460913	Permit: 103 Felton Dr, MP	\$330.00
10/30/2019	460914	SRF reimbursement payment 14	\$902,227.00
10/30/2019	460915	Invoice 2019/20-003A	\$22,887.87
10/30/2019	460916	Permit: 318 Willow Rd, MP	\$160.00
10/30/2019	460917	Invoice 2019/20-027	\$748.50
10/30/2019	460918	Permit: 54 Magnolia Dr, ATH	\$270.00
10/30/2019	460919	Permits - 450 Hermosa Way, MP.505 Central Ave, MP. 2001 Menalto Ave, MP.	\$810.00
10/30/2019	460920	Permit: 143 Los Trancos Cir, MP	\$270.00
<b>Total Deposit</b>			<b><u>\$980,274.13</u></b>



# WEST BAY SANITARY DISTRICT AGENDA ITEM 6C

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

Month	Basin PM Pipe Cleaning Miles	High Freq. PM Pipe Cleaning Miles	Un-Sche. Pipe Cleaning Miles	WBSD CCTV Insp. Miles	Pipe Patch Repairs Qty.	Open Trench Repairs Qty.	Pump Sta. PM Qty.	Pump Sta. Unsch. Repairs Qty.	SSO Cat. 1	SSO Cat. 2&3s	Service Calls- Unit 208			
											Call Outs	Sch PM	Unsch. PM	USA's
January	11.7	4.3	0.1	1.1	7	6	104	0	0	1	109	29	0	155
February	4.8	6.6	0.6	3.7	5	6	71	1	0	1	65	23	0	209
March	10.6	0.2	0.9	3.3	6	8	70	1	0	0	87	10	3	201
April	9.9	4.2	0.9	3.1	3	8	60	0	0	1	88	8	0	290
May	7.1	8.9	0.8	4.0	0	11	90	1	0	1	71	0	4	289
June	11.8	0.7	0.4	4.8	9	8	74	0	0	0	98	0	12	229
July	9.5	3.8	0.9	3.4	5	10	74	1	0	0	83	1	0	263
August	10.5	7.0	1.6	3.1	10	5	91	0	0	0	79	3	0	257
Sept.	17.7	0.2	0.3	4.0	0	0	79	0	0	0	96	1	0	219
* Oct.	3.9	4.1	0.3	4.3	5	8	95	1	0	0	94	0	1	309
<b>Yr to date</b>	<b>97.5</b>	<b>40.0</b>	<b>6.8</b>	<b>34.9</b>	<b>50</b>	<b>70</b>	<b>808</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>870</b>	<b>75</b>	<b>20</b>	<b>2421</b>

<b>2019 Goals</b>	<b>120.0</b>	<b>51.0</b>	<b>n/a</b>	<b>45-50</b>	<b>65</b>	<b>90</b>	<b>n/a</b>	<b>&lt;10</b>	<b>0-2</b>	<b>4 to 6</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
2018 Results	134.2	48.5	7.4	42.1	66	63	1256	6	0	4	1139	134	89	2525
2017 Results	126.4	51.5	5.7	24.8	66	97	1265	8	2	3	700	178	61	3218
2016 Results	126.4	49	6	33	65	94	1188	5	0	8	798	167	155	3222
2015 Results	126.4	55	21	46	65	90	1349	6	0	5	798	174	185	2125
2014 Results	126.4	63	20	48	65	78	1328	10	2	12	771	183	72	1834

\* = Beginning of PMPP year.

THIS PAGE LEFT INTENTIONALLY BLANK



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

**To: Board of Directors**

**From: Sergio Ramirez, Operations Superintendent**

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

Month Temp Help	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBSD CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls
	Miles	Miles	Miles	Miles	Qty.	Qty.	Cat. 1	Cat. 2&3s	Call Outs
January	3.6	1.5	0.0	1.1	4	1	0	1	0
February	2.2	0.5	0.0	1.5	4	0	0	0	0
March	1.2	0.8	0.0	1.9	4	0	0	0	0
April	1.5	2.9	0.0	1.9	4	0	0	0	0
May	1.6	1.5	0.0	1.0	4	0	0	0	0
June	1.5	0.6	0.0	0.4	4	0	0	0	0
July	0.8	0.7	0.0	1.2	4	0	0	0	0
*August	0.0	1.2	0.0	0.5	4	0	0	0	0
Sept.	0.0	1.5	0.0	1.1	4	0	0	0	0
Oct.	0.5	1.7	0.2	1.2	4	1	0	0	0
Nov.									
Dec									
<b>** Yr to date</b>	<b>12.9</b>	<b>12.9</b>	<b>0.2</b>	<b>11.8</b>	<b>40</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>
FY18/19Goals	17.4	16.9	n/a	9.3	52	n/a	n/a	n/a	n/a

\* = August- Start of Contract



THIS PAGE LEFT INTENTIONALLY BLANK



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

**To: Board of Directors**

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

**Subject: Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 10/31/19**

---

Background

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

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

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

The District's reserve funds were set as follows:

District Reserves	Target Balance	Beginning Mkt Value Balance	End Mkt Value Balance
Emergency Capital Reserve	= \$5.0M	\$3.25M	\$3.25M
Capital Project Reserve	= \$3.5M	\$2.20M	\$2.21M
Operating Reserves (5 mo's Op Exp)	= \$9.4M	\$6.64M	\$6.66M
Rate Stabilization Reserve	= \$6.5M	\$4.98M	\$5.00M
Recycled Water Cash Flow:	= \$8.0M	<u>\$8.13M</u>	<u>\$8.13M</u>
BoW RW CF Reserve		\$ 224K	\$224K
RW CF Reserve funds held in LAIF		\$7.91M	\$7.91M
Recycled Water SRF Reserve (SHGCC) = \$806.2K		\$ 843K	\$845K
Total Reserves market value at 10/31/2019 ≈ \$18.13M			\$18.18M

LAIF Balance as of 9/30/19 \$22.07M

Reserve maturities transferred to LAIF for SVCW Payments as of 10/31/19 \$4.28M

### Analysis

There were no transfers of cash from reserves in October which holds the total transfer to date at \$11,610,000. Over the next six months, from November to April, the latest projection of reserve maturities provided by Bank of the West Wealth Management indicate a possible accumulation to approximately \$7.5M. This accumulated sum of \$7.5M will be used to pay \$1.07M per month to SVCW for 2018 bond payments through December 2019. The accumulation, however, ultimately depends on the activity of the callable securities in these reserves which could substantially reduce that amount. Possible options to fund any shortfall from 2018 bond payments include drawing from the Rate Stabilization Reserve or payment from general fund cash.

As of 10/31/2019 maturing securities in the Recycled Water Cash Flow Reserve totaling \$7,918,649 have been withdrawn and deposited into LAIF. Recycled Water project spending through the end of October totaled 17,251,228 and submitted \$17,236,558 in SRF reimbursement requests. The District has received SRF reimbursements of \$15,857,759 leaving a balance of \$6,606,530 of the Recycled Water reserve funds in LAIF as of 10/31/2019.

### Fiscal Impact

The investment portfolios have been set up with the goal to yield a rate of return of approximately 2%. Based on the performance as measured by the month end market values, the yields have been trending above this goal. The average yield in the District's LAIF account during July was 2.38%.

### Recommendation

The District Manager recommends the District Board ratify and approve the report on the District's Investment Portfolio including the transactions of assets described therein as of 10/31/19.



**WBSD - EMERGENCY CAPITAL RESERVE**

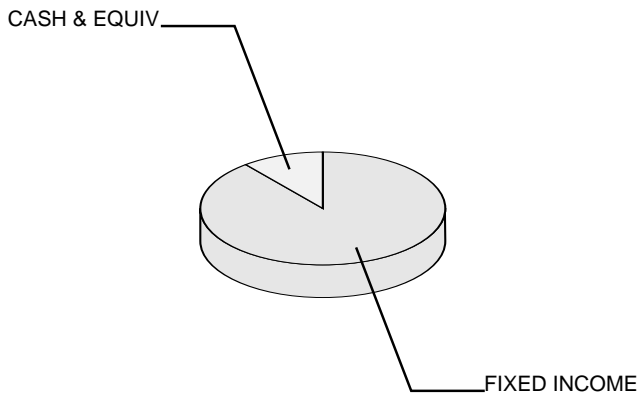
Account Number:  
 Statement Period:

61-J004-01-2  
 10/01/19 - 10/31/19

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

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

**Asset Allocation**



**Asset Valuation**

Description	Market Value	% of Account
Cash & Equiv	363,978.62	11.2%
Fixed Income	2,876,664.27	88.8%
<b>Total Portfolio</b>	<b>\$ 3,240,642.89</b>	<b>100.0%</b>
Accrued Income	18,321.45	
<b>Total Valuation</b>	<b>\$ 3,258,964.34</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 3,251,080.23</b>	<b>\$ 4,308,686.39</b>
Income		
Interest.....	8,642.89	37,718.21
Disbursements.....	-552.82	-1,082,554.93
Realized Gains/(Losses).....	-980.04	-9,168.96
Change In Accrued Income.....	-2,378.29	-6,487.91
Change In Market Appreciation/(Depreciation).....	3,794.35	12,078.26
Non-Cash Asset Changes.....	-641.98	-1,306.72
<b>Ending Market Value</b>	<b>\$ 3,258,964.34</b>	<b>\$ 3,258,964.34</b>



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
 Statement Period:

61-J004-01-2  
 10/01/19 - 10/31/19

**Asset Position As of 10/31/19**

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
<b>Cash Equivalents</b>				
Bank of The West Advantage Acct	363,978.620	363,978.62 363,978.62	6,588.00 445.98	1.81%
<b>Total Cash Equivalents</b>		<b>\$ 363,978.62</b> <b>\$ 363,978.62</b>	<b>6,588.00</b> <b>445.98</b>	<b>1.81%</b>
<b>Fixed Income</b>				
Blackrock Inc Nt 5.00% Dtd 12/10/2009 Due 12/10/2019 Callable	250,000.000	250,772.50 253,602.50	12,500.00 4,895.83	4.98%
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14	274.790	275.10 606.95	15.00 1.25	5.49%
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14	363.240	363.68 704.42	19.00 1.66	5.49%
Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable	120,000.000	122,199.60 119,730.00	2,760.00 30.66	2.26%
Federal Home Loan Bks Cons Bds 2.00% Dtd 01/27/2016 Due 01/27/2021 Callable	75,000.000	75,008.25 73,902.82	1,500.00 391.66	2.00%
Federal Home Loan Bks Cons Bds 1.70% Dtd 07/27/2016 Due 07/27/2022 Callable	140,000.000	140,000.00 135,506.10	2,380.00 621.44	1.70%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	80,000.000	80,921.60 80,127.20	1,520.00 371.55	1.88%
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable	50,000.000	50,151.50 50,657.50	2,062.00 790.62	4.11%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	80,000.000	80,861.60 81,129.60	2,300.00 319.44	2.84%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	160,000.000	159,558.40 160,000.00	2,800.00 941.11	1.75%



**WBSD - EMERGENCY CAPITAL RESERVE**

**Account Number:**  
**Statement Period:**

**61-J004-01-2**  
**10/01/19 - 10/31/19**

**Asset Position As of 10/31/19**

<b>Asset Description</b>	<b>Units</b>	<b>Market Value Cost</b>	<b>Est. Annual Income Accruals</b>	<b>Current Yield</b>
Federal Home Ln Mtg Corp Medium Term Nts 1.625% Dtd 04/27/2017 Due 07/27/2020 Callable	40,000.000	40,012.00 40,000.00	650.00 7.22	1.62%
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable	150,000.000	149,995.50 149,293.47	2,475.00 27.50	1.65%
Federal Home Ln Mtg Corp 2.00% Dtd 04/26/2017 Due 10/26/2021 Callable	120,000.000	120,078.00 120,000.00	2,400.00 33.33	2.00%
Federal Home Ln Mtg Corp 2.00% Dtd 10/12/2017 Due 10/12/2021 Callable	100,000.000	100,049.00 100,000.00	2,000.00 105.55	2.00%
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable	25,000.000	24,981.00 25,106.00	375.00 134.37	1.50%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	25,000.000	24,977.50 25,112.50	375.00 157.29	1.50%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	40,000.000	40,118.80 40,380.80	750.00 256.24	1.87%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	60,000.000	59,842.80 59,773.70	825.00 148.95	1.38%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	60,000.000	59,792.40 59,611.36	825.00 55.00	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	60,000.000	60,571.20 60,177.60	1,200.00 386.66	1.98%
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable	80,000.000	79,803.20 78,825.96	1,200.00 513.33	1.50%
Federal Natl Mtg Assn 1.80% Dtd 11/30/2016 Due 05/26/2021 Callable	100,000.000	99,802.00 100,000.00	1,800.00 775.00	1.80%
Federal Natl Mtg Assn 1.75% Dtd 09/28/2017 Due 09/28/2020 Callable	130,000.000	130,107.90 130,000.00	2,275.00 208.54	1.75%



**WBSD - EMERGENCY CAPITAL RESERVE**

**Account Number:**  
**Statement Period:**

**61-J004-01-2**  
**10/01/19 - 10/31/19**

**Asset Position As of 10/31/19**

<b>Asset Description</b>	<b>Units</b>	<b>Market Value Cost</b>	<b>Est. Annual Income Accruals</b>	<b>Current Yield</b>
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	60,000.000	61,038.60 60,846.60	1,425.00 427.49	2.33%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	3,131.220	3,225.06 4,353.48	156.00 13.04	4.85%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24	1,848.950	1,847.64 2,744.04	92.00 7.70	5.00%
Home Depot Inc Sr Glbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable	60,000.000	60,213.60 59,878.80	1,200.00 99.99	1.99%
Morgan Stanley D W Disc Srmtns Sr Nt Flt Var Rate Dtd 11/30/2010 Due 11/30/2019 Non-Callable	50,000.000	49,687.50 49,062.50	1,812.00 307.58	3.65%
Pfizer Inc Sr Nt 5.20% Dtd 08/12/2015 Due 08/12/2020 Non-Callable	100,000.000	102,721.00 103,196.00	5,200.00 1,141.11	5.06%
Small Business Admin Gtd Ln Pool Ctfs 7.19% Dtd 12/15/1999 Due 12/01/2019	1,050.920	1,052.68 6,907.01	75.00 34.63	7.18%
Small Business Admin Gtd Ln Pool Ctfs 7.59% Dtd 01/12/2000 Due 01/01/2020	1,593.830	1,598.05 4,317.56	120.00 40.65	7.57%
Small Business Admin Gtd Ln Pool Ctfs 4.34% Dtd 03/17/2004 Due 03/01/2024	9,943.620	10,276.13 15,675.64	431.00 102.94	4.20%
Small Business Admin Gtd Ln Pool Ctfs 5.71% Dtd 06/13/2007 Due 06/01/2027	5,328.520	5,723.52 9,164.87	304.00 127.06	5.32%
Small Business Admin Gtd Ln Pool Ctfs 4.084% Dtd 03/29/2011 Due 03/10/2021	5,645.420	5,782.26 6,741.83	230.00 64.26	3.99%
Starbucks Corp Sr Glbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable	60,000.000	60,208.20 59,984.40	1,260.00 304.50	2.09%
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable	100,000.000	100,840.00 99,290.08	2,000.00 694.44	1.98%





**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
Statement Period:

61-J004-01-2  
10/01/19 - 10/31/19

**Asset Position As of 10/31/19**

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Toronto Dominion Bank Fr 2.25% Dtd 11/05/2014 Due 11/05/2019 Non-Callable	250,000.000	250,002.50 250,940.00	5,625.00 2,750.00	2.25%
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020	110,000.000	110,000.00 109,834.11	1,787.00 230.80	1.62%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	100,000.000	102,204.00 99,695.31	2,750.00 355.08	2.69%
<b>Total Fixed Income</b>		<b>\$ 2,876,664.27</b> <b>\$ 2,886,880.71</b>	<b>69,473.00</b> <b>17,875.47</b>	<b>2.42%</b>
<b>Cash</b>				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
<b>Total Cash</b>		<b>\$ 0.00</b> <b>\$ 0.00</b>	<b>0.00</b> <b>0.00</b>	<b>0.00%</b>
<b>Total Market Value</b>		<b>\$ 3,240,642.89</b> <b>\$ 3,250,859.33</b>	<b>76,061.00</b> <b>18,321.45</b>	<b>2.35%</b>
<b>Total Market Value Plus Accruals</b>		<b>\$ 3,258,964.34</b>		

**Income Activity**

	Date	Income Cash	Principal Cash
<b>Interest Income</b>			
Bank of The West Advantage Acct Int To 09/30/19	10/01/19		172.55
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Int For September 2019 on 376.95	10/15/19		1.73
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Int For September 2019 on 516.54	10/15/19		2.37



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
 Statement Period:

61-J004-01-2  
 10/01/19 - 10/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable Int To 10/27/19 on 120,000	10/28/19		1,380.00
Federal Home Ln Mtg Corp Medium Term Nts 1.625% Dtd 04/27/2017 Due 07/27/2020 Callable Int To 10/27/19 on 40,000	10/28/19		325.00
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable Int To 10/27/19 on 150,000	10/28/19		1,237.50
Federal Home Ln Mtg Corp 2.00% Dtd 04/26/2017 Due 10/26/2021 Callable Int To 10/26/19 on 120,000	10/28/19		1,200.00
Federal Home Ln Mtg Corp 2.00% Dtd 10/12/2017 Due 10/12/2021 Callable Int To 10/12/19 on 100,000	10/14/19		1,000.00
Federal Home Ln Mtg Corp 1.65% Dtd 10/30/2017 Due 10/30/2019 Callable Int To 10/30/19 on 80,000	10/30/19		660.00
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Int To 10/07/19 on 60,000	10/07/19		412.50
Federal Home Ln Mtg Corp 1.25% Dtd 10/02/2012 Due 10/02/2019 Non-Callable Int To 10/02/19 on 25,000	10/02/19		156.25
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For September 2019 on 4504.21	10/25/19		18.77
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24 Int For September 2019 on 2213.79	10/25/19		9.22



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
 Statement Period:

61-J004-01-2  
 10/01/19 - 10/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Home Depot Inc Sr Gbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable Int To 10/01/19 on 60,000	10/01/19		600.00
Ohio St Dev Assistance GO Bds 2009b Taxable 6.52% Dtd 06/18/2009 Due 10/01/2028 Prerefunded 10/01/2019 @ 100.000 Callable Int To 10/01/19 on 45,000	10/01/19		1,467.00
<b>Total Interest Income</b>		<b>\$ 0.00</b>	<b>\$ 8,642.89</b>
<b>Total Income</b>		<b>\$ 0.00</b>	<b>\$ 8,642.89</b>

Disbursement Activity			
	Date	Income Cash	Principal Cash
<b>Fees/Expenses</b>			
Monthly Fee To 09/30/19	10/15/19		-552.82
<b>Total Fees/Expenses</b>		<b>\$ 0.00</b>	<b>\$ -552.82</b>
<b>Total Disbursements</b>		<b>\$ 0.00</b>	<b>\$ -552.82</b>

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (8) 10/01/19 To 10/31/19	10/31/19		-160,636.18
<b>Total Purchases</b>		<b>\$ 0.00</b>	<b>\$ -160,636.18</b>

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 10/01/19 To 10/31/19	10/31/19	552.82	
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Prin Pmt For September 2019	10/15/19	102.16	-123.49



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
 Statement Period:

61-J004-01-2  
 10/01/19 - 10/31/19

<b>Sale Activity</b>			
	<b>Date</b>	<b>Proceeds</b>	<b>Realized Gain/Loss</b>
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Prin Pmt For September 2019	10/15/19	153.30	-143.99
Federal Home Ln Mtg Corp 1.65% Dtd 10/30/2017 Due 10/30/2019 Callable Recd Proceeds on Maturity of 80,000 Par Value	10/30/19	80,000.00	
Federal Home Ln Mtg Corp 1.25% Dtd 10/02/2012 Due 10/02/2019 Non-Callable Recd Proceeds on Maturity of 25,000 Par Value	10/02/19	25,000.00	
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For September 2019	10/25/19	1,372.99	-535.94
Federal Natl Mtg Assn Gtd Passthru CTF Pool #819257 5.000% Dtd 05/01/2005 Due 04/01/2020 IPD24 Prin Pmt For September 2019	10/25/19	364.84	-176.62
Ohio St Dev Assistance GO Bds 2009b Taxable 6.52% Dtd 06/18/2009 Due 10/01/2028 Prerefunded 10/01/2019 @ 100.000 Callable Recd Proceeds on Pre-Refund of 45,000 Par Value	10/01/19	45,000.00	
<b>Total Sales</b>		<b>\$ 152,546.11</b>	<b>\$ -980.04</b>

<b>Non-Cash Activity</b>		
	<b>Date</b>	<b>Cost</b>
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable Accretion of Discount	10/31/19	119.74
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	10/31/19	14.25



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
 Statement Period:

61-J004-01-2  
 10/01/19 - 10/31/19

Non-Cash Activity		
	Date	Cost
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	10/31/19	16.71
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable Accretion of Discount	10/31/19	91.00
Federal Home Ln Mtg Corp 1.25% Dtd 10/02/2012 Due 10/02/2019 Non-Callable Amortization of Premium	10/02/19	-32.50
Ohio St Dev Assistance GO Bds 2009b Taxable 6.52% Dtd 06/18/2009 Due 10/01/2028 Prerefunded 10/01/2019 @ 100.000 Callable Amortization of Premium	10/01/19	-873.45
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Accretion of Discount	10/31/19	22.27
<b>Total Non-Cash Transactions</b>		<b>\$ -641.98</b>

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



## **Electronic Funds Transfers**

### **Preauthorized Transfers:**

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

### **Error Resolution Notice:**

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

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

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



**WBSD - CAPITAL PROJECT RESERVE**

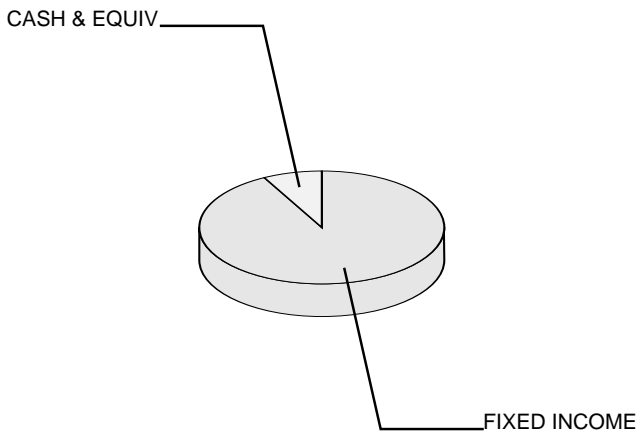
**Account Number:**  
**Statement Period:**

**61-J235-01-2**  
**10/01/19 - 10/31/19**

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

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

**Asset Allocation**



**Asset Valuation**

Description	Market Value	% of Account
Cash & Equiv	167,963.62	7.6%
Fixed Income	2,037,403.52	92.4%
<b>Total Portfolio</b>	<b>\$ 2,205,367.14</b>	<b>100.0%</b>
Accrued Income	10,729.90	
<b>Total Valuation</b>	<b>\$ 2,216,097.04</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 2,209,986.93</b>	<b>\$ 2,666,749.24</b>
Income		
Interest.....	4,594.13	23,546.14
Disbursements.....	-376.28	-472,632.94
Realized Gains/(Losses).....	281.81	166.97
Change In Accrued Income.....	-487.21	-5,004.44
Change In Market Appreciation/(Depreciation).....	2,012.08	7,248.63
Non-Cash Asset Changes.....	85.58	-3,976.56
<b>Ending Market Value</b>	<b>\$ 2,216,097.04</b>	<b>\$ 2,216,097.04</b>



**WBSD - CAPITAL PROJECT RESERVE**

Account Number:  
 Statement Period:

61-J235-01-2  
 10/01/19 - 10/31/19

**Asset Position As of 10/31/19**

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
<b>Cash Equivalents</b>				
Bank of The West Advantage Acct	167,963.620	167,963.62 167,963.62	3,040.00 150.65	1.81%
<b>Total Cash Equivalents</b>		<b>\$ 167,963.62</b> <b>\$ 167,963.62</b>	<b>3,040.00</b> <b>150.65</b>	<b>1.81%</b>
<b>Fixed Income</b>				
Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable	50,000.000	50,916.50 49,887.50	1,150.00 12.77	2.26%
Federal Home Loan Bks Cons Bds 2.375% Dtd 12/30/2013 Due 12/13/2019 Non-Callable	50,000.000	50,035.50 50,310.50	1,187.00 455.20	2.37%
Federal Home Loan Bks Cons Bds 1.625% Dtd 09/30/2016 Due 09/30/2021 Callable	100,000.000	100,004.00 97,677.03	1,625.00 139.93	1.62%
Federal Farm Cr Bks Cons Systemwide Bds 2.10% Dtd 10/04/2017 Due 04/04/2022 Callable	110,000.000	110,005.50 110,000.00	2,310.00 173.25	2.10%
Federal Farm Cr Bks Cons Systemwide Bds 2.03% Dtd 04/19/2017 Due 07/19/2021 Callable	60,000.000	60,000.60 60,000.00	1,218.00 345.09	2.03%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable	60,000.000	60,684.60 60,174.00	1,140.00 323.00	1.88%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	60,000.000	60,691.20 60,095.40	1,140.00 278.66	1.88%
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable	50,000.000	50,911.00 51,517.50	2,312.00 892.88	4.54%
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable	100,000.000	100,303.00 101,315.00	4,125.00 1,581.24	4.11%
Federal Farm Cr Bks Cons Systemwide Bds 4.75% Dtd 09/21/2005 Due 09/21/2020 Non-Callable	125,000.000	128,487.50 129,157.50	5,937.00 659.72	4.62%





**WBSD - CAPITAL PROJECT RESERVE**

**Account Number:**  
**Statement Period:**

**61-J235-01-2**  
**10/01/19 - 10/31/19**

**Asset Position As of 10/31/19**

<b>Asset Description</b>	<b>Units</b>	<b>Market Value Cost</b>	<b>Est. Annual Income Accruals</b>	<b>Current Yield</b>
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	100,000.000	101,077.00 101,412.00	2,875.00 399.30	2.84%
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable	50,000.000	49,836.00 50,000.00	750.00 64.58	1.50%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	180,000.000	179,503.20 180,000.00	3,150.00 1,058.75	1.75%
Federal Home Ln Mtg Corp 2.10% Dtd 09/29/2017 Due 09/29/2022 Callable	50,000.000	50,037.00 49,875.00	1,050.00 93.33	2.10%
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable	100,000.000	99,997.00 99,528.88	1,650.00 18.33	1.65%
Federal Natl Mtg Assn 1.50% Dtd 04/27/2015 Due 06/22/2020 Non-Callable	40,000.000	39,969.60 40,169.60	600.00 215.00	1.50%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	40,000.000	39,964.00 40,180.00	600.00 251.66	1.50%
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	100,000.000	100,297.00 100,952.00	1,875.00 640.62	1.87%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	60,000.000	59,842.80 59,773.70	825.00 148.95	1.38%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	60,000.000	59,792.40 59,611.36	825.00 55.00	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	120,000.000	121,142.40 120,355.20	2,400.00 773.33	1.98%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	60,000.000	60,453.60 60,126.60	1,125.00 81.25	1.86%
Federal Natl Mtg Assn 1.80% Dtd 11/30/2016 Due 05/26/2021 Callable	120,000.000	119,762.40 120,000.00	2,160.00 930.00	1.80%



**WBSD - CAPITAL PROJECT RESERVE**

Account Number:  
 Statement Period:

61-J235-01-2  
 10/01/19 - 10/31/19

**Asset Position As of 10/31/19**

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	120,000.000	122,077.20 121,693.20	2,850.00 855.00	2.33%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	1,565.600	1,612.52 1,652.68	78.00 6.52	4.85%
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020	60,000.000	60,000.00 59,925.30	975.00 125.89	1.62%
<b>Total Fixed Income</b>		<b>\$ 2,037,403.52</b> <b>\$ 2,035,389.95</b>	<b>45,932.00</b> <b>10,579.25</b>	<b>2.25%</b>
<b>Cash</b>				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
<b>Total Cash</b>		<b>\$ 0.00</b> <b>\$ 0.00</b>	<b>0.00</b> <b>0.00</b>	<b>0.00%</b>
<b>Total Market Value</b>		<b>\$ 2,205,367.14</b> <b>\$ 2,203,353.57</b>	<b>48,972.00</b> <b>10,729.90</b>	<b>2.22%</b>
<b>Total Market Value Plus Accruals</b>		<b>\$ 2,216,097.04</b>		

**Income Activity**

	Date	Income Cash	Principal Cash
<b>Interest Income</b>			
Bank of The West Advantage Acct Int To 09/30/19	10/01/19		142.75
Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable Int To 10/27/19 on 50,000	10/28/19		575.00
Federal Home Loan Bks Cons Bds 2.28% Dtd 10/26/2017 Due 10/26/2022 Callable Int To 10/26/19 on 80,000	10/28/19		912.00



**WBSD - CAPITAL PROJECT RESERVE**

Account Number:  
 Statement Period:

61-J235-01-2  
 10/01/19 - 10/31/19

<b>Income Activity</b>			
	<b>Date</b>	<b>Income Cash</b>	<b>Principal Cash</b>
Federal Farm Cr Bks Cons Systemwide Bds 2.10% Dtd 10/04/2017 Due 04/04/2022 Callable Int To 10/04/19 on 110,000	10/04/19		1,155.00
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable Int To 10/27/19 on 100,000	10/28/19		825.00
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Int To 10/07/19 on 60,000	10/07/19		412.50
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable Int To 10/05/19 on 60,000	10/07/19		562.50
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For September 2019 on 2252.10	10/25/19		9.38
<b>Total Interest Income</b>		<b>\$ 0.00</b>	<b>\$ 4,594.13</b>
<b>Total Income</b>		<b>\$ 0.00</b>	<b>\$ 4,594.13</b>

<b>Disbursement Activity</b>			
	<b>Date</b>	<b>Income Cash</b>	<b>Principal Cash</b>
<b>Fees/Expenses</b>			
Monthly Fee To 09/30/19	10/15/19		-376.28
<b>Total Fees/Expenses</b>		<b>\$ 0.00</b>	<b>\$ -376.28</b>
<b>Total Disbursements</b>		<b>\$ 0.00</b>	<b>\$ -376.28</b>

<b>Purchase Activity</b>			
	<b>Date</b>	<b>Income Cash</b>	<b>Principal Cash</b>
Bank of The West Advantage Acct Purchases (5) 10/01/19 To 10/31/19	10/31/19		-85,280.63
<b>Total Purchases</b>		<b>\$ 0.00</b>	<b>\$ -85,280.63</b>



**WBSD - CAPITAL PROJECT RESERVE**

Account Number:  
 Statement Period:

61-J235-01-2  
 10/01/19 - 10/31/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 10/01/19 To 10/31/19	10/31/19	376.28	
Federal Home Loan Bks Cons Bds 2.28% Dtd 10/26/2017 Due 10/26/2022 Callable Recd Proceeds on Full Call of 80,000 Par Value	10/28/19	80,000.00	320.00
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For September 2019	10/25/19	686.50	-38.19
<b>Total Sales</b>		<b>\$ 81,062.78</b>	<b>\$ 281.81</b>

Non-Cash Activity		
	Date	Cost
Federal Home Ln Mtg Corp 1.65% Dtd 04/27/2017 Due 04/27/2020 Callable Accretion of Discount	10/31/19	79.82
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	10/31/19	14.25
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	10/31/19	16.71
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable Amortization of Premium	10/04/19	-25.20
<b>Total Non-Cash Transactions</b>		<b>\$ 85.58</b>

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



## **Electronic Funds Transfers**

### **Preauthorized Transfers:**

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

### **Error Resolution Notice:**

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

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

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



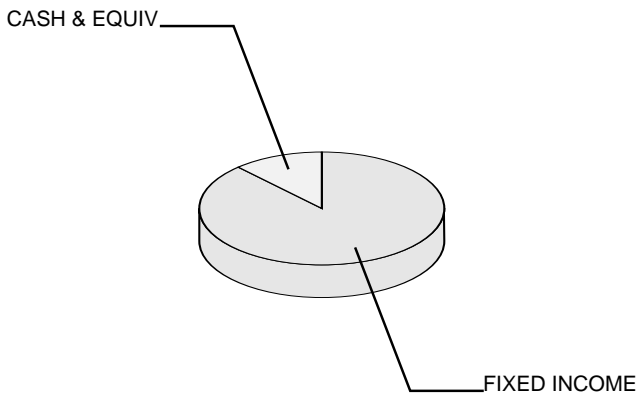
**WBSD - OPERATING RESERVE**

**Account Number:** 61-J236-01-0  
**Statement Period:** 10/01/19 - 10/31/19

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

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

**Asset Allocation**



**Asset Valuation**

Description	Market Value	% of Account
Cash & Equiv	800,156.78	12.1%
Fixed Income	5,826,884.05	87.9%
<b>Total Portfolio</b>	<b>\$ 6,627,040.83</b>	<b>100.0%</b>
Accrued Income	38,239.24	
<b>Total Valuation</b>	<b>\$ 6,665,280.07</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 6,647,306.18</b>	<b>\$ 7,191,676.47</b>
Income		
Interest.....	10,474.39	51,961.46
Disbursements.....	-1,131.34	-591,614.04
Realized Gains/(Losses).....	1,883.27	1,642.75
Change In Accrued Income.....	1,916.22	216.39
Change In Market Appreciation/(Depreciation).....	3,947.67	19,343.88
Non-Cash Asset Changes.....	883.68	-7,946.84
<b>Ending Market Value</b>	<b>\$ 6,665,280.07</b>	<b>\$ 6,665,280.07</b>



**WBSD - OPERATING RESERVE**

**Account Number:**  
**Statement Period:**

**61-J236-01-0**  
**10/01/19 - 10/31/19**

**Asset Position As of 10/31/19**

<b>Asset Description</b>	<b>Units</b>	<b>Market Value Cost</b>	<b>Est. Annual Income Accruals</b>	<b>Current Yield</b>
<b>Cash Equivalents</b>				
Bank of The West Advantage Acct	800,156.780	800,156.78 800,156.78	14,482.00 994.47	1.81%
<b>Total Cash Equivalents</b>		<b>\$ 800,156.78</b> <b>\$ 800,156.78</b>	<b>14,482.00</b> <b>994.47</b>	<b>1.81%</b>
<b>Fixed Income</b>				
Alibaba Group Hldg LTD Sr 144a 2.50% Dtd 11/28/2014 Due 11/28/2019 Callable	200,000.000	200,060.00 198,364.00	5,000.00 2,125.00	2.50%
Atlantic Richfield Co Deb 8.25% Dtd 02/01/1992 Due 02/01/2022 Non-Callable	15,000.000	17,089.65 17,030.70	1,237.00 309.37	7.24%
Capital One Bk USA Natl Assn CTF Dep 1.40% Dtd 09/28/2016 Due 09/28/2020 Non-Callable	100,000.000	99,634.00 100,000.00	1,400.00 130.41	1.41%
Constellation Brands Inc Sr Glbl Nt 2.25% Dtd 11/07/2017 Due 11/06/2020 Callable	75,000.000	75,125.25 74,824.50	1,687.00 820.31	2.25%
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14	273.560	273.87 287.41	15.00 1.25	5.49%
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14	371.470	371.92 391.91	20.00 1.70	5.49%
Federal Home Loan Bks Cons Bds 1.875% Dtd 11/30/2016 Due 11/29/2021 Non-Callable	200,000.000	201,378.00 198,049.67	3,750.00 1,583.33	1.86%
Federal Farm Cr Bks Cons Systemwide Bds 2.10% Dtd 10/04/2017 Due 04/04/2022 Callable	140,000.000	140,007.00 140,000.00	2,940.00 220.50	2.10%
Federal Farm Cr Bks Cons Systemwide Bds 2.03% Dtd 04/19/2017 Due 07/19/2021 Callable	40,000.000	40,000.40 40,000.00	812.00 230.06	2.03%
Federal Farm Cr Bks Cons Systemwide Bds 1.97% Dtd 05/17/2017 Due 05/17/2021 Callable	120,000.000	120,003.60 118,670.46	2,364.00 1,076.93	1.97%



**WBSD - OPERATING RESERVE**

**Account Number:**  
**Statement Period:**

**61-J236-01-0**  
**10/01/19 - 10/31/19**

**Asset Position As of 10/31/19**

<b>Asset Description</b>	<b>Units</b>	<b>Market Value Cost</b>	<b>Est. Annual Income Accruals</b>	<b>Current Yield</b>
Federal Farm Cr Bks Cons Systemwide Bds 1.62% Dtd 09/11/2017 Due 09/11/2020 Callable	180,000.000	180,001.80 178,953.05	2,916.00 405.00	1.62%
Federal Home Loan Bks Cons Bds 4.625% Dtd 05/25/2005 Due 06/12/2020 Non-Callable	200,000.000	203,644.00 206,070.00	9,250.00 3,571.52	4.54%
Federal Home Loan Bks Cons Bds 4.125% Dtd 11/13/2009 Due 12/13/2019 Non-Callable	200,000.000	200,606.00 202,630.00	8,250.00 3,162.50	4.11%
Federal Home Loan Bks Cons Bds 2.875% Dtd 08/27/2010 Due 09/11/2020 Non-Callable	60,000.000	60,646.20 60,847.20	1,725.00 239.58	2.84%
Federal Home Loan Bks Cons Bds 1.75% Dtd 06/03/2013 Due 06/12/2020 Non-Callable	60,000.000	60,072.60 60,139.80	1,050.00 405.41	1.75%
Federal Home Ln Mtg Corp Step Cpn Dtd 09/30/2016 Due 09/30/2021 Callable	200,000.000	199,716.00 199,800.00	3,000.00 256.94	1.50%
Federal Home Ln Mtg Corp 1.50% Dtd 12/30/2016 Due 12/30/2019 Callable	120,000.000	119,964.00 120,000.00	1,800.00 605.00	1.50%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	120,000.000	119,668.80 120,000.00	2,100.00 705.83	1.75%
Federal Home Ln Mtg Corp Medium Term Nts 1.625% Dtd 04/27/2017 Due 07/27/2020 Callable	40,000.000	40,012.00 40,000.00	650.00 7.22	1.62%
Federal Home Ln Mtg Corp 1.60% Dtd 05/15/2017 Due 05/15/2020 Callable	240,000.000	240,012.00 240,000.00	3,840.00 1,770.66	1.60%
Federal Home Ln Mtg Corp 2.00% Dtd 04/26/2017 Due 10/26/2021 Callable	240,000.000	240,156.00 240,000.00	4,800.00 66.66	2.00%
Federal Home Ln Mtg Corp 2.00% Dtd 10/12/2017 Due 10/12/2021 Callable	120,000.000	120,058.80 120,000.00	2,400.00 126.66	2.00%
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	50,000.000	49,955.00 49,693.50	750.00 314.58	1.50%





**WBSD - OPERATING RESERVE**

**Account Number:**  
**Statement Period:**

**61-J236-01-0**  
**10/01/19 - 10/31/19**

**Asset Position As of 10/31/19**

<b>Asset Description</b>	<b>Units</b>	<b>Market Value Cost</b>	<b>Est. Annual Income Accruals</b>	<b>Current Yield</b>
Federal Natl Mtg Assn 1.875% Dtd 11/16/2015 Due 12/28/2020 Non-Callable	60,000.000	60,178.20 60,571.20	1,125.00 384.37	1.87%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	90,000.000	89,764.20 89,660.69	1,237.00 223.43	1.38%
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable	160,000.000	159,256.00 159,210.97	2,000.00 972.22	1.26%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	90,000.000	89,688.60 89,417.17	1,237.00 82.50	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	270,000.000	272,570.40 269,086.88	5,400.00 1,740.00	1.98%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	160,000.000	161,209.60 160,892.80	3,000.00 216.66	1.86%
Federal Natl Mtg Assn 1.80% Dtd 11/30/2016 Due 05/26/2021 Callable	60,000.000	59,881.20 60,000.00	1,080.00 465.00	1.80%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	90,000.000	91,557.90 91,269.90	2,137.00 641.25	2.33%
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable	50,000.000	49,938.00 49,941.00	687.00 343.74	1.38%
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24	3,345.110	3,445.36 3,531.18	167.00 13.93	4.85%
GE Capital Internotes Fr 5.50% Dtd 11/05/2009 Due 11/15/2021 Non-Callable	50,000.000	52,927.50 53,768.00	2,750.00 1,268.05	5.20%
Home Depot Inc Sr Gbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable	50,000.000	50,178.00 49,899.00	1,000.00 83.33	1.99%
Keybank National Association Regs Bd 2.50% Dtd 11/24/2014 Due 12/15/2019 Non-Callable	250,000.000	250,135.00 250,245.00	6,250.00 2,361.11	2.50%



**WBSD - OPERATING RESERVE**

**Account Number:**  
**Statement Period:**

**61-J236-01-0**  
**10/01/19 - 10/31/19**

**Asset Position As of 10/31/19**

<b>Asset Description</b>	<b>Units</b>	<b>Market Value Cost</b>	<b>Est. Annual Income Accruals</b>	<b>Current Yield</b>
Oakland Calif Pension Oblig Taxable Pension Oblig Bd Taxable Zero Cpn Dtd 10/17/2001 Due 12/15/2019 Non-Callable	60,000.000	59,865.00 59,779.64	0.00	0.00%
Philip Morris Intl Inc Sr Nt 4.50% Dtd 03/26/2010 Due 03/26/2020 Non-Callable	80,000.000	80,741.60 80,988.80	3,600.00 350.00	4.46%
Port Morrow Ore Transmission F Rev Bds Taxable 2.737% Dtd 08/26/2015 Due 09/01/2021 Callable	200,000.000	202,814.00 204,378.00	5,474.00 912.33	2.70%
Starbucks Corp Sr Gbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable	50,000.000	50,173.50 49,987.00	1,050.00 253.75	2.09%
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable	100,000.000	100,840.00 99,290.08	2,000.00 694.44	1.98%
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020	175,000.000	175,042.00 171,962.32	2,843.00 1,196.55	1.62%
US Treasury Note 2.00% Dtd 07/31/2013 Due 07/31/2020	40,000.000	40,116.40 39,796.50	800.00 202.17	1.99%
US Treasury Note 1.625% Dtd 03/15/2017 Due 03/15/2020	120,000.000	120,000.00 119,850.61	1,950.00 251.78	1.62%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	100,000.000	102,204.00 99,695.31	2,750.00 355.08	2.69%
United Technologies Corp Sr Gbl 2.30% Dtd 05/04/2017 Due 05/04/2022 Callable	250,000.000	252,607.50 242,659.28	5,750.00 2,827.08	2.28%
Waco Tex Indpt Sch Dist Ref Bds Taxable 4.00% Dtd 12/01/2012 Due 02/15/2020 Non-Callable	270,000.000	271,595.70 273,588.30	10,800.00 2,280.00	3.98%
Wells Fargo & Co New Sr Gbl 2.50% Dtd 03/04/2016 Due 03/04/2021 Non-Callable	250,000.000	251,697.50 248,550.00	6,250.00 989.58	2.48%
<b>Total Fixed Income</b>		<b>\$ 5,826,884.05</b> <b>\$ 5,803,771.83</b>	<b>133,093.00</b> <b>37,244.77</b>	<b>2.28%</b>



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 10/01/19 - 10/31/19

**Asset Position As of 10/31/19**

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
<b>Cash</b>				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
<b>Total Cash</b>		<b>\$ 0.00</b> <b>\$ 0.00</b>	<b>0.00</b> <b>0.00</b>	<b>0.00%</b>
<b>Total Market Value</b>		<b>\$ 6,627,040.83</b> <b>\$ 6,603,928.61</b>	<b>147,575.00</b> <b>38,239.24</b>	<b>2.23%</b>
<b>Total Market Value Plus Accruals</b>		<b>\$ 6,665,280.07</b>		

**Income Activity**

	Date	Income Cash	Principal Cash
<b>Interest Income</b>			
Bank of The West Advantage Acct Int To 09/30/19	10/01/19		274.45
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Int For September 2019 on 375.26	10/15/19		1.72
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Int For September 2019 on 528.25	10/15/19		2.42
Federal Home Loan Bks Cons Bds 2.28% Dtd 10/26/2017 Due 10/26/2022 Callable Int To 10/26/19 on 80,000	10/28/19		912.00
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable Int To 10/30/19 on 100,000	10/30/19		1,000.00
Federal Farm Cr Bks Cons Systemwide Bds 2.10% Dtd 10/04/2017 Due 04/04/2022 Callable Int To 10/04/19 on 140,000	10/04/19		1,470.00



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 10/01/19 - 10/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Home Ln Mtg Corp Medium Term Nts 1.625% Dtd 04/27/2017 Due 07/27/2020 Callable Int To 10/27/19 on 40,000	10/28/19		325.00
Federal Home Ln Mtg Corp 2.00% Dtd 04/26/2017 Due 10/26/2021 Callable Int To 10/26/19 on 240,000	10/28/19		2,400.00
Federal Home Ln Mtg Corp 2.00% Dtd 10/12/2017 Due 10/12/2021 Callable Int To 10/12/19 on 120,000	10/14/19		1,200.00
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Int To 10/07/19 on 90,000	10/07/19		618.75
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable Int To 10/05/19 on 160,000	10/07/19		1,500.00
Federal Home Ln Mtg Corp 1.25% Dtd 10/02/2012 Due 10/02/2019 Non-Callable Int To 10/02/19 on 40,000	10/02/19		250.00
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Int For September 2019 on 4811.90	10/25/19		20.05
Home Depot Inc Sr Glbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable Int To 10/01/19 on 50,000	10/01/19		500.00
<b>Total Interest Income</b>		<b>\$ 0.00</b>	<b>\$ 10,474.39</b>
<b>Total Income</b>		<b>\$ 0.00</b>	<b>\$ 10,474.39</b>



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 10/01/19 - 10/31/19

Disbursement Activity			
	Date	Income Cash	Principal Cash
<b>Fees/Expenses</b>			
Monthly Fee To 09/30/19	10/15/19		-1,131.34
<b>Total Fees/Expenses</b>		<b>\$ 0.00</b>	<b>\$ -1,131.34</b>
<b>Total Disbursements</b>		<b>\$ 0.00</b>	<b>\$ -1,131.34</b>

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (9) 10/01/19 To 10/31/19	10/31/19		-232,199.66
<b>Total Purchases</b>		<b>\$ 0.00</b>	<b>\$ -232,199.66</b>

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 10/01/19 To 10/31/19	10/31/19	1,131.34	
Federal Home Ln Mtg Corp Partn Gold Group #G13107 5.500% Dtd 03/01/2008 Due 07/01/2020 IPD14 Prin Pmt For September 2019	10/15/19	101.70	-5.15
Federal Home Ln Mtg Corp Partn Gold Group #G11940 5.500% Dtd 03/01/2006 Due 05/01/2020 IPD14 Prin Pmt For September 2019	10/15/19	156.78	-8.62
Federal Home Loan Bks Cons Bds 2.28% Dtd 10/26/2017 Due 10/26/2022 Callable Recd Proceeds on Full Call of 80,000 Par Value	10/28/19	80,000.00	320.00
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable Recd Proceeds on Full Call of 100,000 Par Value	10/30/19	100,000.00	1,658.63



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 10/01/19 - 10/31/19

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Federal Home Ln Mtg Corp 1.25% Dtd 10/02/2012 Due 10/02/2019 Non-Callable Recd Proceeds on Maturity of 40,000 Par Value	10/02/19	40,000.00	
Federal Natl Mtg Assn Gtd Passthru CTF Pool #797828 5.000% Dtd 04/01/2005 Due 04/01/2020 IPD24 Prin Pmt For September 2019	10/25/19	1,466.79	-81.59
<b>Total Sales</b>		<b>\$ 222,856.61</b>	<b>\$ 1,883.27</b>

Non-Cash Activity		
	Date	Cost
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable Accretion of Discount	10/30/19	552.86
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount	10/31/19	21.38
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable Accretion of Discount	10/31/19	43.35
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	10/31/19	25.07
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable Accretion of Discount	10/31/19	45.06
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable Amortization of Premium	10/04/19	-174.40
Federal Home Ln Mtg Corp 1.25% Dtd 10/02/2012 Due 10/02/2019 Non-Callable Amortization of Premium	10/02/19	-52.00



**WBSD - OPERATING RESERVE**

**Account Number:**  
**Statement Period:**

**61-J236-01-0**  
**10/01/19 - 10/31/19**

Non-Cash Activity		
	Date	Cost
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable Accretion of Discount	10/31/19	9.74
Oakland Calif Pension Oblig Taxable Pension Oblig Bd Taxable Zero Cpn Dtd 10/17/2001 Due 12/15/2019 Non-Callable Original Issue Discount	10/31/19	146.75
3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Accretion of Discount	10/31/19	22.27
United Technologies Corp Sr Gbl 2.30% Dtd 05/04/2017 Due 05/04/2022 Callable Accretion of Discount	10/31/19	243.60
<b>Total Non-Cash Transactions</b>		<b>\$ 883.68</b>

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



## **Electronic Funds Transfers**

### **Preauthorized Transfers:**

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

### **Error Resolution Notice:**

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

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

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





**WBSD - RATE STABILIZATION RESERVE**

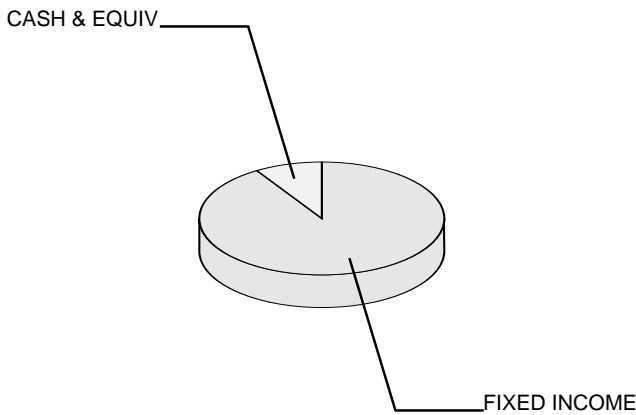
Account Number:  
 Statement Period:

61-J252-01-7  
 10/01/19 - 10/31/19

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

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

**Asset Allocation**



**Asset Valuation**

Description	Market Value	% of Account
Cash & Equiv	431,016.75	8.7%
Fixed Income	4,543,932.40	91.3%
<b>Total Portfolio</b>	<b>\$ 4,974,949.15</b>	<b>100.0%</b>
Accrued Income	28,842.81	
<b>Total Valuation</b>	<b>\$ 5,003,791.96</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 4,989,220.86</b>	<b>\$ 6,081,980.07</b>
Income		
Interest.....	7,570.05	58,164.48
Disbursements.....	-849.16	-1,126,725.53
Realized Gains/(Losses).....	0.00	-5,003.35
Change In Accrued Income.....	1,690.66	-15,127.44
Change In Market Appreciation/(Depreciation).....	5,928.08	30,508.60
Non-Cash Asset Changes.....	231.47	-20,004.87
<b>Ending Market Value</b>	<b>\$ 5,003,791.96</b>	<b>\$ 5,003,791.96</b>



**WBSD - RATE STABILIZATION RESERVE**

Account Number:  
 Statement Period:

61-J252-01-7  
 10/01/19 - 10/31/19

**Asset Position As of 10/31/19**

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
<b>Cash Equivalents</b>				
Bank of The West Advantage Acct	431,016.750	431,016.75 431,016.75	7,801.00 306.23	1.81%
<b>Total Cash Equivalents</b>		<b>\$ 431,016.75</b> <b>\$ 431,016.75</b>	<b>7,801.00</b> <b>306.23</b>	<b>1.81%</b>
<b>Fixed Income</b>				
Federal Home Loan Bks Cons Bds 1.85% Dtd 08/15/2017 Due 08/15/2022 Non-Callable	235,000.000	236,696.70 236,142.10	4,347.00 917.80	1.84%
Federal Farm Cr Bks Cons Systemwide Bds 2.40% Dtd 06/17/2015 Due 06/17/2022 Non-Callable	235,000.000	240,630.60 239,237.05	5,640.00 2,099.33	2.34%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable	80,000.000	80,912.80 80,232.00	1,520.00 430.66	1.88%
Federal Farm Cr Bks Cons Systemwide Bds 1.72% Dtd 07/26/2017 Due 07/26/2021 Non-Callable	235,000.000	235,451.20 235,361.90	4,042.00 1,066.63	1.72%
Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable	85,000.000	85,979.20 85,135.15	1,615.00 394.77	1.88%
Federal Home Loan Bks Cons Bds 1.625% Dtd 11/07/2012 Due 12/10/2021 Non-Callable	235,000.000	235,373.65 234,353.75	3,818.00 1,495.67	1.62%
Federal Home Ln Mtg Corp Step Cpn Dtd 08/25/2016 Due 08/25/2021 Callable	60,000.000	59,922.60 60,000.00	1,200.00 218.33	2.00%
Federal Home Ln Mtg Corp 1.50% Dtd 09/30/2016 Due 03/30/2021 Callable	90,000.000	89,704.80 90,000.00	1,350.00 116.25	1.50%
Federal Home Ln Mtg Corp 1.75% Dtd 12/30/2016 Due 12/30/2020 Callable	40,000.000	39,889.60 40,000.00	700.00 235.27	1.75%
Federal Home Ln Mtg Corp 1.60% Dtd 05/15/2017 Due 05/15/2020 Callable	40,000.000	40,002.00 40,000.00	640.00 295.11	1.60%



**WBSD - RATE STABILIZATION RESERVE**

**Account Number:**  
**Statement Period:**

**61-J252-01-7**  
**10/01/19 - 10/31/19**

**Asset Position As of 10/31/19**

<b>Asset Description</b>	<b>Units</b>	<b>Market Value Cost</b>	<b>Est. Annual Income Accruals</b>	<b>Current Yield</b>
Federal Natl Mtg Assn 1.50% Dtd 10/19/2015 Due 11/30/2020 Non-Callable	250,000.000	249,775.00 249,517.50	3,750.00 1,572.91	1.50%
Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable	235,000.000	234,384.30 233,363.23	3,231.00 583.41	1.38%
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable	130,000.000	129,395.50 129,301.75	1,625.00 789.93	1.26%
Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable	130,000.000	129,255.10 129,044.55	1,625.00 334.02	1.26%
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable	235,000.000	234,186.90 233,786.79	3,231.00 215.41	1.38%
Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable	235,000.000	237,237.20 237,035.10	4,700.00 1,514.44	1.98%
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable	95,000.000	95,718.20 95,200.45	1,781.00 128.64	1.86%
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable	120,000.000	119,704.80 118,238.95	1,800.00 770.00	1.50%
Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable	235,000.000	239,067.85 239,206.50	5,581.00 1,674.37	2.33%
Federal Home Ln Mtg Corp 1.375% Dtd 04/04/2013 Due 05/01/2020 Non-Callable	200,000.000	199,752.00 199,472.00	2,750.00 1,375.00	1.38%
Federal Home Ln Mtg Corp 1.50% Dtd 01/17/2017 Due 01/17/2020 Non-Callable	250,000.000	249,920.00 250,052.50	3,750.00 1,083.33	1.50%
Silicon Vy Clean Wtr Calif Was Rev Bds 5.00% Dtd 11/24/2015 Due 08/01/2020 Non-Callable --- 650,000 Restricted ---	650,000.000	669,500.00 675,010.00	32,500.00 8,125.00	4.85%



**WBSD - RATE STABILIZATION RESERVE**

Account Number:  
 Statement Period:

61-J252-01-7  
 10/01/19 - 10/31/19

**Asset Position As of 10/31/19**

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
Skagit Cnty Wash Sch Dist No 1 GO Bds 2011b Taxable 4.013% Dtd 06/01/2011 Due 12/01/2019 Non-Callable	50,000.000	50,078.00 50,673.50	2,006.00 836.04	4.01%
US Treasury Note 1.625% Dtd 11/30/2015 Due 11/30/2020	300,000.000	300,072.00 294,792.56	4,875.00 2,051.22	1.62%
US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021	60,000.000	61,322.40 59,817.19	1,650.00 213.04	2.69%
<b>Total Fixed Income</b>		<b>\$ 4,543,932.40</b> <b>\$ 4,534,974.52</b>	<b>99,727.00</b> <b>28,536.58</b>	<b>2.19%</b>
<b>Cash</b>				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
<b>Total Cash</b>		<b>\$ 0.00</b> <b>\$ 0.00</b>	<b>0.00</b> <b>0.00</b>	<b>0.00%</b>
<b>Total Market Value</b>		<b>\$ 4,974,949.15</b> <b>\$ 4,965,991.27</b>	<b>107,528.00</b> <b>28,842.81</b>	<b>2.16%</b>
<b>Total Market Value Plus Accruals</b>		<b>\$ 5,003,791.96</b>		

**Income Activity**

	Date	Income Cash	Principal Cash
<b>Interest Income</b>			
Bank of The West Advantage Acct Int To 09/30/19	10/01/19		308.81
Federal Home Loan Bks Cons Bds 3.17% Dtd 10/25/2018 Due 10/25/2021 Callable Int To 10/25/19 on 300,000	10/25/19		4,755.00
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Int To 10/07/19 on 235,000	10/07/19		1,615.62



**WBSD - RATE STABILIZATION RESERVE**

Account Number:  
 Statement Period:

61-J252-01-7  
 10/01/19 - 10/31/19

Income Activity			
	Date	Income Cash	Principal Cash
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable Int To 10/05/19 on 95,000	10/07/19		890.62
<b>Total Interest Income</b>		<b>\$ 0.00</b>	<b>\$ 7,570.05</b>
<b>Total Income</b>		<b>\$ 0.00</b>	<b>\$ 7,570.05</b>

Disbursement Activity			
	Date	Income Cash	Principal Cash
<b>Fees/Expenses</b>			
Monthly Fee To 09/30/19	10/15/19		-849.16
<b>Total Fees/Expenses</b>		<b>\$ 0.00</b>	<b>\$ -849.16</b>
<b>Total Disbursements</b>		<b>\$ 0.00</b>	<b>\$ -849.16</b>

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (3) 10/01/19 To 10/31/19	10/31/19		-307,570.05
<b>Total Purchases</b>		<b>\$ 0.00</b>	<b>\$ -307,570.05</b>

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 10/01/19 To 10/31/19	10/31/19	849.16	
Federal Home Loan Bks Cons Bds 3.17% Dtd 10/25/2018 Due 10/25/2021 Callable Recd Proceeds on Full Call of 300,000 Par Value	10/25/19	300,000.00	
<b>Total Sales</b>		<b>\$ 300,849.16</b>	<b>\$ 0.00</b>



**WBSD - RATE STABILIZATION RESERVE**

Account Number:  
 Statement Period:

61-J252-01-7  
 10/01/19 - 10/31/19

Non-Cash Activity		
	Date	Cost
Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable Accretion of Discount	10/31/19	38.36
Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable Accretion of Discount	10/31/19	44.30
Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount	10/31/19	52.21
Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable Amortization of Premium	10/04/19	-39.90
Federal Natl Mtg Assn 1.50% Dtd 11/27/2012 Due 11/27/2020 Callable Accretion of Discount	10/31/19	136.50
<b>Total Non-Cash Transactions</b>		<b>\$ 231.47</b>

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



## **Electronic Funds Transfers**

### **Preauthorized Transfers:**

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

### **Error Resolution Notice:**

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

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

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



**WBSD - RECYCLED WATER CASH FLOW**

Account Number:  
 Statement Period:

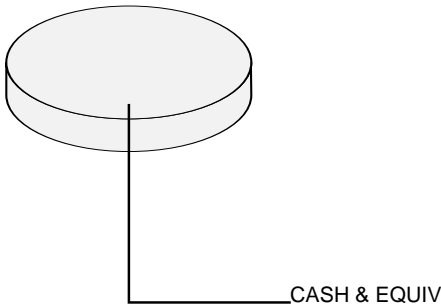
61-J260-01-0  
 10/01/19 - 10/31/19

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

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

**Asset Allocation**

**Asset Valuation**



Description	Market Value	% of Account
Cash & Equiv	224,755.23	100.0%
<b>Total Portfolio</b>	<b>\$ 224,755.23</b>	<b>100.0%</b>
Accrued Income	176.04	
<b>Total Valuation</b>	<b>\$ 224,931.27</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 224,600.39</b>	<b>\$ 223,524.55</b>
Income		
Interest.....	1,168.84	1,755.73
Disbursements.....	-38.26	-148.84
Realized Gains/(Losses).....	0.00	0.00
Change In Accrued Income.....	-833.30	-354.97
Change In Market Appreciation/(Depreciation).....	33.60	154.80
<b>Ending Market Value</b>	<b>\$ 224,931.27</b>	<b>\$ 224,931.27</b>





**WBSD - RECYCLED WATER CASH FLOW**

Account Number:  
 Statement Period:

61-J260-01-0  
 10/01/19 - 10/31/19

**Asset Position As of 10/31/19**

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
<b>Cash Equivalents</b>				
Bank of The West Advantage Acct	224,755.230	224,755.23 224,755.23	4,068.00 176.04	1.81%
<b>Total Cash Equivalents</b>		<b>\$ 224,755.23</b> <b>\$ 224,755.23</b>	<b>4,068.00</b> <b>176.04</b>	<b>1.81%</b>
<b>Cash</b>				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
<b>Total Cash</b>		<b>\$ 0.00</b> <b>\$ 0.00</b>	<b>0.00</b> <b>0.00</b>	<b>0.00%</b>
<b>Total Market Value</b>		<b>\$ 224,755.23</b> <b>\$ 224,755.23</b>	<b>4,068.00</b> <b>176.04</b>	<b>1.81%</b>
<b>Total Market Value Plus Accruals</b>		<b>\$ 224,931.27</b>		

**Income Activity**

	Date	Income Cash	Principal Cash
<b>Interest Income</b>			
Bank of The West Advantage Acct Int To 09/30/19	10/01/19		178.84
Federal Home Ln Mtg Corp 1.65% Dtd 10/30/2017 Due 10/30/2019 Callable Int To 10/30/19 on 120,000	10/30/19		990.00
<b>Total Interest Income</b>		<b>\$ 0.00</b>	<b>\$ 1,168.84</b>
<b>Total Income</b>		<b>\$ 0.00</b>	<b>\$ 1,168.84</b>



**WBSD - RECYCLED WATER CASH FLOW**

Account Number:  
 Statement Period:

61-J260-01-0  
 10/01/19 - 10/31/19

Disbursement Activity			
	Date	Income Cash	Principal Cash
<b>Fees/Expenses</b>			
Monthly Fee To 09/30/19	10/15/19		-38.26
<b>Total Fees/Expenses</b>		<b>\$ 0.00</b>	<b>\$ -38.26</b>
<b>Total Disbursements</b>		<b>\$ 0.00</b>	<b>\$ -38.26</b>

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (2) 10/01/19 To 10/31/19	10/31/19		-121,168.84
<b>Total Purchases</b>		<b>\$ 0.00</b>	<b>\$ -121,168.84</b>

Sale Activity			
	Date	Proceeds	Realized Gain/Loss
Bank of The West Advantage Acct Sales (1) 10/01/19 To 10/31/19	10/31/19	38.26	
Federal Home Ln Mtg Corp 1.65% Dtd 10/30/2017 Due 10/30/2019 Callable Recd Proceeds on Maturity of 120,000 Par Value	10/30/19	120,000.00	
<b>Total Sales</b>		<b>\$ 120,038.26</b>	<b>\$ 0.00</b>

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



## **Electronic Funds Transfers**

### **Preauthorized Transfers:**

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

### **Error Resolution Notice:**

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

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

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



**WBSD - RECYCLED WATER SRF RESERVE**

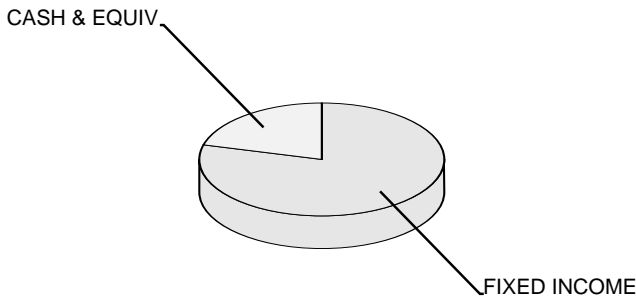
Account Number:  
 Statement Period:

61-J264-01-2  
 10/01/19 - 10/31/19

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

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

**Asset Allocation**



**Asset Valuation**

Description	Market Value	% of Account
Cash & Equiv	175,553.66	20.9%
Fixed Income	666,283.34	79.2%
<b>Total Portfolio</b>	<b>\$ 841,837.00</b>	<b>100.0%</b>
Accrued Income	3,207.26	
<b>Total Valuation</b>	<b>\$ 845,044.26</b>	

**Market Reconciliation**

	Current Period	Year To Date
<b>Beginning Market Value</b>	<b>\$ 843,019.04</b>	<b>\$ 838,864.78</b>
Income		
Interest.....	2,705.01	8,803.17
Disbursements.....	-143.56	-557.20
Realized Gains/(Losses).....	1,658.63	1,658.63
Change In Accrued Income.....	-932.75	-1,714.51
Change In Market Appreciation/(Depreciation).....	-2,597.18	-3,000.93
Non-Cash Asset Changes.....	1,335.07	990.32
<b>Ending Market Value</b>	<b>\$ 845,044.26</b>	<b>\$ 845,044.26</b>



**WBSD - RECYCLED WATER SRF RESERVE**

Account Number:  
 Statement Period:

61-J264-01-2  
 10/01/19 - 10/31/19

**Asset Position As of 10/31/19**

Asset Description	Units	Market Value Cost	Est. Annual Income Accruals	Current Yield
<b>Cash Equivalents</b>				
Bank of The West Advantage Acct	175,553.660	175,553.66 175,553.66	3,177.00 125.63	1.81%
<b>Total Cash Equivalents</b>		<b>\$ 175,553.66</b> <b>\$ 175,553.66</b>	<b>3,177.00</b> <b>125.63</b>	<b>1.81%</b>
<b>Fixed Income</b>				
Federal Farm Cr Bks Cons Systemwide Bds 3.65% Dtd 12/21/2010 Due 12/21/2020 Non-Callable	96,000.000	98,053.44 97,537.92	3,504.00 1,265.33	3.57%
Federal Natl Mtg Assn 1.55% Dtd 10/28/2016 Due 10/28/2021 Callable	80,000.000	79,868.80 78,293.96	1,240.00 10.33	1.55%
US Treasury Note 1.375% Dtd 04/30/2015 Due 04/30/2020	140,000.000	139,841.80 139,289.06	1,925.00 5.28	1.38%
US Treasury Note 3.625% Dtd 02/15/2010 Due 02/15/2020	186,000.000	187,013.70 187,434.12	6,742.00 1,429.11	3.61%
US Treasury Note 2.00% Dtd 09/30/2013 Due 09/30/2020	20,000.000	20,069.20 19,916.13	400.00 34.97	1.99%
US Treasury Note 2.75% Dtd 09/30/2018 Due 09/30/2020	140,000.000	141,436.40 140,536.49	3,850.00 336.61	2.72%
<b>Total Fixed Income</b>		<b>\$ 666,283.34</b> <b>\$ 663,007.68</b>	<b>17,661.00</b> <b>3,081.63</b>	<b>2.65%</b>
<b>Cash</b>				
Principal Cash		0.00 0.00	0.00	0.00%
Income Cash		0.00 0.00	0.00	0.00%
<b>Total Cash</b>		<b>\$ 0.00</b> <b>\$ 0.00</b>	<b>0.00</b> <b>0.00</b>	<b>0.00%</b>
<b>Total Market Value</b>		<b>\$ 841,837.00</b> <b>\$ 838,561.34</b>	<b>20,838.00</b> <b>3,207.26</b>	<b>2.48%</b>
<b>Total Market Value Plus Accruals</b>		<b>\$ 845,044.26</b>		



**WBSD - RECYCLED WATER SRF RESERVE**

Account Number:  
 Statement Period:

61-J264-01-2  
 10/01/19 - 10/31/19

Income Activity			
	Date	Income Cash	Principal Cash
<b>Interest Income</b>			
Bank of The West Advantage Acct Int To 09/30/19	10/01/19		122.51
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable Int To 10/30/19 on 100,000	10/30/19		1,000.00
Federal Natl Mtg Assn 1.55% Dtd 10/28/2016 Due 10/28/2021 Callable Int To 10/28/19 on 80,000	10/28/19		620.00
US Treasury Note 1.375% Dtd 04/30/2015 Due 04/30/2020 Int To 10/31/19 on 140,000	10/31/19		962.50
<b>Total Interest Income</b>		<b>\$ 0.00</b>	<b>\$ 2,705.01</b>
<b>Total Income</b>		<b>\$ 0.00</b>	<b>\$ 2,705.01</b>

Disbursement Activity			
	Date	Income Cash	Principal Cash
<b>Fees/Expenses</b>			
Monthly Fee To 09/30/19	10/15/19		-143.56
<b>Total Fees/Expenses</b>		<b>\$ 0.00</b>	<b>\$ -143.56</b>
<b>Total Disbursements</b>		<b>\$ 0.00</b>	<b>\$ -143.56</b>

Purchase Activity			
	Date	Income Cash	Principal Cash
Bank of The West Advantage Acct Purchases (4) 10/01/19 To 10/31/19	10/31/19		-102,705.01
<b>Total Purchases</b>		<b>\$ 0.00</b>	<b>\$ -102,705.01</b>



**WBSD - RECYCLED WATER SRF RESERVE**

Account Number:  
 Statement Period:

61-J264-01-2  
 10/01/19 - 10/31/19

<b>Sale Activity</b>			
	<b>Date</b>	<b>Proceeds</b>	<b>Realized Gain/Loss</b>
Bank of The West Advantage Acct Sales (1) 10/01/19 To 10/31/19	10/31/19	143.56	
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable Recd Proceeds on Full Call of 100,000 Par Value	10/30/19	100,000.00	1,658.63
<b>Total Sales</b>		<b>\$ 100,143.56</b>	<b>\$ 1,658.63</b>

<b>Non-Cash Activity</b>		
	<b>Date</b>	<b>Cost</b>
Federal Home Loan Bks Cons Bds 2.00% Dtd 10/30/2017 Due 04/30/2021 Callable Accretion of Discount	10/30/19	552.86
Federal Natl Mtg Assn 1.55% Dtd 10/28/2016 Due 10/28/2021 Callable Accretion of Discount	10/31/19	71.27
US Treasury Note 1.375% Dtd 04/30/2015 Due 04/30/2020 Accretion of Discount	10/31/19	710.94
<b>Total Non-Cash Transactions</b>		<b>\$ 1,335.07</b>

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



## **Electronic Funds Transfers**

### **Preauthorized Transfers:**

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

### **Error Resolution Notice:**

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

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

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



THIS PAGE LEFT INTENTIONALLY BLANK



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

**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 506 Santa Cruz Avenue, Menlo Park**

---

Background

The attached agreement requires that the property owner, who requested a variance to have a sampling manhole within the right-of-way, shall protect, maintain and be responsible for the privately owned appurtenance, and hold the District harmless.

Analysis

The attached Covenants of Agreements Running with the Land ensures that all current and future owners are required to comply with the District's Code of General Regulations and Specifications, and responsibility for the privately owned manhole is understood.

Fiscal Impact

None.

Recommendation

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

Attachments: Resolution \_\_\_\_\_ (2019)  
Covenants Running with the Land for 506 Santa Cruz Avenue

**RESOLUTION NO. \_\_\_\_\_ (2019)**

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF “AGREEMENT CREATING COVENANTS RUNNING WITH THE LAND,” BY AND BETWEEN SANTA CRUZ AVENUE PROPERTIES, LLC, 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 13<sup>th</sup> day of November 2019, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

Recording Requested by and  
for the Benefit of:  
West Bay Sanitary District, a Public Agency  
500 Laurel Street  
Menlo Park, CA 94025  
APN: 061-441-040

## **AGREEMENT CREATING COVENANTS RUNNING WITH THE LAND**

Agreement entered into by and between Santa Cruz Avenue Properties, LLC  
("Property Owners") and West Bay Sanitary District ("District").

### Recitals

A. Property Owners represent that they are the sole and exclusive owners of certain property located in District's territory commonly known as 506 Santa Cruz Ave, Menlo Park, California (APN 061-441-040) (the "Real Property"). The Real Property is more particularly described in Exhibit A, attached hereto and incorporated herein by reference.

B. Property Owners have requested that District grant a variance from the strict requirements of its Code of General Regulations, in particular Article IV Section 19 and Standard Specifications for Design and Construction Section B2.02(11), to accommodate a Sampling Manhole ("Nonconforming Manhole") within the right-of-way, and District is willing to grant the requested variance subject to Property Owners, subject to the Terms and Conditions of this Agreement and the provisions of any Resolution of District's Board granting the variance.

C. District has received a copy of the formal variance approval, in the form a Maintenance Agreement, from the City of Menlo Park to have a District Standard Sampling manhole in the right-of-way, detailing the City's conditions.

### Terms and Conditions

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

1. Property Owners shall at all times satisfy and comply with the provisions of this Agreement and the provisions of any Resolution approved by District's Board granting Property Owners a variance so as to authorize the limited continued use of the above referenced manhole.
2. If the Nonconforming Manhole is demolished, or damaged to the extent that its repair would require Property Owners to seek a written sewer permit from the

District, or if the District determines, in its sole discretion, that the Nonconforming Manhole requires substantial repair or replacement then Property Owners shall, at their sole expense, construct a Manhole to serve the Real Property (the 'Conforming Facilities"). Said Manhole shall be constructed in full compliance with the District's standard specifications.

3. In the event that the District requires construction of the Conforming Facilities, then it shall give Property Owners notice of the time-frame by which the construction shall be completed. District shall endeavor to provide as much notice as is reasonably practical under the circumstances. In the event that Property Owners fail to construct the Conforming Manhole by the specified date, or if the District determines, in its sole discretion, that emergency conditions require their immediate construction and Property Owners are unable to undertake the construction, then the District may elect to have the Conforming Manhole constructed by contracting for such work or using District forces, and shall recover the cost thereof from Property Owners. In the event that legal action is necessary to collect such costs, then the District shall also recover its attorneys' fees and costs incurred in such legal action. In that event, in addition to and not in lieu of all other remedies available under the terms of this Agreement or at law, the District may, at its option, proceed with enforcement of the lien created by this Agreement in accordance with the procedures for the enforcement of a tax lien as provided in Section 43003 of the California Government Code, as amended or replaced from time to time, or in any other manner authorized by law, including but not limited to judicial or non-judicial foreclosure.
4. If the Nonconforming Manhole is demolished, or damaged to the extent that its repair would require Property Owners to seek a written permit from the District, it shall not thereafter be reestablished, but shall instead be replaced with the Conforming Facilities.
5. All cost and expense of maintaining the Nonconforming Manhole in its present location, and all risks of loss from any kind or nature whatsoever associated therewith, shall be borne exclusively by Property Owners without any obligation of District to pay any portion thereof.
6. The District may require the Property Owners to construct, operate, and maintain, at the Property Owners' own expense, monitoring, sampling, or metering facilities or other equipment to allow inspection, sampling, and flow measurement according to Article VII, Section 707(07).
7. If the City of Menlo Park rescinds its variance approval, then Property Owners shall be responsible for the relocation of the Nonconforming Manhole to another location on the property. The new Sampling Manhole will need to meet District Standards, requiring a new District review and permit.

8. Property Owners shall be responsible for the rehabilitation of the Nonconforming Manhole should the City ever change the physical characteristics of the Right-of-Way, including but not limited to grade changes.
9. Property Owners shall defend, indemnify and hold District harmless for any and all claims, demands and causes of action of whatever nature, including liability for any injuries or damages caused by the Nonconforming Manhole, which may arise out of or be in any way related to the provisions of this Agreement. The District is not liable for any sampling results and shall not be subject to any claims by the Property Owners or tenants regarding the validity of the sampling results.
10. Property Owners shall install, to District Standards, a standard manhole that will serve as a District manhole for service and maintenance and simultaneously serve as a sampling manhole with the property lateral terminating directly into said manhole, at no cost to the District.
11. The District Manager, under Article VII, Section 707(08) is hereby authorized to inspect the premises of any customer at all reasonable times to ascertain whether the provisions of this agreement and the District's Code of General Regulations, or the provisions of any permit or variance issued by the District are being complied with.
12. This Agreement shall be binding upon and inure to the benefit of the parties, their respective officers, directors, employees, agents, assignees, transferees, personal representatives and successors in interest. The promises, covenants, obligations and duties of Property Owners under this Agreement are deemed covenants running with the Real Property described in Recital "A" above and shall be binding upon all of the successors in interest to Property Owners with regard to the Real Property.
13. Upon completion and District's acceptance of the Conforming Facilities, this Agreement shall no longer be of any force or effect and District shall quitclaim all interest therein to Property Owners.
14. Property Owners shall be responsible for all fees requires for recording, preparing the covenant, as well as the District's administrative and legal expenses.

EXECUTED and effective on the date by which it has been duly approved and executed by all Parties hereto.

PROPERTY OWNERS

Dated: 11/8/2019

Robert Mondin

Dated: \_\_\_\_\_

\_\_\_\_\_

WEST BAY SANITARY DISTRICT

ATTEST

\_\_\_\_\_  
GEORGE OTTE  
Secretary

By: \_\_\_\_\_  
FRAN DEHN  
President

APPROVED AS TO FORM

\_\_\_\_\_  
ANTHONY P. CONDOTTI  
District Counsel

## EXHIBIT A

BEGINNING at a point in the Southwesterly line of the lands of Southern Pacific Railroad Company, distant thereon North 51° 52' 30" East 73.85 feet from its intersection with the Northwesterly line of Santa Cruz Avenue, formerly known as Golders Lane, said point of beginning being the most Easterly comer of a tract of land conveyed by Mary Louise Hall to Arthur Parker, by Deed dated September 2, 1899 and recorded February 9, 1900 in Book 84 of Deeds at Page 66, Records of San Mateo County; thence from said point of beginning South 51° 52' 30" East along said line of the Southern Pacific Railroad Company, 73.85 feet to the Northwesterly line of Santa Cruz Avenue; thence along the last mentioned line South 35° 16' 30" West 138.52 feet to the Northeasterly line of lands formerly of Maurice Dioze and Peter Darracq; thence North 58° 30' West parallel to the Northeasterly line of El Camino Real 175.12 feet to the Southerly line of the property now or formerly owned by John H. Sullivan; thence along the last mentioned line North 31° 30" East 50 feet; thence South 58° 30' East 104.58 feet and North 35° 13' 30" East 96.94 feet to the point of beginning.

APN: 061-441-040

Common Property Address: 500-530 Santa Cruz and 115 Merrill Street, Menlo Park, CA 94025



# ACKNOWLEDGMENT

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 Santa Clara

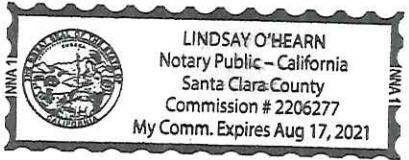
On November 8 2019 before me, Lindsay O'Hearn, Notary Public  
(insert name and title of the officer)

personally appeared Robert Mondin  
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 Lindsay O'Hearn (Seal)



Clear Form

Print Form



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

**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 949 El Camino Real, Menlo Park**

---

Background

The attached agreement requires that the property owner, who requested a variance to have a sampling manhole within the right-of-way, shall protect, maintain and be responsible for the privately owned appurtenance.

Analysis

The attached Covenants of Agreements Running with the Land ensures that all current and future owners are required to comply with the District's Code of General Regulations and Specifications, and responsibility for the privately owned manhole is understood.

Fiscal Impact

None.

Recommendation

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

Attachments: Resolution \_\_\_\_\_ (2019)  
Covenants Running with the Land for 949 El Camino Real

**RESOLUTION NO. \_\_\_\_\_ (2019)**

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF “AGREEMENT  
CREATING COVENANTS RUNNING WITH THE LAND,” BY AND BETWEEN  
PENINSULA ARTS GUILD, 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 13<sup>th</sup> day of November 2019, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

Recording Requested by and  
for the Benefit of:  
West Bay Sanitary District, a Public Agency  
500 Laurel Street  
Menlo Park, CA 94025  
APN: 071-288-570

## **AGREEMENT CREATING COVENANTS RUNNING WITH THE LAND**

Agreement entered into by and between the Peninsula Arts Guild ("Property Owners") and West Bay Sanitary District ("District").

### Recitals

A. Property Owners represent that they are the sole and exclusive owners of certain property located in District's territory commonly known as 949 El Camino Real, Menlo Park, California (APN 071-288-570) (the "Real Property"). The Real Property is more particularly described in Exhibit A, attached hereto and incorporated herein by reference.

B. Property Owners have requested that District grant a variance from the strict requirements of its Code of General Regulations, in particular Article IV Section 19 and Standard Specifications for Design and Construction Section B2.02(11), to accommodate a Sampling Manhole ("Nonconforming Manhole") within the right-of-way, and District is willing to grant the requested variance subject to Property Owners, subject to the Terms and Conditions of this Agreement and the provisions of any Resolution of District's Board granting the variance.

### Terms and Conditions

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

1. Property Owners shall at all times satisfy and comply with the provisions of this Agreement and the provisions of any Resolution approved by District's Board granting Property Owners a variance so as to authorize the limited continued use of the above-referenced manhole.
2. If the Nonconforming Manhole is demolished, or damaged to the extent that its repair would require Property Owners to seek a written sewer permit from the District, or if the District determines, in its sole discretion, that the Nonconforming



Manhole requires substantial repair or replacement then Property Owners shall, at their sole expense, construct a Manhole to serve the Real Property (the 'Conforming Facilities"). Said Manhole shall be constructed in full compliance with the District's standard specifications.


3. In the event that the District requires construction of the Conforming Facilities, due to unforeseen circumstances that impair the District's ability to utilize the Nonconforming Manhole, as determined by the District in its sole discretion, then it shall give Property Owners notice of the time-frame by which the construction shall be completed. District shall endeavor to provide as much notice as is reasonably practical under the circumstances. In the event that Property Owners fail to construct the Conforming Manhole by the specified date, or if the District determines, in its sole discretion, that emergency conditions require their immediate construction and Property Owners are unable to undertake the construction, then the District may elect to have the Conforming Manhole constructed by contracting for such work or using District forces, and shall recover the cost thereof from Property Owners. In the event that legal action is necessary to collect such costs, then the District shall also recover its attorneys' fees and costs incurred in such legal action. In that event, in addition to and not in lieu of all other remedies available under the terms of this Agreement or at law, the District may, at its option, proceed with enforcement of the lien created by this Agreement in accordance with the procedures for the enforcement of a tax lien as provided in Section 43003 of the California Government Code, as amended or replaced from time to time, or in any other manner authorized by law, including but not limited to judicial or non-judicial foreclosure.
4. If the Nonconforming Manhole is demolished, or damaged to the extent that its repair would require Property Owners to seek a written permit from the District, it shall not thereafter be reestablished, but shall instead be replaced with the Conforming Facilities.
5. All cost and expense of maintaining the Nonconforming Manhole in its present location, and all risks of loss from any kind or nature whatsoever associated therewith, shall be borne exclusively by Property Owners without any obligation of District to pay any portion thereof.
6. In the event District determines, in its sole discretion, that the Real Property has undergone a change of use, or that other conditions, such as heavier than normal flows, blockages caused by grease or other materials warrant such a requirement, then the District may require the Property Owners to construct, operate, and maintain, at the Property Owners' own expense, monitoring, sampling, or metering facilities or other equipment to allow inspection, sampling, and flow measurement according to Article VII, Section 707(07).

7. Property Owners shall be responsible for the rehabilitation of the Nonconforming Manhole should the City ever change the physical characteristics of the Right-of-Way, including but not limited to grade changes.
8. Property Owners shall defend, indemnify and hold District harmless for any and all claims, demands and causes of action of whatever nature, including liability for any injuries or damages caused by the Nonconforming Manhole, which may arise out of or be in any way related to the provisions of this Agreement. The District is not liable for any sampling results and shall not be subject to any claims by the Property Owners or tenants regarding the validity of the sampling results.
9. Property Owners shall install, to District Standards, a standard manhole that will serve as a District manhole for service and maintenance and simultaneously serve as a sampling manhole with the property lateral terminating directly into said manhole, at no cost to the District.
10. The District Manager, under Article VII, Section 707(08) is hereby authorized to inspect the premises of any customer at all reasonable times to ascertain whether the provisions of this agreement and the District's Code of General Regulations, or the provisions of any permit or variance issued by the District are being complied with.
11. This Agreement shall be binding upon and inure to the benefit of the parties, their respective officers, directors, employees, agents, assignees, transferees, personal representatives and successors in interest. The promises, covenants, obligations and duties of Property Owners under this Agreement are deemed covenants running with the Real Property described in Recital "A" above and shall be binding upon all of the successors in interest to Property Owners with regard to the Real Property.
12. Upon completion and District's acceptance of the Conforming Facilities, this Agreement shall no longer be of any force or effect and District shall quitclaim all interest therein to Property Owners.
13. Property Owners shall be responsible for all fees requires for recording, preparing the covenant, as well as the District's administrative and legal expenses.

EXECUTED and effective on the date by which it has been duly approved and executed by all Parties hereto.

PENINSULA ARTS GUILD

Dated: 10/11/19

By:   
[insert name] ANDREW DUNLEVIE

Its: PRESIDENT

WEST BAY SANITARY DISTRICT

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
FRAN DEHN  
President

ATTEST

\_\_\_\_\_  
GEORGE OTTE  
Secretary

APPROVED AS TO FORM

\_\_\_\_\_  
ANTHONY P. CONDOTTI  
District Counsel



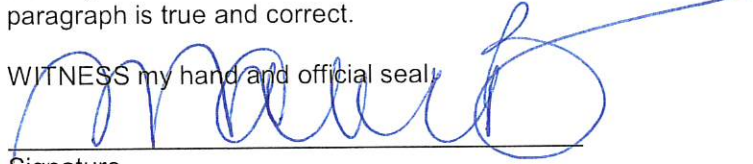
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of San Mateo

On October 11, 2019 before me, Susan E. Burnett, Notary Public, personally appeared Drew Dunlevie, 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

(Seal)





## EXHIBIT A

**For APN/Parcel ID(s): 071-288-570**

---

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF MENLO PARK, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

PARCEL I:

PORTION OF LOT NUMBERED NINE (9), AS SHOWN ON THAT CERTAIN MAP ENTITLED "REFEREES PARTITION MAP OF PROPERTY AT MENLO - SAN MATEO COUNTY, CALIFORNIA, SHOWING THE DIVISION THEREOF AMONG THE RESPECTIVE OWNERS AS DIVIDED AND ALLOTTED BY THE REFEREES IN THE PARTITION SUIT ENTITLED "KATE JOHNSON ESTATE COMPANY, ET AL, VS. CLARA TURNBULL ET AL, SUPERIOR COURT OF THE CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA", WHICH MAP WAS FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY, STATE OF CALIFORNIA, ON FEBRUARY 26, 1907 IN BOOK 135 OF DEEDS AT PAGE 62, MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT A POINT ON THE SOUTHWESTERLY LINE OF THE MAIN COUNTY ROAD DISTANT THEREON NORTHWESTERLY 119.3 FEET FROM THE INTERSECTION OF THE NORTHWESTERLY LINE OF LIVE OAK STREET WITH THE SOUTHWESTERLY LINE OF THE MAIN COUNTY ROAD, (LEADING FROM SAN FRANCISCO TO SAN JOSE) SAID POINT OF BEGINNING BEING THE NORTHEASTERLY CORNER OF THAT PARCEL OF LAND CONVEYED BY WILLIAM J. FENTON AND LOLITA DAY FENTON, HIS WIFE, TO JOHN LYNG BY DEED DATED JUNE 21, 1921 AND RECORDED JUNE 25, 1921 IN BOOK 16 OF OFFICIAL RECORDS AT PAGE 369; THENCE NORTH 58° 22' WEST ALONG SAID LINE OF THE COUNTY ROAD 50 FEET TO THE DIVIDING LINE BETWEEN LOTS 8 AND 9, AS SHOWN ON ABOVE MAP; THENCE SOUTH 33° 23' WEST 118.08 FEET ALONG THE DIVIDING LINE BETWEEN LOTS 8 AND 9, TO THE SOUTHWESTERLY LINE OF LOT 9; THENCE SOUTH 56° 37' EAST ALONG THE DIVIDING LINE BETWEEN LOTS 9 AND 10, 50 FEET MORE OR LESS, TO THE PROPERTY AS CONVEYED TO LYNG, THENCE NORTH 33° 23' ALONG THE NORTHERLY BOUNDARY OF THE PROPERTY AS CONVEYED TO LYNG 118.08 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THAT PORTION THEREOF CONVEYED BY ROSE A. BROGGI, A SINGLE WOMAN, AMELIA E. MOREY, A WIDOW AND ANGELA C. BRADEN AND BOYD L. BRAGEN, WIFE AND HUSBAND, TO STATE OF CALIFORNIA, BY DEED DATED JUNE 1, 1942 AND RECORDED AUGUST 3, 1942 IN BOOK 1024 OF OFFICIAL RECORDS AT PAGE 431, AND DESCRIBED AS:

COMMENCING AT THE MOST NORTHERLY CORNER OF SAID LOT DISTANT SOUTH 33° 38' WEST 16.01 FEET FROM ENGINEER'S STATION 565 PLUS 36.30 OF THE DEPARTMENT OF PUBLIC WORKS' SURVEY BETWEEN REDWOOD CITY AND SOUTHERN BOUNDARY ROAD IV-SM-2-B RDWC, ATN: MLP; THENCE ALONG THE NORTHWESTERLY LINE OF SAID LOT, SOUTH 33° 34'-1/2' WEST 34.02 FEET TO A LINE PARALLEL WITH AND DISTANT SOUTHWESTERLY 50.00 FEET AT RIGHT ANGLES FROM THE CENTER LINE OF SAID SURVEY; THENCE ALONG SAID PARALLEL LINE SOUTH 58° 11' EAST 50.15 FEET TO THE PROPERTY LINE COMMON TO THE LANDS NOW OR FORMERLY OWNED BY ANGELA C. BRADEN, ET AL, AND JOHN LYNG; THENCE ALONG SAID COMMON PROPERTY LINE NORTH 33° 38' EAST 34.02 FEET TO THE NORTHEASTERLY LINE OF SAID LOT, BEING THE SOUTHWESTERLY LINE OF EL CAMINO REAL (FORMERLY MAIN COUNTY ROAD); THENCE ALONG LAST SAID LINE NORTH 58° 11' WEST 50.15 FEET TO THE POINT OF COMMENCEMENT.

PARCEL II:

EASEMENT AND RIGHT-OF-WAY GRANTED BY DEED DATED NOVEMBER 30, 1942 EXECUTED BY WALTER G. PREDDEY, ET UX TO ROSE A. BROGGI ET AL OF RECORD IN BOOK 1045 SAN MATEO COUNTY OFFICIAL RECORDS AT PAGE 453, WHICH EASEMENT IS OVER THE



**EXHIBIT A**  
Legal Description  
(continued)

FOLLOWING DESCRIBED PROPERTY;

PORTION OF LOT 10, AS DESIGNATED ON THE MAP ENTITLED "KATE JOHNSON ESTATE TRACT", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA ON FEBRUARY 26, 1907 IN BOOK 135 OF DEEDS AT PAGE 62 AND A COPY ENTERED IN BOOK 19 OF MAPS AT PAGE 20, MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT A POINT ON THE NORTHEASTERLY LINE OF SAID LOT 10, WHICH SAID POINT IS DISTANT SOUTH 33° 23' WEST (ALONG THE NORTHWESTERLY LINE OF LIVE OAK AVENUE) 123.45 FEET AND NORTH 56° 37' WEST (ALONG THE NORTHEASTERLY LINE OF LOT 10) 114.2 FEET FROM THE POINT OF INTERSECTION OF THE NORTHWESTERLY LINE OF LIVE OAK AVENUE WITH THE SOUTHWESTERLY LINE OF THE MAIN COUNTY ROAD, AS SAID INTERSECTION IS SHOWN ON THE ABOVE MENTIONED MAP; THENCE NORTH 56° 37' WEST 55 FEET; THENCE SOUTH 13° 23' WEST 50 FEET; THENCE SOUTH 56° 37' EAST 55 FEET; THENCE NORTH 33° 23' EAST 50 FEET, TO THE POINT OF BEGINNING.

PARCEL III:

THE NORTHWESTERLY 6 FEET, MEASURED AT RIGHT ANGLES SOUTHEASTERLY FROM THE NORTHWESTERLY LINE OF THE LAND DESCRIBED IN THE DEED FROM THE STATE OF CALIFORNIA TO MABEL E. KIMBAL, BESSIE K. NIELSEN AND EMIEL T. NIELSEN, JR., DATED MAY 28, 1947 AND RECORDED JULY 18, 1947 IN BOOK 1367 OF OFFICIAL RECORDS OF SAN MATEO COUNTY AT PAGE 378 (76748-G), WHICH LAND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A PORTION OF LOT 9, AS DESIGNATED ON THE MAP ENTITLED, "PARTITION MAP IN THE SUITE OF KATE JOHNSON ESTATE COMPANY ET AL VS. CLARA TURNBULL ET AL", FILED ON FEBRUARY 26, 1907 IN BOOK 135 OF DEEDS AT PAGE 45 AND FOLLOWING SAID MAP BEING ON PAGES 62 AND 63, SAN MATEO COUNTY RECORDS, SAID PORTION OF LOT 9 BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE MOST SOUTHERLY CORNER OF THAT CERTAIN 0.039 OF AN ACRE TRACT OF LAND DESCRIBED IN THE DEED TO THE STATE OF CALIFORNIA RECORDED AUGUST 3, 1942 IN VOLUME 1024 AT PAGE 431, OFFICIAL RECORDS OF SAN MATEO COUNTY; THENCE FROM SAID POINT OF COMMENCEMENT ALONG A LINE PARALLEL WITH AND 50 FEET SOUTHWESTERLY, AT RIGHT ANGLES FROM THE CENTERLINE OF THE DEPARTMENT OF PUBLIC WORKS' SURVEY FOR THE STATE HIGHWAY BETWEEN REDWOOD CITY AND SOUTHERN BOUNDARY, ROAD IV-SM-2-8, RDWC, ATN, MLP, SOUTH 58° 11' EAST 7.18 FEET AND TANGENT TO THE LAST MENTIONED COURSE ALONG A CURVE TO THE RIGHT WITH A RADIUS OF 11,950 FEET, THROUGH AN ANGLE OF 0° 12' 21.7", A DISTANCE OF 42.97 FEET TO THE SOUTHEASTERLY LINE OF THAT CERTAIN TRACT OF LAND DESCRIBED IN THE DEED TO THE STATE OF CALIFORNIA RECORDED SEPTEMBER 1, 1942 IN VOLUME 1035 AT PAGE 149, OFFICIAL RECORDS OF SAN MATEO COUNTY; THENCE ALONG SAID SOUTHEASTERLY LINE SOUTH 33° 38' WEST 85.91 FEET, MORE OR LESS, TO THE SOUTHWESTERLY LINE OF SAID LOT 9; THENCE ALONG SAID SOUTHWESTERLY LINE NORTH 56° 22' WEST 50.12 FEET TO THE NORTHWESTERLY LINE OF THE LAST MENTIONED TRACT OF LAND; THENCE ALONG SAID NORTHWESTERLY LINE NORTH 33° 38' EAST 85.98 FEET, MORE OR LESS, TO THE POINT OF COMMENCEMENT.

JPN: 071-028-288-57

THIS PAGE LEFT INTENTIONALLY BLANK



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

**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 1125 Merrill Street, Menlo Park**

---

Background

The attached agreement requires that the property owner, who requested a variance to have a sampling manhole within the right-of-way, shall protect, maintain and be responsible for the privately owned appurtenance, and hold the District harmless.

Analysis

The attached Covenants of Agreements Running with the Land ensures that all current and future owners are required to comply with the District's Code of General Regulations and Specifications, and responsibility for the privately owned manhole is understood.

Fiscal Impact

None.

Recommendation

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

Attachments: Resolution \_\_\_\_\_ (2019)  
Covenants Running with the Land for 1125 Merrill Street

**RESOLUTION NO. \_\_\_\_\_ (2019)**

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF “AGREEMENT CREATING COVENANTS RUNNING WITH THE LAND,” BY AND BETWEEN MERRILL STREET INVESTOR, LLC, 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 13<sup>th</sup> day of November 2019, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

Recording Requested by and  
for the Benefit of:  
West Bay Sanitary District, a Public Agency  
500 Laurel Street  
Menlo Park, CA 94025  
APN: 061-441-130

## **AGREEMENT CREATING COVENANTS RUNNING WITH THE LAND**

Agreement entered into by and between Merrill Street Investors, LLC  
("Property Owners") and West Bay Sanitary District ("District").

### Recitals

A. Property Owners represent that they are the sole and exclusive owners of certain property located in District's territory commonly known as 1125 Merrill Street, Menlo Park, California (APN 061-441-130) (the "Real Property"). The Real Property is more particularly described in Exhibit A, attached hereto and incorporated herein by reference.

B. Property Owners have requested that District grant a variance from the strict requirements of its Code of General Regulations, in particular Article IV Section 19 and Standard Specifications for Design and Construction Section B2.02(11), to accommodate a Sampling Manhole ("Nonconforming Manhole") within the right-of-way, and District is willing to grant the requested variance subject to Property Owners, subject to the Terms and Conditions of this Agreement and the provisions of any Resolution of District's Board granting the variance.

C. District has received a copy of the formal variance approval, in the form a Maintenance Agreement, from the City of Menlo Park to have a District Standard Sampling manhole in the right-of-way, detailing the City's conditions

### Terms and Conditions

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

1. Property Owners shall at all times satisfy and comply with the provisions of this Agreement and the provisions of any Resolution approved by District's Board

granting Property Owners a variance so as to authorize the limited continued use of the above-referenced manhole.

2. If the Nonconforming Manhole is demolished, or damaged to the extent that its repair would require Property Owners to seek a written sewer permit from the District, or if the District determines, in its sole discretion, that the Nonconforming Manhole requires substantial repair or replacement then Property Owners shall, at their sole expense, construct a Manhole to serve the Real Property (the 'Conforming Facilities"). Said Manhole shall be constructed in full compliance with the District's standard specifications.
3. In the event that the District requires construction of the Conforming Facilities, then it shall give Property Owners notice of the time-frame by which the construction shall be completed. District shall endeavor to provide as much notice as is reasonably practical under the circumstances. In the event that Property Owners fail to construct the Conforming Manhole by the specified date, or if the District determines, in its sole discretion, that emergency conditions require their immediate construction and Property Owners are unable to undertake the construction, then the District may elect to have the Conforming Manhole constructed by contracting for such work or using District forces, and shall recover the cost thereof from Property Owners. In the event that legal action is necessary to collect such costs, then the District shall also recover its attorneys' fees and costs incurred in such legal action. In that event, in addition to and not in lieu of all other remedies available under the terms of this Agreement or at law, the District may, at its option, proceed with enforcement of the lien created by this Agreement in accordance with the procedures for the enforcement of a tax lien as provided in Section 43003 of the California Government Code, as amended or replaced from time to time, or in any other manner authorized by law, including but not limited to judicial or non-judicial foreclosure.
4. If the Nonconforming Manhole is demolished, or damaged to the extent that its repair would require Property Owners to seek a written permit from the District, it shall not thereafter be reestablished, but shall instead be replaced with the Conforming Facilities.
5. All cost and expense of maintaining the Nonconforming Manhole in its present location, and all risks of loss from any kind or nature whatsoever associated therewith, shall be borne exclusively by Property Owners without any obligation of District to pay any portion thereof.
6. The District may require the Property Owners to construct, operate, and maintain, at the Property Owners' own expense, monitoring, sampling, or metering facilities or other equipment to allow inspection, sampling, and flow measurement according to Article VII, Section 707(07).

7. If the City of Menlo Park rescinds its variance approval, then Property Owners shall be responsible for the relocation of the Nonconforming Manhole to another location on the property. The new Sampling Manhole will need to meet District Standards, requiring a new District review and permit.
8. Property Owners shall be responsible for the rehabilitation of the Nonconforming Manhole should the City ever change the physical characteristics of the Right-of-Way, including but not limited to grade changes.
9. Property Owners shall defend, indemnify and hold District harmless for any and all claims, demands and causes of action of whatever nature, including liability for any injuries or damages caused by the Nonconforming Manhole, which may arise out of or be in any way related to the provisions of this Agreement. The District is not liable for any sampling results and shall not be subject to any claims by the Property Owners or tenants regarding the validity of the sampling results.
10. Property Owners shall install, to District standards, approximately eighty-five (85) feet of 8" sewer main pipeline on Santa Cruz Avenue fronting the 506 Santa Cruz property to terminating upstream manhole near the corner of Santa Cruz Avenue and El Camino Real at no cost to the District.
11. Property Owners shall install, to District Standards, a standard manhole that will serve as a District manhole for service and maintenance and simultaneously serve as a sampling manhole with the property lateral terminating directly into said manhole, at no cost to the District.
12. The District Manager, under Article VII, Section 707(08) is hereby authorized to inspect the premises of any customer at all reasonable times to ascertain whether the provisions of this agreement and the District's Code of General Regulations, or the provisions of any permit or variance issued by the District are being complied with.
13. This Agreement shall be binding upon and inure to the benefit of the parties, their respective officers, directors, employees, agents, assignees, transferees, personal representatives and successors in interest. The promises, covenants, obligations and duties of Property Owners under this Agreement are deemed covenants running with the Real Property described in Recital "A" above and shall be binding upon all of the successors in interest to Property Owners with regard to the Real Property.
14. Upon completion and District's acceptance of the Conforming Facilities, this Agreement shall no longer be of any force or effect and District shall quitclaim all interest therein to Property Owners.



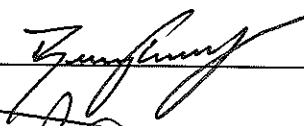

15. Property Owners shall be responsible for all fees requires for recording, preparing the covenant, as well as the District's administrative and legal expenses.

EXECUTED and effective on the date by which it has been duly approved and executed by all Parties hereto.

PROPERTY OWNERS

Dated: 11/8/19

Dated: 11/8/19

  
\_\_\_\_\_  
  
\_\_\_\_\_

WEST BAY SANITARY DISTRICT

ATTEST

\_\_\_\_\_  
GEORGE OTTE  
Secretary

By: \_\_\_\_\_  
FRAN DEHN  
President

APPROVED AS TO FORM

\_\_\_\_\_  
ANTHONY P. CONDOTTI  
District Counsel

## EXHIBIT A

The land referred to is situated in the County of San Mateo, City of Menlo Park, State of California, and is described as follows:

A portion Lots 188 and 189, as designated on that certain Map entitled, "Plat of the Lands of the Menlo Park Villa Association, Southern Portion of Pulgas Rancho, San Mateo County, California", which Map was filed in the Office of the Recorder of the County of San Mateo, State of California on September 14, 1863, in Book "C" of Maps at Page 6 and copied into Book 2 of Maps at Page 40, more particularly described as follows:

Beginning at a point on the Southwesterly line of Merrill Avenue, as described in the Agreement to City of Menlo Park recorded April 30, 1952 in Book 2236 of Official Records at Pages 572, distant thereon South 51° 45' East, 275 feet, 4.4 inches from the Southeasterly line of Oak Grove Avenue, said point being the most Easterly corner of that Parcel described in the Deed to Anthony Goularte Pimentel, et ux, recorded May 4, 1951 in Book 2065 of Official Records at Page 485 (File No. 34263-J); thence South 51° 45' East, along the Southwesterly line of Merrill Avenue 67.90 feet to the Northwesterly line of Parcel Two described in the Deed to Ernest J. Kimp, recorded April 18, 1950; in Book 1838 of Official Records at Page 690 (File No. 51294-1); thence South 35° 0' 26" West (called South 36° 10' West in said Deed), along said Northwesterly line 96.89 feet to the Southwesterly line of that Parcel described in the Deed to J. Edward Lathan, et al, recorded August 4, 1952 in Book 2275 of Official Records at Page 557; thence North 58° 05' West, along said Southwesterly line of 60.55 feet to the. Southeasterly

line of Pimentel Parcel mentioned above; thence North 31° 18' 40" East, along said Southeasterly line 104.20 feet to the point of beginning.

APN: 061-441-030 JPN: 061-044-441-03

# ACKNOWLEDGMENT

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.

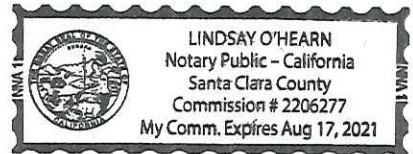
State of California  
County of Santa Clara

On November 8 2019 before me, Lindsay O'Hearn, Notary Public  
(insert name and title of the officer)

personally appeared Brady Fuerst and Chasen Rapp  
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 Lindsay O'Hearn (Seal)

[Clear Form](#) [Print Form](#)



## WEST BAY SANITARY DISTRICT AGENDA ITEM 6I

**To:** *Board of Directors*

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

**Subject:** *Consideration of Resolution Accepting Deed of Easement for sewer facilities located at 500 El Camino Real, Menlo Park, CA*

---

### Background

Stanford University is the owner of the proposed development at 500 El Camino Real in Menlo Park between Middle Avenue and Harvard Avenue that will include 3 office buildings as well as 215 residential units, alternatively known as Middle Plaza. The District owns a few sewer mains that run through this property including a 24-inch main at Cambridge Avenue.

As part of this project, the property owner recently merged four parcels into the one known as 500 El Camino Real. During this process, it was discovered that a small 40 foot section of the previously mentioned 24-inch main had no easement secured for the District. In order to protect all parties involved, the property owner has proposed the attached Grant Deed of Easement to allow the District to legally protect and maintain the entirety of its sewer main on their property.

The District's legal counsel and management have reviewed and negotiated terms of the easement that satisfy both parties. The final draft is attached.

### Recommendation

The Projects and IT Manager recommends that the Board adopt the attached Resolution accepting the Deed of Easement.

Attachments:      Resolution \_\_\_\_ (2019)  
                         Grant Deed of Easement  
                         Legal/Plat Exhibits A & B  
                         Site map – Exhibit C

**RESOLUTION NO. \_\_\_\_\_ (2019)**

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

\*\*\*\*\*

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

The Board of Trustees of the Leland Stanford Junior University

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

\*\*\*\*\*

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 13<sup>th</sup> day of November, 2019, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



IN WITNESS WHEREOF, the parties have executed Grant of Easement Deed has been executed, effective as of \_\_\_\_\_, 20\_\_.

GRANTOR:

GRANTEE:

THE BOARD OF TRUSTEES OF THE LELAND  
STANFORD JUNIOR UNIVERSITY

WEST BAY SANITARY DISTRICT

By: *Jan Sude*  
Its: *APP, Real Estate*

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**EXHIBIT "A"**  
**PROPERTY DESCRIPTION**  
**DOC. # 2017-098319**

**Parcel One:**

A portion of that certain 14.80-acre tract of land as described in that certain deed from Charles Crocker, et al, to Leland Stanford, dated October 19, 1885 and recorded in Book 39 of Deeds, Page 354 Records of San Mateo County, California and being more particularly described as follows:

Beginning at the northeast corner of Parcel "A" as shown upon that certain Parcel Map filed October 06, 1983 in Book 54 of Parcel Maps, Page 3, San Mateo County records;

THENCE, North 50°33'16" West 947.17 feet to an angle point of said Parcel "A";  
THENCE, South 39°26'44" West 15.00 feet to a common angle point of Parcel "A" and Parcel "B" as shown on said Parcel Map,  
THENCE, continuing along said Parcel "B" the following six (6) courses,  
(1) South 39° 26' 44" West 173.63 feet,  
(2) along a curve to the right with a radial bearing of South 29°10'02" West, having a radius of 77.50 feet, through a central angle of 9°30'47", an arc distance of 12.87 feet;  
(3) North 51°19'11" West 19.33 feet;  
(4) South 40°36'54" West 20.63 feet;  
(5) North 53°59'37" West 55.09 feet;  
(6) North 49°15'59" West 87.63 feet;  
THENCE, leaving said Parcel "B," North 49°15'59" West 62.43 feet along the northeasterly right of way of El Camino Real;  
THENCE, continuing along said right of way North 49°23'06" West 1358.57 feet;  
THENCE, leaving said right of way North 39°26'44" East 167.95 feet;  
THENCE, South 50°33'16" East 336.23 feet;  
THENCE, North 39°26'46" East 40.00 feet;  
THENCE, South 50°33'16" East 2206.79 feet;  
THENCE, South 39°26'44" West 25.00 feet to the Point of Beginning.

Described area containing 8.43 acres, more or less, as shown on Exhibit "A" plat to accompany legal description attached hereto and by this reference made a part hereof.



*[Handwritten Signature]*  
Kelly S. Johnson, PLS 9126

6/13/2019



MATCH LINE~ SEE RIGHT

S39°26'44"W 15.00'

PARCEL A  
54 PM 3

S39°26'44"W 173.63'

R=77.50' L=12.87' Δ=9°30'47"

N51°19'11"W 19.33'

S40°36'54"W 20.63'

N53°59'37"W 55.09'

CAMBRIDGE AVE

N49°15'59"W 87.63'

N49°15'59"W 62.43'

PARTRIDGE AVE

S50°33'16"E 2206.79'

PARCEL ONE

AREA=8.43 ACRES±  
DOC. (2017-098319)

EL CAMINO REAL

N49°23'06"W 1358.57'

COLLEGE AVE

MIDDLE AVE

N39°26'46"E 40.00'

S50°33'16"E 336.23'

N39°26'44"E  
167.95'

S39°26'44"W 25.00'

SAN FRANCISQUITO CREEK

POB

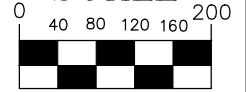
EL CAMINO REAL

PARCEL A  
54 M 3

N50°33'16"W 947.17'



SCALE



1 inch = 200 ft.

MATCH LINE~ SEE LEFT

**BASIS OF BEARINGS:**

THE BEARING N43°29'50"W BETWEEN FOUND MONUMENTS S-130 AND S-128, LOCATED WITHIN EL CAMINO REAL, AS SHOWN ON THE RECORD OF SURVEY FOR STANFORD SHOPPING CENTER, FILED AUGUST 19, 2004 IN BOOK 773 OF MAPS AT PAGES 41 THROUGH 44 INCLUSIVE, RECORDS OF SANTA CLARA COUNTY, WAS TAKEN AS THE BASIS OF BEARINGS FOR THIS LOT MERGER EXHIBIT.

**LEGEND**

- PROPERTY LINE
- POINT OF BEGINNING
- CENTERLINE
- ADJACENT ROW AND PARCEL LINES

PLAT TO ACCOMPANY LEGAL DESCRIPTION

EXHIBIT A



**SANDIS**

**CIVIL ENGINEERS  
SURVEYORS  
PLANNERS**

1700 Winchester Boulevard, Campbell, CA 95008 | P. 408.636.0900 | F. 408.636.0999 | www.sandis.net

SILICON VALLEY TRI VALLEY CENTRAL VALLEY SACRAMENTO EAST BAY/SF

DATE: 4/30/19  
SCALE: 1"=200'  
DRAWN BY: KSJ  
APPROVED BY: KSJ  
DRAWING NO.: 212167

500 EL CAMINO REAL  
PROPERTY DESCRIPTION

MENLO PARK

SHEET

2

OF 2 SHEETS

**EXHIBIT "B"**  
**Legal Description**  
**West Bay Sanitary Sewer Easement**

An Easement situate in the City of Menlo Park, County of San Mateo, State of California, being a portion of Parcel One as described in that certain Notice of Merger filed for record on November 06, 2017, Document Number 2017-098319, San Mateo County Records and being more particularly described as follows:

**COMMENCING** at the most easterly corner of Parcel One at the southeasterly terminus of a line described as South 50°33'16" East 2206.79 feet;

THENCE, northwesterly along said northeasterly line, North 50°33'16" West 1112.86 feet to the **POINT OF BEGINNING**;

THENCE, leaving said line, South 39°26'44" West, 40.00 feet;

THENCE, North 50°33'16" West, 10.00 feet;

THENCE, North 39°26'44" East, 40.00 feet to a point on said northeasterly line;

THENCE, along said line South 50°33'16" East, 10.00 feet to the **POINT OF BEGINNING**;

Described Easement area containing 400 square feet, more or less, and is graphically depicted on Exhibit "B", attached hereto and made a part hereof.


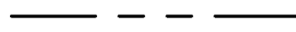
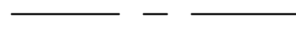
This description was prepared by me or under my direction in conformance with the requirements of the California Professional Land Surveyors Act.

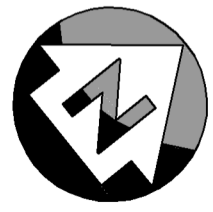


  
\_\_\_\_\_  
Kelly S. Johnson, PLS 9126

Date: July 26, 2019

# LEGEND

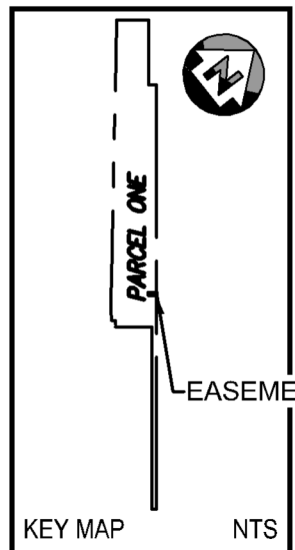
-  EASEMENT LINE, DESCRIBED AREA
-  PROPERTY LINE, SUBJECT PROPERTY
-  CENTER LINE
- POB POINT OF BEGINNING
- POC POINT OF COMMENCEMENT



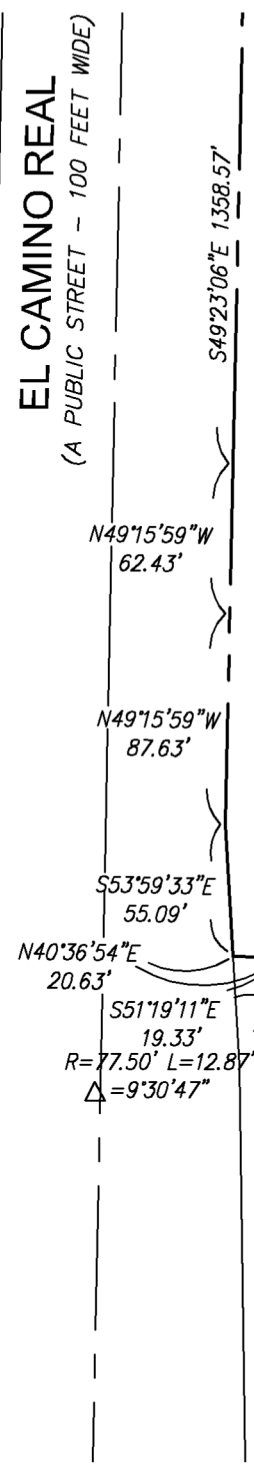
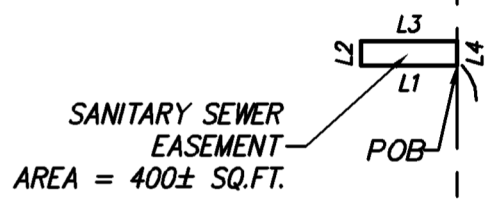
GRAPHIC SCALE



1 inch = 80 ft.



PARCEL ONE  
NOTICE OF MERGER  
(2017-098319)



CAMBRIDGE AVE.

HARVARD AVE.



LINE TABLE		
	BEARING	DISTANCE
L1	S39°26'44"W	40.00'
L2	N50°33'16"W	10.00'
L3	N39°26'44"E	40.00'
L4	S50°33'16"E	10.00'

PLAT TO ACCOMPANY LEGAL DESCRIPTION

EXHIBIT B

S39°26'44"W 25.00'



**SANDIS**

CIVIL ENGINEERS  
SURVEYORS  
PLANNERS

1700 Winchester Boulevard, Campbell, CA 95008 | P. 408.636.0900 | F. 408.636.0999 | www.sandis.net

DATE: 7-26-19  
SCALE: 1"=80'  
DRAWN BY: KSJ  
APPROVED BY: KSJ  
DRAWING NO.: 212167

WEST BAY SANITARY  
SEWER EASEMENT  
500 EL CAMINO REAL  
MENLO PARK CA

SHEET  
**2**  
OF 2 SHEETS

SILICON VALLEY TRI-VALLEY CENTRAL VALLEY SACRAMENTO EAST BAY/SF

# West Bay Sanitary Sewer Easement Closure Report

Date: 7/26/2019

---

Parcel Name: SANITARY SEWER EASEMENT

Point of Beginning:

North: 1,990,314.1687'

East: 6,075,902.7418'

**Segment# 1: Line**

Course: S39°26'44"W

Length: 40.00'

North: 1,990,283.2795'

East: 6,075,877.3280'

**Segment# 2: Line**

Course: N50°33'16"W

Length: 10.00'

North: 1,990,289.6330'

East: 6,075,869.6057'

**Segment# 3: Line**

Course: N39°26'44"E

Length: 40.00'

North: 1,990,320.5221'

East: 6,075,895.0195'

**Segment# 4: Line**

Course: S50°33'16"E

Length: 10.00'

North: 1,990,314.1687'

East: 6,075,902.7418'

**Perimeter: 100.00'**

**Area: 400.00Sq.Ft.**

**Error Closure: 0.0000**


**Course: N0°00'00"E**

**Error North : 0.00000**

**East: 0.00000**

**Precision 1: 100,000,000.00**



  
Kelly S. Johnson, PLS 9126

Date: July 26, 2019

Westbay Sanitary Sewer Easement, Sheet 1 of 1

## ACKNOWLEDGMENT

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 )

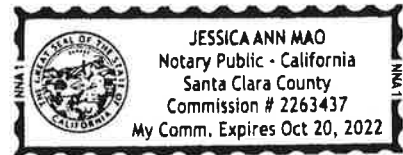
On 10/9/2019 before me, Jessica Ann Mao  
(insert name and title of the officer)

personally appeared Jean G. Snider  
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.

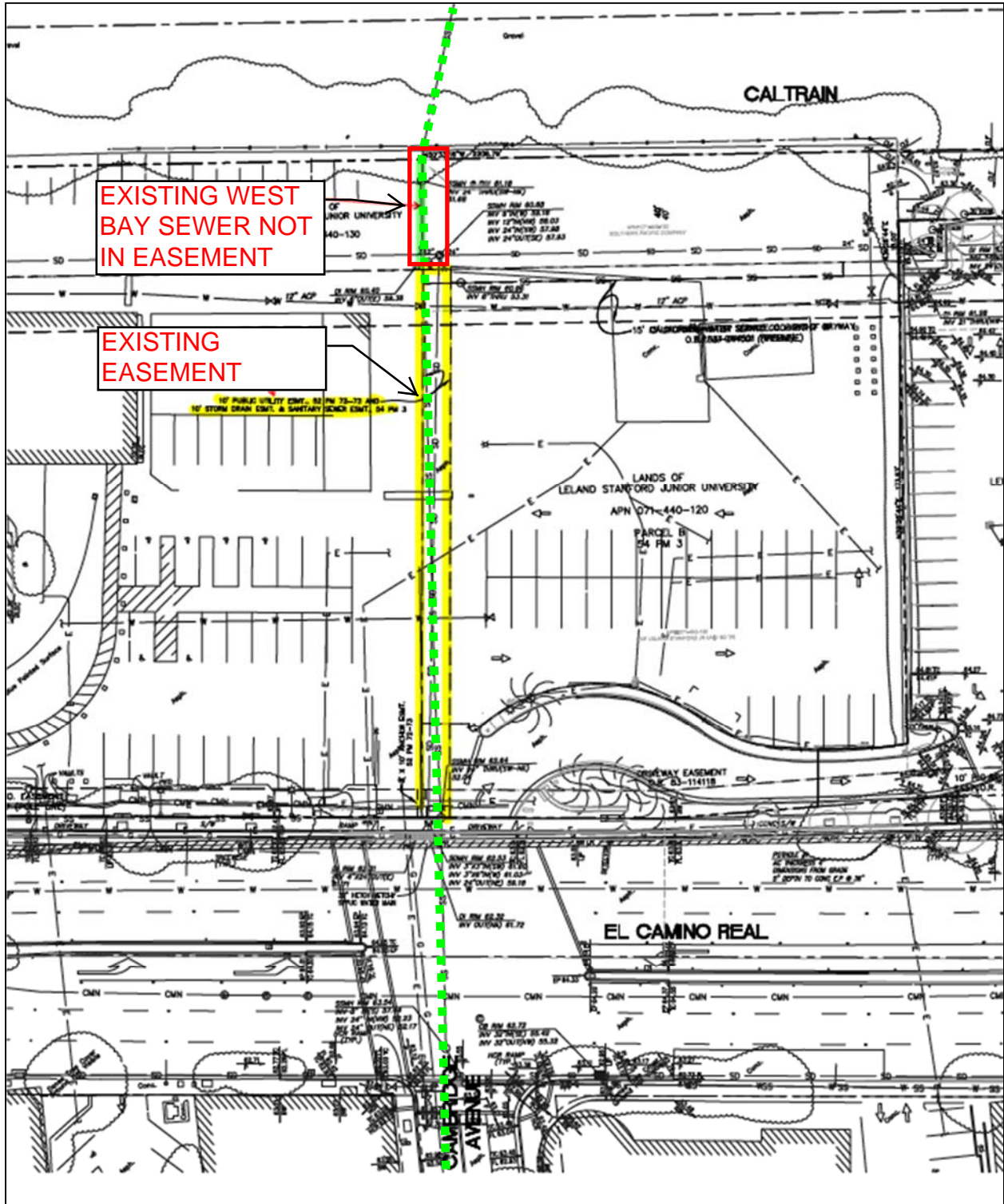
Signature  (Seal)



# EXHIBIT C

## NEW EASEMENT AT 500 EL CAMINO REAL

### MENLO PARK, CA



THIS PAGE LEFT INTENTIONALLY BLANK





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

**To: Board of Directors**

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

**Subject: Consideration of Approving Contract Change Order No. 1 to  
Ranger Pipelines, Inc. for the Alpine Road Sanitary Sewer  
Replacement Project in Portola Valley, CA**

---

Background

Contract Change Order No. 1 consists of additional work required by the contractor for utility (PG&E gas line) conflict resolution located along Alpine Road; additional encroachment permit cost from the Town of Portola Valley; and a credit for slurry seal work to be done by others.

Analysis

During the course of the work, the contractor encountered a section where additional work was needed to resolve a utility conflict. The conflict encountered was the result of a slight curved alignment along the curved part of the roadway between the gas utility and District gravity main line. The gas utility lines were located slightly on the edge of the sewer trench above the sewer main. The additional encroachment permit cost was an estimate provided by the Town during design and incorporated into the contract documents, however at the time the permit was obtained, the Town's cost was more than what was in the contract document. The credit for slurry seal is from a Town requirement to slurry seal the roadway that is within a moratorium however was not included in the contract documents. The District is working with the Town in a separate agreement to include this in the Town's annual project to slurry seal roads within the Town. The District would have paid the contractor an extra to perform the slurry seal and contractor caused additional areas that would need slurry seal; therefore it was agreed that the District and contractor would split the estimated cost to have the work done by the Town.

Utility Conflict extra	\$13,744.78
Addition encroachment fees	\$34,500.00
Slurry Seal credit	(\$12,505.00)
Total CCO#1	\$35,739.78

---

**Report to the District Board for the Regular Meeting of November 13, 2019**



### Fiscal Impact

There will be no fiscal impact to the General Fund. The contractor was awarded the contract in an amount of \$1,524,420.00 of which an apportionment of an additional \$228,663.00 for contingency (10% for additional work and 5% for construction support services) was granted resulting in a total project amount of \$1,753,083.00.

The construction costs to date is \$1,515,140.00. CCOs #1 is in the amount of \$35,739.78. Total allocated for construction was \$1,676,862.00. Therefore, an approximate \$125,982.22 is remaining in the allocated construction work.

### Recommendation

The Projects and IT Manager recommends that the Board approve Contract Change Order No. 1 and authorizes the District Manager to execute the contract change order for the total amount of \$34,500.00.

Attachment                      Contract Change Order No. 1

1WEST BAY SANITARY DISTRICT  
500 Laurel Street, Menlo Park, CA 94025

CHANGE ORDER  
CO NO. 1

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

Date: Nov 13, 2019  
Job No.: 1758.9  
Sheet 1 of 1

**The following changes are hereby made to the Contract Documents:**

1. Extra excavation work necessary to avoid PG&E gas distribution lines over existing sewer main (13,744.78).
2. Additional costs for encroachment permit from the Town of Portola Valley (34,500)
3. Credit for slurry seal work not in contract to be done by others (-12,505)

**Justification:**

1. Utilities (PG&E gas distribution lines) with minimal horizontal clearance within the sewer trench along a curved portion of the roadway.
2. Encroachment permit fees higher than what was originally quoted from Town.
3. Slurry work to done by others with agreement between the District and Town.

CHANGE TO CONTRACT PRICE:

Original Contract Price:	\$1,524,420.00
Current Contract Price, as adjusted by previous Change Orders:	\$1,524,420.00
The Contract Price due to this Change Order will be increased by:	\$ 35,739.78
New Contract Price due to this Change Order will be:	\$1,560,159.78

CHANGE TO CONTRACT TIME:

The Contract Time will be increased by 30 calendar days.

APPROVALS REQUIRED:

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

RECOMMENDED AND  
APPROVED BY

\_\_\_\_\_  
Projects Manager

\_\_\_\_\_  
Date

ACCEPTED BY

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

AUTHORIZED BY

\_\_\_\_\_  
District Manager

\_\_\_\_\_  
Date

THIS PAGE LEFT INTENTIONALLY BLANK



## WEST BAY SANITARY DISTRICT AGENDA ITEM 6K

**To:** *Board of Directors*

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

**Subject:** *Consideration of Authorizing District Manager to Enter into an Agreement for Adjustment of Sanitary Sewer Manholes with the City of Menlo Park for the Santa Cruz Avenue and Middle Avenue Street Rehabilitation Project.*

---

### Background

The City of Menlo Park is planning to rehabilitate the streets along Santa Cruz Avenue between Olive Street and Orange Avenue and Middle Avenue between Olive Street and San Mateo Drive. This project is federally funded and is separate from their 2019 resurfacing project. The District will need to adjust the existing sewer manholes within the City's project area to the new roadway grade.

### Analysis

Adjusting/raising of District manholes for the City of Menlo Park rehabilitation project is necessary to ensure immediate access to the sewer lines in the affected project area.

The estimated cost of the raising of manholes to grade is \$55,650.00. This includes raising approximately Thirty Five (35) manholes.

### Fiscal Impact

There will be no fiscal impact to the General Fund. The Capital Assets Fund for Fiscal Year 2019-2020 is budgeted \$100,000 for manhole raising (paving projects). The District has already approved an agreement with the City to raise manholes for the 2019 resurfacing project for \$82,680.00. Therefore, the District would exceed this budgeted item by \$38,330.00.

### Recommendation

The Projects & IT Manager recommends that the Board authorize the District Manager to enter into the attached agreement with the City of Menlo Park for the adjustment of sanitary sewer manholes within the Santa Cruz Avenue and Middle Avenue Rehabilitation Project area.

Attachment: City of Menlo Park Agreement

---

**Report to the District Board for the Regular Meeting of November 13, 2019**

THIS PAGE LEFT INTENTIONALLY BLANK



## WEST BAY SANITARY DISTRICT AGENDA ITEM 7

**To:** *Board of Directors*

**From:** *Phil Scott, District Manager*

**Subject:** *District Manager's Report*

---

1) **CIP Project:**

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **Bid for Cleaning/TVing Large Diameter lines:** Cleaning costs have skyrocketed and District Manager is working with a contractor to break project into phases and investigating in-house capabilities.
- c. **Coyote Hill Erosion Control Project:** District staff has completed the installation of stitch piers, extended the drainage line through the easement, installed drain inlets, and laid coconut mats for the winter to allow grass seed to take root.

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

- a. **WaterReuse:** Waterworks Engineering, Woodard & Curran and District Manager have teamed up to present the Recycled Water Project in a session at the WaterReuse Conference in March 2020.
- b. **P3S Conference:** DM and W&C will present on time delay discharge at P3S conference January 28, 2020 in Long Beach.
- c. **CWEA – Advanced Water Treatment Certification Committee:** DM was asked by CWEA to present Dec 9 on the Recycled Water Project – Sharon Heights at a lunch meeting of the AWT certification committee in Pacifica. DM helped organize this committee (Joint committee of CWEA and American Water Works Association (AWWA)) while President of CWEA. Committee has now developed certification requirements for operators running Advanced Water Treatment plants, typically Membrane Bio-Reactors such as the Sharon Heights facility.

3) **Upcoming Events:**

- a. **Board meetings:** Cancel November 27 meeting. Next meeting December 11, 2019.
- b. **Sewer Service Charges Rate Study:** Beginning work on rate study for Board workshop in January

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

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

---

### Report to the District Board for the Regular Meeting of November 13, 2019

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

THIS PAGE LEFT INTENTIONALLY BLANK



## WEST BAY SANITARY DISTRICT AGENDA ITEM 8

**To:** *Board of Directors*

**From:** *Donald Sturman, Finance Manager*

**Subject:** *Consideration to Approve First Quarter Internal Financial Statements & Analysis of Financial Position as of Quarter End September 30, 2019*

---

### Background

Attached for the Board's review are the District's Internal Financial Statements & Analysis of Financial Position as of Quarter End September 30, 2019

- **Total Revenues** for the first quarter ending September 30, 2019 were \$1,475,921. This exceeded Budget by \$790,033 resulting from higher than Budget revenue in most revenue categories.
- **Permit Fees.** Permit & Inspection Fees of \$188,103 exceeded Budget for the Quarter by \$163,103.
- **Connection Fees** of \$618,715 were \$493,715 above Budget. This favorable variance resulted largely from \$292K received for sewer connections at Facebook.
- **Flow Equal** of \$351,138 was equal to Budget which required no year-over-year inflation adjustment.
- **Franchise Fees** of \$24,969 exceeded Budget for the quarter by \$3,719.
- **Other Operating Inc.** of \$166,955 yielded \$154,214 from Los Altos Hills and \$12,741 from the Town of Woodside which was favorable to Budget by \$79,455.
- **Interest Income & Gain/(Loss) on Marketable Securities.** Gains on the Bank of the West Investment accounts yielded \$124,350 for the quarter. Reflecting current market trends, this was \$105K favorable to Budget. Interest earnings on LAIF of \$153,346 were not remitted to the District until 10/15/19 and will be reported in the next quarter; additionally, the District received \$274 from the Money Market account. Due to the LAIF interest timing difference, interest income fell short of budget by (\$12,226). During the quarter the rate of return on LAIF increased from 2.38% from the prior quarter to 2.45% while the Bank of the West Money Market annual yield remained at 0.33%.

---

**Report to the District Board for the Regular Meeting of November 13, 2019**



- **Total Expenses** for the Quarter of \$10,158,404 were (\$2,246,678) or 7% unfavorable to Budget. Favorable variances were realized in most expense categories. Unfavorable variances were realized in Salaries & Wages (\$117.5K) or 3%, Employee Benefits (\$106.4K) or 4%, and Contract Services (\$88.1K). Salaries & Wages and Employee Benefits will exceed Budget this fiscal year due to not knowing the full value of the final contract with IBT Local 350 at the time the final Budget was approved. The unfavorable variance in Contract Services resulted from the expenditure of the entire \$161.6K annual root foaming budget in Q1 which yielded a savings of \$45.4K from prior year. The unfavorable variance in Contract Services is timing related and will diminish as the year progresses.
- **Capital** spending and reserve transfers during the quarter totaled \$46,367 or 0.6% of the total year Capital Budget. During the quarter, \$2,241,000 was transferred from the Reserves to the main checking account to meet operating needs and required debt service payments to SVCW. Some of the expenditures during the quarter included \$3,364 for the Levee Survey and GPS Update; \$11,636 for a flow monitoring study; \$23,726 for a Mainline CCTV camera; and \$6,582 on the Private Pump and Valve Replacement Program. Spending on the Recycled Water Facility SHGCC totaled \$3,368,455 during the quarter. This was primarily for the design/build contractor \$3,287,927; project management \$45,089; and construction observation \$35,439.

### **Budget Note**

It was discovered this quarter that the PERS unfunded accrued liability payment for 2020 was not included in the FY 19-20 budget within the Public Employees Retirement line item as an expense. Therefore, staff will make the payment anticipated to be \$335,000, from the planned \$1,000,000 contribution to PARS for the prefunding of PERS retirement liability. This will result in a contribution of approximately \$665,000 to the PARS trust account rather the planned \$1,000,000 contribution.

### **Fiscal Impact**

- Total Revenues of \$1,475,921 in Q1 were favorable to Budget by \$790,033.
- Total Expenses of \$10,158,404 in Q1 were unfavorable to Budget by \$2,246,678.
- Cash and Investment balances at quarter end were \$42,587,146.

**Recommendation**

The District Finance Manager recommends the Board consider to accept the 1st Quarter Internal Financial Statements & Analysis of Financial Position as of Quarter End September 30, 2019.

Attachment: First Quarter FY 2019-20 Financials

# **WEST BAY SANITARY DISTRICT**

## **INTERNAL FINANCIAL STATEMENTS & ANALYSIS OF FINANCIAL POSITION**

**First Quarter 2019/20**

**Ending September 30, 2019**

**WEST BAY SANITARY DISTRICT**  
**Recap Analysis of Revenue and Expense**  
**Fiscal Year 2019-20**  
**September 30, 2019**

<b>REVENUES</b>	PRIOR YEAR 07/01/18 - 9/30/2018	Fiscal Year		VARIANCE Fav/(Unfav)
		<b>ACTUAL</b> <b>07/1/19 - 09/30/2019</b>	<b>BUDGET</b> <b>07/1/19 - 09/30/2019</b>	
Operating Revenues - General Fund	577,959	732,581	484,888	247,693
Operating Revenues - Capital	344,658	618,715	125,000	493,715
Non-Operating Revenues	218,851	124,624	76,000	48,624
				-
<b>Total Revenues</b>	<b><u>1,141,468</u></b>	<b><u>1,475,921</u></b>	<b><u>685,888</u></b>	<b>790,033</b>
<b>EXPENSES</b>				
Operating Expenses-	2,085,676	2,305,277	2,194,386	(110,891)
Non-Operating Expenses-General Fund	3,499,935	7,853,127	5,092,340	(2,760,787)
<b>Total Expenses</b>	<b><u>6,060,610</u></b>	<b><u>10,158,404</u></b>	<b><u>7,911,726</u></b>	<b>(2,246,678)</b>
<b>TOTAL GAIN/(LOSS) Ir</b>	<b><u>(4,444,142)</u></b>	<b><u>(8,682,483)</u></b>	<b><u>(6,600,838)</u></b>	<b>(15,283,321)</b>

**WEST BAY SANITARY DISTRICT**  
**Analysis of Revenue**  
**Fiscal Year 2019-20**  
**September 30, 2019**

**FUND:**  
**GENERAL**

	PRIOR YEAR 07/01/18 - 9/30/2018	YEAR TO DATE		VARIANCE Fav/(Unfav)	ANNUAL BUDGET	YTD % of ANNUAL BUDGET
		ACTUAL 07/1/19 - 09/30/2019	BUDGET			
Service Charges Residential	2,558	1057		1,057	22,890,920	0%
Non-Residential		359		359	7,670,995	0%
Permit & Inspection Fees	119,913	188,103	25,000	163,103	100,000	752%
Flow Equalization	337,633	351,138	351,138	0	351,138	100%
Franchises	23,440	24,969	21,250	3,719	85,000	117%
Other Operating Inc - Inc. LAH & TOW	94,415	166,955	87,500	79,455	350,000	191%
Int Inc.	111,089	274	12,500	-12,226	50,000	2%
Gain/(Loss) on Securities	107,762	124,350	18,750	105,600	75,000	663%
Gain/Loss on Sale of Assets						
Other Non-Op. Inc.			44,750	-44,750	179,000	
<b>TOTAL GENERAL</b>	<b>796,810</b>	<b>857,205</b>	<b>560,888</b>	<b>296,317</b>	<b>31,752,053</b>	<b>3%</b>

**FUND:**  
**CAPITAL ASSETS**

	PRIOR YEAR 07/01/18 - 9/30/2018	YEAR TO DATE		VARIANCE Over/(Under)	ANNUAL BUDGET	YTD % of ANNUAL BUDGET
		ACTUAL 07/1/19 - 09/30/2019	BUDGET			
Connection Fees	344,658	618,715	125,000	493,715	500,000	124%
<b>TOTAL CA</b>	<b>344,658</b>	<b>618,715</b>	<b>125,000</b>	<b>493,715</b>	<b>500,000</b>	<b>124%</b>
<b>TOTAL REVENUE</b>	<b>1,141,468</b>	<b>1,475,921</b>	<b>685,888</b>	<b>790,033</b>	<b>32,252,053</b>	<b>5%</b>

**WEST BAY SANITARY DISTRICT**  
**Analysis of Expense**  
**Fiscal Year 2019-20**  
**September 30, 2019**

	PRIOR YEAR 07/01/18 - 9/30/2018	YEAR TO DATE		VARIANCE Fav/(Unfav)	ANNUAL BUDGET	YTD % of ANNUAL BUDGET
		ACTUAL 07/1/19 - 9/30/2019	BUDGET			
Salaries & Wages	844,968	1,025,344	907,846	(117,499)	3,631,382	28%
Employee Benefits	628,857	758,724	652,297	(106,427)	2,609,186	29%
<i>PENSION EXPENSE - GASB 68</i>	-	-	-	-	-	
<i>OPEB EXPENSE - GASB 75</i>	-	-	-	-	-	
Directors- Fees	10,065	5,720	10,065	4,345	40,260	14%
Depreciation	475,000	-	625,000	625,000	2,500,000	
Gasoline, Oil & Fuel	17,500	4,978	17,500	12,522	70,000	7%
Insurance	28,000	18,648	28,500	9,852	114,000	16%
Memberships	11,500	12,710	12,863	152	51,450	25%
Office Expense	8,875	5,857	8,875	3,018	35,500	16%
Operating Supplies	88,299	61,106	90,774	29,668	363,095	17%
Contract Services	112,375	204,017	115,875	(88,142)	463,500	44%
Professional Services	132,488	65,811	136,305	70,494	545,220	12%
Printing & Publications	15,625	2,053	15,625	13,572	62,500	3%
Rents & Leases	10,000	7,193	10,000	2,807	40,000	18%
Repairs & Maintenance	70,750	71,619	71,750	131	287,000	25%
Research & Monitoring	8,250	4,886	8,250	3,364	33,000	15%
Training, Meetings & Travel	14,375	11,926	17,300	5,374	69,200	17%
Utilities	41,250	25,903	45,813	19,909	183,250	14%
Other Operating Expenses	42,500	18,782	44,750	25,968	179,000	10%
Other Non Operating Expense	1,500	-	1,500	1,500	6,000	
Transfer Overhead to SW	(16,250)	-	(16,250)	(16,250)	(65,000)	
SVCW 2009 Bond (\$55 Mil)	325,000	656,144	325,000	(331,144)	1,300,000	50%
SVCW 2014 Bond (\$65 Mil)	286,250	400,525	286,250	(114,275)	1,145,000	35%
SVCW 2015 Bond (\$60 Mil)	206,738	502,296	267,500	(234,796)	1,070,000	47%
SVCW 2017 2018 Bond	459,620	1,186,419	462,194	(724,226)	1,848,774	64%
SVCW Cash in Lieu of 2018 Bond		3,208,002	1,604,000	(1,604,002)	6,416,000	50%
SVCW - SRF Debt Service (2011 debt)	56,250	-	56,250	56,250	225,000	
SVCW -SRF Reserve Contribution	136,250	-	70,628	70,628	282,513	
SVCW - Line of Credit	16,516	-	-	-	-	
SVCW - SRF Debt Service (2012 Debt)	185,000	-	185,000	185,000	740,000	
SVCW Operating Fund	1,732,500	1,899,741	1,732,500	(167,241)	6,930,000	27%
SVCW Capital Contributions	105,811	-	113,018	113,018	452,073	
LAFCo Contribution	4,750	-	4,750	4,750	19,000	
<b>TOTAL EXPENSES</b>	<b>6,060,610</b>	<b>10,158,404</b>	<b>7,911,726</b>	<b>(2,246,678)</b>	<b>31,646,904</b>	<b>32%</b>

**WEST BAY SANITARY DISTRICT**  
**Balance Sheet**  
**as of September 30, 2019**

	<b>Current Year</b>	<b>Prior Year</b>
	<u>QTR End 09/30/2019</u>	<u>QTR End 09/30/2018</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
CASH & INVESTMENTS	42,587,146	45,401,378
INTEREST RECEIVABLE	249,833	262,300
ACCOUNTS RECEIVABLE		4,031
PREPAID EXPENSES	10,261	70,883
Total CURRENT ASSETS	<u>42,847,240</u>	<u>45,738,592</u>
<b>FIXED ASSETS</b>		
PROPERTY, PLANT & EQUIPMENT	85,799,079	82,364,480
LESS: ACCUMULATED DEPRECIATION		(27,888,367)
CONSTRUCTION IN PROGRESS	<u>377,756</u>	<u>634,389</u>
Total PROPERTY, PLANT & EQUIPMENT	<u>86,176,835</u>	<u>55,110,502</u>
<b>OTHER ASSETS</b>		
INVESTMENT IN SVCW	7,853,127	13,006,686
DEFERRED OUTFLOWS OF RESOURCES		
OTHER ASSETS (PARS Irrev Trust)		
TOTAL OTHER ASSETS	<u>7,853,127</u>	<u>13,006,686</u>
<b>TOTAL ASSETS</b>	<u><u>141,293,029</u></u>	<u><u>113,855,779</u></u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
ACCOUNTS PAYABLE	2,000	877,735
CONNECTION FEES PAYABLE	4,000	955,498
ACCRUED PAYROLL & TAXES		292,142
CONSTRUCTION DEPOSITS		9,381
OPEB LIABILITY		(63,258)
SRF Note Payable	4,669,921	
NET PENSION LIABILITY		
DEFERRED INFLOWS OF RESOURCES		
TOTAL CURRENT LIABILITIES	<u>4,675,921</u>	<u>2,071,498</u>
<b>TOTAL LIABILITIES</b>	<u>4,675,921</u>	<u>2,071,498</u>
<b>FUND BALANCES</b>		
INVESTMENT IN OPERATING PLANT	86,176,835	55,110,502
INVESTMENT IN SVCW	7,853,127	13,006,686
<b>AVAILABLE FUND BALANCE</b>	<u>42,587,146</u>	<u>43,667,092</u>
TOTAL FUND BALANCE	<u>136,617,108</u>	<u>111,784,280</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u>141,293,029</u></u>	<u><u>113,855,779</u></u>

**WEST BAY SANITARY DISTRICT**  
**Analysis of Capital Expenditures FY2019-20**  
**September 30, 2019**

	FY19/20 Expended YTD	FY19/20 FY Budget	VARIANCE Budget Balance	YTD % of Annual Budget
<b>ADMINISTRATION</b>				
DISTRICT OFFICE EXTERIOR	1,059	\$10,000	\$8,941	10.6%
DISTRICT OFFICE INTERIOR		\$10,000	\$10,000	0.0%
LEVEE SURVEY & GPS UPDATE	\$3,364	\$60,000	\$56,636	5.6%
FLOW MONITORING STUDY	\$11,636	\$30,000	\$18,364	38.8%
SERVER REPLACEMENT PROGRAM		\$15,000	\$15,000	0.0%
CORPORATE YARD RENOVATION FEASIBILITY STUDY		\$150,000	\$150,000	0.0%
<b>TOTAL ADMINISTRATION</b>	<b>16,059</b>	<b>\$275,000</b>	<b>\$258,941</b>	<b>5.8%</b>
<b>COLLECTION FACILITIES</b>				
SMART COVERS (2)		\$9,500	\$9,500	0.0%
METAL STORAGE BUILDING - Phase 1		\$420,000	\$420,000	0.0%
METAL STORAGE BUILDING - Phase 2		\$432,550	\$432,550	0.0%
FERRF IMPROVEMENTS & DEMOLITION OF OLD TREATMENT PLANT		\$500,000	\$500,000	0.0%
SHEET PILING PROJECT		\$1,000,000	\$1,000,000	0.0%
BAYFRONT RESOURCE RECOVERY (Environmental Impact Report)		\$300,000	\$300,000	0.0%
<b>EQUIPMENT PURCHASES FUNDED FROM VEHICLE &amp; EQUIP REPLACEMENT FUND</b>				
<b>HARBEN JETTER UNIT 220 REPLACE (CARRYOVER)</b>		<b>\$220,000</b>	<b>\$220,000</b>	<b>0.0%</b>
MAINLINE CCTV CAMERA	\$23,726	\$25,000		94.9%
FLO DAR EQUIPMENT (FLOW METERS)		\$35,000		0.0%
ADS FLOW METER		\$5,000		0.0%
SERVICE TRUCK - UNIT 208		\$60,000		0.0%
OPERATIONS SUPERINTENDENT SUV - UNIT 206		\$50,000		0.0%
<b>TOTAL VEHICLE &amp; EQUIP PURCHASES FUNDED FROM VEHICLE &amp; E</b>	<b>\$23,726</b>	<b>\$395,000</b>	<b>\$371,274</b>	<b>6.0%</b>
<b>FUNDING FROM VEHICLES &amp; REPLACEMENT PROGRAM</b>		<b>-\$395,000</b>		
<b>TOTAL COLLECTION FACILITIES</b>	<b>\$23,726</b>	<b>\$2,662,050</b>	<b>\$2,638,324</b>	<b>0.9%</b>
<b>SUBSURFACE LINES AND OTHER</b>				
PUMP & VALVE REPLACEMENT PROGRAM		\$40,000		0.0%
PRIVATE PUMP & PANEL REPLACEMENTS	\$6,582	\$20,000	\$13,418	32.9%
PUMP STATION FENCE REPLACEMENT & REPAIR		\$17,000		0.0%
<b>PIPELINE REPLACEMENT &amp; REHAB ENGINEERING</b>				
Isabella, Gilbert, Bay North, Coyote Hill - Phase 1		\$350,000	\$350,000	0.0%
<b>PIPELINE REPLACEMENT &amp; REHAB CONSTRUCTION</b>				
Town of Atherton Civic Center (Dinklespeil - Carryover)		\$800,000	\$800,000	0.0%
Isabella, Gilbert, & Bay North - Phase 1		\$2,500,000	\$2,500,000	0.0%
<b>TOTAL SUBSURFACE LINES AND OTHER</b>	<b>\$6,582</b>	<b>\$3,727,000</b>	<b>\$3,720,418</b>	<b>0.2%</b>
CONSTRUCTION PROJECTS ENVIRONMENTAL REVIEW		\$10,000	\$10,000	0.0%
MANHOLE RAISING (PAVING PROJECTS)		\$100,000	\$100,000	0.0%
ALLOWANCE FOR UNANTICIPATED CAPITAL EXPENDITURES		\$100,000	\$100,000	0.0%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$46,367</b>	<b>\$6,874,050</b>	<b>\$6,827,683</b>	<b>0.7%</b>
CONTRIBUTIONS TO VEHICLE & EQUIP REPLACEMENT FUND		\$350,000	\$350,000	0.0%
RATE STABILIZATION/BOND RESERVE		\$1,000,000	\$1,000,000	0.0%
<b>TOTAL CAPITAL EXP &amp; RESERVE TRANSFERS</b>	<b>\$46,367</b>	<b>\$8,224,050</b>	<b>\$8,177,683</b>	<b>0.6%</b>
<b>RESOURCE RECOVERY</b>				
RECYCLED WATER FACILITY - SHGCC	\$3,368,455	\$8,192,813	\$4,824,358	41.1%
<b>TOTAL RESOURCE RECOVERY</b>	<b>\$3,368,455</b>	<b>\$8,192,813</b>	<b>\$4,824,358</b>	



**Schedule of Cash and Investments**  
**Fiscal Year 2019-20**  
**September 30, 2019**

DESCRIPTION	PRINCIPAL AMOUNT	ACCRUED INTEREST
.....		
Petty Cash	600.00	
NAVIA Commuter Checking Account	2,925.00	
Cash - Bank of the West, Commercial Account	2,947,850.84	
Local Agency Investment Fund (LAIF)	22,073,733.25	153,346.37
Bank of the West Money Market Account	336,243.77	85.75
<b><u>Bank of the West Reserves Accounts</u></b>		
Bank of The West -OPERATING RESERVE - Securities	6,041,894.70	36,323.02
Bank of The West -OPERATING RESERVE - Cash	569,088.46	
Bank of The West -EMERGENCY CAP RESERVE - Securities	3,026,485.23	20,699.74
Bank of The West -EMERGENCY CAP RESERVE - Cash	203,895.26	
Bank of The West -CAPITAL PROJ RESERVE - Securities	2,115,710.55	11,217.11
Bank of The West -CAPITAL PROJ RESERVE - Cash	83,059.27	
Bank of The West - RATE STABILIZATION RESERVE - Securities	4,837,772.85	27,152.15
Bank of The West - RATE STABILIZATION RESERVE - Cash	124,295.86	
Bank of The West - RECYCLED WATER CASH FLOW RESERVE - Securities	119,966.40	1,009.34
Bank of The West - RECYCLED WATER CASH FLOW RESERVE - Cash	103,624.65	
Bank of The West - RECYCLED WATER SRF RESERVE - Securities (Restricted - SHGCC)	765,886.82	4,140.01
Bank of The West - RECYCLED WATER CASH SRF RESERVE - Cash	72,992.21	
<b>Subtotal of Bank of the West Reserve Accounts</b>	<b>17,225,793</b>	<b>96,401</b>
<b>Total Cash and Investments 09/30/2019</b>	<b>42,587,146</b>	<b>249,833</b>
PARS Irrevocable Trust - To fund OPEB Unfunded Liability as of 09/30/19*	266,157	
<b>PARS Irrevocable Trust - To fund the Unfunded Accrued Liability 09/30/19*</b>	<b>1,049,878</b>	

\* PARS statements are available 30- 45 days after end of reporting period

**Note:**

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



## WEST BAY SANITARY DISTRICT AGENDA ITEM 9

**To:** *Board of Directors*

**From:** *Phil Scott, District Manager*

**Subject:** *Consider to Authorize the District Manager to Negotiate and Execute a Developer's Agreement for the Project at 1540 ECR, Subject to Legal Counsel's Review.*

---

### Background

The District has been in discussions with Four Corners Properties regarding the development project at 1540 ECR to find solutions to the wastewater line locations and connections. The original design included sanitary sewer laterals connecting to the District Main Sewer on ECR for the West building and connecting to San Antonio for the East building.

District Staff is requiring both buildings to connect to the San Antonio main due to maintenance issues with the ECR line.

### Analysis

Rather than replace the ECR mainline the Developer agreed to sewer both buildings to the east, to a connection point to the existing sanitary sewer line in San Antonio which drains to Encinal. This is the preferred alternative because of challenges with existing infrastructure in El Camino Real where the old Beltramo connection is located. Also included in the design is to have the developer construct an intertie between the northerly and southerly flowing sewer lines on San Antonio. The intertie is beneficial to the District in that it provides a measure of protection from overflow should either of the San Antonio mainlines experience a blockage in the future. The Developer has indicated that directing all the flow to San Antonio and constructing an intertie was not an anticipated expense for the project.

In exchange for directing the flows to San Antonio and constructing an intertie, staff is proposing to have the District share in the cost of the intertie by reducing the Connection Fees for the project by approximately half of the cost of the intertie estimated to be about \$51,000 (170 feet of 6" pipe @ \$300/foot). Therefore, the connection fees would be reduced by approximately \$25,500.00.

---

### Fiscal Impact

The District's projected revenue from Connection Fees would be reduced by \$25,000 to the Capital Assets Fund. However, the District's Assets would increase by the total value of the pipeline and avoid staff administration expenses arranging the construction through a Capital Improvement Project.

### Recommendation

The District Manager recommends the District Board Authorize the District Manager to negotiate and execute a Developer's Agreement for the project at 1540 ECR, subject to Legal Counsel's review.



## WEST BAY SANITARY DISTRICT AGENDA ITEM 10

**To:** *Board of Directors*

**From:** *Phil Scott, District Manager*

**Subject:** *Consideration of Resolution Approving the District's Revised Purchasing Policy and Authorizing the District Manager to Execute a Commercial Card Agreement with Bank of the West for Corporate Credit Cards*

---

### **Background**

The District's Purchasing Policy was written and approved in 2010. Due to changes in monetary values, personnel, titles, responsibilities and purchasing options, staff is recommending revisions to the purchasing policy in order to increase efficiency in operations, provide for better security, and protect the District against fraud, and transition to paperless transactions where feasible.

Recently, the District experienced incidents of check fraud where unknown miscreants were passing fake checks made to appear they came from West Bay Sanitary District with our checking and routing numbers to make purchases on "Craig's List". Subsequently, the District enrolled in Positive Pay online to verify all checks prior to payment through the Bank's website. This also emphasized a need to reduce the number of checks written to help avoid some of the risk of this kind of check fraud. To that end, at the October Board meeting, the District Manager discussed with the Board the benefits of transitioning from using Small Business Credit Cards with Bank of the West to using Corporate Purchase/Credit Cards. This move is resulting in revising our purchasing policy and Credit Card guidelines as well as requiring a Commercial Card Agreement with Bank of the West authorizing the use of the Corporate Credit/Purchase Cards.

### **Analysis**

The Commercial Card Agreement requires the Board authorize the District Manager to execute the agreement and the minutes, or resolution in this case, must reflect the:

- District's legal name and structure
- Approval of the credit request - \$115k Corporate card
- Name and title of the authorized signers for the credit card

- Phil Scott, District Manager
- Bill Kitajima, Projects & IT Manager
- Who has the ability and authority to enter into a binding contract – District Manager

The accompanying resolution includes all the above.

Additionally, a redline version of the revised purchasing policy is attached which indicates areas where revisions are deemed beneficial by staff. Staff is requesting the Board approve the revision to the Purchasing Policy.

Finally, revisions to the Corporate Purchase Card Guidelines have also been made to reflect the necessary changes as a result of transitioning from Small Business Credit Cards to the Bank of the West Corporate Purchase Card system. Revisions in the Purchasing Policy were mirrored in the Corporate Purchase Card Guidelines for consistency.

A signed Commercial Agreement and updated Treasurer's driving license information will need to be submitted to the Bank with the approved Resolution.

### **Fiscal Impact**

Though a dollar amount cannot yet be determined, savings in man-hours should be realized from reducing the amount of checks to be written, tracked, and reconciled as well as reducing the amount of purchase orders to be written and tracked. Incidents of check fraud should also be reduced thereby saving expenses related to stopping and rewriting checks and coordinating with Bank staff etc.

### **Recommendation**

The District Manager recommends the District Board approve the Resolution which approves the District's Revised Purchasing Policy and Authorizes the District Manager to Execute a Commercial Card Agreement with Bank of the West for Corporate Credit Cards and direct the District Manager to commence training of employees on the revised purchasing policy effective immediately.

Attachments: Resolution, Redlined Purchasing Policy, Clean Purchasing Policy, and Corporate Purchase Card Guidelines, and Commercial Card Agreement.

**RESOLUTION NO. \_\_\_\_\_ (2019)**

**IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT**

**COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\*\*\*\*\*

**A Resolution of the District Board of the West Bay Sanitary District Approving a Revised Purchasing Policy and Approving a Commercial Card Agreement Between West Bay Sanitary District and Bank of the West for Corporate Credit Cards, and Authorizing the District Manager to Execute the Agreement**

WHEREAS, the West Bay Sanitary District is a special independent district, organized and existing under the Sanitary District Act of 1923 (Cal. Health & Safety Code §6400, et seq.), and provides wastewater collection, recycled water and conveyance services to the Cities of Menlo Park, Atherton and Portola Valley, and portions of East Palo Alto, Woodside and unincorporated areas of San Mateo and Santa Clara counties, and

WHEREAS, the West Bay Sanitary District approved a Purchasing Policy in May of 2010, and

WHEREAS, revisions to the purchasing policies are necessary over time to reflect, changes in monetary values, personnel, titles, responsibilities and purchasing options, and

WHEREAS, revisions to the purchasing policy are intended to increase efficiency in operations, provide for better security, and protect the District against fraud, and transition to paperless transactions where feasible, and

WHEREAS, Bank of the West serves as the District's primary banking vendor, and the District understands the benefits of transitioning from using Small Business Credit Cards with Bank of the West to using Corporate Purchase/Credit Cards, and

WHEREAS, this transition requires a Commercial Card Agreement to be executed between the West Bay Sanitary District and Bank of the West, and

WHEREAS, the District Manager has been appointed as the Chief Fiscal Officer of the West Bay Sanitary District and has been granted authority by the District Board per Resolution No. 1720(2010) to Open Accounts and Invest Funds to ensure continuity of the District's operations, processes and procedures.

\*\*\*\*\*

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

1. The District's Purchasing Policy 2010, is approved as the Revised Purchasing Policy 2019 this 13<sup>th</sup> day of November 2019, as attached in Exhibit A.
2. The District Manager is authorized to execute the Commercial Card Agreement subject to Administrative and Housekeeping changes as supervised by the District Legal Counsel.

3. The District approves the total Credit Request limit of \$115,000 for the Corporate Credit Cards.
4. The Authorized signers for the Corporate Credit Cards are Phil Scott, District Manager and Bill Kitajima, Projects & IT Manager.

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on 13<sup>th</sup> day of November, 2019, 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  
PURCHASING POLICY  
APPROVED MAY 26, 2010**

**Revised December 11, 2019**

Formatted: Centered

**Purpose**

These procedures have been prepared to establish and clearly define the responsibilities of each employee and department as related to purchasing, to maintain an internal centralized control over the purchase of goods or services, to reduce the time required to pay invoices to a minimum, and to obtain purchases with the best prices consistent with quality.

The first step in the purchasing function is the preparation of a purchase requisition. All purchases other than petty cash purchases must be initiated by a purchase requisition, unless the Department Purchasing Supervisor requests the purchase, in which case a purchasing requisition is not required.

No orders may be placed for goods or services, and no purchase order is valid, without prior written approval of the Department Purchasing Supervisor ~~and or~~ District Manager.

An employee who needs to purchase goods or services shall first prepare a purchase ~~order~~ requisition and attach whatever quotes or additional information as may be required by these policies or such additional information as may be required by the Department Purchasing Supervisor.

Commented [DS1]: This is not wrong, but not consistent with the paragraph above in which only purchase requisition is used rather than purchase order requisition.

**Section 1. Division of Responsibility**

For the purposes of this section the title Department Purchasing Supervisor shall refer to, and the responsibilities within the operating departments shall be, assigned as follows:

- |                                  |  |
|----------------------------------|--|
| 1. Administrative and General:   | <del>Projects</del> <del>Office &amp; Communications</del> Manager |
| 2. Collection System:            | <del>Maintenance</del> <del>Operations</del> Superintendent        |
| 3. Flow Equalization Facilities: | <del>Maintenance</del> <del>Operations</del> Superintendent        |
| 4. Sampling and Monitoring:      | Regulatory Compliance Coordinator                                  |
| 5. Safety Equipment              | Regulatory Compliance Coordinator                                  |
| 6. <u>Capital and IT</u>         | <u>Projects &amp; IT Manager</u>                                   |

Formatted Table

Formatted: Font: (Int'l) +Body (Calibri)

Requester

An employee who needs to obtain goods or services in order to conduct the District's business shall adhere to the following procedure:

1. Determine exactly what is needed. Prudent purchasing requires that requests be made only for those goods or services that are necessary.



2. Prepare a purchase requisition to obtain goods or services. The requisition must include:

- a. Vendor, vendor's address and vendor's telephone number.
- b. Goods or services to be purchased.
- c. Purpose of goods or services to be purchased.
- ~~e-d.~~ Additional information as may be required by Section 3 of this policy, or as may be required by the Supervisor or District Manager.
- ~~e-e.~~ The requester's signature.

Department Purchasing Supervisor

The Supervisor authorizing and signing the purchase requisition and purchase order shall adhere to the following procedure:

- 1. Determine that goods or service requested are appropriate and will accomplish the proposed purpose and approve specifications when required.
- 2. Determine that the requirements of Section 3 of this policy have been met.
- 3. Determine that the goods or services requested do not exceed the District's inventory requirements.
- 4. Authorize purchase requisition and prepare or authorize the preparation of a purchase order and send to Dept Manager or District Manager for approval.
- 5. Maintain list of qualified vendors acceptable to the District.
- 6. Determine that goods or services have been received in good order and in accordance with specifications.
- 7. Submit written receipt or Invoice for goods or services or a packing slip signed by the receiver of goods to the Accounting-Finance Department. A completed purchasing package for operational goods or supplies is defined as a signed purchase requisition, a signed purchase order, and a signed packing slip. The Finance Department will verify all purchasing packages are complete and will follow up as needed.
- 8. Notify Finance Department of any shortages or damages.

**Commented [DS2]:** and authorize the preparation of a purchase order.

**Commented [DS3]:** Purchasing policies should follow a timeline. At this stage in the purchasing timeline, the policy is describing events and procedures before a purchase is made. The Department Purchasing Supervisor signs the purchase requisition and PO before goods and services have been ordered or procured. The way #6 currently reads is that the policy obligates the Department Purchasing Supervisor to verify all goods and services have actually been received. Judgmentally, this is not operationally reasonable. The signature of the receiver on the packing slip is sufficient evidence that goods, inventory, and/or operational supplies were indeed received.

Accounting-Finance Department

The Finance Department shall adhere to the following procedure:

- 1. Determine availability of funds.
- 2. Determine that purchase requisitions and purchase orders have been prepared and authorized in accordance with this policy.
- 3. Audit for a complete purchasing package and pay all invoices.
- 4. Advise the District Manager of any discrepancies between purchase orders and invoices prior to payment.

**Purchase orders issued by the District for goods or services must be signed by the department supervisor and/or the District Manager prior to the order of goods and/or services, depending on the amount, in order to be valid unless purchased through a pre-approved Open Purchase Order, pre-approved account (eg. Home Depot), or during extremely urgent or emergency conditions. Any purchase order, which does not meet this requirement, shall not be processed (nor any related invoice paid) and brought to the attention of the District Board at the next regularly scheduled meeting.**

District Manager

The District Manager shall adhere to the following procedure:

1. Determine that the goods or services requested are necessary to conduct the District's business.
2. Determine that the purchasing procedures set forth in this policy have been adhered to.
3. Approve all purchases in excess of \$5,000.00.

### Section 2. Purchasing Cycle

Purchase of goods or services shall be made only after a purchase order is authorized according to this policy or an agreement is entered into by an authorized District representative (the District Manager or his/her assignee).

- A. If not budgeted, the District Manager shall request Board authorization to purchase any capital item, including tools, equipment, furniture or fixtures costing in excess of \$5,000.00 and/or having an estimated life of three years or more and be handled according to standard accounting practices.
- B. Determination of the value of a purchase shall include all cost pursuant to their utilization of an item for its intended purpose, including taxes, freight, modification, interest and any other relevant costs. **No Contract or purchase shall be subdivided to avoid the requirements of these purchasing procedures**

### Section 3. Purchasing Procedures – Amount of Purchase

1. Purchases to ~~\$99.99~~150.00:
  - a. Purchases usually will be made with petty cash and do not require a purchase requisition nor a purchase order.
  - b. Only the District Manager may make exceptions up to ~~\$250~~0.00.
  - c. Payments from petty cash must be made with a petty cash receipt form.
  - d. The petty cash receipt must be signed by the employee receiving the petty cash and the employee's immediate manager.
  - e. The petty cash must be balanced monthly and shall be maintained by the Petty Cash Custodian and the Accounting-Finance Department.

**\*\*\* PURCHASES MADE UNDER SECTION 3 (2)(3)(4)(5)(6) MUST MEET THE REQUIREMENTS OF SECTION 1 AND 2 OF THIS POLICY. \*\*\***

2. Purchases of \$00.00 to \$4,999.99:
  - a. Placed with a qualified vendor.
  - b. Purchase order may be issued without a determination of availability of funds.
  - c. For purchases beyond the limits of petty cash and less than \$1,000, a purchase requisition form must be approved and submitted unless a Corporate Purchase Card is used.

Formatted: List Paragraph, Right: 0", No bullets or numbering, Tab stops: Not at 1.58"

b-d. Purchases over \$1,000 require a purchase requisition and purchase order to be completed unless for a routine purchase by Corporate Purchase Card approved by the District Manager or via Open PO.

**Formatted:** List Paragraph, Right: 0", No bullets or numbering, Tab stops: Not at 1.58"

**Commented [DS4]:** A purchase requisition precedes a purchase order.

3. Purchases of \$5,000.00 to \$14,999.99:

a. Whenever possible and reasonable, at least three informal prices will be obtained from qualified vendors. ~~If the amount is less than \$10,000.00, either written or electronic quotations shall be made secured. When the estimated amount is \$10,000.00 or more, quotations from qualified vendors shall be in writing.~~

**Formatted:** Left, Indent: Hanging: 0.5", Space Before: 0.5 pt

a. Availability of funds is required.

**Formatted:** Body Text, Left, Indent: Hanging: 0.5", Right: 0.14", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.08" + Indent at: 1.58", Tab stops: 1.58", Left

c. Simple, concise specifications may be furnished to the Administration

Office for obtaining quotations.

d. Purchases require District Manager approval prior to issuance of the purchase order.

~~d-e.~~ Purchases or payments in this price category can be made by Corporate Purchase Card if approved and deemed beneficial to the District by the District Manager. -These purchases/payments must be specifically reported to the District Board in the first instance and coded as paid by Corporate Purchase Card in the Board packet Withdrawal Orders thereafter.

**Formatted:** Left, Indent: Left: 0.81", Hanging: 0.5", Right: 0.45", Space Before: 12 pt

4. Purchases of \$15,000.00 to \$24,999.99:

- a. Purchase must be approved by adoption of the budget or directly by the District Board.
- b. Written specifications shall be required prior to purchase.
- c. Written quotations shall be solicited from three or more qualified vendors whenever possible.
- d. Availability of funds is required.
- e. The District Manager, prior to issuance of a purchase order, shall approve purchase to the lowest responsible vendor.
- f. Purchase from sole source vendors shall be reported to the District Board at the next regularly scheduled meeting via Withdrawal Order report.
- g. Should the District Manager determine that the lowest quote(s) is (are) unresponsive, the District Manager shall ask the District Board to ratify the District Manager's determination prior to purchase.
- h. The District Manager shall report to the District Board all purchases made pursuant to this subsection (Section 2 (4)) at the first regular Board Meeting following the purchase. ~~The Board shall be provided with copies of the written quotations upon which the purchasing decision was based.~~

**Commented [P55]:** I think I'm limited to "unresponsive" by Govt code.

5. Sewer Construction Contracts of \$15,000.00 or more:

- a. Contract requires formal bid process in compliance with the public contract laws.
- b. Contract must be approved and bid awarded by the District Board.
- c. Applicable provisions of the Health and Safety Code and the Government Code of the State of California must be followed.
- d. Availability of funds is required for award of bid to be recommended to the District Board and purchase order issued.
- e. Should the District Manager determine that the lowest bid(s) is (are)

unresponsive, the District Manager shall ask the District Board to ratify the District Manager's determination prior to purchase.

6. Purchases of \$25,000.00 or more:

- a. Purchase must go to competitive bidding and be approved by the District Board to go to bid, unless purchased through a Cooperative purchase agreement or Piggyback purchase as outlined in Section 7.-
- b. Written specifications shall be required prior to obtaining bids (except sole source items).
- c. Formal Invitation to Bid, Request for Proposal, or Request for Quote shall be solicited from multiple qualified vendors.
- d. Availability of funds is required.
- e. The District Manager shall evaluate all bids, proposals, or quotes received and recommend the Best Value. Best Value shall mean the bidder who meets the best interests of the District as determined by the District Manager. The District Board in their sole and absolute discretion pursuant to the criteria outlined by the District in its Request for Quotes, Request for Proposal or Invitation for Bid shall authorize District Manager to award the bid to the best value vendor.

**7. Cooperative and Piggyback Contracts**

Piggyback purchases are purchases made under the terms and conditions of another public agency's contract which was executed utilizing a competitive bid process. The Contractor must agree to extend its pricing, terms, and conditions to other public agencies. Prices quoted through a competitive bidding process by another public agency, may be used for purchasing equipment, services, and supplies for use in the District when it is recommended by the District Manager and approved by District Board that it is the Best Value and in the District's best interest. Sections 3.1, 3.2, 3.3, 3.4, and 3.6 do not apply to this subsection.

Cooperative purchase agreements can be utilized to provide financial benefits to the District when purchasing, equipment, furniture, vehicles etc. Recognized cooperative purchase agreements such as California Multiple Award Schedules (CMAS), General Services Administration (GSA), California State Bids, or other multi-government agency agreements can be used in place of the formal invitation to bid process when advantageous to the District.

**Section 4. Receipt of Purchases**

- a. All goods received must be listed on a "goods and services receipt form". A packing list may be used for this purpose.
- b. All shortages must be noted on the "goods and services receipt form"/packing slip, which is then provided to the District's Accounting-Finance Department.
- c. The District employee receiving the goods must clearly print his/her name on the "goods and services receipt form".
- d. For receipt of services delineated as Repairs and Maintenance in the District Budget, the Supervisor shall provide the Accountant-Finance

**Commented [DS6]:** Is this a new form that will be created? That I can recall, I have never seen anybody use this form here or anywhere I've ever worked. A signature on a packing slip suffices as evidence of receipt. Judgmentally, the referenced form does not add any support towards best purchasing practices, but does add one more form to fill out and one more piece of paper in the purchasing process. For services, where milestones need to be achieved, the invoice for payment should not / will not be submitted to Finance to be paid unless the services are satisfactorily rendered.

|

Department with a signed

d. ~~Goods and Services Receipt Form~~ indicating that the work has been completed to their satisfaction.

**Section 5. Emergency Purchases**

The District Manager shall make all emergency purchases in accordance with Public Contract Code Section 22050 et seq., and District Board Resolution 1253 (95).

**Formatted:** Right: 0.41", Space Before: 0 pt, Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.08" + Indent at: 1.58", Tab stops: 1.58", Left





**SUBJECT:** West Bay Sanitary District Corporate Purchase Card System Guidelines

**PURPOSE:**

These guidelines establish the District's basic guidelines and procedures for using Corporate Purchase Cards in making payments, and travel, supply, and service purchases on behalf of the District. Under certain circumstances, the use of the Purchase Card may be the most appropriate method of payment of:

- A. Authorized travel expenses, i.e. advance payment of hotels and transportation
- B. Purchase of materials and supplies when vendors will not accept District purchase orders
- C. Purchases for materials, supplies and services when it is not practical to use other authorized District purchasing methods (i.e. registration for seminars, internet purchasing, non-repetitive vendor purchases, etc.)
- D. Routine Vendor purchases who will accept the use of the Corporate Purchase Cards thus avoid writing a check
- E. Routine Utility payments, annual software maintenance fees, annual dues and membership fees and the like that will result in the avoidance of writing checks for routine payments

Using the Purchase Card, when appropriate and advantageous to the District, should:

- Reduce total procurement costs, both for the District and its vendors
- Give the District the ability to take advantage of cost-saving opportunities by utilizing internet and non-PO accepting vendors
- Reduce the number Purchase Order transactions
- Reduce the number of checks to be written, tracked, and reconciled.
- Reduce the risk of fraudulent check incidents

**GUIDELINES:**

The District Manager and Projects & IT Manager are the authorized Administrators of the Corporate Purchase Card website for the District. An initial list of card holders/users will be developed upon implementation (see Exhibit A) and changes (additions/deletions) to the cardholders/users list may be made as needed with the approval of the District Manager.

The Corporate Purchase Card is authorized for District expenditures only.

- Cardholders will not use District Corporate Purchase Cards for personal expenses, even if the intent is to reimburse the District at a later date. Misuse of the Corporate Purchase Cards may result in disciplinary action, up to and including termination and may be subject to criminal prosecution.
- The Corporate Purchase Card will not be used to circumvent the District's current established purchasing approval guidelines requiring, among other things, department approval and account coding of all requested items prior to purchase.

## **GUIDELINES (cont.):**

**The District shall utilize the services of the Corporate Purchase Card issued by Bank of the West as the approved vendor. Corporate Purchase Card services may be added to or deleted from the website any time with the approval of the District Manager.**

- The Finance Department will process the Corporate Purchase Card invoice within contracted guidelines which may, in some circumstances, require payment prior to final approval from the District Manager.
- Each Cardholder is responsible for obtaining receipts or invoice(s) for all purchases made on the Corporate Purchase Card. Receipts are required for all purchases.
- For purchases of \$1,000 or more a Purchase Requisition and Purchase Order are required.
- A valid account number(s) shall be included on the receipt indicating to what account the item(s) should be charged as indicated on the original order request form. Once the initial approval process is complete all receipts are routed to the Finance office for processing, reconciliation and payment. Ultimate coding decisions for purchases shall be determined by the District Manager as advised by the Finance Department.

## **RESPONSIBILITY:**

The District Manager oversees the entire Corporate Purchase Card program within the District, including the administration of new accounts, reporting and payment processes. The DM is responsible for developing procedures, providing training, and enforcing compliance to the District's procedures and terms of the Corporate Purchase Card Master Service Agreement. Final approval for all Corporate Purchase Card transaction is the responsibility of the District Manager.

Purchase card holders are required to timely submit fully coded purchase card statements within five days of receipt. Failure to do so may cause the District to pay unnecessary late payment fees and interest penalties.

The District's Finance Manager is responsible for the preparation of timely payment of the Corporate Purchase Card balance after verifying the accuracy of the invoices and receipts.

The cardholder must be a current District employee with designated purchasing limits who uses the Corporate Purchase Card for District related business purchases, then reconciles and verifies a Statement of Account at the end of each billing cycle. Cardholders are responsible for keeping records of each transaction, documenting Department Head approval of transactions and must complete the monthly reconciliation with required approvals within the time frame determined by District. The person whose name is on the Corporate Purchase Card is also responsible for:

- **Security of the Corporate Purchase Card**
- **Appropriate use of the Corporate Purchase Card**
- **Compliance with District's Purchasing Guidelines, the Corporate Purchase Cards conditions of use**
- **Timely preparation and submittal of approved monthly Cardholder Statement of Account**

## Exhibit A

### West Bay Sanitary District Corporate Cardholder List As of 11-1-19



West Bay Sanitary District  
Corporate Purchase Card

**Cardholder List as of 11-1-19**



First Name**	Last Name**	Types of Approved purchases	Credit Limit
Phillip	Scott	Travel & Trng, Utility payments, Contract payments, SVCW payments, Conference Registration and fees, Safety Training Vendors, County fees and other as listed below.	\$ 60,000
Todd	Reese	Travel & Trng, County fees, Utility payments, Office Supplies & publications, Postage/FedEx, Luncheon and Meeting supplies.	\$ 5,000
Sergio	Ramirez	Travel, Utility payments, Operating Supplies, permit fees, CWEA memberships, dues, exam fees and training services.	\$ 5,000
Bill	Kitajima	Travel & Trng, Maintenance agreement pymnts, software purchases, Online purchases for computers, phones or connection charges. Software apps.	\$ 5,000
Jed	Beyer	Travel & Trng, Flow & Sampling Supplies, Regulatory permit fees, Safety Supplies, Website fees for FloDar, SmartCover etc., Software Apps	\$ 5,000
Annette	Bergeron	Travel & Trng, Utility payments, Drug Screens, Physicals, Background checks, HR support, Recruitment Platform	\$ 2,500
Carrie	Nevoli	Travel and flight arrangements, Utility payments, Luncheon and Meeting supplies. conference registration, Luncheon and meeting supplies.	\$ 30,000
Robert	Scheidt	Travel & Training, Luncheon and meeting supplies, Open PO purchases for Operating Supplies and parts (ie. Grainger, Moss Rubber, Home Depot, Auto), Ace Hardware acct.	\$ 2,500



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 11**

**To: Board of Directors**

**From: Phil Scott, District Manager**

**Subject: Consideration of Establishing January 8, 2020 as the Date of Public Hearing to Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation**

---

Background

Per Government Code the compensation that may be paid to a Board Member for each day's attendance at meetings may be increased annually by five percent. Since the last increase was in April 2018, the Board could elect to increase 5%. This means the Board may increase its compensation from \$220.00 per meeting to \$231.00 per meeting.

Analysis

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

Should the Board determine to approve this increase, a Public Hearing will be scheduled for January 8, 2020, at which time the Board may adopt the attached Regulation.

Fiscal Impact

A 5% increase in 2019, in Board of Director fees would have minor impact on the budget especially since the increase is effective for only a partial budget cycle.

Recommendation

The District Manager recommends the Board establishing January 8, 2020 as the date of public hearing to consider General Regulation amending the Code of General Regulations for Board Member compensation.

---

THIS PAGE LEFT INTENTIONALLY BLANK



## WEST BAY SANITARY DISTRICT AGENDA ITEM 12

**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.*

THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 13**

**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.



THIS PAGE LEFT INTENTIONALLY BLANK



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 14**

**To: Board of Directors**

**From: Phil Scott, District Manager**

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

---

The District's representative to Silicon Valley Clean Water (SVCW), George Otte, will report on the October 21, 2019 meeting as well as any pertinent items regarding SVCW operations and CIP.

THIS PAGE LEFT INTENTIONALLY BLANK



## WEST BAY SANITARY DISTRICT AGENDA ITEM 16

**To:** *Board of Directors*

**From:** *Phil Scott, District Manager*

**Subject:** *Consider to Approve and Authorize the District Manager to Issue a Request for Proposals for Professional Services for Recruitment of the District Manager Position*

---

### Background

In keeping with the District's Succession Plan the District Manager has made it known to the District Board that after ten (10) extremely enjoyable and successful years, he is anticipating retiring from the District in the proximity of June 2020 (date to be confirmed after meeting with PERS). The purpose of issuing the Request for Proposals (RFP) now is to start the recruitment process to replace the District Manager (DM) early enough to avoid or minimize any period of time where there is an actual vacancy in the position and allow for a smooth transfer of knowledge from the outgoing DM to the incoming DM.

### Analysis

The District Manager has put together a simple RFP calling for proposals that will provide a recruitment strategy that will meet the needs of the District, provide a timeline for recruitment, and understand the costs of recruitment for an executive in the current Bay Area labor climate within the water/wastewater industry.

### Fiscal Impact

There is no fiscal impact to issuing an RFP but the results of the RFP should provide the Board with cost information of performing an executive recruitment. These recruitment costs will be expensed to the General Fund.

### Recommendation

The District Manager recommends the Board approve and authorize the District Manager to issue an RFP for professional services for recruitment of the District Manager position.

Attachments: DM RFP 2019, DM Job Description, DM Search Firm list.

---



*Serving Our Community Since 1902*

500 Laurel Street, Menlo Park, California 94025-3486 (650) 321-0384 (650) 321-4265 FAX

PHIL SCOTT  
District Manager

In reply, please refer to our

File No. RFP: 20191113

# **Request for Proposals**

## **(RFP) Recruitment Services**

### **For District Manager**

#### **RFP: 20191113**

<b>Open Date/Time</b>	Friday; November 15, 2019 5:00 PM
<b>Close Date/Time</b>	Friday; January 3, 2020 5:00 PM
<b>Terms</b>	<b>6 month contract.</b>
<b>Contact</b>	Phil Scott, District Manager
<b>Phone:</b>	<b>650-321-0384</b>
<b>Email:</b>	<a href="mailto:pscott@westbaysanitary.org">pscott@westbaysanitary.org</a>



In reply, please refer to our

File No. RFP: 20191113

Since 1902, West Bay Sanitary District has been providing wastewater collection and conveyance services to the City of Menlo Park, Atherton, and Portola Valley, and areas of East Palo Alto, Woodside and unincorporated San Mateo and Santa Clara counties. The District conveys raw wastewater, via the Menlo Park Pump Station and force main, to Silicon Valley Clean Water (SVCW) for treatment and discharge to the San Francisco Bay. The District anticipates starting operations of a new Recycled Water Treatment Facility in Jan/Feb of 2020.

Mission

The West Bay Sanitary District is dedicated to protecting the public health and the environment by providing cost effective sanitary sewer service.

We are committed to providing our customers with wastewater disposal services utilizing the highest technical, environmental, and safety standards available; to providing the very best customer service; to ensuring the fiscal viability of our District by applying sound business principles and to ensuring the optimum operation of our infrastructure by employing professional maintenance and replacement practices.

West Bay Sanitary District is seeking qualified firms to provide Recruitment Services to replace the District Manager who will be retiring in June of 2020. The current District Manager (General Manager) has been the executive director for the day-to-day operations since February 2010. The District is looking for a capable District Manager who can maintain and enhance the positive work culture that exists and attend to the good management of the District from fiscal management to employee relations, to legal and technical matters. The District is also looking for someone with years of experience in the Collection System field as well as a knowledge of recycled water.

The District's goal is to begin the recruitment in February of 2020 and hopefully fill the position by May or June of 2020, if possible. The District manages a budget of about \$30M/year and serves a population of about 55,000. The District is seeking proposals with itemized costs for this recruitment service and a realistic timeline in which to recruit and onboard this position. Proposal deliverables should include a revised job description, an updated salary survey, example interview questions and other recruitment tools found helpful by proposing firm that you believe puts your firm in a unique position to fill this recruitment. Upon selection of a qualified firm to provide services the District Manager will request the District Board to approve the execution of a services agreement.

Attached to this RFP is the current job description. The current annual salary of the District Manager is \$231k/year.

All RFP responses must be received in electronic form via email by the deadline provided on the cover page. Any questions regarding this RFP can be submitted via telephone and/or email and responses will be provided in as timely of a manner as possible.

Very Truly Yours,

**WEST BAY SANITARY DISTRICT**

Phil Scott  
District Manager

**WEST BAY SANITARY DISTRICT**  
**Job Description**  
**DISTRICT MANAGER**

**DEFINITION**

Subject to the administrative direction of the District Board, to manage and coordinate the field, plant and business affairs of the Sanitary District; to enforce State and District laws relating to sanitary health and safety; and to do related work as required.

**EXAMPLES OF DUTIES**

Maintains the system of District accounts, receiving and disbursing funds; prepares the annual budget for the Board and prepares periodic financial statements of accounts; prepares purchase orders; plans and arranges the holding of annexation, bond and general District elections; meets the public to disseminate information regarding District regulations; charges assessments and taxes. Attends meetings of the Board. Administers personnel plans and policies, compensation plans and all related personnel matters.

Directs and personally assists in the preparation of specifications for construction and repair of District Facilities; supervises the inspection of plans and specifications for compliance with accepted standards, regulations and safety codes; confers with property owners, contractors, public officials and other persons, to coordinate inspection, maintenance and operational services.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of public administration and fiscal management.
- Objectives, methods, materials and equipment used in design, construction and maintenance of sewage collection and treatment systems and related appurtenances.
- Pertinent State and District laws, rules and regulations.
- Field survey and construction practices, mathematics, mechanics and strength and properties of materials of engineering construction.

**Ability to:**

- Organize, plan, assign, coordinate and supervise the work of the District.
- Prepare plans and specifications.
- Understand, interpret and apply laws, rules and regulations to actual situations.
- Negotiate and work with contractors, public officials, property owners and the public in general.
- Write reports, keep records and establish and maintain office procedures.

**Experience of five years in two or more of the following fields:**

- Technical engineering work in the design, construction or inspection of public works.
- Construction or maintenance supervision of public works projects.
- Management of a business enterprise involving wide public contact and supervision of personnel.

**Education:**

- Equivalent to graduation from recognized four-year college or university with emphasis engineering and business administration subjects or related fields.

**License:**

- Possession of a valid California Department of Motor Vehicles Class C Driver License and driving record in conformance with District's required driving standards.

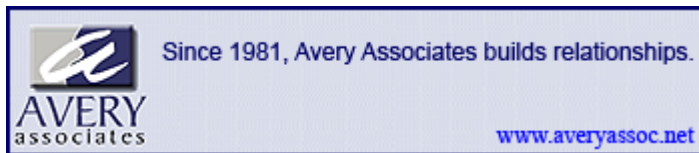
W:\Admin Data\Personnel\Job Descriptions\District Manager\District Manager Job Description2004.Doc





**Alliance Resource Consulting**

400 Oceangate, Suite 510  
Long Beach, CA 90802  
(562) 901-0769  
Fax: (562) 901-3082  
Email: [info@allianceRC.com](mailto:info@allianceRC.com)



**William Avery & Associates, Inc.**

3-1/2 N. Santa Cruz Avenue, Suite A  
Los Gatos, CA 95030  
(408) 399-4424  
Fax: (408) 399-4423  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)



**CPS HR Consulting**

241 Lathrop Way  
Sacramento, CA 95815  
(916) 263-1401  
Fax: (916) 561-7205  
Email: [resumes@cpshr.us](mailto:resumes@cpshr.us)



**Koff & Associates, Inc.**

5400 Hollis Street, Suite 5  
Emeryville, CA 94608  
(510) 658-5633  
Email: [gkrammer@koffassociates.com](mailto:gkrammer@koffassociates.com)

# RALPH ANDERSEN & ASSOCIATES

5800 Stanford Ranch Road,  
Suite 410  
Rocklin, California 95765

Email: [info@ralphandersen.com](mailto:info@ralphandersen.com)  
Phone: 1.916.630.4900



1544 Eureka Road, Suite 280  
Roseville, CA 95661  
Phone (916) 784-9080  
Email: [apply@bobmurrayassoc.com](mailto:apply@bobmurrayassoc.com)



P.O. Box 1350, Carmel Valley, CA 93924

[650.587.7300 x38](tel:650.587.7300)



Public Sector Search & Consulting, Inc.  
6520 Lonetree Blvd. Suite 1040  
Rocklin, CA 95765  
[info@publicsectorsearch.com](mailto:info@publicsectorsearch.com)  
Tel: (916) 789-9990



300 Harding Boulevard, Suite 203-D Roseville, California 95678  
(Toll Free) (866) 912-1919

THIS PAGE LEFT INTENTIONALLY BLANK