

*1902 - Serving Our Community for over 115 Years - 2021*  
**WEST BAY SANITARY DISTRICT  
AGENDA OF BUSINESS  
REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JULY 14, 2021 AT 7:00 P.M.  
RONALD W. SHEPHERD ADMINISTRATION BUILDING,  
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025**

**Board Members**

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

**District Manager**

Sergio Ramirez

**District Legal Counsel**

Anthony Condotti, Esq.

**AGENDA OF BUSINESS**

**NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE or ZOOM ONLY**

Pursuant to Governor Newsom's Executive Order N-29-20, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate by Zoom or telephonically only, and may submit comments in advance by email addressed to [treese@westbaysanitary.org](mailto:treese@westbaysanitary.org) by 4:00 p.m. on Wednesday, July 14<sup>th</sup>.

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at: <https://zoom.us/j/98889306440?pwd=OFVYWjBnaGFobyFTmQwRU1zZGIZQT09>  
Meeting ID: 988 8930 6440 Passcode: 677645

Or by phone, call: 1-669-900-6833 Meeting ID: 988 8930 6440 Passcode: 677645

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

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

1. Call to Order and Roll Call
2. Communications from the Public
3. Public Hearing: Consideration to Approve Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for Fiscal Year 2021/2022 Pg. 3-1
4. Consideration to Approve Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for Fiscal Year 2021/2022 Pg. 4-1
5. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Donofrio (20 Sioux Way, Portola Valley Pg. 5-1

6. Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Donofrio (20 Sioux Way, Portola Valley) Pg. 6-1
7. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 20 Sioux Way, Portola Valley (077-310-020), Lands of Donofrio Pg. 7-1
8. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 20 Sioux Way, Portola Valley Pg. 8-1
9. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Mitic (155 Grove Drive, Portola Valley) Pg. 9-1
10. 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 Mitic (155 Grove Drive, Portola Valley) Pg. 10-1
11. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 155 Grove Drive, Portola Valley (077-310-020), Lands of Milic Pg. 11-1
12. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 155 Grove Drive, Portola Valley Pg. 12-1
13. 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 June 23, 2021 Pg. 13A-1
  - B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru June 30, 2021 Pg. 13B-1
  - C. WBSD Operations and Maintenance Report – June 2021 Pg. 13C-1
  - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – June 2021 Pg. 13D-1
  - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – June 2021 Pg. 13E-1
  - F. Consideration to Approve District's Investment Portfolio Reports Including Transactions of Assets Described Therein as of 6/30/21Pg. 13F-1
  - G. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1606 for the Construction of Wastewater Facilities for 30 Holden Court, Portola Valley, California Pg. 13G-1
14. District Manager's Report Pg. 14-1

15. Consideration to Approve the Sale of Remaining SHGCC Bonds in the Recycled Water SRF Reserve Investment Account to the Recycled Water Cash Flow Reserve, Close the Account, and Authorize the District Manager to Transfer Funds to the Recycled Water SRF Money Market Account Pg. 15-1
16. July 14<sup>th</sup> Update Report on District Response to Corona Virus Pg. 16-1
17. Report and Discussion on Sharon Heights Recycled Water Plant Pg. 17-1
18. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 18-1
19. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 19-1
20. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 20-1
21.
  - A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS  
Agency designated representatives: District Manager/Legal Counsel  
Unrepresented & Exempt employees: Unrepresented & Exempt Staff
  - B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Cal. Govt. Code §54956.9(d))  
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC  
Case No. 18CIV02183
22. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
23. 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.

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 3

**To:** *Board of Directors*

**From:** *Sergio Ramirez, District Manager*

**Subject:** *Public Hearing: Consideration to Approve Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for the Fiscal Year 2021/2022*

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### **Background**

Pursuant to Article IX; Section 900 (10) of the General Code of Regulations, the District collects annual sewer service charges (SSCs) on the tax roll of the County of San Mateo at the same time as property taxes, assessments and other charges collected thereon by the County.

The District Manager shall prepare and file with the District Secretary on or before the 15<sup>th</sup> day of July a written report containing a description and the SSC amount for each parcel receiving sewer service. Then the District shall cause notice of a time and place of hearing to consider any objections or protest to the sewer service charges.

On April 25, 2021, the District Board held a public hearing to establish SSCs for fiscal year 2021/2022 in accordance with Proposition 218. The established SSC for fiscal year 2021/2022 is \$1,255 for a single-family residence (SFR) and \$1,875 for SFRs within the On-site Wastewater Disposal Zone (OWDZ). Non-residential users are calculated based on water consumption and type of use so charges will vary, but no non-residential user shall be charged less than the established SFR.

On May 26, 2021, the District Board established July 14, 2021 at 7:00 pm as the date and time of the Public Hearing to consider any objections or protest to the sewer service charges to be collected on the tax roll for the Fiscal Year 2021/2022.

### **Analysis**

After closing the Public Hearing, the Board is asked to adopt the "Resolution Confirming Report on Sewer Services Charges for FY 2021/2022", which states that objections and protests against the report were not made by the owners of a majority of the properties against which charges were fixed at the Public Hearing held July 14, 2021. The Resolution further states that the charges will be collected on the FY 2021/2022 tax roll.

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### **Fiscal Impact**

The Fiscal Year 2021-2022 budget estimated annual SSC revenues to be \$29,740,626.00. The final report anticipates revenues to be a total of \$29,783,438.98 based on calendar year 2020 water usage data.

### **Recommendation**

The District Manager recommends, following the close of Public Hearing, the District Board adopt the Resolution Confirming Report on Sewer Service Charges for Fiscal Year 2021-2022.



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 4**

**To: Board of Directors**

**From: Sergio Ramirez, District Manager**

**Subject: Consideration to Approve Resolution Confirming Report on  
Sewer Service Charges for West Bay Sanitary District for Fiscal  
Year 2021/2022**

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Following the Public Hearing, the Board is asked to approve the attached Resolution confirming the report on Sewer Service Charges for Fiscal Year 2021-2022.

Attachment: Resolution\_\_\_\_ (2021)  
San Mateo County Controller Letter

RESOLUTION NO. \_\_\_\_\_ (2021)

**A RESOLUTION CONFIRMING REPORT ON SEWER SERVICE CHARGES  
FOR WEST BAY SANITARY DISTRICT FOR FISCAL YEAR 2021/2022  
FOR THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT  
COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\*\*\*\*\*

**WHEREAS**, this Board did, on April 17, 1974 adopt General Regulation No. 55, whereby this Board elected to collect sewer service charges on the tax roll and provided for annual preparation and filing of a written report containing description of each parcel of real property receiving services and facilities from the District and the amount of the service charge for each parcel for each fiscal year; and

**WHEREAS**, these provisions have been amended from time to time and are presently contained in the District's "Code of General Regulations" adopted by General Regulation No. 58 on November 22, 1982; and

**WHEREAS**, said written report for fiscal year 2021/2022, July 1, 2021-June 30, 2022 was prepared and filed with the Secretary on May 26, 2021 and

**WHEREAS**, in accordance with General Regulation No. 58, as amended, and all other applicable provisions of law, this Board appointed the time and place of hearing protests to said report and directed notice; and

**WHEREAS**, notice was given of the time therein stated in the manner provided by law as appears by the affidavits of publication on file at the District's offices; and

**WHEREAS**, said matter came regularly for hearing at the place and time fixed; and

**WHEREAS**, the highest charge amount is \$546,724.08 and lowest charge amount is \$1,255.00; and

**WHEREAS**, all written protests and other written communications were publicly read at said hearing and all persons desiring to be heard were fully heard; and

**WHEREAS**, the Board finds that these fees have been reviewed and found to be in compliance with Proposition 218;

**NOW, THEREFORE, IT IS ORDERED** as follows:

1. That objections to and protest against said report were not made by the owners of a majority of the separate parcels of property described in the report against which charges for the services and facilities provided by the District were fixed.



2. That said report be, and it is hereby, adopted and that said charges shall be collected on the tax roll of the County of San Mateo in the manner provided by law.

3. That the Secretary of this District is hereby directed to file with the County Controller of San Mateo County on or before the 1<sup>st</sup> day of August 2021 a copy of said report, upon which shall be endorsed, over their signature, a statement that the report has been finally adopted by the District Board of the West Bay Sanitary District.

4. The County Controller of San Mateo County shall, upon receipt of said report, enter the amounts of the charges against the respective lots or parcels as they appear on the assessment roll for fiscal year 2021-2022.

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Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 14th day of July, 2021 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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



*Serving Our Community Since 1902*

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

SERGIO RAMIREZ  
District Manager

In reply, please refer to our  
File No.

1250.3

July 14, 2021

Mr. Juan Raigoza  
County Controller  
County of San Mateo  
555 County Center, 4<sup>th</sup> Floor  
Redwood City, CA 94063

Dear Mr. Raigoza:

This is to state that at the July 14, 2021 Regular Meeting of the West Bay Sanitary District Board, the Board did adopt the written report referred to in Section 5473 of the Health and Safety Code of the State of California. This adoption was made pursuant to the provisions of Section 5473.4 of the Health and Safety Code of the State of California. A copy of the written report is herewith.

I am the Secretary of the District Board of the West Bay Sanitary District. I certify under penalty of perjury the above is true and correct.

Very truly yours,

**WEST BAY SANITARY DISTRICT**

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David Walker  
Secretary of the District Board

cc: Shirley Tourel, Assistant Controller & Property Tax Manager, Real Property Section, County Controller's office,  
555 County Center, 4<sup>th</sup> Floor



## WEST BAY SANITARY DISTRICT AGENDA ITEM 5

**To:** *Board of Directors*

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

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

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### Background

On May 26, 2021, the Board adopted a Resolution of intention to annex the parcel referenced above to the District's On-Site Wastewater Disposal Zone. The Public Hearing date was established as July 14, 2021.

### Analysis

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

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

The San Mateo County Health Officer has responded by a letter of approval dated June 25, 2021 a copy of which is attached; the San Francisco Bay Regional Water Quality Control Board responded by a letter of approval dated June 30, 2021, a copy of which is attached; and the San Mateo Local Agency Formation Commission has approved per their Resolution No. 1259 dated March 17, 2021, a copy of which is attached.

### Fiscal Impact

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

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Recommendation

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

Attachments: San Mateo County Health Officer Letter

San Francisco Bay Regional Water Quality Control Board Letter

San Mateo Local Agency Formation Commission Resolution No. 1259



**COUNTY OF SAN MATEO**

Heather Forshey, MS, REHS  
Director

Environmental Health Services  
San Mateo County Health  
2000 Alameda de las Pulgas  
Suite 100  
San Mateo, CA 94403  
[smchealth.org](http://smchealth.org)

June 25, 2021

APN 077-310-020

Todd Reese  
West Bay Sanitary District  
500 Laurel Street  
Menlo Park, CA 94025

Dear Mr. Reese:

**SUBJECT: ANNEXATION, 20 SIOUX WAY, PORTOLA VALLEY,  
APN 077-310-020**

Thank you for the June 25, 2021, letter of *Intention to Annex Certain Territory* to District's On-Site Wastewater Disposal Zone for the subject parcel. County Environmental Health has reviewed the letter of intent and has no objection to the annexation of this parcel into the District's on-site wastewater disposal zone. The existing onsite wastewater treatment system(s) (OWTS) must be destroyed under permit with Environmental Health upon connection to the West Bay system.

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

Sincerely,

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

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





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## San Francisco Bay Regional Water Quality Control Board

June 30, 2021  
File: CW-255833

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

### **Approval to Annex Certain Territory (Lands of Donofrio) to the West Bay Sanitary District On-Site Wastewater Disposal Zone: APN: 077-310-020**

Dear Bill Kitajima:

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

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

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

Sincerely,

Gaurav Mittal  
Water Resource Control Engineer

LAFCo File No. 21-01

RESOLUTION NO. 1259

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS, APPROVING LAFCO FILE 21-01 -  
ANNEXATION OF 20 SIOUX WAY, PORTOLA VALLEY  
TO THE WEST BAY SANITARY DISTRICT,  
WAIVING CONDUCTING AUTHORITY PROCEEDINGS, AND ANNEXATION  
TO THE ON-SITE WASTEWATER DISPOSAL ZONE**

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

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

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

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

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

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

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

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

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

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

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

Section 3. The territory consists of 1.14 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 20 Sioux Way, Portola Valley to the West Bay Sanitary District.

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

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

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

EXHIBIT B PAGE 2 OF 3



Regularly passed and adopted this 17th day of March 2021.

Ayes and in favor of said resolution:

Commissioners:

Ann Draper

Don Horsley

Ric Lohman

Joshua Cosgrove

Harvey Rarback

Mike O'Neill

Warren Slocum

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

EXHIBIT B PAGE 3 OF 3

Noes and against said resolution:

\_\_\_\_\_

Commissioners Absent and/or Abstentions:

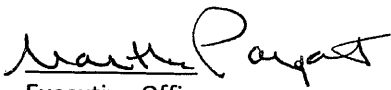
Commissioners:

\_\_\_\_\_



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

ATTEST:



Executive Officer  
Local Agency Formation Commission

Date: 4/21/21

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

Date: 4/21/21



Clerk to the Commission  
Local Agency Formation Commission

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 6

**To:** *Board of Directors*

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

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

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### Background

This property will utilize a Septic Tank Effluent Pumping (STEP) system; consequently this property must be annexed into the District's On-Site Wastewater Disposal Zone. The proponent shall be required to connect to the existing force main along Sioux Way.

### Analysis

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

### Fiscal Impact

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

### Recommendation

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

Attachment: Resolution \_\_\_\_\_ (2021), Legal/Geographic Description, Map

WEST BAY SANITARY DISTRICT

RESOLUTION NO. \_\_\_\_\_ (2021)

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

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

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

(b) On May 26, 2021 the District Board approved and adopted Resolution No. 2242 (2021), “RESOLUTION OF INTENTION TO ANNEX CERTAIN TERRITORY TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE.” Among other things, Resolution No. 2242 (2021) described the area to be annexed to the zone, the name and address of the applicant and the number, type, volume and location of on-site wastewater disposal systems proposed.

(c) Pursuant to Resolution No. 2242 (2021), a public hearing was noticed in the manner required by H&S § 6958. The public hearing was commenced on July 14, 2021 and closed on July 14, 2021.

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

- i. From the Public Health and Environmental Protection Division, Health Services Agency of the County of San Mateo, a letter dated June 25, 2021, constituting the report of the local health officer specifying the matters required by H & S § 6960.1.
- ii. From the California Regional Water Quality Control Board, San Francisco Bay Region, a letter dated June 30, 2021 constituting the report of the affected regional water quality control board with regard to the matters required by H & S § 6960.1 and approving the proposed plan for wastewater disposal by the affected regional water quality control board required by H & S § 6960.4.
- iii. From San Mateo Local Agency Formation Commission, a letter by which the commission approved annexation to the District and the District’s On-Site Wastewater Disposal Zone.

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

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

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

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

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

In consideration of the foregoing determinations, findings and declarations,

**IT IS RESOLVED** by the District Board as follows:

1. The territory described in Exhibit "A" shall be annexed to the West Bay Sanitary District On-Site Wastewater Disposal Zone.
2. This annexation shall be accomplished without an election and confirmation of voters within the area to be annexed shall not be required on the question of such annexation.
3. The exterior boundaries of the annexation shall include the same territory described in Exhibit "A" to Resolution No. 2242 (2021), which Exhibit "A" is attached to this Resolution and incorporated herein by reference.
4. There shall be one on-site wastewater disposal system serving one residential user in the territory to be annexed to the zone, which system the District will either acquire, operate, maintain or monitor, as the case may be, all as set forth in Exhibit "B" to Resolution No. 2242 (2021), which Exhibit "B" is attached to this Resolution and incorporated herein by reference.
5. Operations of the portions of the zone annexed herein shall be financed by a system of fees and charges imposed upon persons who make use of the on-site wastewater disposal system in the territory annexed to the zone. The fees and charges will be structured to take into account the actual costs of operating and administering the zone and the maintenance, repair and replacement of wastewater facilities within the

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

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Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 14<sup>th</sup> day of July, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

**EXHIBIT "A"**

Date: December 17, 2020  
Annexed to: West Bay Sanitary District  
Name of Annexation: West Bay Sanitary

**Geographic Description**

All that certain real property, situate in Rancho El Corte Madera, Town of Portola Valley, County of San Mateo, State of California, described as follows:

Being all of Lot 6, Block 1, "Tract No. 774 Arrowhead Meadows Unit No. 4, being a portion of the Rancho El Corte Madera, San Mateo County, California", filed in the office of the Recorder of the County of San Mateo, State of California on March 17, 1959 in Book 50 of Maps at Pages 45 to 48, more particularly described as follows:

**Commencing** at the most Northerly corner of Resolution No. 1234; being also a point on the northerly right of way of Sioux Way (50 feet wide); thence along said resolution northerly line and said right of way, from which a radial line bears North 24°31'14" East, along non-tangent curve to the right with a radius of 575.00 feet, through a central angle of 2°26'27", an arc length of 24.50 feet to the **Point of Beginning**.

From the **Point of Beginning**; thence:

Course 1.) North 61°00'00" East, 222.97 feet; thence

Course 2.) North 84°56'17" East, 144.93 feet; thence

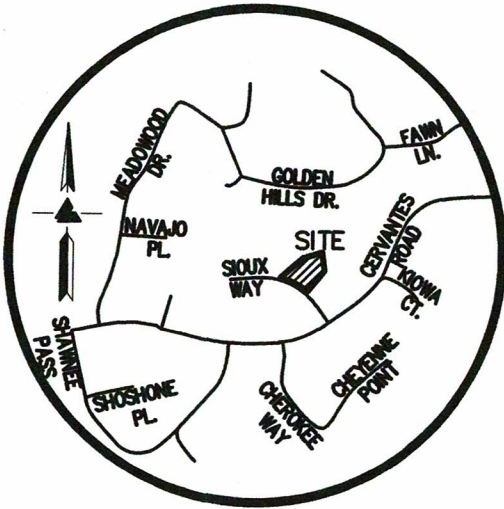
Course 3.) South 03°25'00" West, 134.89 feet; thence

Course 4.) South 49°53'19" West, 199.12 feet to said resolution northerly line and said right of way; thence

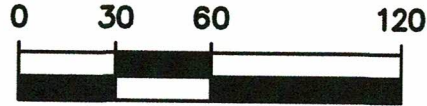
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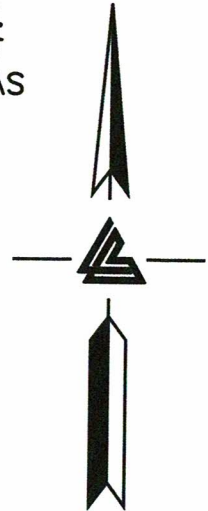




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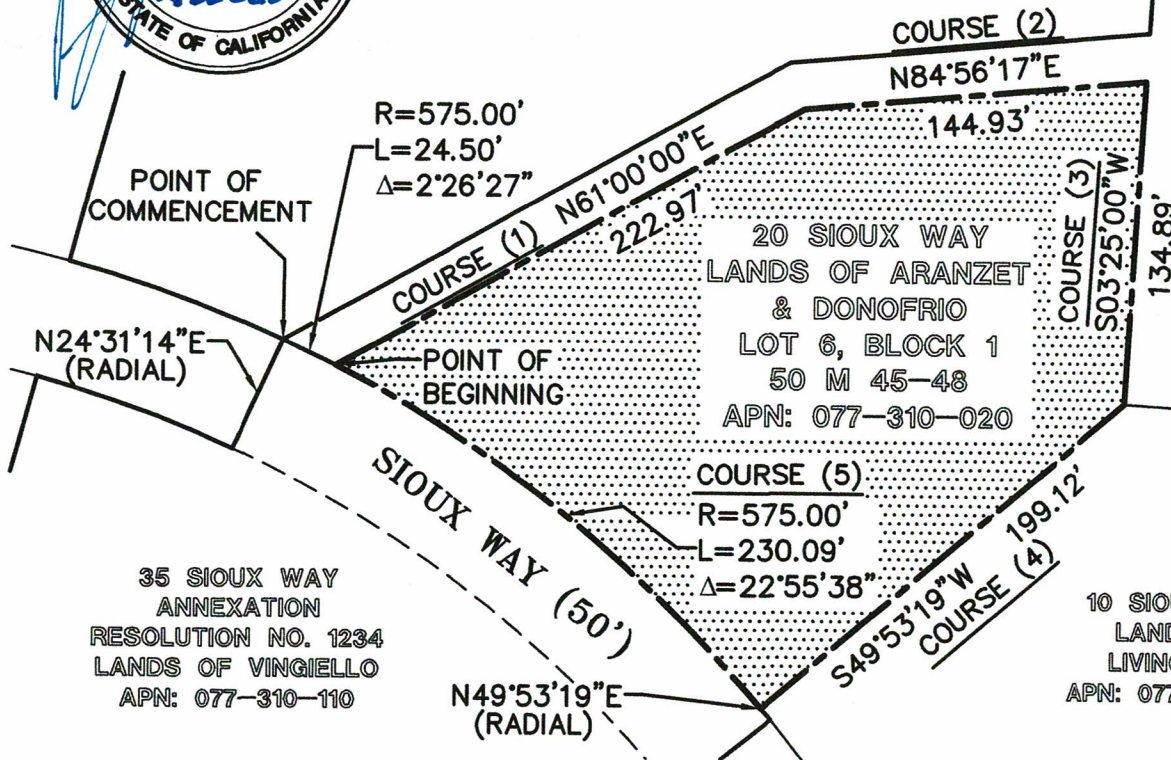


**SCALE: 1" = 60'**



40 SIOUX WAY  
ANNEXATION  
LANDS OF BURREL  
APN: 077-310-040

LANDS OF  
CALIFORNIA  
WATER  
SERVICE  
COMPANY  
APN:  
077-310-030



35 SIOUX WAY  
ANNEXATION  
RESOLUTION NO. 1234  
LANDS OF VINGIELLO  
APN: 077-310-110

10 SIOUX WAY  
LANDS OF  
LIVINGSTON  
APN: 077-310-210



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**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL DESCRIPTION**  
**PROPOSED SEWER ANNEXATION**  
**LANDS OF ARANZET & DONOFRIO**  
**TOWN OF PORTOLA VALLEY**  
**SAN MATEO COUNTY, CALIFORNIA**

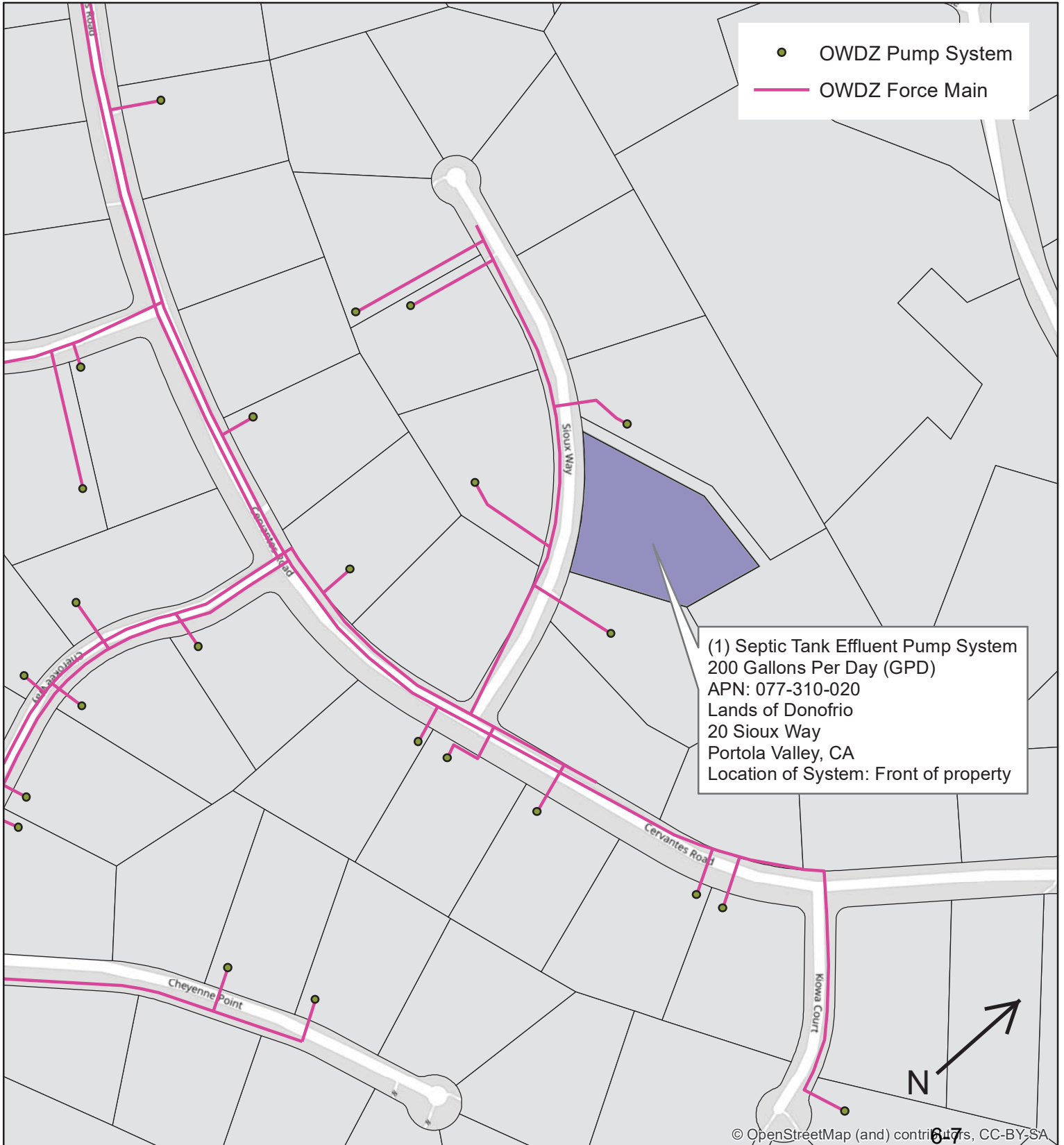
JOB NO 2201668 CI

SCALE: 1" = 60'





WEST BAY SANITARY DISTRICT  
EXHIBIT "B"  
SITE LOCATION  
20 SIOUX WAY  
PORTOLA VALLEY, CA  
STEP SYSTEM



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## WEST BAY SANITARY DISTRICT AGENDA ITEM 7

**To:** *Board of Directors*

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

**Subject:** *Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 20 Sioux Way, Portola Valley (077-310-020), Lands of Donofrio*

---

### Background

The owners of the property located at 20 Sioux Way, Portola Valley, Lands of Donofrio have requested the Local Agency Formation Commission (LAFCo) annex their property to the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The parcel will be a single-family residence that will need to connect to the existing Septic Tank Effluent Pumping (STEP) system force main located on Sioux Way.

### Analysis

Attached for the Board's review is the Geographic/Legal Description (Exhibit A) of the property to be annexed, and the LAFCo Resolution No. 1259 (Exhibit B) approving the annexation.

### Fiscal Impact

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

### Recommendation

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

Attachments: Resolution \_\_\_\_\_ (2021)  
Exhibit A – Geographic/Legal Description  
Exhibit B – LAFCo Resolution No. 1259

**RESOLUTION NO. \_\_\_\_ (2021)**

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

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

\*\*\*\*\*

**A Resolution Consenting to the Annexation of Lands of Donofrio (APN 077-310-020)  
to the West Bay Sanitary District**

**WHEREAS:**

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

6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.
7. The LAFCo of San Mateo County has adopted Resolution 1259 (Exhibit "B") ordering annexation of the referenced territory to the West Bay Sanitary District.

**NOW, THEREFORE, BE IT RESOLVED** that:

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

\*\*\*\*\*

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 14<sup>th</sup> day of July, 2021 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

**EXHIBIT "A"**

Date: December 17, 2020  
Annexed to: West Bay Sanitary District  
Name of Annexation: West Bay Sanitary

**Geographic Description**

All that certain real property, situate in Rancho El Corte Madera, Town of Portola Valley, County of San Mateo, State of California, described as follows:

Being all of Lot 6, Block 1, "Tract No. 774 Arrowhead Meadows Unit No. 4, being a portion of the Rancho El Corte Madera, San Mateo County, California", filed in the office of the Recorder of the County of San Mateo, State of California on March 17, 1959 in Book 50 of Maps at Pages 45 to 48, more particularly described as follows:

**Commencing** at the most Northerly corner of Resolution No. 1234; being also a point on the northerly right of way of Sioux Way (50 feet wide); thence along said resolution northerly line and said right of way, from which a radial line bears North 24°31'14" East, along non-tangent curve to the right with a radius of 575.00 feet, through a central angle of 2°26'27", an arc length of 24.50 feet to the **Point of Beginning**.

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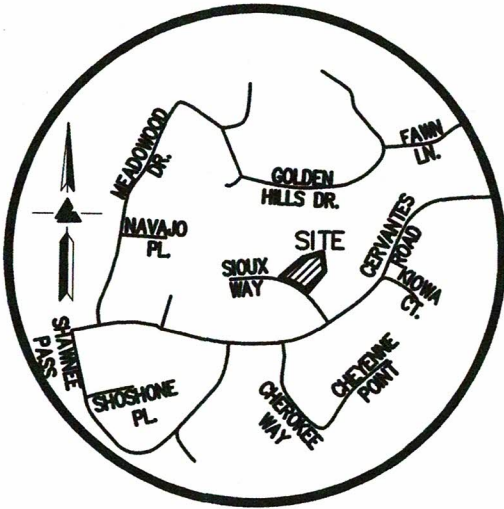
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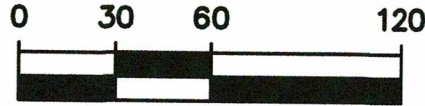
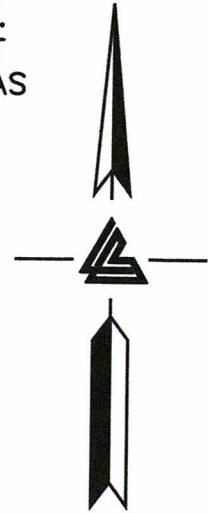
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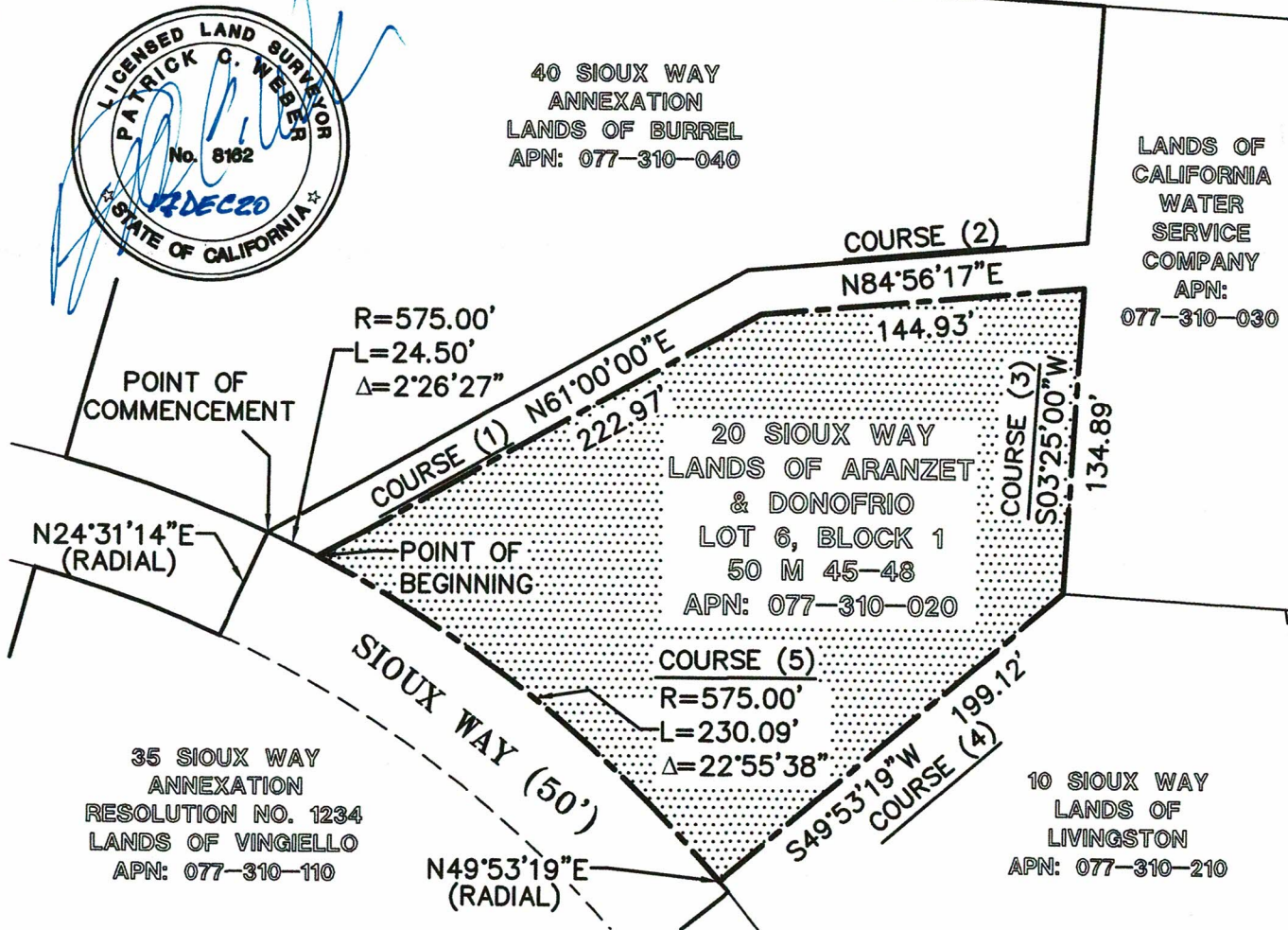


**SCALE: 1" = 60'**



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ANNEXATION  
LANDS OF BURREL  
APN: 077-310-040

LANDS OF CALIFORNIA  
WATER  
SERVICE  
COMPANY  
APN:  
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35 SIOUX WAY  
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LANDS OF VINGIELLO  
APN: 077-310-110

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**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL DESCRIPTION**  
**PROPOSED SEWER ANNEXATION**  
**LANDS OF ARANZET & DONOFRIO**  
**TOWN OF PORTOLA VALLEY**  
**SAN MATEO COUNTY, CALIFORNIA**

JOB NO 2201668 CI

SCALE: 1" = 60'

LAFCo File No. 21-01

RESOLUTION NO. 1259

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS, APPROVING LAFCO FILE 21-01 -  
ANNEXATION OF 20 SIOUX WAY, PORTOLA VALLEY  
TO THE WEST BAY SANITARY DISTRICT,  
WAIVING CONDUCTING AUTHORITY PROCEEDINGS, AND ANNEXATION  
TO THE ON-SITE WASTEWATER DISPOSAL ZONE**

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

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

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

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

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

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



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

WHEREAS, the proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities); and

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

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

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

Section 3. The territory consists of 1.14 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 20 Sioux Way, Portola Valley to the West Bay Sanitary District.

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

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

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

EXHIBIT B PAGE 2 OF 3

Regularly passed and adopted this 17th day of March 2021.

Ayes and in favor of said resolution:

Commissioners:

Ann Draper

Don Horsley

Ric Lohman

Joshua Cosgrove

Harvey Rarback

Mike O'Neill

Warren Slocum

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

EXHIBIT B PAGE 3 OF 3

Noes and against said resolution:

\_\_\_\_\_

Commissioners Absent and/or Abstentions:

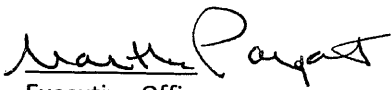
Commissioners:

\_\_\_\_\_



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

ATTEST:



Executive Officer  
Local Agency Formation Commission

Date: 4/21/21

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

Date: 4/21/21



Clerk to the Commission  
Local Agency Formation Commission



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 8**

**To: Board of Directors**

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

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

---

Background

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

Analysis

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

Fiscal Impact

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

Recommendation

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

Attachments: Resolution \_\_\_\_\_ (2021)  
Covenants Running with the Land

RESOLUTION NO. \_\_\_\_\_ (2021)

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF “AGREEMENT CREATING COVENANTS RUNNING WITH THE LAND,” BY AND BETWEEN CESAR DONOFRIO, 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 14<sup>th</sup> day of July 2021, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

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

(Space above this line for Recorder's Use)

**AGREEMENT CREATING COVENANTS  
 RUNNING WITH THE LAND**

Agreement entered into by and between West Bay Sanitary District, a public agency of the State of California ("District") and Cesar Donofrio, owners of the property at 20 Sioux Way, Portola Valley, ("Proponents").

**RECITALS**

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

Lot 6 in Block 1, as shown on that certain map entitled "Tract No. 774 Arrowhead Meadows Unit No. 4, being a portion of the Rancho El Corte Madera, San Mateo County, California", filed in the office of the County Recorder of said County and State, on March, 1959 in Book 50 of maps at pages 45 to 48.

Containing an area of 1.14 acres, more or less (the "Real Property").

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

or

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

or

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

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

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

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

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

### **TERMS AND CONDITIONS**

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

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

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

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

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

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

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

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

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

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

### **PROHIBITIONS**

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

1. Proponents shall not under any circumstances, change or add any secondary pumping systems without the written consent of the District.

2. Proponents shall not, under any circumstances, allow or permit changes to the infrastructure or equipment of the STEP/Grinder Pumping System without the written consent of the District. Proponents are specifically instructed not to allow disconnection or reconfiguration of telephone and electrical systems.

3. The proponent shall not under any circumstances connect swimming pool, spa, or any storm drains to piping that discharges into the grinder pump unit.

### **ADHERENCE TO DISTRICT REGULATIONS**

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

### **ENFORCEMENT RIGHTS OF DISTRICT**

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

**ATTORNEY FEES**

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

**BINDING EFFECT**

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

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

**DISTRICT:**

WEST BAY SANITARY DISTRICT  
A Public Agency

**Printed Name:**

By: \_\_\_\_\_  
President of the District Board

Date: \_\_\_\_\_

**Printed Name:**

And by: \_\_\_\_\_  
Secretary of the District Board

Date: \_\_\_\_\_

**PROPONENTS:**

**Printed Name:** CESAR DONOFRIO

By: [Signature] \_\_\_\_\_ Date: 4/19/21 \_\_\_\_\_

**Printed Name:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SEE  
NOTARY ATTACHMENT**

**(Attach Notary Acknowledgement Certificate)**



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California )
County of Santa Clara )

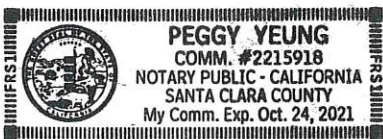
On April 19, 2021 before me, PEGGY YEUNG, NOTARY PUBLIC
Date Here Insert Name and Title of the Officer

personally appeared Cesar Donofrio
Name(s) of Signer(s)

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

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

WITNESS my hand and official seal.



Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

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

Capacity(ies) Claimed by Signer(s)

Signer's Name:
[ ] Corporate Officer - Title(s):
[ ] Partner - [ ] Limited [ ] General
[ ] Individual [ ] Attorney in Fact
[ ] Trustee [ ] Guardian or Conservator
[ ] Other:
Signer Is Representing:

Signer's Name:
[ ] Corporate Officer - Title(s):
[ ] Partner - [ ] Limited [ ] General
[ ] Individual [ ] Attorney in Fact
[ ] Trustee [ ] Guardian or Conservator
[ ] Other:
Signer Is Representing:

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 9

**To:** *Board of Directors*

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

**Subject:** *Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Mitic (155 Grove Drive, Portola Valley)*

---

### Background

On May 26, 2021, the Board adopted a Resolution of intention to annex the parcel referenced above to the District's On-Site Wastewater Disposal Zone. The Public Hearing date was established as July 14, 2021.

### Analysis

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

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

The San Mateo County Health Officer has responded by a letter of approval dated June 25, 2021 a copy of which is attached; the San Francisco Bay Regional Water Quality Control Board responded by a letter of approval dated June 30, 2021, a copy of which is attached; and the San Mateo Local Agency Formation Commission has approved per their Resolution No. 1260 dated March 17, 2021, a copy of which is attached.

### Fiscal Impact

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

---

Recommendation

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

Attachments: San Mateo County Health Officer Letter

San Francisco Bay Regional Water Quality Control Board Letter

San Mateo Local Agency Formation Commission Resolution No. 1260



**COUNTY OF SAN MATEO**

Heather Forshey, MS, REHS  
Director

Environmental Health Services  
San Mateo County Health  
2000 Alameda de las Pulgas  
Suite 100  
San Mateo, CA 94403  
smchealth.org

June 25, 2021

APN 079-011-080

Todd Reese  
West Bay Sanitary District  
500 Laurel Street  
Menlo Park, CA 94025

Dear Mr. Reese:

**SUBJECT: ANNEXATION, 155 GROVE DRIVE, PORTOLA VALLEY,  
APN 079-011-080**

Thank you for the June 25, 2021, letter of *Intention to Annex Certain Territory* to District's On-Site Wastewater Disposal Zone for the subject parcel. County Environmental Health has reviewed the letter of intent and has no objection to the annexation of this parcel into the District's on-site wastewater disposal zone. The existing onsite wastewater treatment system(s) (OWTS) must be destroyed under permit with Environmental Health upon connection to the West Bay system.

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

Sincerely,

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

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





---

## San Francisco Bay Regional Water Quality Control Board

June 30, 2021  
File: CW-255833

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

### **Approval to Annex Certain Territory (Lands of Mitic) to the West Bay Sanitary District On-Site Wastewater Disposal Zone: APN: 079-011-080**

Dear Bill Kitajima:

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

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

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

Sincerely,

Gaurav Mittal  
Water Resource Control Engineer

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS, APPROVING LAFCO FILE 21-02 -  
ANNEXATION OF 155 GROVE DRIVE, PORTOLA VALLEY  
TO THE WEST BAY SANITARY DISTRICT,  
WAIVING CONDUCTING AUTHORITY PROCEEDINGS, AND ANNEXATION  
TO THE ON-SITE WASTEWATER DISPOSAL ZONE**

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

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

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

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

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

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

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

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

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

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

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

Section 3. The territory consists of 1.35 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 155 Grove Drive, Portola Valley to the West Bay Sanitary District.

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

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

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

EXHIBIT B PAGE 2 OF 3



Regularly passed and adopted this 17th day of March 2021.

Ayes and in favor of said resolution:

Commissioners: Ann Draper  
Don Horsley  
Ric Lohman  
Joshua Cosgrove  
Harvey Rarback  
Mike O'Neill  
Warren Slocum

Noes and against said resolution:

\_\_\_\_\_

Commissioners Absent and/or Abstentions:

Commissioners: \_\_\_\_\_

*[Handwritten signature]*

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

EXHIBIT B PAGE 3 OF 3

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

ATTEST:

*[Handwritten signature: Natalie Rojas]*  
Executive Officer  
Local Agency Formation Commission

Date: 4-21-21

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

Date: 4/21/21

*[Handwritten signature: Natalie Rojas]*  
Clerk to the Commission  
Local Agency Formation Commission

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 10

**To:** *Board of Directors*

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

**Subject:** *Consideration of 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 Mitic (155 Grove Drive, Portola Valley)*

---

### Background

This property will utilize a Grinder system; consequently this property must be annexed into the District's On-Site Wastewater Disposal Zone. The proponent shall be required to connect to the existing force main along Grove Drive.

### Analysis

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

### Fiscal Impact

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

### Recommendation

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

Attachment: Resolution \_\_\_\_\_ (2021), Legal/Geographic Description, Site Map

---

WEST BAY SANITARY DISTRICT

RESOLUTION NO. \_\_\_\_\_ (2021)

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

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

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

(b) On May 26, 2021 the District Board approved and adopted Resolution No. 2243 (2021), “RESOLUTION OF INTENTION TO ANNEX CERTAIN TERRITORY TO THE WEST BAY SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE.” Among other things, Resolution No. 2243 (2021) described the area to be annexed to the zone, the name and address of the applicant and the number, type, volume and location of on-site wastewater disposal systems proposed.

(c) Pursuant to Resolution No. 2243 (2021), a public hearing was noticed in the manner required by H&S § 6958. The public hearing was commenced on July 14, 2021 and closed on July 14, 2021.

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

- i. From the Public Health and Environmental Protection Division, Health Services Agency of the County of San Mateo, a letter dated June 25, 2021, constituting the report of the local health officer specifying the matters required by H & S § 6960.1.
- ii. From the California Regional Water Quality Control Board, San Francisco Bay Region, a letter dated June 30, 2021 constituting the report of the affected regional water quality control board with regard to the matters required by H & S § 6960.1 and approving the proposed plan for wastewater disposal by the affected regional water quality control board required by H & S § 6960.4.
- iii. From San Mateo Local Agency Formation Commission, a letter by which the commission approved annexation to the District and the District’s On-Site Wastewater Disposal Zone.

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

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

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

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

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

In consideration of the foregoing determinations, findings and declarations,

**IT IS RESOLVED** by the District Board as follows:

1. The territory described in Exhibit "A" shall be annexed to the West Bay Sanitary District On-Site Wastewater Disposal Zone.
2. This annexation shall be accomplished without an election and confirmation of voters within the area to be annexed shall not be required on the question of such annexation.
3. The exterior boundaries of the annexation shall include the same territory described in Exhibit "A" to Resolution No. 2243 (2021), which Exhibit "A" is attached to this Resolution and incorporated herein by reference.
4. There shall be one on-site wastewater disposal system serving one residential user in the territory to be annexed to the zone, which system the District will either acquire, operate, maintain or monitor, as the case may be, all as set forth in Exhibit "B" to Resolution No. 2243 (2021), which Exhibit "B" is attached to this Resolution and incorporated herein by reference.
5. Operations of the portions of the zone annexed herein shall be financed by a system of fees and charges imposed upon persons who make use of the on-site wastewater disposal system in the territory annexed to the zone. The fees and charges will be structured to take into account the actual costs of operating and administering the zone and the maintenance, repair and replacement of wastewater facilities within the

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

\*\*\*\*\*

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 14<sup>th</sup> day of July, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

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

Attest:

---

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

**EXHIBIT "A"**

Date: March 10, 2021

Annexed to: West Bay Sanitary District

Name of Annexation: West Bay Sanitary District

**Geographic Description**

All that certain real property, situate in Rancho El Corte Madera, Town of Portola Valley, County of San Mateo, State of California, being all of Lot 17 and a portion of the right of way of Grove Drive (50.00 feet wide), as shown on that certain map entitled "Tract No. 608 Stonegate, Subdivision of a Portion of Corte Madera Rancho, San Mateo County, California", filed in the Office of the County Recorder of San Mateo County on September 29, 1948 in Volume 29 of Maps at Pages 31, 32 & 33, more particularly described as follows:

**Commencing** at the Southwest corner of West Bay Sanitary District Resolution No. 1137, said point also being on the Northeastern right of way of said drive;

From said **Point of Commencement**:

Course 1.) Along said right of way, North 39°57'00" West, 179.88 feet, thence,

Course 2.) Continuing along said right of way, along a curve to the right with a radius of 150.00 feet, through a central angle of 19°54'16", an arc length of 52.11 feet to the **Point of Beginning**, thence,

Course 3.) Leaving said right of way and along the prolongation of Southeast line of said lot South 69°57'00" West, 223.39 feet to the South corner of said lot, thence,

Course 4.) Along the Southwest line of said lot, North 75°50'00" West, 168.67 feet to Southwest corner of said lot, thence,

Course 5.) Along the West line of said lot, North 11°05'00" West, 179.80 feet to the Northwest corner of said lot, thence,

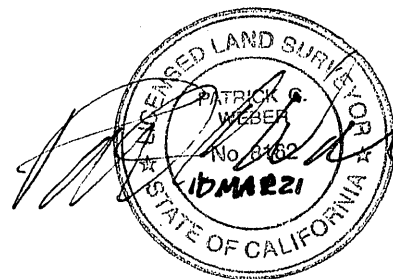
Course 6.) Along the prolongation of North line of said lot, South 80°43'00" East, 406.15 feet to said northeastern right of way, being a point on a non-tangent curve to the left to which a radial bears North 80°43'00" West, thence

Course 7.) Along said right of way and said curve with a radius of 150.00 feet, through a central angle of 29°20'00", an arc length of 76.79 feet to the **Point of Beginning** containing 1.35 acres, more or less.

*For assessment purposes only. The description is no a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

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

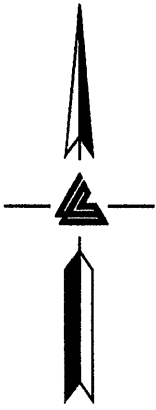
EXHIBIT A PAGE 1 OF 2



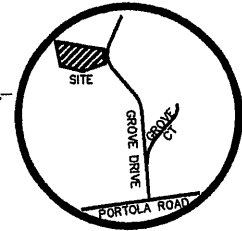
**WEST BAY SANITARY DISTRICT  
 (155 GROVE DRIVE)**

EXHIBIT A PAGE 2 OF 2

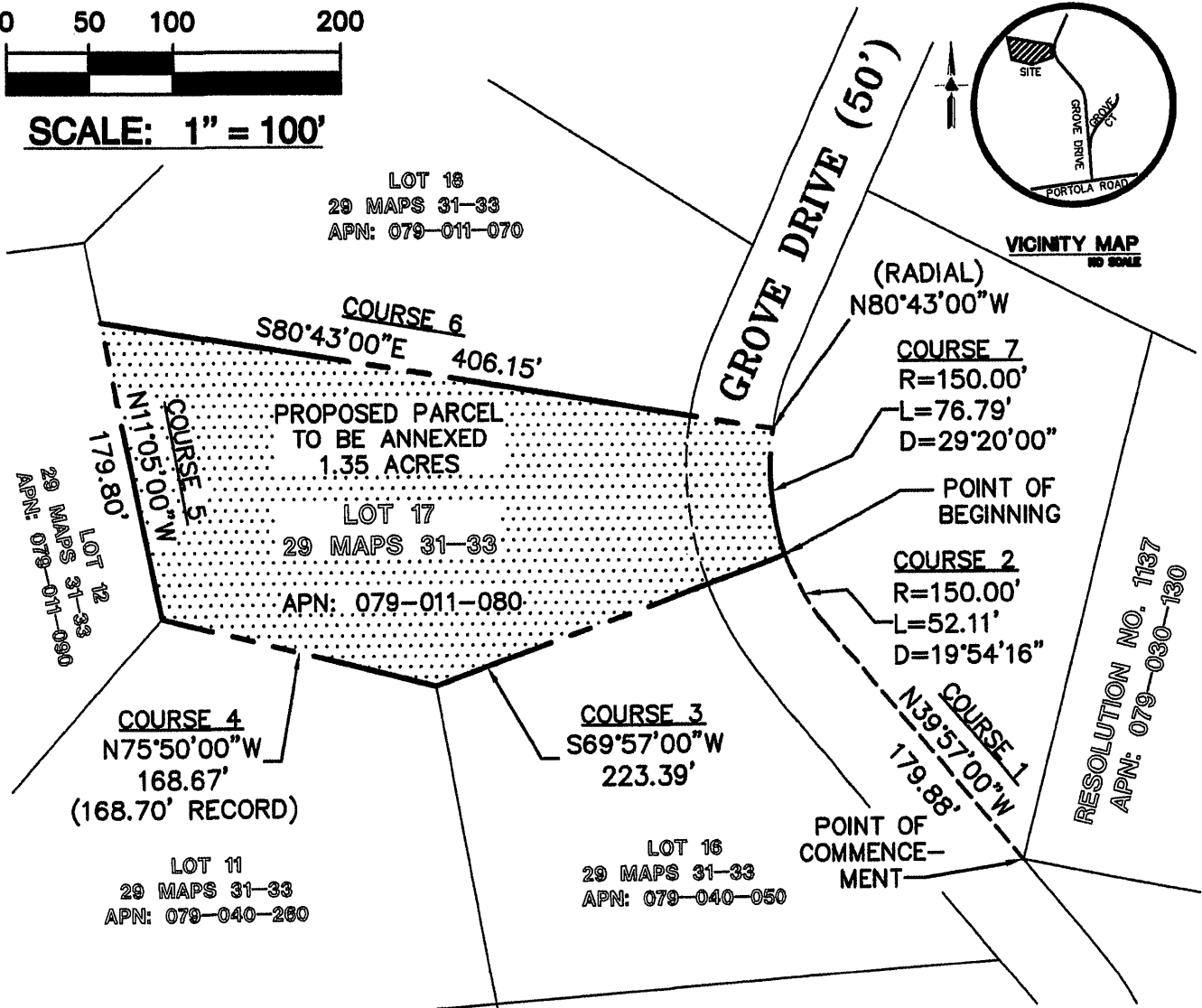
**DISCLAIMER:**  
 FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.



**SCALE: 1" = 100'**



**VICINITY MAP  
 NO SCALE**



**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS • LAND SURVEYORS

BAY AREA REGION  
 2495 INDUSTRIAL PKWY WEST  
 HAYWARD, CALIFORNIA 94545  
 (P) (510) 887-4086  
 (F) (510) 887-3019

SACRAMENTO REGION  
 3017 DOUGLAS BLVD, # 300  
 ROSEVILLE, CA 95661  
 (P) (916) 966-1338  
 (F) (916) 797-7363

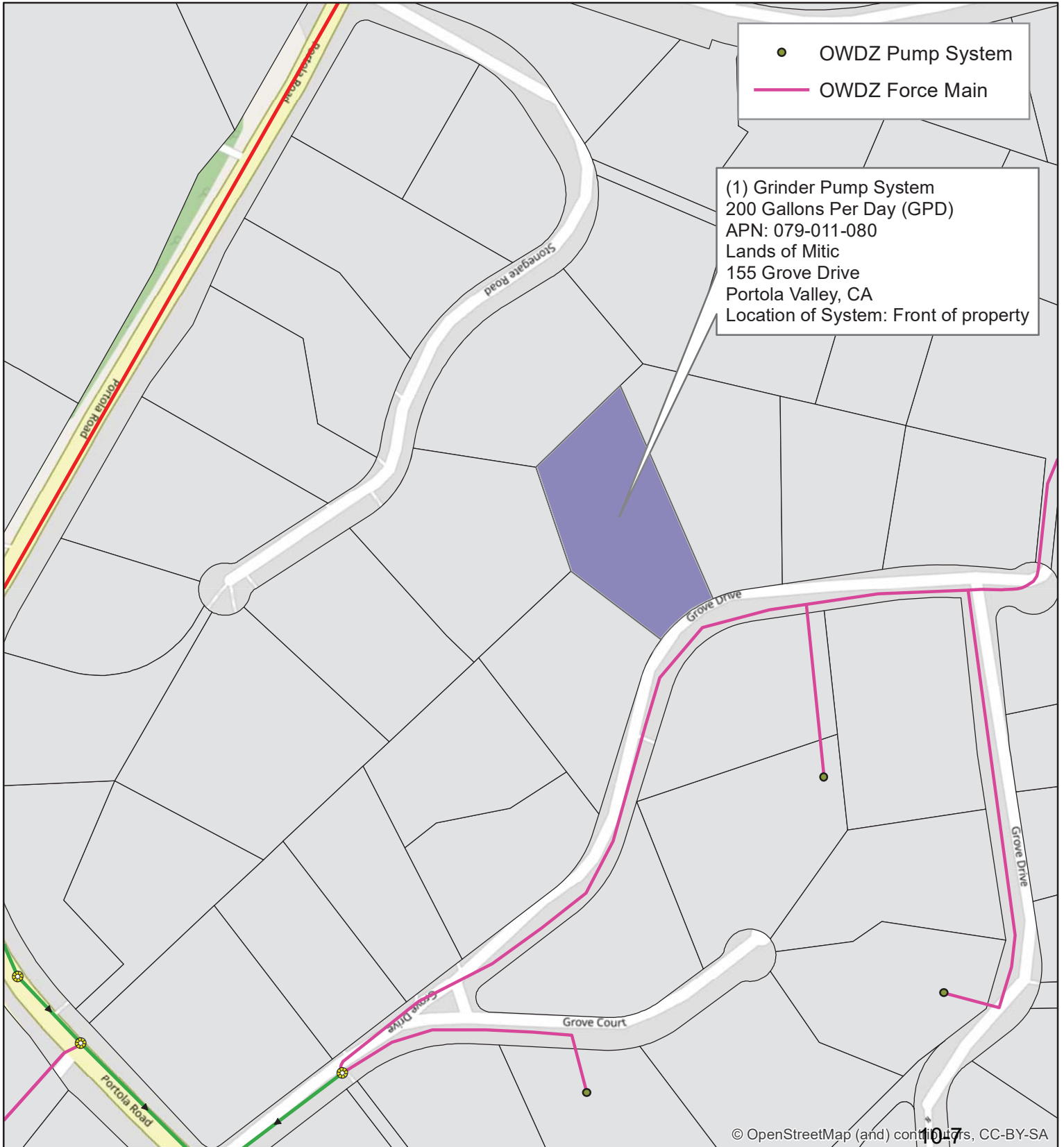
WWW.LEABRAZE.COM

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL DESCRIPTION  
 PROPOSED SEWER EXTENTION  
 155 GROVE DRIVE  
 PORTOLA VALLEY, CALIFORNIA  
 SAN MATEO COUNTY  
 RANCHO EL CORTE MADERA**





WEST BAY SANITARY DISTRICT  
EXHIBIT "B"  
SITE LOCATION  
155 GROVE DRIVE  
PORTOLA VALLEY, CA  
GRINDER SYSTEM



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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 11**

**To: Board of Directors**

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

**Subject: Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 155 Grove Drive, Portola Valley (079-011-080), Lands of Mitic**

---

Background

The owners of the property located at 155 Grove Drive, Portola Valley, Lands of Mitic have requested the Local Agency Formation Commission (LAFCo) annex their property to the West Bay Sanitary District for the purposes of obtaining sanitary sewer service. The parcel will be a single-family residence that will need to connect to the existing Grinder system force main located on Grove Drive.

Analysis

Attached for the Board's review is the Geographic/Legal Description (Exhibit A) of the property to be annexed, and the LAFCo Resolution No. 1260 (Exhibit B) approving the annexation.

Fiscal Impact

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

Recommendation

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

Attachments: Resolution \_\_\_\_\_ (2021)  
Exhibit A – Geographic/Legal Description  
Exhibit B – LAFCo Resolution No. 1260

**RESOLUTION NO. \_\_\_\_ (2021)**

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

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

\*\*\*\*\*

**A Resolution Consenting to the Annexation of Lands of Mitic (APN 079-011-080) to the West Bay Sanitary District**

**WHEREAS:**

1. A petition for annexation of the property described herein to this District was initiated by the property owners.
2. The Local Agency Formation Commission (LAFCo) of San Mateo County assigned the following distinctive short form designation: Annexation of 155 Grove Drive, Portola Valley to the West Bay Sanitary District
3. The property to be annexed is described as follows:  
See Exhibit "A" attached hereto and by this reference made a part hereof.
4. The said property is uninhabited.
5. The conditions of annexation are:
  - a. In the event that, pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money either as a lump sum or installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by rules, regulations or ordinances of the District, as now or hereafter amended.
  - b. Upon and after the effective date of said annexation, the territory, and all persons entitled to vote by reason of residing or owning land within the territory, shall be subject to the jurisdiction of the District; shall have the same rights and duties as if the territory had been a part of the District upon its original formation; shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then-authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District; shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.

6. The proposed annexation is for the interest of the landowners and present and future inhabitants within the District and within the said property to be annexed.
7. The LAFCo of San Mateo County has adopted Resolution 1260 (Exhibit "B") ordering annexation of the referenced territory to the West Bay Sanitary District.

**NOW, THEREFORE, BE IT RESOLVED** that:

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

\*\*\*\*\*

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 14<sup>th</sup> day of July, 2021 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

**EXHIBIT "A"**

Date: March 10, 2021  
Annexed to: West Bay Sanitary District  
Name of Annexation: West Bay Sanitary District

**Geographic Description**

All that certain real property, situate in Rancho El Corte Madera, Town of Portola Valley, County of San Mateo, State of California, being all of Lot 17 and a portion of the right of way of Grove Drive (50.00 feet wide), as shown on that certain map entitled "Tract No. 608 Stonegate, Subdivision of a Portion of Corte Madera Rancho, San Mateo County, California", filed in the Office of the County Recorder of San Mateo County on September 29, 1948 in Volume 29 of Maps at Pages 31, 32 & 33, more particularly described as follows:

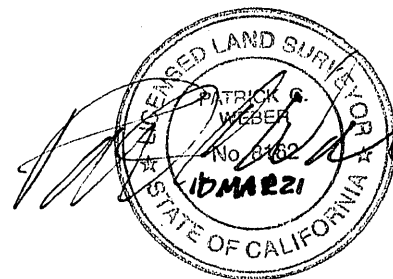
**Commencing** at the Southwest corner of West Bay Sanitary District Resolution No. 1137, said point also being on the Northeastern right of way of said drive;

From said **Point of Commencement**:

- Course 1.) Along said right of way, North 39°57'00" West, 179.88 feet, thence,
- Course 2.) Continuing along said right of way, along a curve to the right with a radius of 150.00 feet, through a central angle of 19°54'16", an arc length of 52.11 feet to the **Point of Beginning**, thence,
- Course 3.) Leaving said right of way and along the prolongation of Southeast line of said lot South 69°57'00" West, 223.39 feet to the South corner of said lot, thence,
- Course 4.) Along the Southwest line of said lot, North 75°50'00" West, 168.67 feet to Southwest corner of said lot, thence,
- Course 5.) Along the West line of said lot, North 11°05'00" West, 179.80 feet to the Northwest corner of said lot, thence,
- Course 6.) Along the prolongation of North line of said lot, South 80°43'00" East, 406.15 feet to said northeastern right of way, being a point on a non-tangent curve to the left to which a radial bears North 80°43'00" West, thence
- Course 7.) Along said right of way and said curve with a radius of 150.00 feet, through a central angle of 29°20'00", an arc length of 76.79 feet to the **Point of Beginning** containing 1.35 acres, more or less.

*For assessment purposes only. The description is no a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

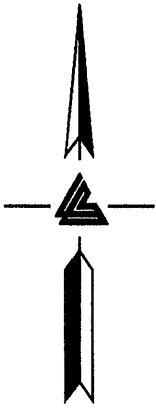
APPROVED  
SAN MATEO LOCAL AGENCY  
FORMATION COMMISSION  
455 COUNTY CENTER  
REDWOOD CITY, CA 94063  
EXHIBIT A PAGE 1 OF 2



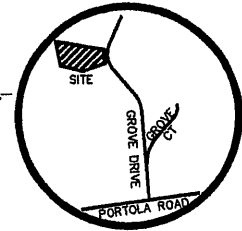
**WEST BAY SANITARY DISTRICT  
 (155 GROVE DRIVE)**

EXHIBIT A PAGE 2 OF 2

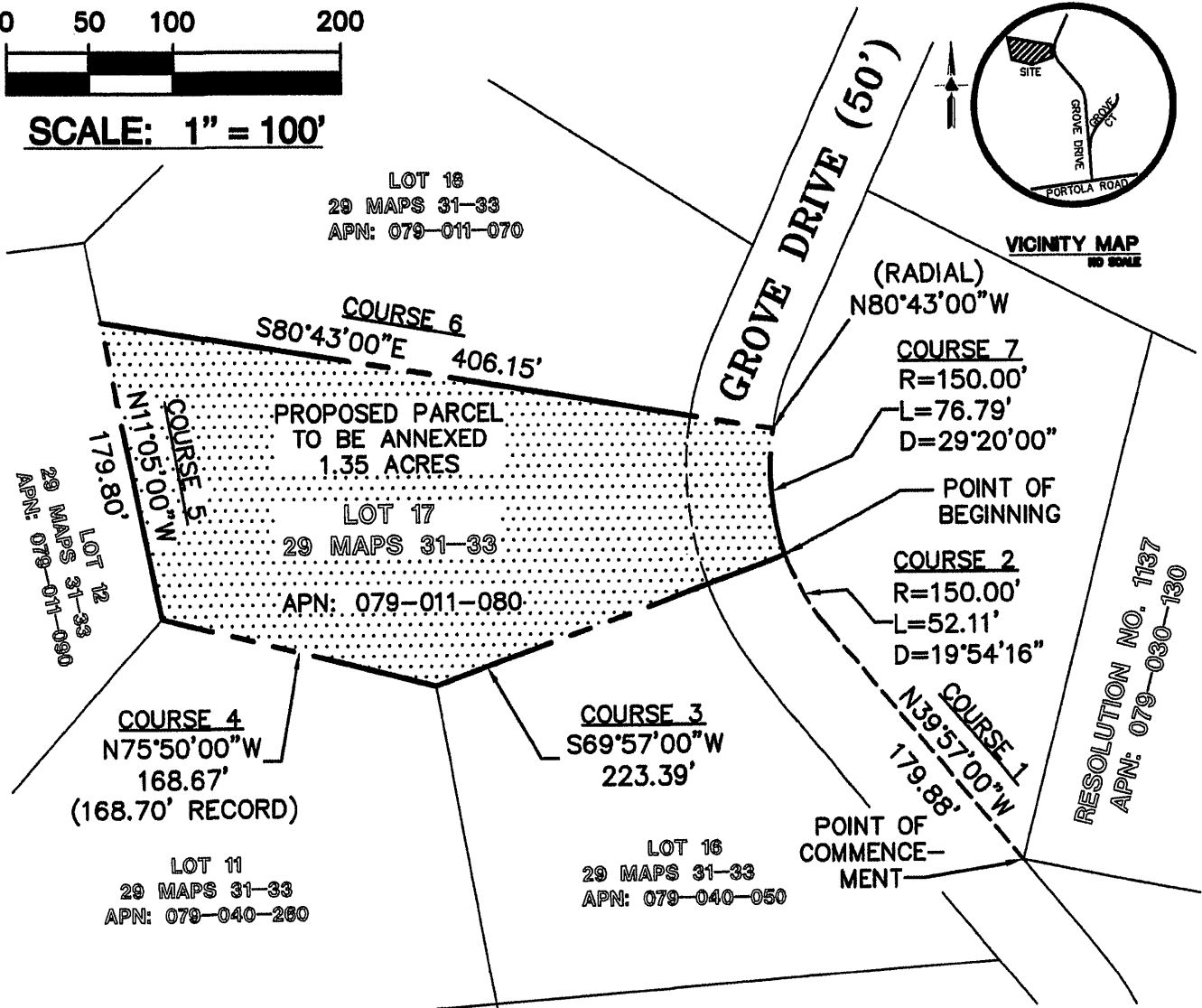
**DISCLAIMER:**  
 FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.



**SCALE: 1" = 100'**



**VICINITY MAP  
 NO SCALE**



**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS • LAND SURVEYORS

BAY AREA REGION  
 2495 INDUSTRIAL PKWY WEST  
 HAYWARD, CALIFORNIA 94545  
 (P) (510) 887-4086  
 (F) (510) 887-3019

SACRAMENTO REGION  
 3017 DOUGLAS BLVD, # 300  
 ROSEVILLE, CA 95661  
 (P) (916) 966-1338  
 (F) (916) 797-7363

WWW.LEABRAZE.COM

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL DESCRIPTION  
 PROPOSED SEWER EXTENTION  
 155 GROVE DRIVE  
 PORTOLA VALLEY, CALIFORNIA  
 SAN MATEO COUNTY  
 RANCHO EL CORTE MADERA**

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SAN MATEO  
MAKING DETERMINATIONS, APPROVING LAFCO FILE 21-02 -  
ANNEXATION OF 155 GROVE DRIVE, PORTOLA VALLEY  
TO THE WEST BAY SANITARY DISTRICT,  
WAIVING CONDUCTING AUTHORITY PROCEEDINGS, AND ANNEXATION  
TO THE ON-SITE WASTEWATER DISPOSAL ZONE**

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

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

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

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

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

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

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



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

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

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

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

Section 3. The territory consists of 1.35 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 155 Grove Drive, Portola Valley to the West Bay Sanitary District.

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

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

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

EXHIBIT B PAGE 2 OF 3

Regularly passed and adopted this 17th day of March 2021.

Ayes and in favor of said resolution:

Commissioners: Ann Draper  
Don Horsley  
Ric Lohman  
Joshua Cosgrove  
Harvey Rarback  
Mike O'Neill  
Warren Slocum

Noes and against said resolution:

\_\_\_\_\_

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

Commissioners Absent and/or Abstentions:

Commissioners: \_\_\_\_\_

*[Handwritten signature]*

EXHIBIT B PAGE 3 OF 3

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

ATTEST:

*[Handwritten signature: Natalie Rojas]*  
 Executive Officer  
 Local Agency Formation Commission

Date: 4-21-21

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

Date: 4/21/21

*[Handwritten signature: Natalie Rojas]*  
 Clerk to the Commission  
 Local Agency Formation Commission



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 12**

**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 155 Grove Drive, Portola Valley**

---

Background

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

Analysis

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

Fiscal Impact

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

Recommendation

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

Attachments: Resolution \_\_\_\_\_ (2021)  
Covenants Running with the Land

RESOLUTION NO. \_\_\_\_\_ (2021)

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF “AGREEMENT CREATING COVENANTS RUNNING WITH THE LAND,” BY AND BETWEEN SCOTT AND KATIE MITIC, OWNERS 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 14<sup>th</sup> day of July 2021, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

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

---

(Space above this line for Recorder's Use)

**AGREEMENT CREATING COVENANTS  
 RUNNING WITH THE LAND**

Agreement entered into by and between West Bay Sanitary District, a public agency of the State of California ("District") and Scott and Katie Mitic, owners of the property at 155 Grove Drive, Portola Valley, ("Proponents").

**RECITALS**

1. Proponents represent that they are the owners of certain real property situated in the Town of Portola Valley, San Mateo County, California, which is commonly known as 155 Grove Drive, and which is more particularly described as follows:

Lot 17 in Block -, as shown on that certain map entitled "Stonegate Subdivision of a portion of Corte Madera Rancho, San Mateo County, CA", filed in the office of the County Recorder of said County and State, on September, 1948 in Book 29 of maps at pages 31-33.

Containing an area of 1.25 acres, more or less (the "Real Property").

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

or

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

or

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

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

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

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

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

### **TERMS AND CONDITIONS**

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

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

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

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

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

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

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

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

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

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

### **PROHIBITIONS**

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

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

### **ADHERENCE TO DISTRICT REGULATIONS**

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

### **ENFORCEMENT RIGHTS OF DISTRICT**

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

**ATTORNEY FEES**

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

**BINDING EFFECT**

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

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

**DISTRICT:**

WEST BAY SANITARY DISTRICT  
A Public Agency

**Printed Name:**

By: \_\_\_\_\_  
President of the District Board

Date: \_\_\_\_\_

**Printed Name:**

And by: \_\_\_\_\_  
Secretary of the District Board

Date: \_\_\_\_\_

**PROPONENTS:**

**Printed Name:**

By: Kathleen Mitic Date: 3/27/21

**Printed Name:**

By: Scott Mitic Date: 03/27/21

**(Attach Notary Acknowledgement Certificate)**

W:/AdminData/Annexation/Annex forms and samples/Covenants Running Land-OWDZ Application.Grinder-Step  
(Updated: 4/18/13)

Please see attached  
Acknowledgment or  
Jurat



# CALIFORNIA CERTIFICATE OF 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 03/27/2021 before me, Andrew Michael Beck, Notary Public,  
(here insert name and title of the officer)

personally appeared Scott Mitic and Kathleen Mitic

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 Andrew Beck



(Seal)

## Optional Information

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this acknowledgment to an unauthorized document and may prove useful to persons relying on the attached document.

### Description of Attached Document

The preceding Certificate of Acknowledgment is attached to a document titled/for the purpose of Agreement

containing 4 pages, and dated 03/27/21

The signer(s) capacity or authority is/are as:

- Individual(s)  
 Attorney-in-Fact  
 Corporate Officer(s) \_\_\_\_\_ Title(s)

- Guardian/Conservator  
 Partner - Limited/General  
 Trustee(s)  
 Other: \_\_\_\_\_

representing: \_\_\_\_\_  
Name(s) of Person(s) or Entity(ies) Signer is Representing

### Additional Information

#### Method of Signer Identification

Proved to me on the basis of satisfactory evidence:  
 form(s) of identification  credible witness(es)

Notarial event is detailed in notary journal on:  
Page # \_\_\_\_\_ Entry # 156-157

Notary contact: 650-529-1692

#### Other

Additional Signer(s)  Signer(s) Thumbprint(s)

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*1902 - Serving Our Community for over 115 Years - 2021*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JUNE 23, 2021 AT 7:00 P.M.**

**1. Call to Order**

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

**Roll Call**

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Reese, Condotti by Zoom

Others Present by Zoom: Jeremy Dennis – Town of Portola Valley Town Manager; Portola Valley residents – Chris Buja, Rebecca Flynn, Nan Shostak, Mary Hufty and Brian Cairney; LAFCo – Martha Poyatos, Rob Bartilo

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

**3. Consent Calendar**

Motion to Approve Minutes as Revised by: Thiele-Sardiña 2<sup>nd</sup> by: Moritz Vote:  
AYE: 5 NAY: 0 Abstain: 0

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

Comments: None.

A. Approval of Minutes for Regular Meeting June 9, 2021

**4. District Manager's Report**

Comments: District Manager Ramirez summarized his report by stating the District experienced two sanitary sewer overflows (SSOs). The last SSO had occurred over 24 months ago. The causes of the SSOs were primarily due to scheduling. He continued to report that two new temporary employees will be hired soon to help with the maintenance schedule. District Manager Ramirez also reported on the status of the metal storage building being constructed at the Flow Equalization Resource Recovery Facility site, as well as on the contractor's progress performing the pipeline work on Ringwood Road. The complete report is in the June 23, 2021 agenda packet.

## 5. Discussion and Direction on Annexation Reimbursement Agreements

Comments: District Manager Ramirez reported that District staff is currently managing over twenty-one reimbursement agreements and there are no legal requirements to enter into new agreements moving forward. These agreements can last twenty-five years and consume considerable staff time. Most of these costs have not been recovered in the past. When payments are due to the original property owners or developers, who extend the public sewer main to serve their property, reimbursement checks are mailed out without charging appropriate fees, until recently. In some cases, over ninety people require reimbursement without paying a processing fee. Additionally, at times the District is reimbursing for old pipes which have reached approximately fifty percent of its useful life. Staff is currently managing over twenty reimbursement agreements with hundreds of people requiring reimbursement, as other connect to these public sewer main extensions.

Portola Valley resident Rebecca Flynn commented that she and her neighbor financed the construction of the sewer main on her street about 10 years ago that cost approximately \$36,000. She stated she would have preferred to stay on septic. Resident Chris Buja commented that he believes residents shouldn't be building sewer mains and/or pump stations for the District. He suggested the District consider buying out the agreements after some period of time. Resident Nan Shostak commented that the District needs to find a way of simplifying the reimbursement process. She asked the District to hold a zoom meeting for the residents of Portola Valley to discuss reimbursement agreements and annexation of territories. She asked that the District plan the meeting at a time that does not conflict with the Town's council meetings. Resident Mary Hufty commented that she also believes there is a need to have another meeting to discuss this item when the Town Council meeting is not in session.

District Manager Ramirez continued by reporting that the Board may consider not entering into new agreements or delaying new agreements until the Board studies the matter. The Board may also consider limiting the duration of agreements to five to ten years and consider having the agreements remain with the parcel, rather than transfer out of the District or to other individuals.

President Dehn opened the discussion to the Board to provide direction on the item. After some discussion, Staff was directed not enter into new agreements at this time and to establish a workshop where the matter could be discussed further. During the discussion period staff received direction to address the following items:

- Concerns about the accounting in the agreements and lack of depreciation which makes it harder for new connectors to join.
- Consider including depreciation in any future reimbursement agreement.
- Consider limiting the duration of agreements to five to ten years.
- Consider having the agreements remain with the parcel, rather than transfer out of the District or to other individuals.
- Look at the Regional Housing Needs Allocation (RHNA) number for new homes in Portola Valley.
- Consider the impact on ADUs.
- Study how many homes are on each agreement and what initiated these agreements (i.e. new construction, failing septic tanks, etc...).

- Look into the age and value of the twenty-one reimbursement agreements and how many more agreements are expected.
- Discuss if existing agreements be transferred to the parcels.
- Staff to work with the Town of Portola Valley on how they would like to participate in the financing of extending the public sewer mains in their area.
- District Council Condotti to report on limiting the duration of the agreements.

## **6. Discussion and Direction on Annexing Certain Territories of the Town of Portola Valley into West Bay Sanitary District**

Comments: District Manager Ramirez reported that the individual annexation process is not efficient and uses considerable District staff time. He continued to report the process regularly uses LAFCo resources. Several public hearings are held throughout the year for every parcel that is annexed at both agencies. LAFCo Executive Director, Martha Payatos, gave a presentation on LAFCo's background and made recommendations on how to annex areas at one time, if the Board should decide to move forward. LAFCo's Rob Bartilo outlined the three potential areas which could be annexed. They include Los Trancos Woods, Westridge, and Wayside Road, near the Town of Woodside.

Portola Valley resident Nan Shostak asked, if the Board decides to move forward with annexing certain territories, they consider not requiring residents to connect. She stated she is happy with her septic system and would like to remain on it. Resident Chris Buja commented that he would like to see the annexation process simplified.

President Dehn opened the discussion for comments from the Board. Director Otte expressed his concern on how costly the process may be without a known outcome and that he doesn't see a compelling reason to annex entire territories at this time. After further discussion the Board's consensus was to have staff gather the requested information and bring it back to the Board in a workshop. Topics of discussion should include:

- Understand how many annexations have been done per year, in the last five years.
- Conduct a risk analysis on the costs to annex territories.
- Provide the costs for annexations and legal fees that are involved in the current process.
- Study the details of the outstanding twenty-one reimbursement agreements and compare them to the three potential areas.
- Work with the Town of Portola Valley to determine how much they are willing to participate in the annexation process.

## **7. June 23<sup>rd</sup> Update Report on District Response to Corona Virus**

Comments: District Manager Ramirez reported that the District has made no changes to the existing COVID-19 policy but it is currently under review for updates. He also reported that staff is now 90% vaccinated.

**8. Report and Discussion on Sharon Heights Recycled Water Plant**

Comments: District Manager Ramirez reported that the flow study is now complete and data shows approximately 95,000 gallons per day flow through the area of Avy and Altschul. He also stated that 8 million gallons of recycled water were delivered to SHGCC in May.

**9. Discussion and Direction on Bayfront Recycled Water Project and Status Update**

Comments: District Manager Ramirez reported that the District's recycled water code is currently under review by the City of Menlo Park. He continued to report that staff has begun talks with developers on developer agreements. President Dehn directed District Council Condotti to begin drafting a template developer agreement for the Bayfront area.

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

Comments: President Dehn reported that the next meeting will be held on June 24<sup>th</sup>.

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

Comments: Director Otte reported that the Tunnel Boring Project (TBP) is nearing completion and should be completed soon. He also reported that the final SRF loan for the plant's CIP, in the amount of \$169M, should be finalized in the next few days.

**12. Closed Session**

Entered closed session at 9:17 p.m. Left closed session at 9:54 p.m.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS

Agency designated representatives: District Manager/Legal Counsel  
Unrepresented & Exempt employees: Exempt Staff

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS

Agency designated representatives: Board President/Legal Counsel  
Unrepresented employee: District Manager

C. 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

Reportable action: District Counsel, Tony Condotti, reported the Board of Directors discussed and considered establishing the rates of pay for FY21/22 and performed the evaluation of the District Manager. The Board approved to Restate and Amend the Employment Agreement between the West Bay Sanitary District and Sergio Ramirez

(District Manager). The Board of Directors approved an annual base salary compensation adjustment of two hundred seven thousand dollars per year, payable bi-weekly.

**13. Consideration to Adopt Resolution Establishing Rates of Pay and Related Compensation Provisions**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain:

Comments: None.

**14. Consideration of Resolution Authorizing the President and Secretary of the District Board to Restate and Amend Employment Agreement Between the West Bay Sanitary District And Sergio Ramirez (District Manager)**

Motion to Approve by: Otte 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None.

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

Comments: President Dehn stated the Board of Directors would like to discuss items 5 and 6 further in a Board workshop.

**16. Adjournment Time:** The meeting was adjourned at 9:57 PM

**(Email to the Board of Directors)**

To the Board of Directors:

We are 33-year residents of Westridge, in Portola Valley, who rebuilt our house six years ago. We are on septic, on a 2.5-acre parcel with a large area for a primary drain field and another large area set aside for an alternate drain field. San Mateo County required a new, larger septic system for the new house. This system has been working perfectly and is expected to last another 50 years.

We understand that a substantial amount of new building will be taking place in Portola Valley over the next 10 years and many of the new residences will require connections to the District's sewer lines. We also understand why the District would want to consider annexing large parts of Portola Valley in advance of construction. We feel very strongly, however, that individual owners who do not want or need sewer connections should not have to incur sewer fees. Parcels with septic systems in good operating condition should remain on septic as long as the owners choose to keep these systems. Initial costs of installing a new septic system are high; owners should not have to pay double if sewer annexation is required.

The District Manager's analysis states, "There may be a mechanism to annex certain territories of Portola Valley into the District without requiring those properties to connect to the public sanitary sewer system." We urge the Board to investigate and adopt this mechanism, in order to avoid double sewer assessments (original septic plus ongoing sewer) for many property owners.

Respectfully,

Nancy and Robert Shostak  
Portola Valley, CA



---

# TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 - Tel: (650) 851-1700 Fax: (650) 851-4677



June 23, 2021

Sergio Ramirez, General Manager  
West Bay Sanitary District  
500 Laurel Street  
Menlo Park, CA 94025

Mr. Ramirez,

I write in response to items 5 and 6 on West Bay Sanitary District's (District) Board agenda for June 23, 2021.

While the discussion of these two items will take some time, I appreciate the opportunity to share some initial thoughts, which are not exhaustive, related to both annexation and reimbursement.

## 1. Annexation

Based on conversations with you and a review of the staff report on this item, I understand that the primary motivation for a blanket annexation of portions of Portola Valley is to reduce administrative costs to the District. The staff report also states that such an annexation would not require or compel any resident to connect to sewer services.

I believe this to be a critical component of the proposal, and I recommend the District make a proactive statement that no future Board action would require such connections at a later date.

As with such actions, there may be unintended consequences related to future, unanticipated development beyond the Town's vision for potential future growth that I believe must be carefully considered and discussed, both by the Town with its residents and the District Board.

As you know, the County requires, in most circumstances, connection to sewer services should a resident's septic system fails and new tank locations/leach fields are necessary. I hope that you will engage with the Town and County Environmental Health on these issues to ensure that septic systems remain an option for residents.

Questions: What parts of Town is the District considering annexing? Why is the District only considering certain areas of the Town?

## 2. Reimbursement

Based on aforementioned conversations with you and a review of the staff report on this item, I understand that the District is contemplating ending future reimbursement agreements with those residents who choose to connect to the sewer system, amongst other amendments to the program.

While I have no specific comments at this time on this proposal, I recommend a thorough outreach process to engage Portola Valley residents.

### 3. Other Comments

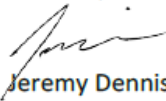
The District may wish to consider these additional items as they examine the two proposals:

- a. Specifications for equipment, particularly control panels for grinder pumps (and affiliated secondary driveway) that better complements the Town's design guidelines for development
- b. The effect of the proposals on public and utility easements
- c. Potential changes to the Town entitlement process
- d. Relationship between the ownership of sewer laterals in the public right-of-way
- e. Impact on private builders constructing sewer mains/laterals in the public right-of-way
- f. Responsibility for design and construction of sewer mains/laterals in the public-right-of-way
- g. Future, thoughtful design of optimal sewer main routes that does not result in impacts on private property, instead of lines through backyards

#### Concluding Remarks

Thank you for agreeing to make District staff available to present these proposals to the Portola Valley Town Council at its August 11 meeting. I appreciate the District's commitment to a thorough vetting over the coming months, and I high recommend that the District engage Town residents with its own meetings and engagements. The Town stands by to ensure the maximum number of residents are aware of these proposals and can participate in these important discussions.

Sincerely,



Jeremy Dennis  
Town Manager, Portola Valley

cc: Portola Valley Town Council  
Martha Poyatos, San Mateo County Local Agency Formation Commission (LAFCo)



**WEST BAY SANITARY DISTRICT**  
**Financial Activity Report**  
**June 2021**

**Date:** *July 14, 2021*

**To:** *Board of Directors*

**From:** *Annette Bergeron, Personnel & Accounting Specialist*  
*Debra Fisher, Finance Manager*

**Subject:** *Approve Monthly Financial Activity Report*

**Financial Activity for the month:**

**Receipt Summary:**

|                         |                          |
|-------------------------|--------------------------|
| Commercial Deposits     | 160,789.12               |
| Deposits in Transit     | 0.00                     |
| Credit Cards            | 6,814.06                 |
| Wires, ACH, & Transfers | 265,381.91               |
| <b>Total Receipts</b>   | <b><u>432,985.09</u></b> |

**Withdrawal Summary**

|                               |                            |
|-------------------------------|----------------------------|
| Total Checks                  | 714,007.49                 |
| Total Corp Card               | 14,933.88                  |
| Total Bank Transfers          | 1,071,378.24               |
| Total Internal Bank Transfers | 1,387,458.00               |
| <b>Total Withdrawals</b>      | <b><u>3,187,777.61</u></b> |

**Fund**      **Expenditure Summary by Budget Category**

|                        |                            |                            |
|------------------------|----------------------------|----------------------------|
| 100                    | Operations                 | 597,166.90                 |
| 200                    | Capital                    | 509,864.32                 |
| 300                    | Solid Waste                | 1,820.00                   |
| 500                    | Recycled Water             | 54,758.39                  |
| 800                    | Silicon Valley Clean Water | 636,710.00                 |
| <b>Summary by Fund</b> |                            | <b><u>1,800,319.61</u></b> |

Presented to West Bay Sanitary District Board of Directors for review and approval.

President \_\_\_\_\_

Secretary \_\_\_\_\_

**WEST BAY SANITARY DISTRICT**  
**Receipts & Incoming Transfers**  
**June 2021**

| RECEIPT<br>NUMBER                      | DEPOSIT<br>DATE | DESCRIPTION                                                                     | AMOUNT              |
|----------------------------------------|-----------------|---------------------------------------------------------------------------------|---------------------|
| 461874                                 | 6/30/2021       | Sarah Murphy: 30 Cheyenne Pt, PV, Permit & Connection Fees                      | 8,791.00            |
| 461875                                 | 6/30/2021       | Sarah Murphy: 30 Cheyenne Pt, PV, Class 3 Permit & Deposit                      | 2,585.00            |
| 461876                                 | 6/1/2021        | Matarozzi Pelsinger Builders: 272 Greenoaks Dr, Ath Permit                      | 290.00              |
| 461877                                 | 6/1/2021        | GK Builders: 130 Baywood Ave, MP, Permit                                        | 290.00              |
| 461878                                 | 6/30/2021       | Town of Los Altos Hills: Maintenance Service Agrmt 4/2021                       | 37,819.60           |
| 461879                                 | 6/2/2021        | Adam Pool Solutions: 61 Los Robles Ct, MP, Permit                               | 366.30              |
| 461880                                 | 6/3/2021        | Bayshore Plumbers: 1211 Arbor Road, MP, Permit                                  | 290.00              |
| 461881                                 | 6/3/2021        | Discover Plumbing: 785 Coleman Ave, MP, Permit                                  | 290.00              |
| 461884                                 | 6/4/2021        | Gbm Builder: 1820 White Oak Dr, MP, Permit                                      | 170.00              |
| 461885                                 | 6/6/2021        | Thomas James Homes: 710 Stanford Ave, MP, Permit                                | 290.00              |
| 461886                                 | 6/7/2021        | Matthew Kansky: 50 Heather Dr, Ath, Permit                                      | 170.00              |
| 461887                                 | 6/6/2021        | Plumbing By Design: 2113 Santa Cruz Ave., MP, Permit                            | 290.00              |
| 461888                                 | 6/9/2021        | Susan & Doug Galen: 2320 Olympic Ave., MP, Permit                               | 170.00              |
| 461889                                 | 6/9/2021        | Jamie Gonzalez: 700 Hermosa Way, MP, Permit                                     | 290.00              |
| 461890                                 | 6/10/2021       | Sod Home Group, Inc.: 84 Maple Ave, MP, Permit                                  | 290.00              |
| 461891                                 | 6/10/2021       | Frank Mirkhani: 2315 Warner Range Ave, MP, Permit                               | 290.00              |
| 461892                                 | 6/10/2021       | **VOID** Ladera Community Church                                                | 0.00                |
| 461893                                 | 6/11/2021       | RJ Dailey Construction: 210 Atherton Ave, Ath, Permit                           | 170.00              |
| 461894                                 | 6/11/2021       | Thompson Suskind, LP: 85 Palmer Ln, PV, Permit                                  | 170.00              |
| 461896                                 | 6/30/2021       | Genuine Construction: 30 Holden Ct, PV, Permit, Conn Fee, Deposit               | 11,376.00           |
| 461898                                 | 6/14/2021       | Bayshore Plumbers: 740 Hamilton Ave, MP, Permit                                 | 290.00              |
| 461899                                 | 6/15/2021       | Bayshore Plumbers: 330 Ravenswood Ave, MP, Permit                               | 290.00              |
| 461900                                 | 6/15/2021       | Cindy Shove: 720 Vine St, MP, Permit                                            | 290.00              |
| 461901                                 | 6/17/2021       | Wizard Plumbing: 1961 Camino De Los Robles, MP, Permit                          | 355.00              |
| 461902                                 | 6/21/2021       | Thomas James Homes: Permit: 203 Leland Ave, MP, Permit                          | 170.00              |
| 461903                                 | 6/30/2021       | United States Treasury: Reimb PR SS taxe 12/31/19                               | 1,576.40            |
| 461904                                 | 6/30/2021       | William C Gray: 60 Valencia Ct, PV, Permit                                      | 8,791.00            |
| 461905                                 | 6/22/2021       | Lee Ghee Chng: 77 Marsh Rd, ATH, Permit                                         | 290.00              |
| 461906                                 | 6/23/2021       | Deborah Eula, Adam Pool Solutions: 11 Cowell Lane, Ath., Permit                 | 367.76              |
| 461907                                 | 6/23/2021       | Bell Plumbing of San Mateo: 2010 Sand Hill Road, MP, Permit                     | 355.00              |
| 461908                                 | 6/30/2021       | Matarozzi/Pelsinger Builders, Inc.: 351 Stockbridge Ave., Pe                    | 1,315.51            |
| 461909                                 | 6/30/2021       | Steven & Traci Vassallo: 193 Meadowood Dr, Annex Fee & WW Disposal              | 3,370.00            |
| 461910                                 | 6/24/2021       | Roto Rooter: 42 Willow Rd, MP, Permit                                           | 290.00              |
| 461912                                 | 6/30/2021       | Town of Los Altos Hills: Maintenance Service Agrmt 5/2021                       | 33,959.24           |
| 461913                                 | 6/28/2021       | TrenchFree: No Fee                                                              | 0.00                |
| 461914                                 | 6/28/2021       | TrenchFree: No Fee                                                              | 0.00                |
| 461915                                 | 6/30/2021       | K & A Bedell: 4 Navajo Place, PV, Permits, Conn Fee, Annex Fee, Reimburse Agrmt | 51,205.37           |
| 461916                                 | 6/29/2021       | BPH LLC: 7 Fair Oaks Ln, Ath, Permit                                            | 290.00              |
| <b>Total Deposits</b>                  |                 |                                                                                 | <b>\$167,603.18</b> |
| <b>WIRE/ACH TRANSFERS RECEIVED</b>     |                 |                                                                                 |                     |
| 461897                                 | 6/7/2021        | SHGCC: SRF Loan Installment #3 and O&M 6/2021                                   | 103,322.42          |
| 461911                                 | 6/23/2021       | Transfer FY 2021-22 Expenses from WBSD Equipment Acct                           | 153,277.37          |
| 461918                                 | 6/15/2021       | Recology: Franchise Fee 5/2021                                                  | 8,782.12            |
| <b>Total Transfer to BofW Checking</b> |                 |                                                                                 | <b>\$265,381.91</b> |
| <b>TOTAL DEPOSITS</b>                  |                 |                                                                                 | <b>\$432,985.09</b> |

**WEST BAY SANITARY DISTRICT**  
**Financial Activity Report**  
**Withdrawals**  
**June 2021**

| <b>CHECK</b> | <b>DATE</b> | <b>TO WHOM PAYABLE</b>         | <b>PURPOSE</b>                                                                      | <b>AMOUNT</b> |
|--------------|-------------|--------------------------------|-------------------------------------------------------------------------------------|---------------|
| 67876        | 6/3/2021    | Alpha Analytical Laboratories  | Daily Coliform Samples 5/2021                                                       | 480.00        |
| 67877        | 6/3/2021    | BAGG Engineers                 | Field Density Testing for North Bay & Ringwood                                      | 1,930.00      |
| 67878        | 6/3/2021    | Bay Area Barricade Service Inc | Safety Cones - JBC 28in 7 lb Cone with Two Reflective                               | 1,720.69      |
| 67879        | 6/3/2021    | CWEA                           | CWEA Membership Renewal                                                             | 91.00         |
| 67880        | 6/3/2021    | Cintas Corp.                   | Uniform Cleaning 1/13/2021                                                          | 41.71         |
| 67881        | 6/3/2021    | Dolphin Graphics               | Vehicle Graphics For Unit 208                                                       | 1,282.11      |
| 67882        | 6/3/2021    | Navia Benefit Solutions        | Commuter & FSA PR Contributions 5/2021                                              | 791.88        |
| 67883        | 6/3/2021    | Franchise Tax Board            | Wage Garnishments                                                                   | 325.00        |
| 67884        | 6/3/2021    | Global Equipment, Inc          | Unit 208: Electrical Cord                                                           | 149.19        |
| 67885        | 6/3/2021    | Grainger                       | 200 Ft Cord, Ropes, Cords, Safety Signs, Disposable Respirators, Connector Cable, I | 4,264.30      |
| 67886        | 6/3/2021    | HF&H Consultants, LLC          | Solid Waste Rate Study 4/2021                                                       | 1,820.00      |
| 67887        | 6/3/2021    | Mallory Co.                    | New Gas Monitors for Maint Dept                                                     | 8,557.02      |
| 67888        | 6/3/2021    | City Of Menlo Park-Fuel        | Fuel For District Vehicles 4/2021                                                   | 6,989.50      |
| 67889        | 6/3/2021    | Ogasawara Landscape Maint.     | Building Maintenance 5/2021                                                         | 400.00        |
| 67890        | 6/3/2021    | Old Castle Infrastructure      | Castings for Grade Rings & Cones 5/2021                                             | 999.64        |
| 67891        | 6/3/2021    | Pacific Gas & Electric         | Electric Service - April/May                                                        | 19,286.35     |
| 67892        | 6/3/2021    | Precision Engineering          | North Bay Road & Ringwood Avenue CIP                                                | 397,007.85    |
| 67893        | 6/3/2021    | Redwood General Tire Co., Inc. | Unit 202 Tire Replacement & Alignment 5/2021                                        | 1,227.90      |
| 67894        | 6/3/2021    | Roberts & Brune Company        | ARC Couplers and Pipe Fittings 5/2021                                               | 2,681.02      |
| 67895        | 6/3/2021    | Robert J. Scheidt              | Reimburse: FERRF Wi Fi Router & Admin Office Project & Photo Printing               | 481.66        |
| 67896        | 6/3/2021    | Seekzen Systems                | IT Consulting Service - 5/2021                                                      | 475.00        |
| 67897        | 6/3/2021    | Silicon Valley Clean Water     | Total Coliform Samples - SVCW 4/2021                                                | 525.00        |
| 67898        | 6/3/2021    | Telstar Instruments, Inc.      | Telstar - Flow Meter Calibrations 5/2021                                            | 3,145.70      |
| 67899        | 6/3/2021    | Teletrac Navman Us Ltd.        | GPS For District Vehicles 6/2021                                                    | 271.86        |
| 67900        | 6/9/2021    | Matheson Tri-Gas, Inc.         | Gas 5/2021                                                                          | 56.91         |
| 67901        | 6/9/2021    | Readyrefresh By Nestle         | Water Delivery 5/2021                                                               | 97.26         |
| 67902        | 6/9/2021    | Cintas Corp.                   | Uniform Cleaning May-June 2021                                                      | 1,587.64      |
| 67903        | 6/9/2021    | City Of Foster City            | Temporary Maintenance Worker Job Posting 5/2021                                     | 510.00        |
| 67904        | 6/9/2021    | Cleanserv Universal Services   | Custodial Service 6/2021                                                            | 1,075.00      |
| 67905        | 6/9/2021    | The Concept Genie              | Public Outreach 6/2021                                                              | 424.10        |
| 67906        | 6/9/2021    | The Almanac                    | Legal Notices & Advertisements - April-May 2021                                     | 4,488.00      |
| 67907        | 6/9/2021    | Home Depot Credit Services     | Pump Station Parts & Supplies 4/2021                                                | 962.89        |
| 67908        | 6/9/2021    | IEDA                           | Consulting Fees 6/2021                                                              | 786.00        |
| 67909        | 6/9/2021    | City Of Menlo Park - Water     | Water Service - April-May 2021                                                      | 194.96        |
| 67910        | 6/9/2021    | Metro Media                    | Public Outreach: Menlo Park Chamber Director 2021                                   | 3,095.00      |
| 67911        | 6/9/2021    | Pacific Gas & Electric         | Electric Service - Bayport Park April-May 2021                                      | 3,223.04      |
| 67912        | 6/9/2021    | Peninsula Building Supply      | Grinder, Asphalt, Gloves, Paint Marker, Concrete Mix, Filter Fabric                 | 1,550.39      |
| 67913        | 6/9/2021    | Precise Concrete Sawing, Inc.  | Flat Saw - Asphalt Cutting 5/2021                                                   | 450.00        |
| 67914        | 6/9/2021    | Rich Voss Trucking             | Rock Delivery 6/2021                                                                | 667.00        |
| 67915        | 6/9/2021    | Signa Mechanical               | E-One Pump Replacement 6/2021                                                       | 9,944.19      |
| 67916        | 6/9/2021    | County Of San Mateo            | Recording Fee for Notice of Exempt - 160 Fawn Lane                                  | 50.00         |
| 67917        | 6/9/2021    | County Of San Mateo            | Recording Fee for Quitclaim                                                         | 17.00         |
| 67918        | 6/9/2021    | County Of San Mateo            | Recording Fee for Res 2245                                                          | 26.00         |
| 67919        | 6/9/2021    | County Of San Mateo            | Recording Fee for Title of Doc - 20 Sioux Way                                       | 35.00         |
| 67920        | 6/9/2021    | Shape Incorporated             | Rebuild Woodside Pump, Flygt Float Level Sensor                                     | 6,933.17      |
| 67921        | 6/9/2021    | Sharp Business Systems         | Lease for(3) copiers (1st Flr Admin, 2nd Flr Admin and Maint                        | 1,085.18      |
| 67922        | 6/9/2021    | TPX Communications             | TPx - District VoIP Phone Service 5/2021                                            | 2,953.99      |
| 67923        | 6/9/2021    | Vision Communications Co.      | Radio Airtime 6/2021                                                                | 724.13        |
| 67924        | 6/16/2021   | Alpha Analytical Laboratories  | Daily Coliform Samples 5/2021                                                       | 180.00        |
| 67925        | 6/16/2021   | Veolia Water North America     | Water Service - 1805 Purdue 4/2/21-6/2/21                                           | 75.69         |
| 67926        | 6/16/2021   | Atchison, Barisone & Condotti  | Attorney Fees 5/2021                                                                | 14,174.43     |
| 67927        | 6/16/2021   | Aztec Consultants              | Project 1749.1E New Metal Building 5/2021                                           | 23,331.05     |
| 67928        | 6/16/2021   | Cal-Steam                      | Water Filter 4/2021                                                                 | 405.35        |
| 67929        | 6/16/2021   | California Water Service       | Water Service - May-June 2021                                                       | 1,364.49      |
| 67930        | 6/16/2021   | Calpers Long-Term Care Program | LTC Withholding - 6/1/21-6/15/21                                                    | 35.36         |
| 67931        | 6/16/2021   | Center For Hearing Health Inc. | Center for Hearing Health - Annual Audiograms 5/2021                                | 600.00        |
| 67932        | 6/16/2021   | Du-All Safety, LLC             | Du-all Safety Contract 5/2021                                                       | 1,620.00      |
| 67933        | 6/16/2021   | Dale Scott & Co., Inc.         | Continuing Disclosure Fee YE 6/30/20                                                | 4,000.00      |
| 67934        | 6/16/2021   | Navia Benefit Solutions        | Flexible Spending Account PR Contributions                                          | 766.88        |
| 67935        | 6/16/2021   | Franchise Tax Board            | Earnings Withholding Order #389526548454718398                                      | 325.00        |
| 67936        | 6/16/2021   | Grainger                       | Paper Towels, PPE Safety Glasses, Safety Decals                                     | 1,114.35      |
| 67937        | 6/16/2021   | Hach Company                   | HACH 27 Meters Maint & Reporting Contract 6/2021                                    | 13,275.00     |

**WEST BAY SANITARY DISTRICT**

**Financial Activity Report**

**Withdrawals**

**June 2021**

|       |           |                                |                                                                           |           |
|-------|-----------|--------------------------------|---------------------------------------------------------------------------|-----------|
| 67938 | 6/16/2021 | City Of Menlo Park - Water     | Water Service - April-June 2021                                           | 778.63    |
| 67939 | 6/16/2021 | Microix, Inc.                  | Workflow Software Maintenance 6/23/21-6/30/24                             | 4,781.12  |
| 67940 | 6/16/2021 | Mission Clay Products, LLC     | 6 Clay Pipe For Repairs on Willow Road 6/2021                             | 589.16    |
| 67941 | 6/16/2021 | Mission Clay Products, LLC     | Clay, Wye, & Tees 6/2021                                                  | 1,757.26  |
| 67942 | 6/16/2021 | Pacific Gas & Electric         | Electric Service - Georgia Ln 4/30/21-5/31/21                             | 397.23    |
| 67943 | 6/16/2021 | Pape Machinery                 | Scrapper Blades and Bracket                                               | 699.51    |
| 67944 | 6/16/2021 | Ponton Industries, Inc.        | Manhole Lid Antennas & Batteries 5/2021                                   | 3,061.82  |
| 67945 | 6/16/2021 | Recology Peninsula Services    | Recology - SHGCC 2yd Bin 5/2021                                           | 249.39    |
| 67946 | 6/16/2021 | Shape Incorporated             | 34 HP Flygt Pump                                                          | 33,692.70 |
| 67947 | 6/16/2021 | Silicon Valley Clean Water     | Total Coliform Samples - 5/2021                                           | 750.00    |
| 67948 | 6/16/2021 | Steven Creek Quarry, Inc.      | Base Rock 6/2021                                                          | 1,473.23  |
| 67949 | 6/16/2021 | V & A Consulting Engineers     | Flow Monitoring Report 2/1/21-5/31/21                                     | 10,575.00 |
| 67950 | 6/16/2021 | VAR Technology Finance         | Fujitsu fi-7900 Scanner Lease                                             | 462.99    |
| 67951 | 6/16/2021 | Weco Industries, LLC           | Replacement Parts For Warthog 5/2021                                      | 1,781.43  |
| 67952 | 6/24/2021 | AT&T                           | Telemetry & Alarms 5/13/21-6/12/21                                        | 1,059.04  |
| 67953 | 6/24/2021 | Alpha Analytical Laboratories  | Daily Coliform Samples 6/2021                                             | 480.00    |
| 67954 | 6/24/2021 | Readyrefresh By Nestle         | Water Delivery 5/11/21-6/10/21                                            | 306.41    |
| 67955 | 6/24/2021 | Cintas Corp.                   | Uniform Cleaning 6/2021                                                   | 1,404.16  |
| 67956 | 6/24/2021 | Comcast                        | Internet - Sand Hill Road 6/15/21-7/14/21                                 | 385.13    |
| 67957 | 6/24/2021 | Federal Express                | Shipping Services - WECO                                                  | 177.67    |
| 67958 | 6/24/2021 | Freyer & Laureta               | Levee Design, North Bay Road, Bayfront Entrance, Miscellaneous Eng 5/2021 | 47,474.03 |
| 67959 | 6/24/2021 | Grainger                       | Light Fixture Mounting Parts, Fuses 6/2021                                | 379.24    |
| 67960 | 6/24/2021 | Kimball Midwest                | Parts Bin Restock, Sanding Disc, S Hooks 4/2021                           | 822.67    |
| 67961 | 6/24/2021 | Void                           | Printing Error                                                            | 0.00      |
| 67962 | 6/24/2021 | Sutter EAP                     | Employee Assistance 1/2021-6/2021                                         | 878.75    |
| 67963 | 6/24/2021 | Morse Hydraulics               | Hydraulic Hose and Fittings 3/2021                                        | 170.44    |
| 67964 | 6/24/2021 | Quadient Leasing USA, Inc.     | Lease for Postage Meter 2/10/21-8/9/21                                    | 549.91    |
| 67965 | 6/24/2021 | R.A. Nosek Investigations      | Background Checks (2) 6/2021                                              | 598.00    |
| 67966 | 6/24/2021 | Ogasawara Landscape Maint.     | Building Maintenance 6/2021                                               | 400.00    |
| 67967 | 6/24/2021 | Pacific Gas & Electric         | Electric Service - May-June 2021                                          | 338.23    |
| 67968 | 6/24/2021 | Precise Concrete Sawing, Inc.  | Flat Saw for Asphalt Repairs 6/2021                                       | 493.50    |
| 67969 | 6/24/2021 | Preferred Alliance             | Testing 5/2021                                                            | 262.20    |
| 67970 | 6/24/2021 | Principal Life Insurance Co.   | Life, LTD, Dental, Vision Insurance 7/2021                                | 6,492.84  |
| 67971 | 6/24/2021 | Roadrunner Glass Door, Inc.    | Replacement Windows at FERRF 3/2021                                       | 1,889.50  |
| 67972 | 6/24/2021 | Redwood General Tire Co., Inc. | Service On Unit 217 6/2021                                                | 386.83    |
| 67973 | 6/24/2021 | County Of San Mateo            | Special Assessment Secured Master Roll                                    | 305.00    |
| 67974 | 6/24/2021 | County Of San Mateo            | Recording Fee for Res 2244                                                | 41.00     |
| 67975 | 6/24/2021 | County Of San Mateo            | Recording Fee for Title of Doc - 155 Grove Dr                             | 35.00     |
| 67976 | 6/24/2021 | County Of San Mateo            | LSSA Recording Fee: 2010 Sandhill, 074-103-020                            | 20.00     |
| 67977 | 6/24/2021 | Staples Credit Plan            | Office Supplies 5/18/21                                                   | 92.48     |
| 67978 | 6/24/2021 | Teamsters Local No. 350        | Union Dues 7/2021                                                         | 976.00    |
| 67979 | 6/24/2021 | Verizon Wireless               | District Cellphone 5/16/21-6/15/21                                        | 1,001.41  |
| 67980 | 6/24/2021 | West Yost & Associates         | Prepare Recycled Water Annual Report RWQCB 4/10/21-5/7/21                 | 7,093.00  |
| 67981 | 6/30/2021 | Bay Area Paving Co. Inc.       | Asphalt Paving After Repair at Sewer Main and on Alameda/Ashton 6/2021    | 4,134.00  |
| 67982 | 6/30/2021 | California Water Service       | Water Service - May-June 2021                                             | 48.73     |
| 67983 | 6/30/2021 | Calpers Long-Term Care Program | LTC Withholding 6/16/21-6/30/21                                           | 35.36     |
| 67984 | 6/30/2021 | Cintas Corp.                   | Uniform Cleaning 6/23/2021                                                | 875.40    |
| 67985 | 6/30/2021 | Comcast                        | Internet - 500 Laurel 6/20/21-7/19/21                                     | 293.48    |
| 67986 | 6/30/2021 | Instrument Technology Corp.    | Metal Detectors 6/2021                                                    | 2,361.48  |
| 67987 | 6/30/2021 | City Of Menlo Park - Water     | Water Service - May-June 2021                                             | 311.84    |
| 67988 | 6/30/2021 | City Of Menlo Park             | City of Menlo Park Stormwater Inspection Fees 6/2021                      | 2,008.00  |
| 67989 | 6/30/2021 | City Of Menlo Park-Fuel        | Fuel and Gas For District Vehicles 5/2021                                 | 7,285.84  |
| 67990 | 6/30/2021 | Occupational Health Centers    | Immunization - AA 6/10/21                                                 | 82.00     |
| 67991 | 6/30/2021 | Pacific Gas & Electric         | Electric Service - May-June 2021                                          | 848.42    |
| 67992 | 6/30/2021 | City Of Redwood City           | Repairs and Maintenance on District Vehicles - 4/2021                     | 601.81    |
| 67993 | 6/30/2021 | County Of San Mateo            | LSSA Recording Fee: 1961 Camino De Los Robles, 070-291-050                | 20.00     |
| 67994 | 6/30/2021 | Univar Solutions USA           | Sodium Hydroxide (Caustic) for SHGCC / RWF                                | 1,506.05  |
| 67995 | 6/30/2021 | Weco Industries, LLC           | CCTV Repair 6/2021                                                        | 884.34    |

**714,007.49**

**WEST BAY SANITARY DISTRICT**  
**Financial Activity Report**  
**Withdrawals**  
**June 2021**

**Corporate Cards:**

| GL                                     | DATE      | Account Number & Name          | Description                                                                  | Amount           |
|----------------------------------------|-----------|--------------------------------|------------------------------------------------------------------------------|------------------|
| 16700                                  | 6/22/2021 | Construction In Progress       | SMC Recorder: Bayfront Eir                                                   | 3,495.25         |
| 54028                                  | 6/22/2021 | Commuter Benefits              | Fastrak: Transportation Expenses                                             | 615.00           |
| 54080                                  | 6/22/2021 | Memberships                    | CWEA Membership Fees                                                         | 1,651.00         |
| 54091                                  | 6/22/2021 | Stationary and Office Supplies | Office Supplies                                                              | 325.35           |
| 54103                                  | 6/22/2021 | Vehicle & Equipment Supplies   | Phone Chargers and Car Phone Holders                                         | 144.53           |
| 54174                                  | 6/22/2021 | Mgmt Conf. & District Meetings | Business Meetings                                                            | 1,044.76         |
| 54176                                  | 6/22/2021 | Business Meetings              | Meetings & Training Conferences                                              | 661.85           |
| 54101                                  | 6/22/2021 | Ops Supplies & Materials       | Weight Sets, Landscaping, Lunch Meetings                                     | 1,700.93         |
| 54102                                  | 6/22/2021 | Safety Supplies & Materials    | Gas Monitoring Supplies                                                      | 653.60           |
| 54105                                  | 6/22/2021 | Pump Station Parts & Supplies  | Battery Chargers for Pump Stations                                           | 83.36            |
| 54106                                  | 6/22/2021 | Small Tools                    | Lumber for HR Dept wall.                                                     | 174.59           |
| 54112                                  | 6/22/2021 | Personal Safety Garments       | Work Jeans for Operations Supervisor                                         | 219.44           |
| 54113                                  | 6/22/2021 | Radio, Alarm, Monitoring Svc   | Radio Repair                                                                 | 68.50            |
| 54151                                  | 6/22/2021 | Fleet/Vehicle R&M              | Service on Unit 214, Tire Repair on Unit 227                                 | 138.15           |
| 54157                                  | 6/22/2021 | Building Repairs & Maint.      | RWF Supplies, New Office Door                                                | 1,977.15         |
| 54158                                  | 6/22/2021 | Computer Software R & M        | Log Me In, Zoom, Prime: Monthly Subscriptions  Annual Fee for Cloud Services | 240.96           |
| 54159                                  | 6/22/2021 | Computer Hardware R & M        | Screen Protectors and Phone Cases                                            | 29.46            |
| 54207                                  | 6/22/2021 | Vallombrosa Center             | Vallombrosa: On Call Lodging                                                 | 1,710.00         |
| <b>Bank of the West - Credit Cards</b> |           |                                |                                                                              | <b>14,933.88</b> |

**Bank Transfers:**

| DATE                                     | TO WHOM PAYABLE  | PURPOSE                                                          | AMOUNT              |
|------------------------------------------|------------------|------------------------------------------------------------------|---------------------|
| 6/1/2021                                 | SVCW             | Monthly Operating Contribution                                   | 636,710.00          |
| 6/2/2021                                 | Paytrace         | Credit Card Processing Fees                                      | 974.12              |
| 6/4/2021                                 | PrimePay         | Employee Payroll & Board of Director Fees - Check Date: 6/4/2021 | 126,120.43          |
| 6/4/2021                                 | PrimePay         | Payroll Taxes                                                    | 37,378.42           |
| 6/4/2021                                 | ICMA             | Deferred Compensation                                            | 10,428.26           |
| 6/8/2021                                 | PrimePay         | PrimePay Fees                                                    | 690.85              |
| 6/11/2021                                | CalPERS          | Health Premiums                                                  | 55,124.48           |
| 6/18/2021                                | PrimePay         | Employee Payroll - Check Date: 6/18/2021                         | 110,716.37          |
| 6/18/2021                                | PrimePay         | Payroll Taxes                                                    | 33,518.11           |
| 6/18/2021                                | ICMA             | Deferred Compensation                                            | 10,428.26           |
| 6/21/2021                                | Bank of the West | Bank Fees                                                        | 147.01              |
| 6/28/2021                                | CalPERS          | Retirement - 6/2021                                              | 47,254.33           |
| 6/30/2021                                | CalPERS          | 1959 Survivor Billing                                            | 1,887.60            |
| <b>Bank Transfers From BofW Checking</b> |                  |                                                                  | <b>1,071,378.24</b> |

**Internal Bank Transfers:**

| DATE                                     | TO WHOM PAYABLE | PURPOSE                              | AMOUNT              |
|------------------------------------------|-----------------|--------------------------------------|---------------------|
| 6/24/2021                                | PARS            | Transfer to OPEB Account             | 87,458.00           |
| 6/28/2021                                | WBSD            | Transfer to WBSD Investment Accounts | 1,300,000.00        |
| <b>Bank Transfers From BofW Checking</b> |                 |                                      | <b>1,387,458.00</b> |

**Summaries:**

**Withdrawal Summary**

|                               |                     |
|-------------------------------|---------------------|
| Total Checks                  | 714,007.49          |
| Total Corp Card               | 14,933.88           |
| Total Bank Transfers          | 1,071,378.24        |
| Total Internal Bank Transfers | 1,387,458.00        |
| <b>Total Withdrawals</b>      | <b>3,187,777.61</b> |

**WEST BAY SANITARY DISTRICT**  
**Financial Activity Report**  
**Supplemental Purchase Register**  
**June 2021**

**OPERATING SUPPLIES & OFFICE EXPENSE**

| <u>CHECK</u> | <u>DATE</u> | <u>VENDOR</u>                  | <u>DESCRIPTION</u>                                                                                                            | <u>AMOUNT</u> |
|--------------|-------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------|
| 67878        | 6/3/2021    | Bay Area Barricade Service Inc | Safety Cones                                                                                                                  | 1,720.69      |
| 67881        | 6/3/2021    | Dolphin Graphics               | Vehicle Graphics For Unit 208                                                                                                 | 1,282.11      |
| 67885        | 6/3/2021    | Grainger                       | Cords, Ropes, Cords, Safety Signs, Disposable Respirators, Connector Cable, Locking Connector, Flood Lights For Pump Stations | 4,264.30      |
| 67887        | 6/3/2021    | Mallory Co.                    | New Gas Monitors for Maint Dept                                                                                               | 8,557.02      |
| 67894        | 6/3/2021    | Roberts & Brune Company        | ARC Couplers and Pipe Fittings 5/2021                                                                                         | 2,681.02      |
| 67912        | 6/9/2021    | Peninsula Building Supply      | Grinder, Asphalt, Gloves, Paint Marker, Concrete Mix, Filter Fabric                                                           | 1,550.39      |
| 67920        | 6/9/2021    | Shape Incorporated             | Rebuild Woodside Pump, Flygt Float Level Sensor                                                                               | 6,933.17      |
| 67941        | 6/16/2021   | Mission Clay Products, LLC     | Clay, Wye, & Tees 6/2021                                                                                                      | 1,757.26      |
| 67944        | 6/16/2021   | Ponton Industries, Inc.        | Manhole Lid Antennas & Batteries 5/2021                                                                                       | 3,061.82      |
| 67946        | 6/16/2021   | Shape Incorporated             | 34 HP Flygt Pump                                                                                                              | 33,692.70     |
| 67948        | 6/16/2021   | Steven Creek Quarry, Inc.      | Base Rock 6/2021                                                                                                              | 1,473.23      |
| 67951        | 6/16/2021   | Weco Industries, LLC           | Replacement Parts For Warthog 5/2021                                                                                          | 1,781.43      |
| 67971        | 6/24/2021   | Roadrunner Glass Door, Inc.    | Replacement Windows at FERRF 3/2021                                                                                           | 1,889.50      |
| 67986        | 6/30/2021   | Instrument Technology Corp.    | Metal Detectors 6/2021                                                                                                        | 2,361.48      |
| 67994        | 6/30/2021   | Univar Solutions USA           | Sodium Hydroxide (Caustic) for SHGCC / RWF                                                                                    | 1,506.05      |

**MISCELLANEOUS**

| <u>CHECK</u> | <u>DATE</u> | <u>VENDOR</u>                  | <u>DESCRIPTION</u>                                                | <u>AMOUNT</u> |
|--------------|-------------|--------------------------------|-------------------------------------------------------------------|---------------|
| 67877        | 6/3/2021    | BAGG Engineers                 | Field Density Testing for North Bay & Ringwood                    | 1,930.00      |
| 67886        | 6/3/2021    | HF&H Consultants, Llc          | Solid Waste Rate Study 4/2021                                     | 1,820.00      |
| 67892        | 6/3/2021    | Precision Engineering          | North Bay Road & Ringwood Avenue CIP                              | 397,007.85    |
| 67893        | 6/3/2021    | Redwood General Tire Co., Inc. | Unit 202 Tire Replacement & Alignment 5/2021                      | 1,227.90      |
| 67898        | 6/3/2021    | Telstar Instruments, Inc.      | Telstar - Flow Meter Calibrations 5/2021                          | 3,145.70      |
| 67906        | 6/9/2021    | The Almanac                    | Legal Notices & Advertisements - Lands of Murphy & Turquist       | 4,488.00      |
| 67910        | 6/9/2021    | Metro Media                    | Public Outreach: Menlo Park Chamber Directory 2021                | 3,095.00      |
| 67915        | 6/9/2021    | Signa Mechanical               | E-One Pump Replacement 6/2021                                     | 9,944.19      |
| 67927        | 6/16/2021   | Aztec Consultants              | Project 1749.1E New Metal Building 5/2021                         | 23,331.05     |
| 67933        | 6/16/2021   | Dale Scott & Co., Inc.         | Continuing Disclosure Fee YE 6/30/20                              | 4,000.00      |
| 67937        | 6/16/2021   | Hach Company                   | HACH 27 Meters Maint & Reporting Contract 6/2021                  | 13,275.00     |
| 67939        | 6/16/2021   | Microix, Inc.                  | Workflow Software Maintenance 6/23/21-6/30/24                     | 4,781.12      |
| 67949        | 6/16/2021   | V & A Consulting Engineers     | Flow Monitoring Report 2/1/21-5/31/21                             | 10,575.00     |
| 67958        | 6/24/2021   | Freyer & Laureta               | Levee Design, North Bay Road, Bayfront Entrance, Misc. Eng 5/2021 | 47,474.03     |
| 67980        | 6/24/2021   | West Yost & Associates         | Prepare Recycled Water Annual Report RWQCB 4/10/21-5/7/21         | 7,093.00      |
| 67981        | 6/30/2021   | Bay Area Paving Co. Inc.       | Asphalt Paving After Repair at Sewer Main and on Alameda/Ashton   | 4,134.00      |
| 67988        | 6/30/2021   | City Of Menlo Park             | City of Menlo Park Stormwater Inspection Fees 6/2021              | 2,008.00      |



**WEST BAY SANITARY DISTRICT**  
**Expenditures Summary FY 2020-21**  
**7/01/2020 to 06/30/2021**

| <b>REGULAR PAYABLES</b>              | <b>TOTAL BY VENDOR</b> | <b>WITHDRAWALS</b> |
|--------------------------------------|------------------------|--------------------|
|                                      | <b>YTD FY 2020-21</b>  | <b>June 2021</b>   |
| 3T Equipment Company                 | 25,952.65              | -                  |
| A-A Lock & Alarm                     | 814.40                 | -                  |
| AAA Rentals                          | 4,923.32               | -                  |
| A & B Trailer Hitch Inc.             | 393.98                 | -                  |
| Abila                                | 13,491.28              | -                  |
| Access                               | 190.00                 | -                  |
| Ace Fire Equipment & Service         | 1,306.05               | -                  |
| Action Towing                        | 1,437.00               | -                  |
| Airgas Usa, LLC                      | 273.26                 | -                  |
| Air & Lube Systems, Inc.             | 52,759.21              | -                  |
| All Fence Company, Inc.              | 1,040.00               | -                  |
| Alliant Insurance Services           | 18,817.00              | -                  |
| Allied Crane                         | 560.84                 | -                  |
| The Almanac                          | 11,352.00              | 4,488.00           |
| Alpha Analytical Laboratories        | 12,195.00              | 1,140.00           |
| Angel Ambriz                         | 83.00                  | -                  |
| American Messaging                   | 203.66                 | -                  |
| American Textile & Supply            | 1,959.58               | -                  |
| Anderson Pacific                     | 901,235.40             | -                  |
| Aquality Water Management Inc.       | 695.14                 | -                  |
| Aqua Natural Solutions               | 4,009.20               | -                  |
| Arcon Builders                       | 2,000.00               | -                  |
| AT&T                                 | 12,410.49              | 1,059.04           |
| Atchison, Barisone & Condotti        | 87,270.59              | 14,174.43          |
| Aztec Consultants                    | 23,331.05              | 23,331.05          |
| Backflow Prevention Specialist       | 1,913.00               | -                  |
| BAGG Engineers                       | 1,930.00               | 1,930.00           |
| Bank of the West - Credit Cards      | 174,491.10             | 14,933.88          |
| Bank of the West                     | 4,824.99               | 147.01             |
| Barker Wagoner Architects            | 15,038.60              | -                  |
| Battery Junction Wholesale           | 441.12                 | -                  |
| Bay Alarm                            | 17,837.53              | -                  |
| Bay Area Air Quality Mgmt Dist       | 7,659.00               | -                  |
| Bay Area Barricade Service Inc       | 2,350.36               | 1,720.69           |
| Bay Area Paving Co. Inc.             | 14,888.00              | 4,134.00           |
| Bayside Equipment Company            | 29,503.36              | -                  |
| Annette Bergeron - Petty Cash        | 143.43                 | -                  |
| Jed M. Beyer                         | 2,730.00               | -                  |
| Bonny Doon Environmental             | 4,358.68               | -                  |
| Vance Brown                          | 291.25                 | -                  |
| California Water Service             | 21,154.89              | 1,413.22           |
| CalPERS - Actuary Fee                | 1,050.00               | -                  |
| CalPERS - Unfunded Accrued Liability | 1,982,655.00           | -                  |
| CalPERS - Retirement                 | 677,093.59             | 47,254.33          |
| CalPERS - Health Premiums            | 569,833.50             | 55,124.48          |
| CalPERS - 1959 Survivor Billing      | 1,887.60               | 1,887.60           |
| Calpers Long-Term Care Program       | 848.64                 | 70.72              |
| Cal-Steam                            | 405.35                 | 405.35             |
| CASA                                 | 13,600.00              | -                  |
| CDW Government                       | 7,866.59               | -                  |
| Center for Hearing Health Inc.       | 1,200.00               | 600.00             |
| Chavan & Associates LLP              | 14,000.00              | -                  |
| Chemsearch                           | 1,590.19               | -                  |
| George Choi                          | 9,500.00               | -                  |
| Cintas Corp.                         | 42,297.75              | 3,908.91           |
| City of Menlo Park                   | 2,560.00               | 2,008.00           |
| City of Menlo Park - Repair          | 10,190.30              | -                  |
| City of Menlo Park-Fuel              | 47,987.25              | 14,275.34          |
| City of Menlo Park - Water           | 16,111.30              | 1,285.43           |
| Cleanserv Universal Services         | 1,075.00               | 1,075.00           |
| Comcast                              | 5,816.68               | 678.61             |
| The Concept Genie                    | 1,750.26               | 424.10             |
| Consolidated Parts, Inc              | 1,197.30               | -                  |
| Costco Membership                    | 60.00                  | -                  |
| Heath Cortez                         | 225.00                 | -                  |
| CPS HR Consulting                    | 7,627.50               | -                  |
| CSDA                                 | 7,805.00               | -                  |
| CSRMA c/o Alliant Insurance          | 333,398.60             | -                  |
| CUSI                                 | 13,750.00              | -                  |
| CWEA                                 | 2,176.00               | 91.00              |
| Cues, Inc.                           | 3,950.00               | -                  |
| Custom Lanyard                       | 1,619.40               | -                  |
| Dell Marketing L.P.                  | 1,679.20               | -                  |
| Deluxe                               | 422.64                 | -                  |
| Dewey Pest Control                   | 16,363.00              | -                  |
| Ditch Witch West                     | 1,610.14               | -                  |
| D & L Supply                         | 391.54                 | -                  |
| Dolphin Graphics                     | 18,321.85              | 1,282.11           |
| Du-All Safety, Llc                   | 20,418.75              | 1,620.00           |
| Duke's Root Control, Inc             | 153,327.92             | -                  |
| ESRI                                 | 12,125.00              | -                  |
| East Bay Muni Utility District       | 2,458.50               | -                  |
| Elite Parts LLC                      | 7,838.31               | -                  |
| Embarcadero Media                    | 4,721.20               | -                  |
| Emerging Sun Productions             | 436.00                 | -                  |

**WEST BAY SANITARY DISTRICT**  
**Expenditures Summary FY 2020-21**  
**7/01/2020 to 06/30/2021**

| <b>REGULAR PAYABLES</b>        | <b>TOTAL BY VENDOR</b> | <b>WITHDRAWALS</b> |
|--------------------------------|------------------------|--------------------|
|                                | <b>YTD FY 2020-21</b>  | <b>June 2021</b>   |
| Envirozyme                     | 3,074.82               | -                  |
| Fast Response On-Site Testing  | 1,817.60               | -                  |
| Federal Express                | 2,897.90               | 177.67             |
| Fremont Urgent Care            | 2,838.00               | -                  |
| Finishmaster Inc               | 1,098.92               | -                  |
| City of Foster City            | 2,030.00               | 510.00             |
| Franchise Tax Board            | 6,650.00               | 650.00             |
| Freyer & Laureta               | 684,598.90             | 47,474.03          |
| Global Equipment, Inc          | 2,820.45               | 149.19             |
| Golden Gate Truck Center       | 2,219.47               | -                  |
| Goldstreet Design Agency, Inc. | 844.38                 | -                  |
| Governmentjobs.com dba NeoGov  | 3,778.32               | -                  |
| GovConnection, Inc.            | 780.00                 | -                  |
| Grainger                       | 48,506.61              | 5,757.89           |
| Granite Rock, Inc.             | 1,194.71               | -                  |
| Hach Company                   | 71,435.72              | 13,275.00          |
| Hadronex, Inc.                 | 34,632.00              | -                  |
| Harben California              | 5,662.48               | -                  |
| Harbor Ready Mix               | 1,250.93               | -                  |
| Harrington Industrial Plastics | 131.02                 | -                  |
| Helix Laboratories, Inc.       | 2,403.50               | -                  |
| HF&H Consultants, LLC          | 63,748.60              | 1,820.00           |
| Arthur Hildebrand              | 249.00                 | -                  |
| Hillyard/San Francisco         | 1,738.23               | -                  |
| Home Depot Credit Services     | 11,789.26              | 962.89             |
| Bob Hulsmann                   | 1,715.36               | -                  |
| ICMA                           | 287,773.80             | 20,856.52          |
| IEDA                           | 9,432.00               | 786.00             |
| ISAC Inc                       | 3,862.70               | -                  |
| Innovyze, Inc                  | 8,194.00               | -                  |
| Institute for Local Government | 350.00                 | -                  |
| Instrument Technology Corp.    | 11,252.74              | 2,361.48           |
| Intl Training & Rehab Tech Inc | 950.00                 | -                  |
| Interstate Traffic Control     | 172.07                 | -                  |
| Jani-King of CA, Inc - SFR/OAK | 9,414.33               | -                  |
| Jason Kambic                   | 6,440.00               | -                  |
| Kantor's Furniture             | 6,610.63               | -                  |
| Kimball Midwest                | 9,956.44               | 822.67             |
| KIS                            | 14,499.17              | -                  |
| Kone Pasadena                  | 2,938.32               | -                  |
| Lasky Trade Printing           | 426.08                 | -                  |
| Learn It Inc.                  | 1,500.00               | -                  |
| Log Me In                      | 1,801.98               | -                  |
| Lynso Garden Materials, Inc    | 272.04                 | -                  |
| Machu Picchu Roofing           | 3,000.00               | -                  |
| Damian Madrigal                | 295.00                 | -                  |
| Eric Madrigal                  | 169.10                 | -                  |
| Mallory Co.                    | 20,855.41              | 8,557.02           |
| Matheson Tri-Gas, Inc.         | 656.22                 | 56.91              |
| Shahriyar Matloub              | 460.00                 | -                  |
| Medina's Catering              | 778.28                 | -                  |
| Meineke                        | 1,580.76               | -                  |
| Menlo Chevron                  | 790.56                 | -                  |
| Menlo Park Chamber of Commerce | 475.00                 | -                  |
| Menlo Park Fire Protection     | 8,290.00               | -                  |
| Menlo Park Hardware Co. #14016 | 882.09                 | -                  |
| Menlo Park Historical Assn.    | 100.00                 | -                  |
| Metro Media                    | 3,095.00               | 3,095.00           |
| Microix, Inc.                  | 4,781.12               | 4,781.12           |
| Mid Peninsula Abstracts        | 553.33                 | -                  |
| Mid State Container Sales, Inc | 2,800.00               | -                  |
| Mission Clay Products, LLC     | 10,458.12              | 2,346.42           |
| Mission Valley Ford            | 1,074.25               | -                  |
| Justin Morin                   | 1,561.10               | -                  |
| Morse Hydraulics               | 2,100.89               | 170.44             |
| Motion Industries, Inc.        | 390.95                 | -                  |
| Municipal Maintenance Equip.   | 31,180.19              | -                  |
| National Auto Fleet Club       | 87,289.71              | -                  |
| Navia Benefit Solutions        | 16,334.56              | 1,558.76           |
| NeoPost                        | 2,450.00               | -                  |
| Carrie Nevoli - Petty Cash     | 598.06                 | -                  |
| Nixon-Egli Equipment Company   | 6,921.23               | -                  |
| North Bay Pensions             | 2,500.00               | -                  |
| R.A. Nosek Investigations      | 3,538.00               | 598.00             |
| Occasions, ETC.                | 514.96                 | -                  |
| Occupational Health Centers    | 1,673.00               | 82.00              |
| Ogasawara Landscape Maint.     | 10,470.00              | 800.00             |
| Old Castle Infrastructure      | 999.64                 | 999.64             |
| Omega Industrial Supply, Inc.  | 11,677.90              | -                  |
| P&F Distributors               | 7,623.60               | -                  |
| Pacific Gas & Electric         | 226,596.25             | 24,093.27          |
| Pape Machinery                 | 699.51                 | 699.51             |
| Partridge, LLC                 | 8,501.00               | -                  |
| Albert Patino                  | 339.55                 | -                  |

**WEST BAY SANITARY DISTRICT**  
**Expenditures Summary FY 2020-21**  
**7/01/2020 to 06/30/2021**

| <b>REGULAR PAYABLES</b>               | <b>TOTAL BY VENDOR</b> | <b>WITHDRAWALS</b> |
|---------------------------------------|------------------------|--------------------|
|                                       | <b>YTD FY 2020-21</b>  | <b>June 2021</b>   |
| Paxxo (USA) Inc                       | 550.06                 | -                  |
| Paytrace                              | 7,954.68               | 974.12             |
| Peninsula Battery Inc.                | 1,978.12               | -                  |
| Peninsula Building Supply             | 4,630.71               | 1,550.39           |
| Pier 2 Marketing                      | 2,300.00               | -                  |
| Ponton Industries, Inc.               | 23,010.40              | 3,061.82           |
| Precise Concrete Sawing, Inc.         | 2,243.50               | 943.50             |
| Precise Printing and Mailing          | 12,204.73              | -                  |
| Precision Engineering                 | 676,741.05             | 397,007.85         |
| Preferred Alliance                    | 3,501.42               | 262.20             |
| PrimePay Fees                         | 9,186.92               | 690.85             |
| Principal Life Insurance Co.          | 67,078.96              | 6,492.84           |
| Priority 1 Public Safety              | 12,695.99              | -                  |
| Property Owners/Developers            | 437,329.59             | -                  |
| Quadient Leasing USA, Inc.            | 1,086.41               | 549.91             |
| Questyme USA                          | 4,449.96               | -                  |
| Jose Quezada                          | 1,525.79               | -                  |
| R.E.P. Nut N Bolt Guy                 | 2,414.43               | -                  |
| Sergio Ramirez                        | 13,661.69              | -                  |
| Ranger Pipelines                      | 39,646.99              | -                  |
| Readyrefresh By Nestle                | 4,232.38               | 403.67             |
| Recology Peninsula Services           | 1,059.91               | 249.39             |
| Red Wing Shoe Store                   | 6,785.62               | -                  |
| City of Redwood City                  | 11,994.34              | 601.81             |
| Redwood General Tire Co., Inc.        | 2,121.84               | 1,614.73           |
| Registrar of Voters                   | 4.37                   | -                  |
| Todd Reese                            | 500.00                 | -                  |
| Resolution Gutter                     | 760.00                 | -                  |
| Rich Voss Trucking                    | 1,653.00               | 667.00             |
| Roadrunner Glass Door, Inc.           | 6,671.38               | 1,889.50           |
| Roberts & Brune Company               | 26,804.83              | 2,681.02           |
| SVCW Bond - 2014 Bond                 | 1,145,479.63           | -                  |
| SVCW Bond - 2015 Bond                 | 1,610,500.00           | -                  |
| SVCW Bond - 2018 Bond                 | 1,837,712.50           | -                  |
| SVCW - Monthly Operating Contribution | 7,003,810.00           | 636,710.00         |
| SVCW - SRF Debt                       | 506,765.21             | -                  |
| Silicon Valley Clean Water            | 1,800.00               | 1,275.00           |
| Safety Kleen Corp.                    | 2,771.66               | -                  |
| County of San Mateo                   | 2,212.00               | 549.00             |
| San Mateo County Tax Collector        | 945.58                 | -                  |
| San Mateo County Health               | 3,894.00               | -                  |
| County of San Mateo - LAFCO           | 28,067.00              | -                  |
| County of Santa Clara                 | 587.00                 | -                  |
| Rupert Sandoval                       | 238.10                 | -                  |
| Henry Santos                          | 150.00                 | -                  |
| Robert J. Scheidt                     | 2,055.62               | 481.66             |
| Dale Scott & Co., Inc.                | 4,000.00               | 4,000.00           |
| Phil Scott                            | 75.61                  | -                  |
| Seekzen Systems                       | 10,822.80              | 475.00             |
| Shape Incorporated                    | 52,478.40              | 40,625.87          |
| Sharp Business Systems                | 14,378.35              | 1,085.18           |
| Sharp Electronics Corporation         | 288.59                 | -                  |
| Snap On Industrial                    | 1,550.79               | -                  |
| Siemens Industry, Inc.                | 10,199.58              | -                  |
| Signa Mechanical                      | 26,214.45              | 9,944.19           |
| Sonsray Machinery LLC                 | 4,659.57               | -                  |
| Spartan Tool, LLC                     | 5,023.20               | -                  |
| Staples Credit Plan                   | 11,142.85              | 92.48              |
| State Water Resources Control         | 27,869.50              | -                  |
| Steven Creek Quarry, Inc.             | 3,471.64               | 1,473.23           |
| Robert Stone                          | 9,986.16               | -                  |
| Summit Aerial Services Inc            | 1,000.00               | -                  |
| Sunstate Equipment                    | 3,653.29               | -                  |
| The Surtec System                     | 219.33                 | -                  |
| Sutter EAP                            | 2,536.50               | 878.75             |
| Syneco Systems, Inc.                  | 381.00                 | -                  |
| SWRCB - SHRWF SRF Loan                | 662,910.88             | -                  |
| TPX Communications                    | 17,637.78              | 2,953.99           |
| Target Specialty Products             | 2,219.79               | -                  |
| Teamsters Local No. 350               | 12,774.00              | 976.00             |
| Teletrac Navman US Ltd.               | 2,649.36               | 271.86             |
| Telstar Instruments, Inc.             | 3,145.70               | 3,145.70           |
| Town of Atherton                      | 3,000.00               | -                  |
| Towne Ford Sales                      | 67,408.98              | -                  |
| Tritech Software Systems              | 990.00                 | -                  |
| Underground Service Alert             | 9,225.73               | -                  |
| United Rentals (North America)        | 250.84                 | -                  |
| Univar Solutions USA                  | 5,475.28               | 1,506.05           |
| Urbanowicz, John H.                   | 8,000.00               | -                  |
| USA Blue Book                         | 428.36                 | -                  |
| U.S. Jetting, LLC.                    | 1,049.76               | -                  |

**WEST BAY SANITARY DISTRICT**  
**Expenditures Summary FY 2020-21**  
**7/01/2020 to 06/30/2021**

| <b>REGULAR PAYABLES</b>                   | <b>TOTAL BY VENDOR</b> | <b>WITHDRAWALS</b>  |
|-------------------------------------------|------------------------|---------------------|
|                                           | <b>YTD FY 2020-21</b>  | <b>June 2021</b>    |
| VAR Technology Finance                    | 3,721.76               | 462.99              |
| V & A Consulting Engineers                | 20,740.00              | 10,575.00           |
| Valley Heating & Cooling                  | 3,683.00               | -                   |
| Valley Oil Company                        | 3,070.02               | -                   |
| Veolia Water North America                | 235.42                 | 75.69               |
| Verizon Wireless                          | 7,241.31               | 1,001.41            |
| Vision Communications Co.                 | 9,548.67               | 724.13              |
| Weco Industries, LLC                      | 53,057.94              | 2,665.77            |
| Western States Tool & Supply              | 3,283.63               | -                   |
| Western Truck Fab                         | 1,180.92               | -                   |
| West Yost & Associates                    | 7,093.00               | 7,093.00            |
| Wex Bank (Chevron)                        | 1,623.27               | -                   |
| Woodard & Curran                          | 73,683.68              | -                   |
| Young's Auto Supply Center                | 1,392.58               | -                   |
| Zanker Recycling                          | 51.77                  | -                   |
| <b>TOTAL REGULAR PAYABLES</b>             | <b>22,030,800.49</b>   | <b>1,492,586.28</b> |
| <b>SALARIES, WAGES &amp; WITHHOLDINGS</b> |                        |                     |
| Salaries/Wages - Net Pay                  | 2,647,657.02           | 232,756.80          |
| Directors Fees - Net Pay                  | 35,793.49              | 4,080.00            |
| Payroll Taxes                             | 821,396.71             | 70,896.53           |
| Performance Merit Program - Net Pay       | 130,427.78             | -                   |
| <b>TOTAL SALARIES RELATED</b>             | <b>3,635,275.00</b>    | <b>307,733.33</b>   |
| <b>TOTAL WITHDRAWALS</b>                  | <b>25,666,075.49</b>   | <b>1,800,319.61</b> |
| <b>WBSD Transfers:</b>                    |                        |                     |
| Transfer to WBSD LAIF Account             | 10,500,000.00          | -                   |
| Transfer to WBSD Investment Accounts      | 4,099,000.00           | 1,300,000.00        |
| Other Transfers                           | 87,458.00              | 87,458.00           |
| <b>Transfer to WBSD Accounts</b>          | <b>14,686,458.00</b>   | <b>1,387,458.00</b> |



## WEST BAY SANITARY DISTRICT AGENDA ITEM 13C

**To:** Board of Directors  
**From:** Bob Hulsmann, Operations Superintendent  
**Subject:** WBSD Operations and Maintenance Report – June 2021

| Month             | Basin PM Pipe Cleaning<br>Miles | High Freq. PM Pipe Cleaning<br>Miles | Un-Sche. Pipe Cleaning<br>Miles | WBSD CCTV Insp.<br>Miles | Pipe Patch Repairs<br>Qty. | Open Trench Repairs<br>Qty. | Pump Sta. PM<br>Qty. | Pump Sta. Unsch. Repairs<br>Qty. | SSO<br>Cat. 1 | SSO<br>Cat. 2&3s | Service Calls- Unit 208 |            |            |             |
|-------------------|---------------------------------|--------------------------------------|---------------------------------|--------------------------|----------------------------|-----------------------------|----------------------|----------------------------------|---------------|------------------|-------------------------|------------|------------|-------------|
|                   |                                 |                                      |                                 |                          |                            |                             |                      |                                  |               |                  | Call Outs               | Sch PM     | Unsch. PM  | USA's       |
| January           | 11.4                            | 4.7                                  | 1.2                             | 2.7                      | 5                          | 5                           | 61                   | 0                                | 0             | 0                | 79                      | 12         | 0          | 153         |
| February          | 4.6                             | 7.1                                  | 0.5                             | 4.2                      | 5                          | 8                           | 66                   | 0                                | 0             | 0                | 68                      | 5          | 0          | 190         |
| March             | 16.8                            | 0.1                                  | 0.4                             | 6.3                      | 4                          | 8                           | 73                   | 0                                | 0             | 0                | 87                      | 14         | 0          | 230         |
| April             | 9.9                             | 5.0                                  | 0.1                             | 1.7                      | 5                          | 8                           | 79                   | 0                                | 0             | 0                | 76                      | 9          | 0          | 195         |
| May               | 10.7                            | 9.7                                  | 0.3                             | 3.2                      | 5                          | 8                           | 70                   | 0                                | 0             | 0                | 74                      | 11         | 0          | 213         |
| June              | 15.3                            | 0.2                                  | 0.4                             | 3.2                      | 1                          | 15                          | 83                   | 1                                | 0             | 2                | 72                      | 12         | 0          | 200         |
| <b>Yr to date</b> | <b>68.7</b>                     | <b>26.8</b>                          | <b>2.9</b>                      | <b>21.3</b>              | <b>25</b>                  | <b>52</b>                   | <b>432</b>           | <b>1</b>                         | <b>0</b>      | <b>2</b>         | <b>456</b>              | <b>63</b>  | <b>0</b>   | <b>1181</b> |
| <b>2021 Goals</b> | <b>120.0</b>                    | <b>50.0</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>3 to 5</b>    | <b>n/a</b>              | <b>n/a</b> | <b>n/a</b> | <b>n/a</b>  |
| 2020 Results      | 134.2                           | 51.0                                 | 8.4                             | 29.6                     | 72                         | 85                          | 754                  | 6                                | 0             | 0-Jan            | 1012                    | 89         | 5          | 2362        |
| 2019 Goals        | 112.0                           | 48.2                                 | 6.9                             | 42.7                     | 60                         | 86                          | 967                  | 6                                | 0             | 4                | 1063                    | 75         | 33         | 2850        |
| 2018 Results      | 134.2                           | 48.5                                 | 7.4                             | 42.1                     | 66                         | 63                          | 1256                 | 6                                | 0             | 4                | 1139                    | 134        | 89         | 2525        |
| 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        |

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 13D**

**To: Board of Directors**

**From: Bob Hulsmann, Operations Superintendent**

**Subject: Town of Los Altos Hills - Operations and Maintenance Report for Work Performed by WBSD – June 2021**

|                      | Basin PM Pipe Cleaning | High Freq. PM Pipe Cleaning | Un-Sche. Pipe Cleaning | WBSD CCTV Insp. | Pump Sta. PM | Pump Sta. Unsch. Repairs | SSO      | SSO       | Service Calls |
|----------------------|------------------------|-----------------------------|------------------------|-----------------|--------------|--------------------------|----------|-----------|---------------|
| Month                | Miles                  | Miles                       | Miles                  | Miles           | Qty.         | Qty.                     | Cat. 1   | Cat. 2&3s | Call Outs     |
| January              | 1.2                    | 1.3                         | 0.0                    | 0.0             | 4            | 0                        | 0        | 0         | 0             |
| February             | 1.7                    | 0.2                         | 0.0                    | 1.3             | 4            | 0                        | 0        | 0         | 1             |
| March                | 1.4                    | 1.2                         | 0.0                    | 1.5             | 4            | 0                        | 0        | 0         | 0             |
| April                | 1.0                    | 1.6                         | 0.1                    | 0.9             | 4            | 0                        | 0        | 1         | 0             |
| May                  | 0.1                    | 2.1                         | 0.0                    | 1.2             | 4            | 0                        | 0        | 0         | 0             |
| June                 | 0.5                    | 0.4                         | 0.0                    | 0.1             | 4            | 0                        | 0        | 1         | 0             |
| *August              | 1.8                    | 1.1                         | 0.4                    | 1.0             | 4            | 0                        | 0        | 1         | 0             |
| Sept.                | 1.8                    | 0.5                         | 0.0                    | 1.9             | 4            | 0                        | 0        | 0         | 0             |
| Oct.                 | 1.7                    | 0.8                         | 0.0                    | 0.8             | 4            | 0                        | 0        | 0         | 0             |
| Nov.                 | 1.1                    | 0.2                         | 2.1                    | 0.0             | 4            | 0                        | 0        | 0         | 0             |
| Dec                  | 1.3                    | 1.5                         | 0.5                    | 0.9             | 4            | 0                        | 0        | 0         | 0             |
| <b>** Yr to date</b> | <b>13.6</b>            | <b>10.9</b>                 | <b>3.1</b>             | <b>9.6</b>      | <b>44</b>    | <b>0</b>                 | <b>0</b> | <b>3</b>  | <b>1</b>      |
| FY20/21Goals         | 17.4                   | 16.9                        | n/a                    | 9.3             | 52           | n/a                      | n/a      | n/a       | n/a           |

1.\*\* = Lucity Data

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 13E**

**To: Board of Directors**

**From: Bob Hulsmann, Operations Superintendent**

**Subject: Town of Woodside Operations and Maintenance Report for Work  
Performed by WBSD – June 2021**

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Please see next page for work performed.

\*= July Start of Contract. Data shows 2020/2021 PMPP year.



**Yearly Summary Report**

7/7/2021  
10:23 AM

Dates Between 7/1/2020 and 6/30/2021

| Month         | Basin PM Pipe Cleaning (miles) | High Freq PM Pipe Cleaning (miles) | Unscheduled Pipe Cleaning (miles) | CCTV Inspection (miles) | Pump Stations Preventive Maintenance Qty | Pump Stations Unscheduled Repairs Qty | SSO Cat 1  | SSO Cat 2 & 3 | Service Calls Call Outs |
|---------------|--------------------------------|------------------------------------|-----------------------------------|-------------------------|------------------------------------------|---------------------------------------|------------|---------------|-------------------------|
| January       | 0.0                            | 0.0                                | 0.0                               | 0.0                     | 8                                        | 0.0                                   | 0.0        | 0.0           | 0.0                     |
| February      | 0.00                           | 0.0                                | 0.0                               | 0.0                     | 8                                        | 0.0                                   | 0.0        | 0.0           | 0.0                     |
| March         | 0.00                           | 0.3                                | 0.0                               | 0.0                     | 8                                        | 0.0                                   | 0.0        | 0.0           | 0.0                     |
| April         | 0.00                           | 0.0                                | 0.0                               | 0.0                     | 10                                       | 0.0                                   | 0.0        | 0.0           | 0.0                     |
| May           | 0.00                           | 0.0                                | 0.0                               | 0.9                     | 8                                        | 0.0                                   | 0.0        | 0.0           | 0.0                     |
| June          | 0.00                           | 0.3                                | 0.0                               | 0.0                     | 8                                        | 0.0                                   | 0.0        | 0.0           | 0.0                     |
| July          | 0.00                           | 0.0                                | 0.0                               | 0.0                     | 13.0                                     | 0.0                                   | 0.0        | 0.0           | 0.0                     |
| August        | 0.00                           | 0.0                                | 0.0                               | 0.0                     | 11.0                                     | 0.0                                   | 0.0        | 0.0           | 0.0                     |
| September     | 0.00                           | 0.3                                | 0.0                               | 0.0                     | 12.0                                     | 0.0                                   | 0.0        | 0.0           | 0.0                     |
| October       | 0.00                           | 0.0                                | 0.0                               | 0.0                     | 9.0                                      | 0.0                                   | 0.0        | 0.0           | 0.0                     |
| November      | 0.00                           | 0.0                                | 0.0                               | 0.0                     | 12.0                                     | 0.0                                   | 0.0        | 0.0           | 0.0                     |
| December      | 4.44                           | 0.0                                | 0.0                               | 0.0                     | 10.0                                     | 0.0                                   | 0.0        | 0.0           | 0.0                     |
| <b>Totals</b> | <b>4.44</b>                    | <b>0.9</b>                         | <b>0.0</b>                        | <b>0.9</b>              | <b>117</b>                               | <b>0.0</b>                            | <b>0.0</b> | <b>0.0</b>    | <b>0.0</b>              |



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 13F**

**To: Board of Directors**

**From: Sergio Ramirez, District Manager  
Debra Fisher, Finance Manager**

**Subject: Consideration to Approve District's Investment Portfolio  
Reports Including Transactions of Assets Described Therein as  
of 6/30/21**

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Background

In October 2010 the District named Bank of the West as the District's Investment advisor and approved an investment of \$5 million in available funds to establish the Emergency Capital Reserve. Subsequently, the Board has established several additional reserves to provide financial stability for the District.

There are currently five separate reserves maintained to support the goals of the District and the restricted Recycled Water State Revolving Fund (SRF) Reserve, holding deposits from Sharon Heights Golf and Country Club, as required for the SRF Loan. On June 9, 2021, the Board approved the creation of a new Treatment Plant Reserve, to reserve for treatment plant funding requirements and allow the District to reduce future debt, thereby realizing significant savings in interest expense. Additionally, the Board approved increasing the Operating Reserves to six months of operating expenses, which will be held in LAIF, to provide cash flow needs from July to December, when the first sewer service charges are received. Per Board direction, funds in the Bank of the West Operating Reserve account will be transferred to the other reserve accounts, to help meet target levels. The Board also increased the Rate Stabilization Reserve to \$10 million.

Annual contributions are made in accordance with the Board approved budget and the Reserve Replenishment Plan in order to reach the target balances for each reserve.

| <u>Reserve Account</u>     | <u>Opened</u> | <u>Target</u>     |
|----------------------------|---------------|-------------------|
| Operating Reserve          | 11/26/2014    | \$10.75 million * |
| Rate Stabilization Reserve | 10/30/2015    | \$10 million      |
| Treatment Plant Reserve    |               | \$12 million      |
| Emergency Capital Reserve  | 10/19/2010    | \$5 million       |
| Capital Project Reserve    | 11/26/2014    | \$6 million       |
| Recycled Water Cash Flow   | 11/18/2016    | \$8 million       |
| Recycled Water SRF Reserve | 3/01/2018     | \$1.46 million    |

\* Based on FY 2021-22 Budget (six months FY 2020-21 equals \$11.26 million).

Additional funds are held in Local Agency Investment Fund (LAIF), which are equivalent to cash and may earn higher yields without a long term commitment.

Effective May 2020, restricted funds for Sharon Heights Golf & Country Club (SHGCC) are being transferred to a Money Market account, as requested by SHGCC representatives, with 83% transferred as of 6/30/21 and five stocks remaining in the Investment Reserve, to be transferred as liquidated.

The District's reserve and other funds for the quarter:

| <b>District Reserves<br/>4/1/2021 - 6/30/2021</b> | <b>Target<br/>Balance</b> | <b>Beginning<br/>Market Value<br/>(millions)</b> | <b>Ending<br/>Market Value<br/>(millions)</b> | <b>Yield</b> |
|---------------------------------------------------|---------------------------|--------------------------------------------------|-----------------------------------------------|--------------|
| Operating Reserve                                 | \$10.75 million           | 9,545,822                                        | 9,554,610                                     | 2.18%        |
| Emergency Capital Reserve                         | \$5 million               | 2,951,840                                        | 4,119,550                                     | 1.22%        |
| Capital Project Reserve                           | \$6 million               | 3,468,287                                        | 3,474,069                                     | 2.31%        |
| Rate Stabilization Reserve                        | \$10 million              | 4,113,310                                        | 4,257,666                                     | 2.12%        |
| Recycled Water Cash Flow                          | \$8 million               |                                                  |                                               |              |
| Recycled Water Cash Flow Reserve - BofW           |                           | 229,476                                          | 229,869                                       | 2.19%        |
| Recycled Water Cash Flow Reserve - LAIF           |                           | 7,344,859                                        | 7,344,859                                     | 0.44%        |
| LAIF (yield as of 3/31/21)                        |                           | 31,495,160                                       | 28,455,440                                    | 0.44%        |
| <b>Total District Portfolios</b>                  | <b>\$34.5 million</b>     | <b>59,148,754</b>                                | <b>57,436,062</b>                             |              |
| <b>Restricted Accounts:</b>                       |                           |                                                  |                                               |              |
| Recycled Water SRF Reserve                        |                           | 1,538,652                                        | 257,888                                       | 3.12%        |
| Recycled Water SRF Money Market                   |                           | -                                                | 1,282,313                                     | 0.11%        |

### Fiscal Impact

The District transferred \$3,738,500 to reserve accounts in FY 2020-21, based on the approved budget for fiscal year 2020-21, excluding \$360,500 transferred to the Equipment Reserve Money Market.

#### Transfers in FY 2020-21:

|                            |                 |
|----------------------------|-----------------|
| Emergency Capital Reserve  | \$ 200,000.00   |
| Capital Projects Reserve   | \$ 683,500.00   |
| Rate Stabilization Reserve | \$ 2,855,000.00 |

The District has funds sufficient to achieve the total Reserve Target Balances in the combined accounts of the District, excluding pending capital projects.

The investment portfolios have been set up with the goal to yield a rate of return of approximately 2%. Current District yields in the Investment Reserves vary from 1.22% to 2.31%, with an average of 2.0%, excluding the Recycled Water SRF Reserve which has a 3.12% yield on the five remaining stocks.

### Recommendation

The District Manager recommends the District Board approve the report on the District's Investment Portfolio including the statements detailing assets held, transactions, and changes in market value to the Reserve accounts described therein, for the quarter ending 6/30/2021.



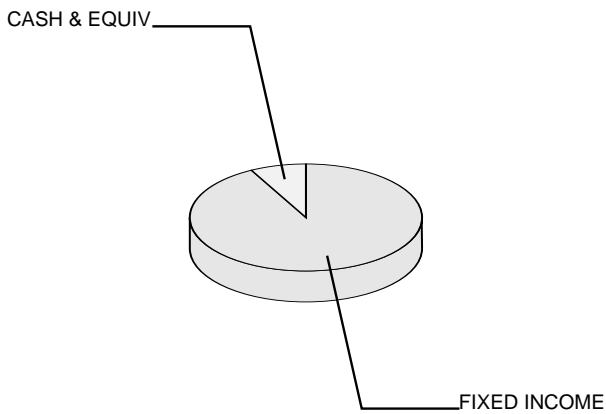
**WBSD - OPERATING RESERVE**

Account Number: 61-J236-01-0  
 Statement Period: 04/01/21 - 06/30/21

WEST BAY SANITARY DISTRICT  
 500 LAUREL STREET  
 MENLO PARK CA 94025

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

**Asset Allocation**



**Asset Valuation**

| Description            | Market Value           | % of Account  |
|------------------------|------------------------|---------------|
| Cash & Equiv           | 787,444.78             | 8.3%          |
| Fixed Income           | 8,710,966.97           | 91.7%         |
| <b>Total Portfolio</b> | <b>\$ 9,498,411.75</b> | <b>100.0%</b> |
| Accrued Income         | 56,197.81              |               |
| <b>Total Valuation</b> | <b>\$ 9,554,609.56</b> |               |

**Market Reconciliation**

|                                                   | Current Period         | Year To Date           |
|---------------------------------------------------|------------------------|------------------------|
| <b>Beginning Market Value</b>                     | <b>\$ 9,545,822.36</b> | <b>\$ 9,530,903.35</b> |
| Income                                            |                        |                        |
| Interest.....                                     | 55,508.23              | 244,771.11             |
| Purchased Income.....                             | -8,987.71              | -22,111.23             |
| Disbursements.....                                | -4,726.74              | -19,031.60             |
| Realized Gains/(Losses).....                      | 659.89                 | 2,957.01               |
| Change In Accrued Income.....                     | 6,317.50               | -4,698.94              |
| Change In Market Appreciation/(Depreciation)..... | -19,664.75             | -100,374.72            |
| Non-Cash Asset Changes.....                       | -20,319.22             | -77,805.42             |
| <b>Ending Market Value</b>                        | <b>\$ 9,554,609.56</b> | <b>\$ 9,554,609.56</b> |



**WBSD - OPERATING RESERVE**

Account Number:  
Statement Period:

61-J236-01-0  
04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                                                                                                 | Units       | Market Value<br>Cost                         | Est. Annual Income<br>Accruals | Current<br>Yield |
|-------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------|--------------------------------|------------------|
| <b>Cash Equivalents</b>                                                                                           |             |                                              |                                |                  |
| Bank of The West Advantage Acct                                                                                   | 787,444.780 | 787,444.78<br>787,444.78                     | 236.00<br>16.06                | 0.03%            |
| <b>Total Cash Equivalents</b>                                                                                     |             | <b>\$ 787,444.78</b><br><b>\$ 787,444.78</b> | <b>236.00</b><br><b>16.06</b>  | <b>0.03%</b>     |
| <b>Fixed Income</b>                                                                                               |             |                                              |                                |                  |
| Anz National Intl LTD Fr<br>3.40% Dtd 03/19/2019 Due 03/19/2024<br>Non-Callable                                   | 100,000.000 | 107,303.00<br>107,701.00                     | 3,400.00<br>963.33             | 3.17%            |
| Alabama St GO Ref Bds 2014 A<br>5.00% Dtd 08/06/2014 Due 08/01/2022<br>Non-Callable                               | 75,000.000  | 78,940.50<br>79,322.25                       | 3,750.00<br>1,562.50           | 4.75%            |
| American Express Co Sr Gbl Nt<br>3.00% Dtd 10/30/2017 Due 10/30/2024<br>Callable                                  | 90,000.000  | 96,543.00<br>96,719.40                       | 2,700.00<br>457.50             | 2.80%            |
| American Express Co Sr Gbl<br>2.50% Dtd 07/30/2019 Due 07/30/2024<br>Callable                                     | 100,000.000 | 105,405.00<br>104,910.00                     | 2,500.00<br>1,048.61           | 2.37%            |
| American Tower Corp New Sr Gbl<br>3.50% Dtd 01/08/2013 Due 01/31/2023<br>Callable                                 | 100,000.000 | 104,751.00<br>105,286.00                     | 3,500.00<br>1,468.05           | 3.34%            |
| Apple Inc Sr Gbl Nt<br>0.75% Dtd 05/11/2020 Due 05/11/2023<br>Callable                                            | 20,000.000  | 20,172.60<br>20,161.60                       | 150.00<br>20.83                | 0.74%            |
| Apple Inc Sr Gbl<br>0.70% Dtd 02/08/2021 Due 02/08/2026<br>Callable                                               | 50,000.000  | 49,448.00<br>49,948.00                       | 350.00<br>139.02               | 0.71%            |
| Asotin Cnty Wash Taxable GO LTD Tax<br>Bds 2021 B Taxable 0.407% Dtd<br>02/25/2021 Due 12/01/2023<br>Non-Callable | 100,000.000 | 99,567.00<br>100,000.00                      | 407.00<br>33.91                | 0.41%            |
| Atlantic Richfield Co Deb<br>8.25% Dtd 02/01/1992 Due 02/01/2022<br>Non-Callable                                  | 15,000.000  | 15,619.95<br>15,828.15                       | 1,237.00<br>515.62             | 7.92%            |
| Austin Tex Pub Ppty Fin Contractual<br>5.00% Dtd 10/03/2018 Due 11/01/2021<br>Non-Callable                        | 85,000.000  | 86,371.05<br>86,669.40                       | 4,250.00<br>708.33             | 4.92%            |



**WBSD - OPERATING RESERVE**

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

**61-J236-01-0**  
**04/01/21 - 06/30/21**

**Asset Position As of 06/30/21**

| <b>Asset Description</b>                                                                                                   | <b>Units</b> | <b>Market Value<br/>Cost</b> | <b>Est. Annual Income<br/>Accruals</b> | <b>Current<br/>Yield</b> |
|----------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|----------------------------------------|--------------------------|
| Blackrock Inc Sr Nt<br>3.50% Dtd 03/18/2014 Due 03/18/2024<br>Callable                                                     | 100,000.000  | 108,036.00<br>108,899.00     | 3,500.00<br>1,001.38                   | 3.24%                    |
| Charlotte N C Cfts Partn Taxable<br>Cops 2015a Taxable 2.965% Dtd<br>05/14/2015 Due 06/01/2023 Callable                    | 155,000.000  | 160,347.50<br>162,914.30     | 4,595.00<br>382.97                     | 2.87%                    |
| Colorado Hsg & Fin Auth Taxable<br>Single Family MT 2020 C Taxable<br>1.928% Dtd 02/20/2020 Due 11/01/2023<br>Non-Callable | 250,000.000  | 255,625.00<br>258,862.50     | 4,820.00<br>803.33                     | 1.89%                    |
| Colorado St Brd Governors Univ Rev<br>Ref Bds 2012b 5.00% Dtd 05/01/2012<br>Due 03/01/2023 Non-Callable                    | 125,000.000  | 135,048.75<br>134,101.25     | 6,250.00<br>2,083.33                   | 4.63%                    |
| Comcast Corp New Sr Nt<br>3.375% Dtd 05/27/2015 Due 08/15/2025<br>Callable                                                 | 60,000.000   | 65,497.20<br>66,685.80       | 2,025.00<br>765.00                     | 3.09%                    |
| Credit Suisse Ag New York Bran Fr<br>2.80% Dtd 04/09/2020 Due 04/08/2022<br>Non-Callable                                   | 40,000.000   | 40,763.60<br>40,786.80       | 1,120.00<br>255.11                     | 2.75%                    |
| Disney Walt Co Sr Gbl Nt<br>1.65% Dtd 09/06/2019 Due 09/01/2022<br>Callable                                                | 35,000.000   | 35,549.15<br>35,495.60       | 577.00<br>192.50                       | 1.62%                    |
| Exxon Mobil Corp Sr Gbl Nt<br>1.902% Dtd 08/16/2019 Due 08/16/2022<br>Callable                                             | 35,000.000   | 35,647.50<br>35,763.00       | 665.00<br>249.63                       | 1.87%                    |
| Federal Home Loan Bks Cons Bds<br>1.875% Dtd 11/30/2016 Due 11/29/2021<br>Non-Callable                                     | 200,000.000  | 201,494.00<br>199,609.91     | 3,750.00<br>333.33                     | 1.86%                    |
| Federal Home Loan Bks Cons Bds<br>1.85% Dtd 08/15/2017 Due 08/15/2022<br>Non-Callable                                      | 235,000.000  | 239,422.70<br>235,587.50     | 4,347.00<br>1,642.38                   | 1.82%                    |
| Federal Home Loan Bks Cons Bds<br>0.60% Dtd 04/30/2021 Due 12/30/2024<br>Callable                                          | 150,000.000  | 149,392.50<br>150,000.00     | 900.00<br>152.50                       | 0.60%                    |
| Federal Home Loan Bks Cons Bds<br>0.60% Dtd 04/30/2021 Due 10/30/2024<br>Callable                                          | 250,000.000  | 249,117.50<br>250,000.00     | 1,500.00<br>254.16                     | 0.60%                    |



**WBSD - OPERATING RESERVE**

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

**61-J236-01-0**  
**04/01/21 - 06/30/21**

**Asset Position As of 06/30/21**

| <b>Asset Description</b>                                                                       | <b>Units</b> | <b>Market Value<br/>Cost</b> | <b>Est. Annual Income<br/>Accruals</b> | <b>Current<br/>Yield</b> |
|------------------------------------------------------------------------------------------------|--------------|------------------------------|----------------------------------------|--------------------------|
| Federal Home Loan Bks Cons Bds<br>1.00% Dtd 04/30/2021 Due 12/30/2025<br>Callable              | 200,000.000  | 199,748.00<br>200,000.00     | 2,000.00<br>338.88                     | 1.00%                    |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 2.40% Dtd 06/17/2015 Due<br>06/17/2022 Non-Callable | 235,000.000  | 240,181.75<br>236,435.85     | 5,640.00<br>219.33                     | 2.35%                    |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 1.72% Dtd 07/26/2017 Due<br>07/26/2021 Non-Callable | 235,000.000  | 235,274.95<br>235,091.65     | 4,042.00<br>1,740.30                   | 1.72%                    |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 0.71% Dtd 04/21/2021 Due<br>04/21/2025 Callable     | 200,000.000  | 199,612.00<br>200,000.00     | 1,420.00<br>276.11                     | 0.71%                    |
| Federal Home Loan Bks Cons Bds<br>1.625% Dtd 11/07/2012 Due 12/10/2021<br>Non-Callable         | 235,000.000  | 236,569.80<br>234,353.75     | 3,818.00<br>222.76                     | 1.61%                    |
| Federal Natl Mtg Assn<br>1.375% Dtd 10/07/2016 Due 10/07/2021<br>Non-Callable                  | 325,000.000  | 326,144.00<br>323,757.57     | 4,468.00<br>1,042.70                   | 1.37%                    |
| Federal Natl Mtg Assn<br>2.00% Dtd 01/09/2017 Due 01/05/2022<br>Non-Callable                   | 505,000.000  | 509,979.30<br>505,663.93     | 10,100.00<br>4,937.77                  | 1.98%                    |
| Federal Natl Mtg Assn<br>1.875% Dtd 04/10/2017 Due 04/05/2022<br>Non-Callable                  | 160,000.000  | 162,203.20<br>160,361.60     | 3,000.00<br>716.66                     | 1.85%                    |
| Federal Home Ln Mtg Corp<br>2.375% Dtd 01/13/2012 Due 01/13/2022<br>Non-Callable               | 325,000.000  | 328,997.50<br>327,220.90     | 7,718.00<br>3,602.08                   | 2.35%                    |
| GE Capital Internotes Fr<br>5.50% Dtd 11/05/2009 Due 11/15/2021<br>Non-Callable                | 50,000.000   | 50,755.50<br>50,771.50       | 2,750.00<br>351.38                     | 5.42%                    |
| Harley Davidson Finl Svcs Inc Fr<br>2.55% Dtd 06/09/2017 Due 06/09/2022<br>Callable            | 70,000.000   | 71,107.40<br>70,233.10       | 1,785.00<br>109.08                     | 2.51%                    |
| JPMorgan Chase & Co Sr Nt<br>3.25% Dtd 09/24/2012 Due 09/23/2022<br>Non-Callable               | 35,000.000   | 36,259.30<br>36,224.30       | 1,137.00<br>309.65                     | 3.14%                    |
| Kla Tencor Corp Sr Gbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable                   | 150,000.000  | 167,461.50<br>168,052.50     | 6,975.00<br>1,162.50                   | 4.17%                    |





**WBSD - OPERATING RESERVE**

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

**61-J236-01-0**  
**04/01/21 - 06/30/21**

**Asset Position As of 06/30/21**

| <b>Asset Description</b>                                                                                                          | <b>Units</b> | <b>Market Value<br/>Cost</b> | <b>Est. Annual Income<br/>Accruals</b> | <b>Current<br/>Yield</b> |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|----------------------------------------|--------------------------|
| LA Canada Calif Uni Sch Dist Taxable<br>GO Ref Bds Taxable 1.55% Dtd<br>04/28/2020 Due 08/01/2022<br>Non-Callable                 | 30,000.000   | 30,366.30<br>30,000.00       | 465.00<br>193.75                       | 1.53%                    |
| LA Canada Calif Uni Sch Dist Taxable<br>GO Ref Bds Taxable 1.65% Dtd<br>04/28/2020 Due 08/01/2023<br>Non-Callable                 | 60,000.000   | 61,270.80<br>60,000.00       | 990.00<br>412.50                       | 1.62%                    |
| Laboratory Corp Amer Hldgs Sr Nt<br>4.00% Dtd 11/01/2013 Due 11/01/2023<br>Callable                                               | 111,000.000  | 118,653.45<br>119,490.39     | 4,440.00<br>739.99                     | 3.74%                    |
| League City Tex Combi Tax and Rev<br>Cfs O 5.00% Dtd 07/01/2017 Due<br>02/15/2023 Non-Callable                                    | 140,000.000  | 150,659.60<br>150,337.60     | 7,000.00<br>2,644.44                   | 4.65%                    |
| Los Angeles Calif Mun Impt COR Bds<br>2019a 5.00% Dtd 06/26/2019 Due<br>11/01/2023 Non-Callable                                   | 65,000.000   | 72,250.75<br>70,573.00       | 3,250.00<br>541.66                     | 4.50%                    |
| Maine Mun Bd Bk Liquor Operati Rev<br>Bds Taxable 4.252% Dtd 09/05/2013<br>Due 06/01/2023 Callable                                | 100,000.000  | 106,746.00<br>107,251.00     | 4,252.00<br>354.33                     | 3.98%                    |
| New Hampshire Health & Ed Facs<br>Taxable Univ Sys Issue B 2017 B<br>Taxable 2.292% Dtd 12/06/2017 Due<br>07/01/2021 Non-Callable | 25,000.000   | 25,000.00<br>25,053.75       | 573.00<br>286.50                       | 2.29%                    |
| New Mexico St Severance Tax Tax Bds<br>2015 A 5.00% Dtd 08/12/2015 Due<br>07/01/2023 Non-Callable                                 | 50,000.000   | 54,782.50<br>55,490.00       | 2,500.00<br>1,249.99                   | 4.56%                    |
| New York Life Gbl Fdg MTN 144a Sr<br>Sec Gbl 1.10% Dtd 05/07/2020 Due<br>05/05/2023 Non-Callable                                  | 90,000.000   | 91,164.60<br>91,304.10       | 990.00<br>154.00                       | 1.09%                    |
| New York N Y GO Bds 2010 D Taxable<br>5.199% Dtd 12/17/2009 Due 12/01/2022<br>Callable                                            | 60,000.000   | 64,046.40<br>63,248.60       | 3,119.00<br>259.95                     | 4.87%                    |
| New York St Dorm Auth Revs Non Univ<br>Rev Bds 2019b Taxable 2.839% Dtd<br>02/21/2019 Due 07/01/2022 Callable                     | 50,000.000   | 51,269.00<br>50,832.00       | 1,419.00<br>709.75                     | 2.77%                    |
| Newark Calif Uni Sch Dist Bds 2002 D<br>Zero Cpn Dtd 04/30/2002 Due<br>08/01/2023 Non-Callable                                    | 75,000.000   | 74,399.25<br>74,439.26       | 0.00                                   | 0.00%                    |



**WBSD - OPERATING RESERVE**

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

**61-J236-01-0**  
**04/01/21 - 06/30/21**

**Asset Position As of 06/30/21**

| <b>Asset Description</b>                                                                                                    | <b>Units</b> | <b>Market Value<br/>Cost</b> | <b>Est. Annual Income<br/>Accruals</b> | <b>Current<br/>Yield</b> |
|-----------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|----------------------------------------|--------------------------|
| Ohio St Common Schs GO Ref Bds 2016<br>A 5.00% Dtd 03/09/2016 Due<br>12/15/2023 Non-Callable                                | 45,000.000   | 50,277.60<br>49,035.60       | 2,250.00<br>100.00                     | 4.48%                    |
| Port Morrow Ore Transmission F Rev<br>Bds Taxable 2.737% Dtd 08/26/2015<br>Due 09/01/2021 Callable                          | 200,000.000  | 200,850.00<br>201,108.00     | 5,474.00<br>1,824.66                   | 2.73%                    |
| Santa Ana Calif Fing Auth Wtr Ref<br>Bds 5.00% Dtd 08/07/2014 Due<br>09/01/2022 Non-Callable                                | 50,000.000   | 52,845.50<br>52,586.00       | 2,500.00<br>833.33                     | 4.73%                    |
| Seattle Wash GO Ref Bds<br>5.00% Dtd 05/16/2012 Due 12/01/2021<br>Non-Callable                                              | 100,000.000  | 102,023.00<br>101,939.00     | 5,000.00<br>416.66                     | 4.90%                    |
| Small Business Admin Gtd Ln Pool<br>Cfs 2.245% Dtd 09/19/2012 Due<br>09/10/2022                                             | 69,792.830   | 70,805.52<br>70,689.78       | 1,566.00<br>603.94                     | 2.21%                    |
| Southwest Tex Indpt Sch Dist Ultd<br>Tax Sch Bldg and RE 5.00% Dtd<br>07/15/2014 Due 02/01/2022<br>Non-Callable             | 110,000.000  | 113,128.40<br>114,317.50     | 5,500.00<br>2,291.66                   | 4.86%                    |
| State Str Corp Sr Sb Nt<br>3.10% Dtd 05/15/2013 Due 05/15/2023<br>Non-Callable                                              | 90,000.000   | 94,557.60<br>94,683.60       | 2,790.00<br>356.50                     | 2.95%                    |
| Synchrony Financial Sr Gbl Nt<br>4.25% Dtd 08/11/2014 Due 08/15/2024<br>Callable                                            | 90,000.000   | 98,352.90<br>97,817.40       | 3,825.00<br>1,445.00                   | 3.89%                    |
| Tarkington Tex Indpt Sch Dist<br>Taxable Unltd Tax Ref Bd Taxable<br>Zero Cpn Dtd 02/01/2021 Due<br>02/15/2023 Non-Callable | 125,000.000  | 124,077.50<br>124,171.03     | 0.00                                   | 0.00%                    |
| Tennessee Valley Auth Sr Gbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable                                    | 150,000.000  | 150,990.00<br>152,080.50     | 1,125.00<br>143.75                     | 0.75%                    |
| 3M Co Fr<br>2.00% Dtd 06/26/2012 Due 06/26/2022<br>Non-Callable                                                             | 100,000.000  | 101,784.00<br>99,735.48      | 2,000.00<br>27.77                      | 1.96%                    |
| Global Pmts Inc Sr Gbl Nt<br>4.00% Dtd 05/11/2018 Due 06/01/2023<br>Callable                                                | 75,000.000   | 79,657.50<br>79,998.00       | 3,000.00<br>249.99                     | 3.77%                    |



**WBSD - OPERATING RESERVE**

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

**61-J236-01-0**  
**04/01/21 - 06/30/21**

**Asset Position As of 06/30/21**

| <b>Asset Description</b>                                                                                              | <b>Units</b> | <b>Market Value<br/>Cost</b>                     | <b>Est. Annual Income<br/>Accruals</b> | <b>Current<br/>Yield</b> |
|-----------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------|----------------------------------------|--------------------------|
| Toyota Motor Credit Corp Fr<br>2.90% Dtd 04/01/2020 Due 03/30/2023<br>Non-Callable                                    | 40,000.000   | 41,775.60<br>41,529.20                           | 1,160.00<br>293.22                     | 2.78%                    |
| Toyota Motor Credit Corp Fr<br>3.00% Dtd 04/01/2020 Due 04/01/2025<br>Callable                                        | 190,000.000  | 204,079.00<br>206,289.70                         | 5,700.00<br>1,424.99                   | 2.79%                    |
| United Parcel Service Inc Sr Nt<br>2.50% Dtd 11/14/2017 Due 04/01/2023<br>Callable                                    | 90,000.000   | 93,250.80<br>93,340.80                           | 2,250.00<br>562.50                     | 2.41%                    |
| US Treasury Note<br>0.75% Dtd 03/31/2021 Due 03/31/2026                                                               | 200,000.000  | 199,228.00<br>198,906.25                         | 1,500.00<br>377.05                     | 0.75%                    |
| US Treasury Note<br>2.75% Dtd 09/15/2018 Due 09/15/2021                                                               | 100,000.000  | 100,558.00<br>99,695.31                          | 2,750.00<br>807.06                     | 2.73%                    |
| University Calif Revs Gen Rev Bds<br>2015 A Taxable 2.909% Dtd 03/25/2015<br>Due 05/15/2023 Callable                  | 135,000.000  | 141,281.55<br>139,274.10                         | 3,927.00<br>501.80                     | 2.78%                    |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2024<br>Non-Callable | 150,000.000  | 145,878.00<br>147,449.04                         | 0.00                                   | 0.00%                    |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2025<br>Non-Callable | 150,000.000  | 143,265.00<br>145,575.56                         | 0.00                                   | 0.00%                    |
| Walnut Calif Energy Ctr Auth R Ref<br>Bds 2014a 5.00% Dtd 07/23/2014 Due<br>01/01/2022 Non-Callable                   | 65,000.000   | 66,580.15<br>67,381.60                           | 3,250.00<br>1,625.00                   | 4.88%                    |
| Washington St Various Purp GO Ref<br>Bds R 5.00% Dtd 07/14/2016 Due<br>08/01/2022 Non-Callable                        | 100,000.000  | 105,276.00<br>105,869.00                         | 5,000.00<br>2,083.33                   | 4.75%                    |
| Waxahachie Tex Comb Tax Rev Cfts<br>Oblig 5.00% Dtd 09/19/2018 Due<br>08/01/2021 Non-Callable                         | 125,000.000  | 125,480.00<br>127,391.25                         | 6,250.00<br>2,604.16                   | 4.98%                    |
| <b>Total Fixed Income</b>                                                                                             |              | <b>\$ 8,710,966.97</b><br><b>\$ 8,702,301.51</b> | <b>206,961.00</b><br><b>56,181.75</b>  | <b>2.38%</b>             |



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                       | Units | Market Value<br>Cost                             | Est. Annual Income<br>Accruals        | Current<br>Yield |
|-----------------------------------------|-------|--------------------------------------------------|---------------------------------------|------------------|
| <b>Cash</b>                             |       |                                                  |                                       |                  |
| Principal Cash                          |       | 0.00<br>0.00                                     | 0.00                                  | 0.00%            |
| Income Cash                             |       | 0.00<br>0.00                                     | 0.00                                  | 0.00%            |
| <b>Total Cash</b>                       |       | <b>\$ 0.00</b><br><b>\$ 0.00</b>                 | <b>0.00</b><br><b>0.00</b>            | <b>0.00%</b>     |
| <b>Total Market Value</b>               |       | <b>\$ 9,498,411.75</b><br><b>\$ 9,489,746.29</b> | <b>207,197.00</b><br><b>56,197.81</b> | <b>2.18%</b>     |
| <b>Total Market Value Plus Accruals</b> |       | <b>\$ 9,554,609.56</b>                           |                                       |                  |

**Income Activity**

|                                                                                                                                                         | Date     | Income Cash | Principal Cash |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|
| <b>Interest Income</b>                                                                                                                                  |          |             |                |
| Bank of The West Advantage Acct<br>Int To 03/31/21                                                                                                      | 04/01/21 |             | 43.63          |
| Int To 04/30/21                                                                                                                                         | 05/03/21 |             | 39.97          |
| Int To 05/31/21                                                                                                                                         | 06/01/21 |             | 12.92          |
| American Express Co Sr Gbl Nt<br>3.00% Dtd 10/30/2017 Due 10/30/2024<br>Callable<br>Int To 04/30/21 on 90,000                                           | 04/30/21 |             | 1,350.00       |
| Apple Inc Sr Gbl Nt<br>0.75% Dtd 05/11/2020 Due 05/11/2023<br>Callable<br>Int To 05/11/21 on 20,000                                                     | 05/11/21 |             | 75.00          |
| Asotin Cnty Wash Taxable GO LTD Tax<br>Bds 2021 B Taxable 0.407% Dtd<br>02/25/2021 Due 12/01/2023<br>Non-Callable<br>Int 02/25/21 To 06/01/21 on 100000 | 06/01/21 |             | 108.53         |
| Austin Tex Pub Ppty Fin Contractual<br>5.00% Dtd 10/03/2018 Due 11/01/2021<br>Non-Callable<br>Int To 05/01/21 on 85,000                                 | 05/03/21 |             | 2,125.00       |



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 04/01/21 - 06/30/21

| Income Activity                                                                                                                                          |          |             |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|
|                                                                                                                                                          | Date     | Income Cash | Principal Cash |
| Charlotte N C Ctfs Partn Taxable<br>Cops 2015a Taxable 2.965% Dtd<br>05/14/2015 Due 06/01/2023 Callable<br>Int To 06/01/21 on 155,000                    | 06/01/21 |             | 2,297.87       |
| Clackamas Cnty Ore Sch Dist No GO<br>Ref Bds 5.00% Dtd 06/13/2017 Due<br>06/15/2021 Non-Callable<br>Int To 06/15/21 on 75,000                            | 06/15/21 |             | 1,875.00       |
| Colorado Hsg & Fin Auth Taxable<br>Single Family MT 2020 C Taxable<br>1.928% Dtd 02/20/2020 Due 11/01/2023<br>Non-Callable<br>Int To 05/01/21 on 250,000 | 05/03/21 |             | 2,410.00       |
| Credit Suisse Ag New York Bran Fr<br>2.80% Dtd 04/09/2020 Due 04/08/2022<br>Non-Callable<br>Int To 04/09/21 on 40,000                                    | 04/09/21 |             | 560.00         |
| Fyi Pptys Wash Lease Rev Ref Bds<br>5.00% Dtd 03/05/2019 Due 06/01/2021<br>Non-Callable<br>Int To 06/01/21 on 100,000                                    | 06/01/21 |             | 2,500.00       |
| Federal Home Loan Bks Cons Bds<br>1.875% Dtd 11/30/2016 Due 11/29/2021<br>Non-Callable<br>Int To 05/29/21 on 200,000                                     | 06/01/21 |             | 1,875.00       |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 2.40% Dtd 06/17/2015 Due<br>06/17/2022 Non-Callable<br>Int To 06/17/21 on 235,000                             | 06/17/21 |             | 2,820.00       |
| Federal Home Loan Bks Cons Bds<br>1.625% Dtd 11/07/2012 Due 12/10/2021<br>Non-Callable<br>Int To 06/10/21 on 235,000                                     | 06/10/21 |             | 1,909.37       |
| Federal Natl Mtg Assn<br>1.25% Dtd 05/16/2016 Due 05/06/2021<br>Non-Callable<br>Int To 05/06/21 on 290,000                                               | 05/06/21 |             | 1,812.50       |
| Federal Natl Mtg Assn<br>1.375% Dtd 10/07/2016 Due 10/07/2021<br>Non-Callable<br>Int To 04/07/21 on 325,000                                              | 04/07/21 |             | 2,234.37       |



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 04/01/21 - 06/30/21

| Income Activity                                                                                                                  |          |             |                |
|----------------------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|
|                                                                                                                                  | Date     | Income Cash | Principal Cash |
| Federal Natl Mtg Assn<br>1.875% Dtd 04/10/2017 Due 04/05/2022<br>Non-Callable<br>Int To 04/05/21 on 160,000                      | 04/05/21 |             | 1,500.00       |
| GE Capital Internotes Fr<br>5.50% Dtd 11/05/2009 Due 11/15/2021<br>Non-Callable<br>Int To 05/15/21 on 50,000                     | 05/17/21 |             | 1,375.00       |
| Harley Davidson Finl Svcs Inc Fr<br>2.55% Dtd 06/09/2017 Due 06/09/2022<br>Callable<br>Int To 06/09/21 on 70,000                 | 06/09/21 |             | 892.50         |
| Kla Tencor Corp Sr Gbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable<br>Int To 05/01/21 on 150,000                       | 05/03/21 |             | 3,487.50       |
| Laboratory Corp Amer Hldgs Sr Nt<br>4.00% Dtd 11/01/2013 Due 11/01/2023<br>Callable<br>Int To 05/01/21 on 111,000                | 05/03/21 |             | 2,220.00       |
| Los Angeles Calif Mun Impt COR Bds<br>2019a 5.00% Dtd 06/26/2019 Due<br>11/01/2023 Non-Callable<br>Int To 05/01/21 on 65,000     | 05/03/21 |             | 1,625.00       |
| Maine Mun Bd Bk Liquor Operati Rev<br>Bds Taxable 4.252% Dtd 09/05/2013<br>Due 06/01/2023 Callable<br>Int To 06/01/21 on 100,000 | 06/01/21 |             | 2,126.00       |
| New York Life Gbl Fdg MTN 144a Sr<br>Sec Gbl 1.10% Dtd 05/07/2020 Due<br>05/05/2023 Non-Callable<br>Int To 05/05/21 on 90,000    | 05/05/21 |             | 495.00         |
| New York N Y GO Bds 2010 D Taxable<br>5.199% Dtd 12/17/2009 Due 12/01/2022<br>Callable<br>Int To 06/01/21 on 60,000              | 06/01/21 |             | 1,559.70       |
| Ohio St Common Schs GO Ref Bds 2016<br>A 5.00% Dtd 03/09/2016 Due<br>12/15/2023 Non-Callable<br>Int To 06/15/21 on 45,000        | 06/15/21 |             | 1,125.00       |



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 04/01/21 - 06/30/21

| Income Activity                                                                                                                      |          |             |                |
|--------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|
|                                                                                                                                      | Date     | Income Cash | Principal Cash |
| Royal Bk of Cda Bd Cds Fr<br>3.20% Dtd 04/30/2018 Due 04/30/2021<br>Non-Callable<br>Int To 04/30/21 on 81,000                        | 04/30/21 |             | 1,296.00       |
| Seattle Wash GO Ref Bds<br>5.00% Dtd 05/16/2012 Due 12/01/2021<br>Non-Callable<br>Int To 06/01/21 on 100,000                         | 06/01/21 |             | 2,500.00       |
| State Str Corp Sr Sb Nt<br>3.10% Dtd 05/15/2013 Due 05/15/2023<br>Non-Callable<br>Int To 05/15/21 on 90,000                          | 05/17/21 |             | 1,395.00       |
| Tennessee Valley Auth Sr Glbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable<br>Int To 05/15/21 on 150,000              | 05/17/21 |             | 562.50         |
| 3M Co Fr<br>2.00% Dtd 06/26/2012 Due 06/26/2022<br>Non-Callable<br>Int To 06/26/21 on 100,000                                        | 06/28/21 |             | 1,000.00       |
| Global Pmts Inc Sr Glbl Nt<br>4.00% Dtd 05/11/2018 Due 06/01/2023<br>Callable<br>Int To 06/01/21 on 75,000                           | 06/01/21 |             | 1,500.00       |
| Toyota Motor Credit Corp Fr<br>3.00% Dtd 04/01/2020 Due 04/01/2025<br>Callable<br>Int To 04/01/21 on 190,000                         | 04/01/21 |             | 2,850.00       |
| United Parcel Service Inc Sr Nt<br>2.50% Dtd 11/14/2017 Due 04/01/2023<br>Callable<br>Int To 04/01/21 on 90,000                      | 04/01/21 |             | 1,125.00       |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Int To 04/15/21 on 99585.90 | 04/15/21 |             | 62.24          |
| Ordinary Income on Disposition of                                                                                                    | 04/16/21 |             | 236.56         |
| US Treasury Note<br>1.125% Dtd 06/30/2016 Due 06/30/2021<br>Int To 06/30/21 on 100,000                                               | 06/30/21 |             | 562.50         |



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 04/01/21 - 06/30/21

| Income Activity                                                                                                                                              |          |                |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|---------------------|
|                                                                                                                                                              | Date     | Income Cash    | Principal Cash      |
| University Calif Revs Gen Rev Bds<br>2015 A Taxable 2.909% Dtd 03/25/2015<br>Due 05/15/2023 Callable<br>Int To 05/15/21 on 135,000                           | 05/17/21 |                | 1,963.57            |
| <b>Total Interest Income</b>                                                                                                                                 |          | <b>\$ 0.00</b> | <b>\$ 55,508.23</b> |
| <b>Purchased Income</b>                                                                                                                                      |          |                |                     |
| American Tower Corp New Sr Gbl<br>3.50% Dtd 01/08/2013 Due 01/31/2023<br>Callable<br>Accrued Int To 04/16/21 Paid on<br>Purchase of 100,000                  | 04/16/21 |                | -738.89             |
| Kla Tencor Corp Sr Gbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable<br>Accrued Int To 04/29/21 Paid on<br>Purchase of 150,000                       | 04/29/21 |                | -3,448.75           |
| Laboratory Corp Amer Hldgs Sr Nt<br>4.00% Dtd 11/01/2013 Due 11/01/2023<br>Callable<br>Accrued Int To 04/16/21 Paid on<br>Purchase of 111,000                | 04/16/21 |                | -2,035.00           |
| Maine Mun Bd Bk Liquor Operati Rev<br>Bds Taxable 4.252% Dtd 09/05/2013<br>Due 06/01/2023 Callable<br>Accrued Int To 04/15/21 Paid on<br>Purchase of 100,000 | 04/15/21 |                | -1,582.69           |
| Global Pmts Inc Sr Gbl Nt<br>4.00% Dtd 05/11/2018 Due 06/01/2023<br>Callable<br>Accrued Int To 04/16/21 Paid on<br>Purchase of 75,000                        | 04/16/21 |                | -1,125.00           |
| US Treasury Note<br>0.75% Dtd 03/31/2021 Due 03/31/2026<br>Accrued Int To 04/14/21 Paid on<br>Purchase of 200,000                                            | 04/14/21 |                | -57.38              |
| <b>Total Purchased Income</b>                                                                                                                                |          | <b>\$ 0.00</b> | <b>\$ -8,987.71</b> |
| <b>Total Income</b>                                                                                                                                          |          | <b>\$ 0.00</b> | <b>\$ 46,520.52</b> |





**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

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 04/01/21 - 06/30/21

| Disbursement Activity      |          |                |                     |
|----------------------------|----------|----------------|---------------------|
|                            | Date     | Income Cash    | Principal Cash      |
| <b>Fees/Expenses</b>       |          |                |                     |
| Monthly Fee To 03/31/21    | 04/15/21 |                | -1,575.96           |
| Monthly Fee To 04/30/21    | 05/14/21 |                | -1,574.70           |
| Monthly Fee To 05/31/21    | 06/15/21 |                | -1,576.08           |
| <b>Total Fees/Expenses</b> |          | <b>\$ 0.00</b> | <b>\$ -4,726.74</b> |
| <b>Total Disbursements</b> |          | <b>\$ 0.00</b> | <b>\$ -4,726.74</b> |

| Purchase Activity                                                                                                                                                  |          |             |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|
|                                                                                                                                                                    | Date     | Income Cash | Principal Cash |
| Bank of The West Advantage Acct<br>Purchases (16) 04/01/21 To 06/30/21                                                                                             | 06/30/21 |             | -617,563.43    |
| American Tower Corp New Sr Gbl<br>3.50% Dtd 01/08/2013 Due 01/31/2023<br>Callable<br>Purchased 100000 04/14/21<br>From Ice Securities Execution & Clr<br>@ 105.286 | 04/16/21 |             | -105,286.00    |
| Federal Home Loan Bks Cons Bds<br>0.60% Dtd 04/30/2021 Due 12/30/2024<br>Callable<br>Purchased 150000 04/27/21<br>From Intl Fcstone Financial Inc.<br>@ 100        | 04/30/21 |             | -150,000.00    |
| Federal Home Loan Bks Cons Bds<br>0.60% Dtd 04/30/2021 Due 10/30/2024<br>Callable<br>Purchased 250000 04/20/21<br>From Intl Fcstone Financial Inc.<br>@ 100        | 04/30/21 |             | -250,000.00    |
| Federal Home Loan Bks Cons Bds<br>1.00% Dtd 04/30/2021 Due 12/30/2025<br>Callable<br>Purchased 200000 04/16/21<br>From Intl Fcstone Financial Inc.<br>@ 100        | 04/30/21 |             | -200,000.00    |



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 04/01/21 - 06/30/21

| Purchase Activity                                                                                                                                                                   |          |                |                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|-------------------------|
|                                                                                                                                                                                     | Date     | Income Cash    | Principal Cash          |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 0.71% Dtd 04/21/2021 Due<br>04/21/2025 Callable<br>Purchased 200000 04/16/21<br>From Intl Fcstone Financial Inc.<br>@ 100                | 04/21/21 |                | -200,000.00             |
| Kla Tencor Corp Sr Gbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable<br>Purchased 150000 04/27/21<br>From Ice Securities Execution & Clr<br>@ 112.05                        | 04/29/21 |                | -168,075.00             |
| Laboratory Corp Amer Hldgs Sr Nt<br>4.00% Dtd 11/01/2013 Due 11/01/2023<br>Callable<br>Purchased 111000 04/14/21<br>From Headlands Holdings LLC<br>@ 107.772                        | 04/16/21 |                | -119,626.92             |
| Maine Mun Bd Bk Liquor Operati Rev<br>Bds Taxable 4.252% Dtd 09/05/2013<br>Due 06/01/2023 Callable<br>Purchased 100000 04/13/21<br>From BOK Financial Securities, Inc.<br>@ 107.709 | 04/15/21 |                | -107,709.00             |
| Global Pmts Inc Sr Gbl Nt<br>4.00% Dtd 05/11/2018 Due 06/01/2023<br>Callable<br>Purchased 75000 04/14/21<br>From BNY Mellon/Toronto Dominion Sec<br>@ 107.077                       | 04/16/21 |                | -80,307.75              |
| US Treasury Note<br>0.75% Dtd 03/31/2021 Due 03/31/2026<br>Purchased 200000 04/13/21<br>From Wells Fargo Securities, LLC<br>@ 99.453125                                             | 04/14/21 |                | -198,906.25             |
| <b>Total Purchases</b>                                                                                                                                                              |          | <b>\$ 0.00</b> | <b>\$ -2,197,474.35</b> |



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 04/01/21 - 06/30/21

| Sale Activity                                                                                                                                                 |          |                        |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------|--------------------|
|                                                                                                                                                               | Date     | Proceeds               | Realized Gain/Loss |
| Bank of The West Advantage Acct<br>Sales (9) 04/01/21 To 06/30/21                                                                                             | 06/30/21 | 1,410,331.23           |                    |
| Clackamas Cnty Ore Sch Dist No GO<br>Ref Bds 5.00% Dtd 06/13/2017 Due<br>06/15/2021 Non-Callable<br>Recd Proceeds on Maturity of<br>75,000 Par Value          | 06/15/21 | 75,000.00              |                    |
| Fyi Pptys Wash Lease Rev Ref Bds<br>5.00% Dtd 03/05/2019 Due 06/01/2021<br>Non-Callable<br>Recd Proceeds on Maturity of<br>100,000 Par Value                  | 06/01/21 | 100,000.00             |                    |
| Federal Natl Mtg Assn<br>1.25% Dtd 05/16/2016 Due 05/06/2021<br>Non-Callable<br>Recd Proceeds on Maturity of<br>290,000 Par Value                             | 05/06/21 | 290,000.00             | 659.89             |
| Royal Bk of Cda Bd Cds Fr<br>3.20% Dtd 04/30/2018 Due 04/30/2021<br>Non-Callable<br>Full Call @ 0 on 4/30/2021<br>81,000 Par Value                            | 04/30/21 | 81,000.00              |                    |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Recd Proceeds on Maturity of<br>99,585.900 Par Value | 04/16/21 | 99,349.34              |                    |
| US Treasury Note<br>1.125% Dtd 06/30/2016 Due 06/30/2021<br>Recd Proceeds on Maturity of<br>100,000 Par Value                                                 | 06/30/21 | 100,000.00             |                    |
| <b>Total Sales</b>                                                                                                                                            |          | <b>\$ 2,155,680.57</b> | <b>\$ 659.89</b>   |

| Non-Cash Activity                                                                                           |          |         |
|-------------------------------------------------------------------------------------------------------------|----------|---------|
|                                                                                                             | Date     | Cost    |
| American Express Co Sr Gbl Nt<br>3.00% Dtd 10/30/2017 Due 10/30/2024<br>Callable<br>Amortization of Premium | 04/30/21 | -852.30 |



**WBSD - OPERATING RESERVE**

Account Number:  
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04/01/21 - 06/30/21

| Non-Cash Activity                                                                                                                                     |          |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|
|                                                                                                                                                       | Date     | Cost      |
| Apple Inc Sr Gbl Nt<br>0.75% Dtd 05/11/2020 Due 05/11/2023<br>Callable<br>Amortization of Premium                                                     | 05/11/21 | -40.20    |
| Austin Tex Pub Ppty Fin Contractual<br>5.00% Dtd 10/03/2018 Due 11/01/2021<br>Non-Callable<br>Amortization of Premium                                 | 05/03/21 | -1,661.75 |
| Charlotte N C Ctfs Partn Taxable<br>Cops 2015a Taxable 2.965% Dtd<br>05/14/2015 Due 06/01/2023 Callable<br>Amortization of Premium                    | 06/01/21 | -1,199.70 |
| Clackamas Cnty Ore Sch Dist No GO<br>Ref Bds 5.00% Dtd 06/13/2017 Due<br>06/15/2021 Non-Callable<br>Amortization of Premium                           | 06/15/21 | -1,465.50 |
| Colorado Hsg & Fin Auth Taxable<br>Single Family MT 2020 C Taxable<br>1.928% Dtd 02/20/2020 Due 11/01/2023<br>Non-Callable<br>Amortization of Premium | 05/03/21 | -542.50   |
| Credit Suisse Ag New York Bran Fr<br>2.80% Dtd 04/09/2020 Due 04/08/2022<br>Non-Callable<br>Amortization of Premium                                   | 04/09/21 | -391.20   |
| Fyi Pptys Wash Lease Rev Ref Bds<br>5.00% Dtd 03/05/2019 Due 06/01/2021<br>Non-Callable<br>Amortization of Premium                                    | 06/01/21 | -1,757.00 |
| Federal Home Loan Bks Cons Bds<br>1.875% Dtd 11/30/2016 Due 11/29/2021<br>Non-Callable<br>Accretion of Discount                                       | 05/28/21 | 387.89    |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 2.40% Dtd 06/17/2015 Due<br>06/17/2022 Non-Callable<br>Amortization of Premium                             | 06/17/21 | -709.70   |
| Federal Natl Mtg Assn<br>1.25% Dtd 05/16/2016 Due 05/06/2021<br>Non-Callable<br>Accretion of Discount                                                 | 04/30/21 | 43.35     |
| Accretion of Discount                                                                                                                                 | 05/06/21 | 8.73      |



**WBSD - OPERATING RESERVE**

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

**61-J236-01-0**  
**04/01/21 - 06/30/21**

**Non-Cash Activity**

|                                                                                                    | <b>Date</b> | <b>Cost</b> |
|----------------------------------------------------------------------------------------------------|-------------|-------------|
| Federal Natl Mtg Assn<br>1.375% Dtd 10/07/2016 Due 10/07/2021<br>Non-Callable                      |             |             |
| Accretion of Discount                                                                              | 04/30/21    | 25.07       |
| Accretion of Discount                                                                              | 05/28/21    | 25.07       |
| Accretion of Discount                                                                              | 06/30/21    | 25.07       |
| Federal Natl Mtg Assn<br>2.00% Dtd 01/09/2017 Due 01/05/2022<br>Non-Callable                       |             |             |
| Accretion of Discount                                                                              | 04/30/21    | 45.06       |
| Accretion of Discount                                                                              | 05/28/21    | 45.06       |
| Accretion of Discount                                                                              | 06/30/21    | 45.06       |
| Federal Natl Mtg Assn<br>1.875% Dtd 04/10/2017 Due 04/05/2022<br>Non-Callable                      |             |             |
| Amortization of Premium                                                                            | 04/05/21    | -177.60     |
| GE Capital Internotes Fr<br>5.50% Dtd 11/05/2009 Due 11/15/2021<br>Non-Callable                    |             |             |
| Amortization of Premium                                                                            | 05/14/21    | -762.50     |
| Harley Davidson Finl Svcs Inc Fr<br>2.55% Dtd 06/09/2017 Due 06/09/2022<br>Callable                |             |             |
| Amortization of Premium                                                                            | 06/09/21    | -114.80     |
| Kla Tencor Corp Sr Glbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable                      |             |             |
| Amortization of Premium                                                                            | 05/03/21    | -22.50      |
| Laboratory Corp Amer Hldgs Sr Nt<br>4.00% Dtd 11/01/2013 Due 11/01/2023<br>Callable                |             |             |
| Amortization of Premium                                                                            | 05/03/21    | -136.53     |
| Los Angeles Calif Mun Impt COR Bds<br>2019a 5.00% Dtd 06/26/2019 Due<br>11/01/2023 Non-Callable    |             |             |
| Amortization of Premium                                                                            | 05/03/21    | -1,003.80   |
| Amortization of Premium                                                                            | 05/03/21    | -86.05      |
| Maine Mun Bd Bk Liquor Operati Rev<br>Bds Taxable 4.252% Dtd 09/05/2013<br>Due 06/01/2023 Callable |             |             |
| Amortization of Premium                                                                            | 06/01/21    | -458.00     |



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 04/01/21 - 06/30/21

**Non-Cash Activity**

|                                                                                                                                                      | Date     | Cost      |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|
| New York Life Gbl Fdg MTN 144a Sr<br>Sec Gbl 1.10% Dtd 05/07/2020 Due<br>05/05/2023 Non-Callable<br>Amortization of Premium                          | 05/05/21 | -324.00   |
| New York N Y GO Bds 2010 D Taxable<br>5.199% Dtd 12/17/2009 Due 12/01/2022<br>Callable<br>Amortization of Premium                                    | 06/01/21 | -166.40   |
| Amortization of Premium                                                                                                                              | 06/01/21 | -900.00   |
| Newark Calif Uni Sch Dist Bds 2002 D<br>Zero Cpn Dtd 04/30/2002 Due<br>08/01/2023 Non-Callable<br>Accretion of Discount                              | 04/30/21 | 22.39     |
| Accretion of Discount                                                                                                                                | 05/28/21 | 22.39     |
| Accretion of Discount                                                                                                                                | 06/30/21 | 22.39     |
| Ohio St Common Schs GO Ref Bds 2016<br>A 5.00% Dtd 03/09/2016 Due<br>12/15/2023 Non-Callable<br>Amortization of Premium                              | 06/15/21 | -791.55   |
| Royal Bk of Cda Bd Cds Fr<br>3.20% Dtd 04/30/2018 Due 04/30/2021<br>Non-Callable<br>Amortization of Premium                                          | 04/30/21 | -46.00    |
| Amortization of Premium                                                                                                                              | 04/30/21 | -189.24   |
| Amortization of Premium                                                                                                                              | 04/30/21 | -570.57   |
| Seattle Wash GO Ref Bds<br>5.00% Dtd 05/16/2012 Due 12/01/2021<br>Non-Callable<br>Amortization of Premium                                            | 06/01/21 | -1,929.00 |
| State Str Corp Sr Sb Nt<br>3.10% Dtd 05/15/2013 Due 05/15/2023<br>Non-Callable<br>Amortization of Premium                                            | 05/14/21 | -1,163.70 |
| Tarkington Tex Indpt Sch Dist<br>Taxable Unltd Tax Ref Bd Taxable<br>Zero Cpn Dtd 02/01/2021 Due<br>02/15/2023 Non-Callable<br>Accretion of Discount | 04/30/21 | 42.51     |
| Accretion of Discount                                                                                                                                | 05/28/21 | 42.51     |
| Accretion of Discount                                                                                                                                | 06/30/21 | 42.51     |
| Tennessee Valley Auth Sr Gbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable<br>Amortization of Premium                                  | 05/14/21 | -143.88   |



**WBSD - OPERATING RESERVE**

Account Number:  
 Statement Period:

61-J236-01-0  
 04/01/21 - 06/30/21

| Non-Cash Activity                                                                                                     |          |           |
|-----------------------------------------------------------------------------------------------------------------------|----------|-----------|
|                                                                                                                       | Date     | Cost      |
| 3M Co Fr<br>2.00% Dtd 06/26/2012 Due 06/26/2022<br>Non-Callable                                                       |          |           |
| Accretion of Discount                                                                                                 | 04/30/21 | 22.27     |
| Accretion of Discount                                                                                                 | 05/28/21 | 22.27     |
| Accretion of Discount                                                                                                 | 06/30/21 | 22.27     |
| Global Pmts Inc Sr Gbl Nt<br>4.00% Dtd 05/11/2018 Due 06/01/2023<br>Callable                                          |          |           |
| Amortization of Premium                                                                                               | 06/01/21 | -309.75   |
| Toyota Motor Credit Corp Fr<br>3.00% Dtd 04/01/2020 Due 04/01/2025<br>Callable                                        |          |           |
| Amortization of Premium                                                                                               | 04/01/21 | -1,014.00 |
| Amortization of Premium                                                                                               | 04/01/21 | -985.50   |
| United Parcel Service Inc Sr Nt<br>2.50% Dtd 11/14/2017 Due 04/01/2023<br>Callable                                    |          |           |
| Amortization of Premium                                                                                               | 04/01/21 | -828.90   |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security                 |          |           |
| Inflationary Int Adjustment 04/14/21                                                                                  | 04/14/21 | 267.30    |
| US Treasury Note<br>1.125% Dtd 06/30/2016 Due 06/30/2021                                                              |          |           |
| Amortization of Premium                                                                                               | 06/30/21 | -174.82   |
| University Calif Revs Gen Rev Bds<br>2015 A Taxable 2.909% Dtd 03/25/2015<br>Due 05/15/2023 Callable                  |          |           |
| Amortization of Premium                                                                                               | 05/14/21 | -1,051.65 |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2024<br>Non-Callable |          |           |
| Accretion of Discount                                                                                                 | 04/30/21 | 68.02     |
| Accretion of Discount                                                                                                 | 05/28/21 | 68.02     |
| Accretion of Discount                                                                                                 | 06/30/21 | 68.02     |



**WBSD - OPERATING RESERVE**

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

**61-J236-01-0**  
**04/01/21 - 06/30/21**

**Non-Cash Activity**

|                                                                                                                       | <b>Date</b> | <b>Cost</b>          |
|-----------------------------------------------------------------------------------------------------------------------|-------------|----------------------|
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2025<br>Non-Callable |             |                      |
| Accretion of Discount                                                                                                 | 04/30/21    | 89.38                |
| Accretion of Discount                                                                                                 | 05/28/21    | 89.38                |
| Accretion of Discount                                                                                                 | 06/30/21    | 89.38                |
| <b>Total Non-Cash Transactions</b>                                                                                    |             | <b>\$ -20,319.22</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 1-877-898-1003 (TTY 1-800-659-5495) 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 1-877-898-1003 (TTY 1-800-659-5495) 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 [WMGIFSOperations@bankofthewest.com](mailto:WMGIFSOperations@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.



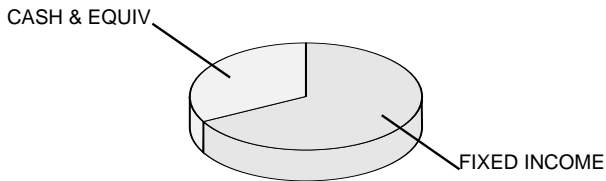
**WBSD - RATE STABILIZATION RESERVE**

Account Number: 61-J252-01-7  
 Statement Period: 04/01/21 - 06/30/21

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           | 1,385,481.73           | 32.7%         |
| Fixed Income           | 2,857,140.01           | 67.3%         |
| <b>Total Portfolio</b> | <b>\$ 4,242,621.74</b> | <b>100.0%</b> |
| Accrued Income         | 15,044.28              |               |
| <b>Total Valuation</b> | <b>\$ 4,257,666.02</b> |               |

**Market Reconciliation**

|                                                   | Current Period         | Year To Date           |
|---------------------------------------------------|------------------------|------------------------|
| <b>Beginning Market Value</b>                     | <b>\$ 2,951,839.73</b> | <b>\$ 1,408,407.26</b> |
| Income                                            |                        |                        |
| Interest.....                                     | 9,657.74               | 52,484.98              |
| Purchased Income.....                             | -209.48                | -12,018.98             |
| Additions.....                                    | 1,300,000.00           | 2,855,000.00           |
| Disbursements.....                                | -1,466.47              | -4,346.52              |
| Realized Gains/(Losses).....                      | 0.00                   | 0.00                   |
| Change In Accrued Income.....                     | 3,591.99               | -2,408.65              |
| Change In Market Appreciation/(Depreciation)..... | 884.59                 | -14,632.35             |
| Non-Cash Asset Changes.....                       | -6,632.08              | -24,819.72             |
| <b>Ending Market Value</b>                        | <b>\$ 4,257,666.02</b> | <b>\$ 4,257,666.02</b> |



**WBSD - RATE STABILIZATION RESERVE**

Account Number:  
Statement Period:

61-J252-01-7  
04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                                                                                                 | Units         | Market Value<br>Cost                             | Est. Annual Income<br>Accruals | Current<br>Yield |
|-------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------|--------------------------------|------------------|
| <b>Cash Equivalents</b>                                                                                           |               |                                                  |                                |                  |
| Bank of The West Advantage Acct                                                                                   | 1,385,481.730 | 1,385,481.73<br>1,385,481.73                     | 415.00<br>5.32                 | 0.03%            |
| <b>Total Cash Equivalents</b>                                                                                     |               | <b>\$ 1,385,481.73</b><br><b>\$ 1,385,481.73</b> | <b>415.00</b><br><b>5.32</b>   | <b>0.03%</b>     |
| <b>Fixed Income</b>                                                                                               |               |                                                  |                                |                  |
| Anz National Intl LTD Fr<br>3.40% Dtd 03/19/2019 Due 03/19/2024<br>Non-Callable                                   | 110,000.000   | 118,033.30<br>118,471.10                         | 3,740.00<br>1,059.66           | 3.17%            |
| Apple Inc Sr Gbl Nt<br>0.75% Dtd 05/11/2020 Due 05/11/2023<br>Callable                                            | 20,000.000    | 20,172.60<br>20,161.60                           | 150.00<br>20.83                | 0.74%            |
| Apple Inc Sr Gbl<br>0.70% Dtd 02/08/2021 Due 02/08/2026<br>Callable                                               | 50,000.000    | 49,448.00<br>49,948.00                           | 350.00<br>139.02               | 0.71%            |
| BB&T Corp Sr Medium Term Nts Fr<br>3.70% Dtd 06/05/2018 Due 06/05/2025<br>Callable                                | 25,000.000    | 27,523.25<br>27,802.50                           | 925.00<br>66.80                | 3.36%            |
| Bellevue Neb Cfts Partn Taxable Ref<br>Cfts Partn Taxable 0.455% Dtd<br>03/15/2021 Due 09/15/2024<br>Non-Callable | 150,000.000   | 148,996.50<br>150,000.00                         | 682.00<br>200.95               | 0.46%            |
| Blackrock Inc Sr Nt<br>3.50% Dtd 03/18/2014 Due 03/18/2024<br>Callable                                            | 110,000.000   | 118,839.60<br>119,788.90                         | 3,850.00<br>1,101.52           | 3.24%            |
| Butte Silver Bow Mont City & C GO<br>Bds 3.00% Dtd 12/28/2016 Due<br>07/01/2023 Non-Callable                      | 50,000.000    | 52,728.50<br>52,925.00                           | 1,500.00<br>750.00             | 2.84%            |
| Carolina Beach NC Enterprise S Rev<br>Bds 4.00% Dtd 06/30/2016 Due<br>06/01/2023 Non-Callable                     | 50,000.000    | 53,582.00<br>53,582.00                           | 2,000.00<br>166.66             | 3.73%            |
| Chambers Cnty Tex Comb Tax and Rev<br>Cfts Ob 5.00% Dtd 08/01/2015 Due<br>03/01/2023 Non-Callable                 | 65,000.000    | 70,196.10<br>71,086.60                           | 3,250.00<br>1,083.33           | 4.63%            |
| Clemson Univ S C Univ Revs Athletic<br>Facs Rev Bds 2.00% Dtd 02/01/2012<br>Due 05/01/2022 Non-Callable           | 45,000.000    | 45,687.15<br>45,222.30                           | 900.00<br>150.00               | 1.97%            |



**WBSD - RATE STABILIZATION RESERVE**

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

**61-J252-01-7**  
**04/01/21 - 06/30/21**

**Asset Position As of 06/30/21**

| <b>Asset Description</b>                                                                                                | <b>Units</b> | <b>Market Value<br/>Cost</b> | <b>Est. Annual Income<br/>Accruals</b> | <b>Current<br/>Yield</b> |
|-------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|----------------------------------------|--------------------------|
| Deere John Capital Corp Fr<br>3.45% Dtd 03/13/2018 Due 03/13/2025<br>Non-Callable                                       | 60,000.000   | 65,734.20<br>66,680.40       | 2,070.00<br>621.00                     | 3.15%                    |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 1.90% Dtd 07/19/2017 Due<br>07/19/2022 Non-Callable                          | 80,000.000   | 81,510.40<br>80,117.60       | 1,520.00<br>683.99                     | 1.86%                    |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 1.90% Dtd 08/03/2017 Due<br>08/03/2022 Non-Callable                          | 85,000.000   | 86,661.75<br>85,068.85       | 1,615.00<br>663.94                     | 1.86%                    |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 0.30% Dtd 01/13/2021 Due<br>01/13/2025 Callable                              | 200,000.000  | 199,272.00<br>199,700.00     | 600.00<br>279.99                       | 0.30%                    |
| Federal Natl Mtg Assn<br>1.875% Dtd 04/10/2017 Due 04/05/2022<br>Non-Callable                                           | 95,000.000   | 96,308.15<br>95,080.75       | 1,781.00<br>425.52                     | 1.85%                    |
| Grant Cnty Wash Pub Util Dist<br>Taxable Sys Ref Bds 2020 Q Taxable<br>1.877% Dtd 01/29/2020 Due 01/01/2023<br>Callable | 75,000.000   | 76,817.25<br>77,151.00       | 1,407.00<br>703.87                     | 1.83%                    |
| Hamilton Cnty Ohio Sales Tax Sales<br>Tax Bds 2000 B Zero Cpn Dtd<br>11/09/2000 Due 12/01/2023<br>Non-Callable          | 65,000.000   | 64,004.85<br>64,343.59       | 0.00                                   | 0.00%                    |
| Long Is Pwr Auth N Y Elec Sys Gen<br>Bds 2020 A 5.00% Dtd 08/20/2020 Due<br>09/01/2023 Non-Callable                     | 45,000.000   | 49,655.70<br>50,110.65       | 2,250.00<br>750.00                     | 4.53%                    |
| Nedrose Pub Sch Dist No 4 N D<br>Taxable GO Bldg Ref Bds Taxable<br>0.35% Dtd 02/17/2021 Due 08/01/2024<br>Non-Callable | 100,000.000  | 99,220.00<br>100,068.00      | 350.00<br>130.27                       | 0.35%                    |
| New York Life Gbl Fdg MTN 144a Sr<br>Sec Gbl 1.10% Dtd 05/07/2020 Due<br>05/05/2023 Non-Callable                        | 110,000.000  | 111,423.40<br>111,593.90     | 1,210.00<br>188.22                     | 1.09%                    |
| Pajaro Valley Calif Uni Sch Di GO<br>Bds 2005 B Zero Cpn Dtd 05/19/2005<br>Due 08/01/2023 Non-Callable                  | 50,000.000   | 49,506.50<br>49,585.01       | 0.00                                   | 0.00%                    |
| Paypal Hldgs Inc Sr Gbl<br>2.40% Dtd 09/26/2019 Due 10/01/2024<br>Callable                                              | 73,000.000   | 76,888.71<br>76,910.61       | 1,752.00<br>438.00                     | 2.28%                    |



**WBSD - RATE STABILIZATION RESERVE**

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

**61-J252-01-7**  
**04/01/21 - 06/30/21**

**Asset Position As of 06/30/21**

| <b>Asset Description</b>                                                                                                 | <b>Units</b> | <b>Market Value<br/>Cost</b> | <b>Est. Annual Income<br/>Accruals</b> | <b>Current<br/>Yield</b> |
|--------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|----------------------------------------|--------------------------|
| San Francisco Calif Bay Area R<br>Taxable Ref Bds 2019 B Taxable<br>1.971% Dtd 10/31/2019 Due 07/01/2024<br>Non-Callable | 100,000.000  | 103,832.00<br>104,592.00     | 1,971.00<br>985.50                     | 1.90%                    |
| State Str Corp Sr Sb Nt<br>3.10% Dtd 05/15/2013 Due 05/15/2023<br>Non-Callable                                           | 110,000.000  | 115,570.40<br>115,724.40     | 3,410.00<br>435.72                     | 2.95%                    |
| Tennessee Valley Auth Sr Gbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable                                 | 190,000.000  | 191,254.00<br>192,165.30     | 1,425.00<br>182.08                     | 0.75%                    |
| Toyota Motor Credit Corp Fr<br>2.90% Dtd 04/01/2020 Due 03/30/2023<br>Non-Callable                                       | 10,000.000   | 10,443.90<br>10,382.30       | 290.00<br>73.30                        | 2.78%                    |
| Toyota Motor Credit Corp Fr<br>3.00% Dtd 04/01/2020 Due 04/01/2025<br>Callable                                           | 110,000.000  | 118,151.00<br>119,793.30     | 3,300.00<br>825.00                     | 2.79%                    |
| US Treasury Note<br>0.75% Dtd 03/31/2021 Due 03/31/2026                                                                  | 40,000.000   | 39,845.60<br>39,781.25       | 300.00<br>75.41                        | 0.75%                    |
| US Treasury Note<br>2.75% Dtd 09/15/2018 Due 09/15/2021                                                                  | 60,000.000   | 60,334.80<br>59,817.19       | 1,650.00<br>484.23                     | 2.73%                    |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2024<br>Non-Callable    | 150,000.000  | 145,878.00<br>147,449.04     | 0.00                                   | 0.00%                    |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2025<br>Non-Callable    | 150,000.000  | 143,265.00<br>145,575.56     | 0.00                                   | 0.00%                    |
| Washington Fed Hwy Grnt Antic Grnt<br>Antic Rev Bds 2012f 5.00% Dtd<br>06/06/2012 Due 09/01/2023 Callable                | 50,000.000   | 52,785.00<br>53,417.00       | 2,500.00<br>833.32                     | 4.74%                    |
| West Hollywood Calif Pub Fing Rev<br>Bds 5.00% Dtd 06/30/2016 Due<br>04/01/2023 Non-Callable                             | 55,000.000   | 59,613.40<br>60,038.85       | 2,750.00<br>687.50                     | 4.61%                    |
| William S Hart Calif Un High S GO<br>Bds 2013 C 4.00% Dtd 02/21/2013 Due<br>08/01/2023 Non-Callable                      | 50,000.000   | 53,957.00<br>54,319.50       | 2,000.00<br>833.33                     | 3.71%                    |



**WBSD - RATE STABILIZATION RESERVE**

Account Number:  
 Statement Period:

61-J252-01-7  
 04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                       | Units | Market Value<br>Cost               | Est. Annual Income<br>Accruals | Current<br>Yield |
|-----------------------------------------|-------|------------------------------------|--------------------------------|------------------|
| <b>Total Fixed Income</b>               |       | \$ 2,857,140.01<br>\$ 2,868,454.05 | 51,498.00<br>15,038.96         | 1.80%            |
| <b>Cash</b>                             |       |                                    |                                |                  |
| Principal Cash                          |       | 0.00<br>0.00                       | 0.00                           | 0.00%            |
| Income Cash                             |       | 0.00<br>0.00                       | 0.00                           | 0.00%            |
| <b>Total Cash</b>                       |       | \$ 0.00<br>\$ 0.00                 | 0.00<br>0.00                   | 0.00%            |
| <b>Total Market Value</b>               |       | \$ 4,242,621.74<br>\$ 4,253,935.78 | 51,913.00<br>15,044.28         | 1.22%            |
| <b>Total Market Value Plus Accruals</b> |       | \$ 4,257,666.02                    |                                |                  |

**Income Activity**

|                                                                                               | Date     | Income Cash | Principal Cash |
|-----------------------------------------------------------------------------------------------|----------|-------------|----------------|
| <b>Interest Income</b>                                                                        |          |             |                |
| Bank of The West Advantage Acct                                                               |          |             |                |
| Int To 03/31/21                                                                               | 04/01/21 |             | 7.17           |
| Int To 04/30/21                                                                               | 05/03/21 |             | 3.28           |
| Int To 05/31/21                                                                               | 06/01/21 |             | 0.97           |
| Apple Inc Sr Gbl Nt<br>0.75% Dtd 05/11/2020 Due 05/11/2023<br>Callable                        |          |             |                |
| Int To 05/11/21 on 20,000                                                                     | 05/11/21 |             | 75.00          |
| BB&T Corp Sr Medium Term Nts Fr<br>3.70% Dtd 06/05/2018 Due 06/05/2025<br>Callable            |          |             |                |
| Int To 06/05/21 on 25,000                                                                     | 06/07/21 |             | 462.50         |
| California St Veterans GO Bds Cm AMT<br>2.75% Dtd 10/29/2015 Due 12/01/2023<br>Non-Callable   |          |             |                |
| Int To 06/01/21 on 50,000                                                                     | 06/01/21 |             | 687.50         |
| Carolina Beach NC Enterprise S Rev<br>Bds 4.00% Dtd 06/30/2016 Due<br>06/01/2023 Non-Callable |          |             |                |
| Int To 06/01/21 on 50,000                                                                     | 06/01/21 |             | 1,000.00       |



**WBSD - RATE STABILIZATION RESERVE**

Account Number:  
 Statement Period:

61-J252-01-7  
 04/01/21 - 06/30/21

| Income Activity                                                                                                                                                           |                      |                |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------|--------------------|
|                                                                                                                                                                           | Date                 | Income Cash    | Principal Cash     |
| Clemson Univ S C Univ Revs Athletic<br>Facs Rev Bds 2.00% Dtd 02/01/2012<br>Due 05/01/2022 Non-Callable<br>Int To 05/01/21 on 45,000                                      | 05/03/21             |                | 450.00             |
| Federal Natl Mtg Assn<br>1.875% Dtd 04/10/2017 Due 04/05/2022<br>Non-Callable<br>Int To 04/05/21 on 95,000                                                                | 04/05/21             |                | 890.62             |
| New York Life Gbl Fdg MTN 144a Sr<br>Sec Gbl 1.10% Dtd 05/07/2020 Due<br>05/05/2023 Non-Callable<br>Int To 05/05/21 on 110,000                                            | 05/05/21             |                | 605.00             |
| State Str Corp Sr Sb Nt<br>3.10% Dtd 05/15/2013 Due 05/15/2023<br>Non-Callable<br>Int To 05/15/21 on 110,000                                                              | 05/17/21             |                | 1,705.00           |
| Tennessee Valley Auth Sr Gbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable<br>Int To 05/15/21 on 190,000                                                    | 05/17/21             |                | 712.50             |
| Toyota Motor Credit Corp Fr<br>3.00% Dtd 04/01/2020 Due 04/01/2025<br>Callable<br>Int To 04/01/21 on 110,000                                                              | 04/01/21             |                | 1,650.00           |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Int To 04/15/21 on 11065.10<br>Ordinary Income on Disposition of | 04/15/21<br>04/16/21 |                | 6.92<br>26.28      |
| West Hollywood Calif Pub Fing Rev<br>Bds 5.00% Dtd 06/30/2016 Due<br>04/01/2023 Non-Callable<br>Int To 04/01/21 on 55,000                                                 | 04/01/21             |                | 1,375.00           |
| <b>Total Interest Income</b>                                                                                                                                              |                      | <b>\$ 0.00</b> | <b>\$ 9,657.74</b> |
| <b>Purchased Income</b>                                                                                                                                                   |                      |                |                    |
| Paypal Hldgs Inc Sr Gbl<br>2.40% Dtd 09/26/2019 Due 10/01/2024<br>Callable<br>Accrued Int To 04/16/21 Paid on<br>Purchase of 73,000                                       | 04/16/21             |                | -73.00             |



**WBSD - RATE STABILIZATION RESERVE**

Account Number:  
 Statement Period:

61-J252-01-7  
 04/01/21 - 06/30/21

| Income Activity                                                                                                                                   |          |                |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|--------------------|
|                                                                                                                                                   | Date     | Income Cash    | Principal Cash     |
| Tennessee Valley Auth Sr Gbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable<br>Accrued Int To 04/15/21 Paid on<br>Purchase of 40,000 | 04/15/21 |                | -125.00            |
| US Treasury Note<br>0.75% Dtd 03/31/2021 Due 03/31/2026<br>Accrued Int To 04/14/21 Paid on<br>Purchase of 40,000                                  | 04/14/21 |                | -11.48             |
| <b>Total Purchased Income</b>                                                                                                                     |          | <b>\$ 0.00</b> | <b>\$ -209.48</b>  |
| <b>Total Income</b>                                                                                                                               |          | <b>\$ 0.00</b> | <b>\$ 9,448.26</b> |

| Additions                                                                                            |          |                |                        |
|------------------------------------------------------------------------------------------------------|----------|----------------|------------------------|
|                                                                                                      | Date     | Income Cash    | Principal Cash         |
| <b>Miscellaneous Additions</b>                                                                       |          |                |                        |
| Addition To Account<br>ACH Transfer From Botw<br>Ckg Ending 6049 Per Client<br>Instructions: 6/28/21 | 06/28/21 |                | 1,300,000.00           |
| <b>Total Miscellaneous Additions</b>                                                                 |          | <b>\$ 0.00</b> | <b>\$ 1,300,000.00</b> |
| <b>Total Additions</b>                                                                               |          | <b>\$ 0.00</b> | <b>\$ 1,300,000.00</b> |

| Disbursement Activity      |          |                |                     |
|----------------------------|----------|----------------|---------------------|
|                            | Date     | Income Cash    | Principal Cash      |
| <b>Fees/Expenses</b>       |          |                |                     |
| Monthly Fee To 03/31/21    | 04/15/21 |                | -487.99             |
| Monthly Fee To 04/30/21    | 05/14/21 |                | -489.09             |
| Monthly Fee To 05/31/21    | 06/15/21 |                | -489.39             |
| <b>Total Fees/Expenses</b> |          | <b>\$ 0.00</b> | <b>\$ -1,466.47</b> |
| <b>Total Disbursements</b> |          | <b>\$ 0.00</b> | <b>\$ -1,466.47</b> |





**WBSD - RATE STABILIZATION RESERVE**

Account Number:  
 Statement Period:

61-J252-01-7  
 04/01/21 - 06/30/21

| Purchase Activity                                                                                                                                                          |          |                |                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|-------------------------|
|                                                                                                                                                                            | Date     | Income Cash    | Principal Cash          |
| Bank of The West Advantage Acct<br>Purchases (9) 04/01/21 To 06/30/21                                                                                                      | 06/30/21 |                | -1,359,624.54           |
| Paypal Hldgs Inc Sr Gbl<br>2.40% Dtd 09/26/2019 Due 10/01/2024<br>Callable<br>Purchased 73000 04/14/21<br>From Headlands Holdings LLC<br>@ 105.357                         | 04/16/21 |                | -76,910.61              |
| Tennessee Valley Auth Sr Gbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable<br>Purchased 40000 04/14/21<br>From BNY Mellon/Toronto Dominion Sec<br>@ 100.2165 | 04/15/21 |                | -40,086.60              |
| US Treasury Note<br>0.75% Dtd 03/31/2021 Due 03/31/2026<br>Purchased 40000 04/13/21<br>From Wells Fargo Securities, LLC<br>@ 99.453125                                     | 04/14/21 |                | -39,781.25              |
| <b>Total Purchases</b>                                                                                                                                                     |          | <b>\$ 0.00</b> | <b>\$ -1,516,403.00</b> |

| Sale Activity                                                                                                                                                 |          |                      |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------|--------------------|
|                                                                                                                                                               | Date     | Proceeds             | Realized Gain/Loss |
| Bank of The West Advantage Acct<br>Sales (6) 04/01/21 To 06/30/21                                                                                             | 06/30/21 | 147,382.39           |                    |
| California St Veterans GO Bds Cm AMT<br>2.75% Dtd 10/29/2015 Due 12/01/2023<br>Non-Callable<br>Recd Proceeds on Pre-Refund of<br>50,000 Par Value             | 06/01/21 | 50,000.00            |                    |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Recd Proceeds on Maturity of<br>11,065.100 Par Value | 04/16/21 | 11,038.82            |                    |
| <b>Total Sales</b>                                                                                                                                            |          | <b>\$ 208,421.21</b> | <b>\$ 0.00</b>     |



**WBSD - RATE STABILIZATION RESERVE**

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

**61-J252-01-7**  
**04/01/21 - 06/30/21**

| Non-Cash Activity                                                                                                                       |          |           |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|
|                                                                                                                                         | Date     | Cost      |
| Apple Inc Sr Gbl Nt<br>0.75% Dtd 05/11/2020 Due 05/11/2023<br>Callable<br>Amortization of Premium                                       | 05/11/21 | -40.20    |
| BB&T Corp Sr Medium Term Nts Fr<br>3.70% Dtd 06/05/2018 Due 06/05/2025<br>Callable<br>Amortization of Premium                           | 06/04/21 | -343.50   |
| California St Veterans GO Bds Cm AMT<br>2.75% Dtd 10/29/2015 Due 12/01/2023<br>Non-Callable<br>Amortization of Premium                  | 06/01/21 | -2,780.00 |
| Carolina Beach NC Enterprise S Rev<br>Bds 4.00% Dtd 06/30/2016 Due<br>06/01/2023 Non-Callable<br>Amortization of Premium                | 06/01/21 | -470.00   |
| Clemson Univ S C Univ Revs Athletic<br>Facs Rev Bds 2.00% Dtd 02/01/2012<br>Due 05/01/2022 Non-Callable<br>Amortization of Premium      | 05/03/21 | -109.80   |
| Federal Natl Mtg Assn<br>1.875% Dtd 04/10/2017 Due 04/05/2022<br>Non-Callable<br>Amortization of Premium                                | 04/05/21 | -40.85    |
| Hamilton Cnty Ohio Sales Tax Sales<br>Tax Bds 2000 B Zero Cpn Dtd<br>11/09/2000 Due 12/01/2023<br>Non-Callable<br>Accretion of Discount | 04/30/21 | 22.60     |
|                                                                                                                                         | 05/28/21 | 22.60     |
|                                                                                                                                         | 06/30/21 | 22.60     |
| New York Life Gbl Fdg MTN 144a Sr<br>Sec Gbl 1.10% Dtd 05/07/2020 Due<br>05/05/2023 Non-Callable<br>Amortization of Premium             | 05/05/21 | -396.00   |
| Pajaro Valley Calif Uni Sch Di GO<br>Bds 2005 B Zero Cpn Dtd 05/19/2005<br>Due 08/01/2023 Non-Callable<br>Accretion of Discount         | 04/30/21 | 16.57     |
|                                                                                                                                         | 05/28/21 | 16.57     |
|                                                                                                                                         | 06/30/21 | 16.57     |



**WBSD - RATE STABILIZATION RESERVE**

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

**61-J252-01-7**  
**04/01/21 - 06/30/21**

**Non-Cash Activity**

|                                                                                                                                                | <b>Date</b> | <b>Cost</b>         |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|
| State Str Corp Sr Sb Nt<br>3.10% Dtd 05/15/2013 Due 05/15/2023<br>Non-Callable<br>Amortization of Premium                                      | 05/14/21    | -1,422.30           |
| Tennessee Valley Auth Sr Gbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable<br>Amortization of Premium                            | 05/14/21    | -143.89             |
| Amortization of Premium                                                                                                                        | 05/14/21    | -1.80               |
| Toyota Motor Credit Corp Fr<br>3.00% Dtd 04/01/2020 Due 04/01/2025<br>Callable<br>Amortization of Premium                                      | 04/01/21    | -1,204.50           |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Inflationary Int Adjustment 04/14/21  | 04/14/21    | 29.70               |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2024<br>Non-Callable<br>Accretion of Discount | 04/30/21    | 68.02               |
| Accretion of Discount                                                                                                                          | 05/28/21    | 68.02               |
| Accretion of Discount                                                                                                                          | 06/30/21    | 68.02               |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2025<br>Non-Callable<br>Accretion of Discount | 04/30/21    | 89.38               |
| Accretion of Discount                                                                                                                          | 05/28/21    | 89.38               |
| Accretion of Discount                                                                                                                          | 06/30/21    | 89.38               |
| West Hollywood Calif Pub Fing Rev<br>Bds 5.00% Dtd 06/30/2016 Due<br>04/01/2023 Non-Callable<br>Amortization of Premium                        | 04/01/21    | -27.15              |
| Amortization of Premium                                                                                                                        | 04/01/21    | -271.50             |
| <b>Total Non-Cash Transactions</b>                                                                                                             |             | <b>\$ -6,632.08</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 1-877-898-1003 (TTY 1-800-659-5495) 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 1-877-898-1003 (TTY 1-800-659-5495) 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 [WMGIFSOperations@bankofthewest.com](mailto:WMGIFSOperations@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.



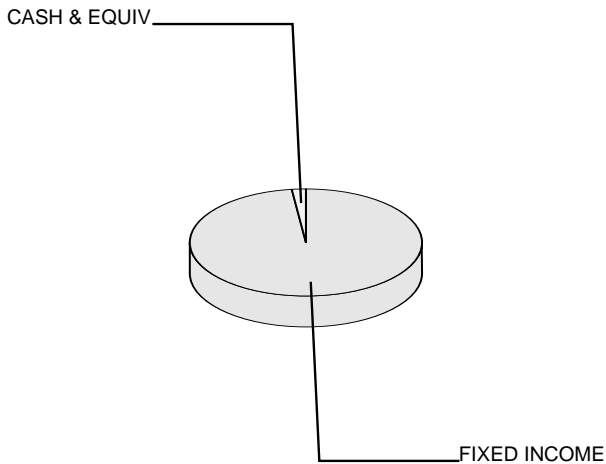
**WBSD - CAPITAL PROJECT RESERVE**

Account Number: 61-J235-01-2  
 Statement Period: 04/01/21 - 06/30/21

WEST BAY SANITARY DISTRICT  
 500 LAUREL STREET  
 MENLO PARK CA 94025

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

**Asset Allocation**



**Asset Valuation**

| Description            | Market Value           | % of Account  |
|------------------------|------------------------|---------------|
| Cash & Equiv           | 60,106.54              | 1.7%          |
| Fixed Income           | 3,389,106.42           | 98.3%         |
| <b>Total Portfolio</b> | <b>\$ 3,449,212.96</b> | <b>100.0%</b> |
| Accrued Income         | 24,855.95              |               |
| <b>Total Valuation</b> | <b>\$ 3,474,068.91</b> |               |

**Market Reconciliation**

|                                                   | Current Period         | Year To Date           |
|---------------------------------------------------|------------------------|------------------------|
| <b>Beginning Market Value</b>                     | <b>\$ 3,468,287.13</b> | <b>\$ 2,781,874.82</b> |
| Income                                            |                        |                        |
| Interest.....                                     | 11,432.00              | 86,841.90              |
| Purchased Income.....                             | -1,195.48              | -9,482.70              |
| Additions.....                                    | 0.00                   | 683,500.00             |
| Disbursements.....                                | -1,720.13              | -6,227.59              |
| Realized Gains/(Losses).....                      | 0.00                   | 656.01                 |
| Change In Accrued Income.....                     | 9,396.27               | -677.84                |
| Change In Market Appreciation/(Depreciation)..... | -9,848.29              | -29,330.06             |
| Non-Cash Asset Changes.....                       | -2,282.59              | -33,085.63             |
| <b>Ending Market Value</b>                        | <b>\$ 3,474,068.91</b> | <b>\$ 3,474,068.91</b> |



**WBSD - CAPITAL PROJECT RESERVE**

Account Number:  
Statement Period:

61-J235-01-2  
04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                                                                                         | Units       | Market Value<br>Cost                       | Est. Annual Income<br>Accruals | Current<br>Yield |
|-----------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------|--------------------------------|------------------|
| <b>Cash Equivalents</b>                                                                                   |             |                                            |                                |                  |
| Bank of The West Advantage Acct                                                                           | 60,106.540  | 60,106.54<br>60,106.54                     | 18.00<br>1.46                  | 0.03%            |
| <b>Total Cash Equivalents</b>                                                                             |             | <b>\$ 60,106.54</b><br><b>\$ 60,106.54</b> | <b>18.00</b><br><b>1.46</b>    | <b>0.03%</b>     |
| <b>Fixed Income</b>                                                                                       |             |                                            |                                |                  |
| Anz National Intl LTD Fr<br>3.40% Dtd 03/19/2019 Due 03/19/2024<br>Non-Callable                           | 60,000.000  | 64,381.80<br>64,620.60                     | 2,040.00<br>578.00             | 3.17%            |
| Apple Inc Sr Gbl Nt<br>0.75% Dtd 05/11/2020 Due 05/11/2023<br>Callable                                    | 10,000.000  | 10,086.30<br>10,080.80                     | 75.00<br>10.41                 | 0.74%            |
| Austin Tex Indpt Sch Dist Ultd Tax<br>Sch Bldg and RE 5.00% Dtd 04/10/2019<br>Due 08/01/2022 Non-Callable | 100,000.000 | 105,265.00<br>105,869.00                   | 5,000.00<br>2,083.33           | 4.75%            |
| Blackrock Inc Sr Nt<br>3.50% Dtd 03/18/2014 Due 03/18/2024<br>Callable                                    | 60,000.000  | 64,821.60<br>65,339.40                     | 2,100.00<br>600.83             | 3.24%            |
| California St GO Bds<br>5.00% Dtd 03/14/2017 Due 08/01/2023<br>Non-Callable                               | 60,000.000  | 66,019.80<br>65,133.60                     | 3,000.00<br>1,249.99           | 4.54%            |
| Clackamas Cnty Ore Sch Dist No GO<br>Bds B 5.00% Dtd 03/02/2017 Due<br>06/15/2023 Non-Callable            | 70,000.000  | 76,534.50<br>76,413.80                     | 3,500.00<br>155.55             | 4.57%            |
| Collin Cnty Tex Cmnty College GO Bds<br>2020a 5.00% Dtd 03/15/2020 Due<br>08/15/2021 Non-Callable         | 100,000.000 | 100,584.00<br>101,892.00                   | 5,000.00<br>1,888.88           | 4.97%            |
| Comcast Corp New Sr Nt<br>3.375% Dtd 05/27/2015 Due 08/15/2025<br>Callable                                | 45,000.000  | 49,122.90<br>50,014.35                     | 1,518.00<br>573.75             | 3.09%            |
| Credit Suisse Ag New York Bran Fr<br>2.80% Dtd 04/09/2020 Due 04/08/2022<br>Non-Callable                  | 20,000.000  | 20,381.80<br>20,393.40                     | 560.00<br>127.55               | 2.75%            |
| Deere John Capital Corp Fr<br>3.45% Dtd 03/13/2018 Due 03/13/2025<br>Non-Callable                         | 50,000.000  | 54,778.50<br>55,567.00                     | 1,725.00<br>517.50             | 3.15%            |



**WBSD - CAPITAL PROJECT RESERVE**

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

**61-J235-01-2**  
**04/01/21 - 06/30/21**

**Asset Position As of 06/30/21**

| <b>Asset Description</b>                                                                         | <b>Units</b> | <b>Market Value<br/>Cost</b> | <b>Est. Annual Income<br/>Accruals</b> | <b>Current<br/>Yield</b> |
|--------------------------------------------------------------------------------------------------|--------------|------------------------------|----------------------------------------|--------------------------|
| Disney Walt Co Sr Gbl Nt<br>1.65% Dtd 09/06/2019 Due 09/01/2022<br>Callable                      | 20,000.000   | 20,313.80<br>20,283.20       | 330.00<br>110.00                       | 1.62%                    |
| East Side Un High Sch Dist Cal GO<br>Ref Bds 3.50% Dtd 07/25/2013 Due<br>08/01/2021 Non-Callable | 115,000.000  | 115,315.10<br>116,371.95     | 4,025.00<br>1,677.08                   | 3.49%                    |
| Exxon Mobil Corp Sr Gbl Nt<br>1.902% Dtd 08/16/2019 Due 08/16/2022<br>Callable                   | 20,000.000   | 20,370.00<br>20,436.00       | 380.00<br>142.65                       | 1.87%                    |
| Federal Home Loan Bks Cons Bds<br>Step Cpn Dtd 04/27/2017 Due<br>04/27/2022 Callable             | 50,000.000   | 50,902.00<br>49,887.50       | 1,150.00<br>204.44                     | 2.26%                    |
| Federal Home Loan Bks Cons Bds<br>0.60% Dtd 04/30/2021 Due 12/30/2024<br>Callable                | 50,000.000   | 49,797.50<br>50,000.00       | 300.00<br>50.83                        | 0.60%                    |
| Federal Home Loan Bks Cons Bds<br>0.60% Dtd 04/30/2021 Due 10/30/2024<br>Callable                | 100,000.000  | 99,647.00<br>100,000.00      | 600.00<br>101.66                       | 0.60%                    |
| Federal Home Loan Bks Cons Bds<br>1.00% Dtd 04/30/2021 Due 12/30/2025<br>Callable                | 100,000.000  | 99,874.00<br>100,000.00      | 1,000.00<br>169.44                     | 1.00%                    |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 1.90% Dtd 07/19/2017 Due<br>07/19/2022 Non-Callable   | 60,000.000   | 61,132.80<br>60,088.20       | 1,140.00<br>513.00                     | 1.86%                    |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 1.90% Dtd 08/03/2017 Due<br>08/03/2022 Non-Callable   | 60,000.000   | 61,173.00<br>60,048.60       | 1,140.00<br>468.66                     | 1.86%                    |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 0.71% Dtd 04/21/2021 Due<br>04/21/2025 Callable       | 100,000.000  | 99,806.00<br>100,000.00      | 710.00<br>138.05                       | 0.71%                    |
| Federal Natl Mtg Assn<br>1.375% Dtd 10/07/2016 Due 10/07/2021<br>Non-Callable                    | 60,000.000   | 60,211.20<br>59,945.56       | 825.00<br>192.50                       | 1.37%                    |
| Federal Natl Mtg Assn<br>2.00% Dtd 01/09/2017 Due 01/05/2022<br>Non-Callable                     | 120,000.000  | 121,183.20<br>120,144.00     | 2,400.00<br>1,173.33                   | 1.98%                    |
| Federal Natl Mtg Assn<br>1.875% Dtd 04/10/2017 Due 04/05/2022<br>Non-Callable                    | 60,000.000   | 60,826.20<br>60,051.00       | 1,125.00<br>268.75                     | 1.85%                    |



**WBSD - CAPITAL PROJECT RESERVE**

Account Number:  
 Statement Period:

61-J235-01-2  
 04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                                                                                                   | Units       | Market Value<br>Cost     | Est. Annual Income<br>Accruals | Current<br>Yield |
|---------------------------------------------------------------------------------------------------------------------|-------------|--------------------------|--------------------------------|------------------|
| Federal Home Ln Mtg Corp<br>2.375% Dtd 01/13/2012 Due 01/13/2022<br>Non-Callable                                    | 120,000.000 | 121,476.00<br>120,686.40 | 2,850.00<br>1,330.00           | 2.35%            |
| Federal Natl Mtg Assn Gtd Passthru<br>CTF Pool #AN4889 2.750% Dtd<br>03/01/2017 Due 03/01/2024 IPD24                | 200,000.000 | 210,172.00<br>211,076.00 | 5,500.00<br>458.33             | 2.62%            |
| JPMorgan Chase & Co Sr Nt<br>3.25% Dtd 09/24/2012 Due 09/23/2022<br>Non-Callable                                    | 20,000.000  | 20,719.60<br>20,699.60   | 650.00<br>176.94               | 3.14%            |
| Kla Tencor Corp Sr Gbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable                                        | 50,000.000  | 55,820.50<br>56,017.50   | 2,325.00<br>387.49             | 4.17%            |
| League City Tex Combi Tax and Rev<br>Cfs O 5.00% Dtd 07/01/2017 Due<br>02/15/2023 Non-Callable                      | 65,000.000  | 69,949.10<br>69,799.60   | 3,250.00<br>1,227.77           | 4.65%            |
| Long Is Pwr Auth N Y Elec Sys<br>Taxable Gen Bds 2020 C Taxable<br>0.764% Dtd 08/20/2020 Due 03/01/2023<br>Callable | 35,000.000  | 35,140.00<br>35,159.60   | 267.00<br>89.13                | 0.76%            |
| Massachusetts St GO Bds 2013b<br>5.00% Dtd 07/02/2013 Due 08/01/2022<br>Non-Callable                                | 75,000.000  | 78,948.75<br>79,380.00   | 3,750.00<br>1,562.50           | 4.75%            |
| Modesto Calif Irr Dist Fing Au Rev<br>Bds 2015a 5.00% Dtd 07/15/2015 Due<br>10/01/2023 Non-Callable                 | 90,000.000  | 99,437.40<br>100,234.50  | 4,500.00<br>1,125.00           | 4.53%            |
| New York St Dorm Auth Revs Non Univ<br>Rev Bds 2019b Taxable 2.839% Dtd<br>02/21/2019 Due 07/01/2022 Callable       | 100,000.000 | 102,538.00<br>101,664.00 | 2,839.00<br>1,419.49           | 2.77%            |
| San Juan Calif Uni Sch Dist Bds<br>Zero Cpn Dtd 08/02/2001 Due<br>08/01/2023 Non-Callable                           | 45,000.000  | 44,713.35<br>44,654.39   | 0.00                           | 0.00%            |
| Santa Ana Calif Uni Sch Dist Sch<br>Dist Bds 2008 A Zero Cpn Dtd<br>08/19/2008 Due 08/01/2023<br>Non-Callable       | 65,000.000  | 64,265.50<br>64,273.10   | 0.00                           | 0.00%            |
| Southwest Tex Indpt Sch Dist Ultd<br>Tax Sch Bldg and RE 5.00% Dtd<br>07/15/2014 Due 02/01/2022<br>Non-Callable     | 50,000.000  | 51,422.00<br>51,962.50   | 2,500.00<br>1,041.66           | 4.86%            |





**WBSD - CAPITAL PROJECT RESERVE**

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

**61-J235-01-2**  
**04/01/21 - 06/30/21**

**Asset Position As of 06/30/21**

| <b>Asset Description</b>                                                                                              | <b>Units</b> | <b>Market Value<br/>Cost</b>                     | <b>Est. Annual Income<br/>Accruals</b> | <b>Current<br/>Yield</b> |
|-----------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------|----------------------------------------|--------------------------|
| Statoil Asa Sr Gbl Nt<br>2.75% Dtd 11/10/2014 Due 11/10/2021<br>Callable                                              | 44,000.000   | 44,392.92<br>44,172.92                           | 1,210.00<br>171.41                     | 2.73%                    |
| Synchrony Financial Sr Gbl Nt<br>4.25% Dtd 08/11/2014 Due 08/15/2024<br>Callable                                      | 45,000.000   | 49,176.45<br>48,908.70                           | 1,912.00<br>722.50                     | 3.89%                    |
| Tennessee Valley Auth Sr Gbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable                              | 150,000.000  | 150,990.00<br>152,080.50                         | 1,125.00<br>143.75                     | 0.75%                    |
| Toyota Motor Credit Corp Fr<br>2.90% Dtd 04/01/2020 Due 03/30/2023<br>Non-Callable                                    | 20,000.000   | 20,887.80<br>20,764.60                           | 580.00<br>146.61                       | 2.78%                    |
| Toyota Motor Credit Corp Fr<br>3.00% Dtd 04/01/2020 Due 04/01/2025<br>Callable                                        | 50,000.000   | 53,705.00<br>54,451.50                           | 1,500.00<br>375.00                     | 2.79%                    |
| US Treasury Note<br>0.75% Dtd 03/31/2021 Due 03/31/2026                                                               | 160,000.000  | 159,382.40<br>159,125.00                         | 1,200.00<br>301.63                     | 0.75%                    |
| University Calif Revs Gen Rev Bds<br>2015 A Taxable 2.909% Dtd 03/25/2015<br>Due 05/15/2023 Callable                  | 65,000.000   | 68,024.45<br>67,057.90                           | 1,890.00<br>241.60                     | 2.78%                    |
| Upper Trinity Regl Wtr Dist Te Rev<br>Ref Bds 3.00% Dtd 01/01/2012 Due<br>08/01/2022 Callable                         | 75,000.000   | 75,171.00<br>75,633.00                           | 2,250.00<br>937.50                     | 2.99%                    |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2024<br>Non-Callable | 100,000.000  | 97,252.00<br>98,299.34                           | 0.00                                   | 0.00%                    |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2025<br>Non-Callable | 150,000.000  | 143,265.00<br>145,575.56                         | 0.00                                   | 0.00%                    |
| Washington St Motor Veh Fuel Tax B<br>2003 C Zero Cpn Dtd 10/02/2002 Due<br>06/01/2023 Non-Callable                   | 40,000.000   | 39,729.20<br>39,732.30                           | 0.00                                   | 0.00%                    |
| <b>Total Fixed Income</b>                                                                                             |              | <b>\$ 3,389,106.42</b><br><b>\$ 3,393,988.47</b> | <b>79,741.00</b><br><b>24,854.49</b>   | <b>2.35%</b>             |



**WBSD - CAPITAL PROJECT RESERVE**

Account Number:  
 Statement Period:

61-J235-01-2  
 04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                       | Units | Market Value<br>Cost                             | Est. Annual Income<br>Accruals       | Current<br>Yield |
|-----------------------------------------|-------|--------------------------------------------------|--------------------------------------|------------------|
| <b>Cash</b>                             |       |                                                  |                                      |                  |
| Principal Cash                          |       | 0.00<br>0.00                                     | 0.00                                 | 0.00%            |
| Income Cash                             |       | 0.00<br>0.00                                     | 0.00                                 | 0.00%            |
| <b>Total Cash</b>                       |       | <b>\$ 0.00</b><br><b>\$ 0.00</b>                 | <b>0.00</b><br><b>0.00</b>           | <b>0.00%</b>     |
| <b>Total Market Value</b>               |       | <b>\$ 3,449,212.96</b><br><b>\$ 3,454,095.01</b> | <b>79,759.00</b><br><b>24,855.95</b> | <b>2.31%</b>     |
| <b>Total Market Value Plus Accruals</b> |       | <b>\$ 3,474,068.91</b>                           |                                      |                  |

**Income Activity**

|                                                                                                | Date     | Income Cash | Principal Cash |
|------------------------------------------------------------------------------------------------|----------|-------------|----------------|
| <b>Interest Income</b>                                                                         |          |             |                |
| Bank of The West Advantage Acct                                                                |          |             |                |
| Int To 03/31/21                                                                                | 04/01/21 |             | 16.82          |
| Int To 04/30/21                                                                                | 05/03/21 |             | 15.40          |
| Int To 05/31/21                                                                                | 06/01/21 |             | 1.71           |
| Apple Inc Sr Gbl Nt<br>0.75% Dtd 05/11/2020 Due 05/11/2023<br>Callable                         |          |             |                |
| Int To 05/11/21 on 10,000                                                                      | 05/11/21 |             | 37.50          |
| Clackamas Cnty Ore Sch Dist No GO<br>Bds B 5.00% Dtd 03/02/2017 Due<br>06/15/2023 Non-Callable |          |             |                |
| Int To 06/15/21 on 70,000                                                                      | 06/15/21 |             | 1,750.00       |
| Credit Suisse Ag New York Bran Fr<br>2.80% Dtd 04/09/2020 Due 04/08/2022<br>Non-Callable       |          |             |                |
| Int To 04/09/21 on 20,000                                                                      | 04/09/21 |             | 280.00         |
| Federal Home Loan Bks Cons Bds<br>Step Cpn Dtd 04/27/2017 Due<br>04/27/2022 Callable           |          |             |                |
| Int To 04/27/21 on 50,000                                                                      | 04/27/21 |             | 575.00         |



**WBSD - CAPITAL PROJECT RESERVE**

Account Number:  
 Statement Period:

61-J235-01-2  
 04/01/21 - 06/30/21

| Income Activity                                                                                                                      |          |             |                |
|--------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|
|                                                                                                                                      | Date     | Income Cash | Principal Cash |
| Federal Natl Mtg Assn<br>1.375% Dtd 10/07/2016 Due 10/07/2021<br>Non-Callable<br>Int To 04/07/21 on 60,000                           | 04/07/21 |             | 412.50         |
| Federal Natl Mtg Assn<br>1.875% Dtd 04/10/2017 Due 04/05/2022<br>Non-Callable<br>Int To 04/05/21 on 60,000                           | 04/05/21 |             | 562.50         |
| Federal Natl Mtg Assn Gtd Passthru<br>CTF Pool #AN4889 2.750% Dtd<br>03/01/2017 Due 03/01/2024 IPD24<br>Int For March 2021 on 200000 | 04/26/21 |             | 473.61         |
| Int For April 2021 on 200000                                                                                                         | 05/25/21 |             | 458.33         |
| Int For May 2021 on 200000                                                                                                           | 06/25/21 |             | 473.61         |
| Kla Tencor Corp Sr Gbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable<br>Int To 05/01/21 on 50,000                            | 05/03/21 |             | 1,162.50       |
| Modesto Calif Irr Dist Fing Au Rev<br>Bds 2015a 5.00% Dtd 07/15/2015 Due<br>10/01/2023 Non-Callable<br>Int To 04/01/21 on 90,000     | 04/01/21 |             | 2,250.00       |
| Statoil Asa Sr Gbl Nt<br>2.75% Dtd 11/10/2014 Due 11/10/2021<br>Callable<br>Int To 05/10/21 on 44,000                                | 05/10/21 |             | 605.00         |
| Tennessee Valley Auth Sr Gbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable<br>Int To 05/15/21 on 150,000               | 05/17/21 |             | 562.50         |
| Toyota Motor Credit Corp Fr<br>3.00% Dtd 04/01/2020 Due 04/01/2025<br>Callable<br>Int To 04/01/21 on 50,000                          | 04/01/21 |             | 750.00         |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Int To 04/15/21 on 33195.30 | 04/15/21 |             | 20.75          |
| Ordinary Income on Disposition of                                                                                                    | 04/16/21 |             | 78.85          |



**WBSD - CAPITAL PROJECT RESERVE**

Account Number:  
 Statement Period:

61-J235-01-2  
 04/01/21 - 06/30/21

| Income Activity                                                                                                                        |          |                |                     |
|----------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|---------------------|
|                                                                                                                                        | Date     | Income Cash    | Principal Cash      |
| University Calif Revs Gen Rev Bds<br>2015 A Taxable 2.909% Dtd 03/25/2015<br>Due 05/15/2023 Callable<br>Int To 05/15/21 on 65,000      | 05/17/21 |                | 945.42              |
| <b>Total Interest Income</b>                                                                                                           |          | <b>\$ 0.00</b> | <b>\$ 11,432.00</b> |
| <b>Purchased Income</b>                                                                                                                |          |                |                     |
| Kla Tencor Corp Sr Glbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable<br>Accrued Int To 04/29/21 Paid on<br>Purchase of 50,000 | 04/29/21 |                | -1,149.58           |
| US Treasury Note<br>0.75% Dtd 03/31/2021 Due 03/31/2026<br>Accrued Int To 04/14/21 Paid on<br>Purchase of 160,000                      | 04/14/21 |                | -45.90              |
| <b>Total Purchased Income</b>                                                                                                          |          | <b>\$ 0.00</b> | <b>\$ -1,195.48</b> |
| <b>Total Income</b>                                                                                                                    |          | <b>\$ 0.00</b> | <b>\$ 10,236.52</b> |

| Disbursement Activity      |          |                |                     |
|----------------------------|----------|----------------|---------------------|
|                            | Date     | Income Cash    | Principal Cash      |
| <b>Fees/Expenses</b>       |          |                |                     |
| Monthly Fee To 03/31/21    | 04/15/21 |                | -573.04             |
| Monthly Fee To 04/30/21    | 05/14/21 |                | -573.43             |
| Monthly Fee To 05/31/21    | 06/15/21 |                | -573.66             |
| <b>Total Fees/Expenses</b> |          | <b>\$ 0.00</b> | <b>\$ -1,720.13</b> |
| <b>Total Disbursements</b> |          | <b>\$ 0.00</b> | <b>\$ -1,720.13</b> |



**WBSD - CAPITAL PROJECT RESERVE**

Account Number:  
 Statement Period:

61-J235-01-2  
 04/01/21 - 06/30/21

| Purchase Activity                                                                                                                                                    |          |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------|
|                                                                                                                                                                      | Date     | Principal Cash        |
| Bank of The West Advantage Acct<br>Purchases (16) 04/01/21 To 06/30/21                                                                                               | 06/30/21 | -44,548.45            |
| Federal Home Loan Bks Cons Bds<br>0.60% Dtd 04/30/2021 Due 12/30/2024<br>Callable<br>Purchased 50000 04/27/21<br>From Intl Fcstone Financial Inc.<br>@ 100           | 04/30/21 | -50,000.00            |
| Federal Home Loan Bks Cons Bds<br>0.60% Dtd 04/30/2021 Due 10/30/2024<br>Callable<br>Purchased 100000 04/20/21<br>From Intl Fcstone Financial Inc.<br>@ 100          | 04/30/21 | -100,000.00           |
| Federal Home Loan Bks Cons Bds<br>1.00% Dtd 04/30/2021 Due 12/30/2025<br>Callable<br>Purchased 100000 04/16/21<br>From Intl Fcstone Financial Inc.<br>@ 100          | 04/30/21 | -100,000.00           |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 0.71% Dtd 04/21/2021 Due<br>04/21/2025 Callable<br>Purchased 100000 04/16/21<br>From Intl Fcstone Financial Inc.<br>@ 100 | 04/21/21 | -100,000.00           |
| Kla Tencor Corp Sr Glbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable<br>Purchased 50000 04/27/21<br>From Ice Securities Execution & Clr<br>@ 112.05         | 04/29/21 | -56,025.00            |
| US Treasury Note<br>0.75% Dtd 03/31/2021 Due 03/31/2026<br>Purchased 160000 04/13/21<br>From Wells Fargo Securities, LLC<br>@ 99.453125                              | 04/14/21 | -159,125.00           |
| <b>Total Purchases</b>                                                                                                                                               |          | <b>\$ -609,698.45</b> |
|                                                                                                                                                                      |          | <b>\$ 0.00</b>        |



**WBSD - CAPITAL PROJECT RESERVE**

Account Number:  
 Statement Period:

61-J235-01-2  
 04/01/21 - 06/30/21

| Sale Activity                                                                                                                                                 |          |                      |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------|--------------------|
|                                                                                                                                                               | Date     | Proceeds             | Realized Gain/Loss |
| Bank of The West Advantage Acct<br>Sales (7) 04/01/21 To 06/30/21                                                                                             | 06/30/21 | 568,065.61           |                    |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Recd Proceeds on Maturity of<br>33,195.300 Par Value | 04/16/21 | 33,116.45            |                    |
| <b>Total Sales</b>                                                                                                                                            |          | <b>\$ 601,182.06</b> | <b>\$ 0.00</b>     |

| Non-Cash Activity                                                                                                         |          |         |
|---------------------------------------------------------------------------------------------------------------------------|----------|---------|
|                                                                                                                           | Date     | Cost    |
| Apple Inc Sr Gbl Nt<br>0.75% Dtd 05/11/2020 Due 05/11/2023<br>Callable<br>Amortization of Premium                         | 05/11/21 | -20.10  |
| Clackamas Cnty Ore Sch Dist No GO<br>Bds B 5.00% Dtd 03/02/2017 Due<br>06/15/2023 Non-Callable<br>Amortization of Premium | 06/15/21 | -688.50 |
|                                                                                                                           | 06/15/21 | -276.20 |
| Credit Suisse Ag New York Bran Fr<br>2.80% Dtd 04/09/2020 Due 04/08/2022<br>Non-Callable<br>Amortization of Premium       | 04/09/21 | -195.60 |
| Federal Natl Mtg Assn<br>1.375% Dtd 10/07/2016 Due 10/07/2021<br>Non-Callable<br>Accretion of Discount                    | 04/30/21 | 16.71   |
|                                                                                                                           | 05/28/21 | 16.71   |
|                                                                                                                           | 06/30/21 | 16.71   |
| Federal Natl Mtg Assn<br>1.875% Dtd 04/10/2017 Due 04/05/2022<br>Non-Callable<br>Amortization of Premium                  | 04/05/21 | -25.80  |
| Kla Tencor Corp Sr Gbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable<br>Amortization of Premium                   | 05/03/21 | -7.50   |



**WBSD - CAPITAL PROJECT RESERVE**

Account Number:  
 Statement Period:

61-J235-01-2  
 04/01/21 - 06/30/21

**Non-Cash Activity**

|                                      | Date     | Cost    |
|--------------------------------------|----------|---------|
| Modesto Calif Irr Dist Fing Au Rev   |          |         |
| Bds 2015a 5.00% Dtd 07/15/2015 Due   |          |         |
| 10/01/2023 Non-Callable              |          |         |
| Amortization of Premium              | 04/01/21 | -226.80 |
| Amortization of Premium              | 04/01/21 | -179.50 |
| San Juan Calif Uni Sch Dist Bds      |          |         |
| Zero Cpn Dtd 08/02/2001 Due          |          |         |
| 08/01/2023 Non-Callable              |          |         |
| Accretion of Discount                | 04/30/21 | 13.80   |
| Accretion of Discount                | 05/28/21 | 13.80   |
| Accretion of Discount                | 06/30/21 | 13.80   |
| Santa Ana Calif Uni Sch Dist Sch     |          |         |
| Dist Bds 2008 A Zero Cpn Dtd         |          |         |
| 08/19/2008 Due 08/01/2023            |          |         |
| Non-Callable                         |          |         |
| Accretion of Discount                | 04/30/21 | 29.03   |
| Accretion of Discount                | 05/28/21 | 29.03   |
| Accretion of Discount                | 06/30/21 | 29.03   |
| Statoil Asa Sr Glbl Nt               |          |         |
| 2.75% Dtd 11/10/2014 Due 11/10/2021  |          |         |
| Callable                             |          |         |
| Amortization of Premium              | 05/10/21 | -171.60 |
| Tennessee Valley Auth Sr Glbl A Bd   |          |         |
| 0.75% Dtd 05/11/2020 Due 05/15/2025  |          |         |
| Non-Callable                         |          |         |
| Amortization of Premium              | 05/14/21 | -143.88 |
| Toyota Motor Credit Corp Fr          |          |         |
| 3.00% Dtd 04/01/2020 Due 04/01/2025  |          |         |
| Callable                             |          |         |
| Amortization of Premium              | 04/01/21 | -547.50 |
| US Treasury Note                     |          |         |
| 0.125% Dtd 04/15/2016 Due 04/15/2021 |          |         |
| Treasury Inflation Protection        |          |         |
| Security                             |          |         |
| Inflationary Int Adjustment 04/14/21 | 04/14/21 | 89.10   |
| University Calif Revs Gen Rev Bds    |          |         |
| 2015 A Taxable 2.909% Dtd 03/25/2015 |          |         |
| Due 05/15/2023 Callable              |          |         |
| Amortization of Premium              | 05/14/21 | -506.35 |
| Waco Tex Indpt Sch Dist Taxable      |          |         |
| Unltd Tax Ref Bd Taxable Zero Cpn    |          |         |
| Dtd 01/01/2021 Due 08/15/2024        |          |         |
| Non-Callable                         |          |         |
| Accretion of Discount                | 04/30/21 | 45.34   |



**WBSD - CAPITAL PROJECT RESERVE**

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

**61-J235-01-2**  
**04/01/21 - 06/30/21**

**Non-Cash Activity**

|                                                                                                                       | <b>Date</b> | <b>Cost</b>         |
|-----------------------------------------------------------------------------------------------------------------------|-------------|---------------------|
| Accretion of Discount                                                                                                 | 05/28/21    | 45.34               |
| Accretion of Discount                                                                                                 | 06/30/21    | 45.34               |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2025<br>Non-Callable |             |                     |
| Accretion of Discount                                                                                                 | 04/30/21    | 89.38               |
| Accretion of Discount                                                                                                 | 05/28/21    | 89.38               |
| Accretion of Discount                                                                                                 | 06/30/21    | 89.38               |
| Washington St Motor Veh Fuel Tax B<br>2003 C Zero Cpn Dtd 10/02/2002 Due<br>06/01/2023 Non-Callable                   |             |                     |
| Accretion of Discount                                                                                                 | 04/30/21    | 11.62               |
| Accretion of Discount                                                                                                 | 05/28/21    | 11.62               |
| Accretion of Discount                                                                                                 | 06/30/21    | 11.62               |
| <b>Total Non-Cash Transactions</b>                                                                                    |             | <b>\$ -2,282.59</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 1-877-898-1003 (TTY 1-800-659-5495) 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 1-877-898-1003 (TTY 1-800-659-5495) 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 [WMGIFSOperations@bankofthewest.com](mailto:WMGIFSOperations@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.



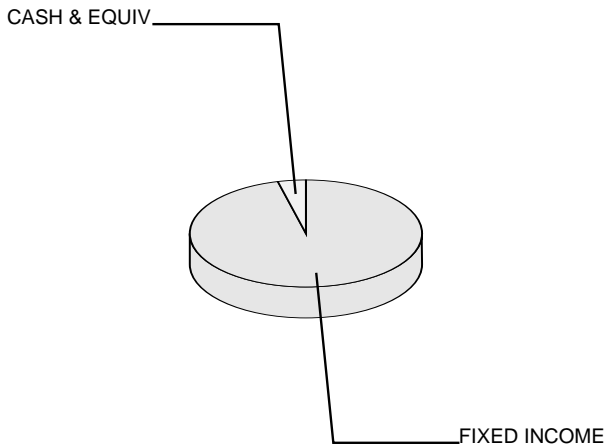
**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number: 61-J004-01-2  
 Statement Period: 04/01/21 - 06/30/21

WEST BAY SANITARY DISTRICT  
 500 LAUREL STREET  
 MENLO PARK CA 94025

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

**Asset Allocation**



**Asset Valuation**

| Description            | Market Value           | % of Account  |
|------------------------|------------------------|---------------|
| Cash & Equiv           | 146,828.90             | 3.6%          |
| Fixed Income           | 3,947,487.74           | 96.4%         |
| <b>Total Portfolio</b> | <b>\$ 4,094,316.64</b> | <b>100.0%</b> |
| Accrued Income         | 25,233.13              |               |
| <b>Total Valuation</b> | <b>\$ 4,119,549.77</b> |               |

**Market Reconciliation**

|                                                   | Current Period         | Year To Date           |
|---------------------------------------------------|------------------------|------------------------|
| <b>Beginning Market Value</b>                     | <b>\$ 4,113,310.03</b> | <b>\$ 3,904,702.49</b> |
| Income                                            |                        |                        |
| Interest.....                                     | 15,124.06              | 93,301.74              |
| Purchased Income.....                             | -1,831.41              | -9,439.22              |
| Additions.....                                    | 0.00                   | 200,000.00             |
| Disbursements.....                                | -2,040.78              | -8,006.85              |
| Realized Gains/(Losses).....                      | 0.00                   | -1,482.50              |
| Change In Accrued Income.....                     | 8,141.52               | -123.09                |
| Change In Market Appreciation/(Depreciation)..... | -8,565.77              | -31,155.49             |
| Non-Cash Asset Changes.....                       | -4,587.88              | -28,247.31             |
| <b>Ending Market Value</b>                        | <b>\$ 4,119,549.77</b> | <b>\$ 4,119,549.77</b> |



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
Statement Period:

61-J004-01-2  
04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                                                                                                    | Units       | Market Value<br>Cost                         | Est. Annual Income<br>Accruals | Current<br>Yield |
|----------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------|--------------------------------|------------------|
| <b>Cash Equivalents</b>                                                                                              |             |                                              |                                |                  |
| Bank of The West Advantage Acct                                                                                      | 146,828.900 | 146,828.90<br>146,828.90                     | 44.00<br>3.58                  | 0.03%            |
| <b>Total Cash Equivalents</b>                                                                                        |             | <b>\$ 146,828.90</b><br><b>\$ 146,828.90</b> | <b>44.00</b><br><b>3.58</b>    | <b>0.03%</b>     |
| <b>Fixed Income</b>                                                                                                  |             |                                              |                                |                  |
| Anz National Intl LTD Fr<br>3.40% Dtd 03/19/2019 Due 03/19/2024<br>Non-Callable                                      | 50,000.000  | 53,651.50<br>53,850.50                       | 1,700.00<br>481.66             | 3.17%            |
| American Express Co Sr Gbl<br>2.50% Dtd 07/30/2019 Due 07/30/2024<br>Callable                                        | 100,000.000 | 105,405.00<br>104,910.00                     | 2,500.00<br>1,048.61           | 2.37%            |
| American Tower Corp Sr Gbl Nt<br>3.00% Dtd 12/08/2017 Due 06/15/2023<br>Callable                                     | 55,000.000  | 57,633.40<br>57,662.55                       | 1,650.00<br>73.33              | 2.86%            |
| Apple Inc Sr Gbl Nt<br>0.75% Dtd 05/11/2020 Due 05/11/2023<br>Callable                                               | 25,000.000  | 25,215.75<br>25,202.00                       | 187.00<br>26.04                | 0.74%            |
| Apple Inc Sr Gbl<br>0.70% Dtd 02/08/2021 Due 02/08/2026<br>Callable                                                  | 50,000.000  | 49,448.00<br>49,948.00                       | 350.00<br>139.02               | 0.71%            |
| Asotin Cnty Wash Taxable GO LTD Tax<br>Bds 2021 B Taxable 0.583% Dtd<br>02/25/2021 Due 12/01/2024<br>Non-Callable    | 100,000.000 | 99,074.00<br>100,000.00                      | 583.00<br>48.58                | 0.59%            |
| Beverly Hills Calif Uni Sch Di GO<br>Bds Zero Cpn Dtd 02/10/2009 Due<br>08/01/2023 Non-Callable                      | 50,000.000  | 49,754.00<br>49,605.60                       | 0.00                           | 0.00%            |
| Blackrock Inc Sr Nt<br>3.50% Dtd 03/18/2014 Due 03/18/2024<br>Callable                                               | 50,000.000  | 54,018.00<br>54,449.50                       | 1,750.00<br>500.69             | 3.24%            |
| Cashmere Wash Wtr & Swr Rev Taxable<br>Ref Bds 2021b Taxable 0.658% Dtd<br>02/24/2021 Due 12/01/2024<br>Non-Callable | 100,000.000 | 99,025.00<br>100,000.00                      | 658.00<br>54.83                | 0.66%            |



**WBSD - EMERGENCY CAPITAL RESERVE**

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

**61-J004-01-2**  
**04/01/21 - 06/30/21**

**Asset Position As of 06/30/21**

| <b>Asset Description</b>                                                                       | <b>Units</b> | <b>Market Value<br/>Cost</b> | <b>Est. Annual Income<br/>Accruals</b> | <b>Current<br/>Yield</b> |
|------------------------------------------------------------------------------------------------|--------------|------------------------------|----------------------------------------|--------------------------|
| Comcast Corp New Sr Nt<br>3.375% Dtd 05/27/2015 Due 08/15/2025<br>Callable                     | 55,000.000   | 60,039.10<br>61,128.65       | 1,856.00<br>701.25                     | 3.09%                    |
| Credit Suisse Ag New York Bran Fr<br>2.80% Dtd 04/09/2020 Due 04/08/2022<br>Non-Callable       | 45,000.000   | 45,859.05<br>45,885.15       | 1,260.00<br>287.00                     | 2.75%                    |
| Deere John Capital Corp Fr<br>3.45% Dtd 03/13/2018 Due 03/13/2025<br>Non-Callable              | 40,000.000   | 43,822.80<br>44,453.60       | 1,380.00<br>413.99                     | 3.15%                    |
| Deschutes Cnty Ore Administrat GO<br>Bds 5.00% Dtd 08/31/2017 Due<br>06/15/2023 Non-Callable   | 45,000.000   | 49,228.65<br>49,047.30       | 2,250.00<br>100.00                     | 4.57%                    |
| Disney Walt Co Sr Glbl Nt<br>1.65% Dtd 09/06/2019 Due 09/01/2022<br>Callable                   | 45,000.000   | 45,706.05<br>45,637.20       | 742.00<br>247.50                       | 1.62%                    |
| Exxon Mobil Corp Sr Glbl Nt<br>1.902% Dtd 08/16/2019 Due 08/16/2022<br>Callable                | 45,000.000   | 45,832.50<br>45,981.00       | 855.00<br>320.96                       | 1.87%                    |
| Federal Home Loan Bks Cons Bds<br>Step Cpn Dtd 04/27/2017 Due<br>04/27/2022 Callable           | 120,000.000  | 122,164.80<br>119,730.00     | 2,760.00<br>490.66                     | 2.26%                    |
| Federal Home Loan Bks Cons Bds<br>0.60% Dtd 04/30/2021 Due 12/30/2024<br>Callable              | 120,000.000  | 119,514.00<br>120,000.00     | 720.00<br>122.00                       | 0.60%                    |
| Federal Home Loan Bks Cons Bds<br>0.60% Dtd 04/30/2021 Due 10/30/2024<br>Callable              | 100,000.000  | 99,647.00<br>100,000.00      | 600.00<br>101.66                       | 0.60%                    |
| Federal Home Loan Bks Cons Bds<br>1.00% Dtd 04/30/2021 Due 12/30/2025<br>Callable              | 100,000.000  | 99,874.00<br>100,000.00      | 1,000.00<br>169.44                     | 1.00%                    |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 1.90% Dtd 08/03/2017 Due<br>08/03/2022 Non-Callable | 80,000.000   | 81,564.00<br>80,064.80       | 1,520.00<br>624.88                     | 1.86%                    |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 0.71% Dtd 04/21/2021 Due<br>04/21/2025 Callable     | 100,000.000  | 99,806.00<br>100,000.00      | 710.00<br>138.05                       | 0.71%                    |
| Federal Natl Mtg Assn<br>1.25% Dtd 08/19/2016 Due 08/17/2021<br>Non-Callable                   | 130,000.000  | 130,196.30<br>129,088.85     | 1,625.00<br>604.86                     | 1.25%                    |



**WBSD - EMERGENCY CAPITAL RESERVE**

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

**61-J004-01-2**  
**04/01/21 - 06/30/21**

**Asset Position As of 06/30/21**

| <b>Asset Description</b>                                                                                                          | <b>Units</b> | <b>Market Value<br/>Cost</b> | <b>Est. Annual Income<br/>Accruals</b> | <b>Current<br/>Yield</b> |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|----------------------------------------|--------------------------|
| Federal Natl Mtg Assn<br>1.375% Dtd 10/07/2016 Due 10/07/2021<br>Non-Callable                                                     | 60,000.000   | 60,211.20<br>59,945.56       | 825.00<br>192.50                       | 1.37%                    |
| Federal Natl Mtg Assn<br>2.00% Dtd 01/09/2017 Due 01/05/2022<br>Non-Callable                                                      | 60,000.000   | 60,591.60<br>60,072.00       | 1,200.00<br>586.66                     | 1.98%                    |
| Federal Home Ln Mtg Corp<br>2.375% Dtd 01/13/2012 Due 01/13/2022<br>Non-Callable                                                  | 60,000.000   | 60,738.00<br>60,343.20       | 1,425.00<br>664.99                     | 2.35%                    |
| Harley Davidson Finl Svcs Inc Fr<br>2.55% Dtd 06/09/2017 Due 06/09/2022<br>Callable                                               | 100,000.000  | 101,582.00<br>100,333.00     | 2,550.00<br>155.83                     | 2.51%                    |
| JPMorgan Chase & Co Sr Nt<br>3.25% Dtd 09/24/2012 Due 09/23/2022<br>Non-Callable                                                  | 45,000.000   | 46,619.10<br>46,574.10       | 1,462.00<br>398.12                     | 3.14%                    |
| Lawrence Kans GO Impt Bds 2017 D<br>5.00% Dtd 09/28/2017 Due 09/01/2021<br>Non-Callable                                           | 70,000.000   | 70,562.10<br>71,286.60       | 3,500.00<br>1,166.66                   | 4.96%                    |
| Longview Tex Indpt Sch Dist Ultd Tax<br>Ref Bds 5.00% Dtd 04/15/2016 Due<br>02/15/2023 Non-Callable                               | 55,000.000   | 59,262.50<br>60,131.50       | 2,750.00<br>1,038.89                   | 4.64%                    |
| Maryland St GO Bds 2014 S<br>5.00% Dtd 08/05/2014 Due 08/01/2023<br>Prerefunded 08/01/2022 @ 100.000<br>Callable                  | 60,000.000   | 63,147.60<br>63,927.60       | 3,000.00<br>1,249.99                   | 4.75%                    |
| Mississippi St Univ Edl Bldg C Rev<br>Bds 4.00% Dtd 05/17/2017 Due<br>08/01/2021 Non-Callable                                     | 60,000.000   | 60,187.80<br>60,801.60       | 2,400.00<br>1,000.00                   | 3.99%                    |
| Mountain View Los Altos Calif GO Bds<br>2010a Zero Cpn Dtd 09/09/2010 Due<br>08/01/2023 Non-Callable                              | 50,000.000   | 49,733.50<br>49,636.77       | 0.00                                   | 0.00%                    |
| New Hampshire Health & Ed Facs<br>Taxable Univ Sys Issue B 2017 B<br>Taxable 2.292% Dtd 12/06/2017 Due<br>07/01/2021 Non-Callable | 25,000.000   | 25,000.00<br>25,053.75       | 573.00<br>286.50                       | 2.29%                    |
| New York Life Gbl Fdg MTN 144a Sr<br>Sec Gbl 1.10% Dtd 05/07/2020 Due<br>05/05/2023 Non-Callable                                  | 50,000.000   | 50,647.00<br>50,724.50       | 550.00<br>85.55                        | 1.09%                    |



**WBSD - EMERGENCY CAPITAL RESERVE**

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

**61-J004-01-2**  
**04/01/21 - 06/30/21**

**Asset Position As of 06/30/21**

| <b>Asset Description</b>                                                                                            | <b>Units</b> | <b>Market Value<br/>Cost</b> | <b>Est. Annual Income<br/>Accruals</b> | <b>Current<br/>Yield</b> |
|---------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|----------------------------------------|--------------------------|
| New York N Y GO Bds Subser Taxable<br>4.669% Dtd 10/15/2009 Due 10/01/2022<br>Callable                              | 45,000.000   | 47,396.25<br>46,765.80       | 2,101.00<br>525.26                     | 4.43%                    |
| New York St Dorm Auth Revs Non Univ<br>Rev Bds 2019b Taxable 2.839% Dtd<br>02/21/2019 Due 07/01/2022 Callable       | 100,000.000  | 102,538.00<br>101,664.00     | 2,839.00<br>1,419.49                   | 2.77%                    |
| Oklahoma St Capitol Impt Auth Bds<br>2019 C 4.00% Dtd 09/10/2019 Due<br>01/01/2023 Non-Callable                     | 50,000.000   | 52,863.00<br>53,304.50       | 2,000.00<br>1,000.00                   | 3.78%                    |
| Paypal Hldgs Inc Sr Gbl<br>2.40% Dtd 09/26/2019 Due 10/01/2024<br>Callable                                          | 96,000.000   | 101,113.92<br>101,362.72     | 2,304.00<br>576.00                     | 2.28%                    |
| Putnam Cnty Tenn GO Sch Bds<br>2.625% Dtd 06/06/2013 Due 04/01/2026<br>Prerefunded 04/01/2023 @ 100.000<br>Callable | 45,000.000   | 46,878.30<br>47,061.45       | 1,181.00<br>295.31                     | 2.52%                    |
| San Diego Tex Indpt Sch Dist Unltd<br>Tax Ref Bds 3.00% Dtd 05/15/2020 Due<br>08/15/2022 Non-Callable               | 100,000.000  | 102,999.00<br>102,667.00     | 3,000.00<br>1,133.33                   | 2.91%                    |
| San Francisco Calif City & Cnt<br>Wastewtr Rev Bds 2010b Taxable 4.75%<br>Dtd 06/08/2010 Due 10/01/2023<br>Callable | 60,000.000   | 65,746.80<br>66,151.20       | 2,850.00<br>712.49                     | 4.33%                    |
| Small Business Admin Gtd Ln Pool<br>Ctfs 4.34% Dtd 03/17/2004 Due<br>03/01/2024 Callable                            | 4,961.730    | 5,124.47<br>7,821.93         | 215.00<br>103.44                       | 4.20%                    |
| State Str Corp Sr Sb Nt<br>3.10% Dtd 05/15/2013 Due 05/15/2023<br>Non-Callable                                      | 50,000.000   | 52,532.00<br>52,602.00       | 1,550.00<br>198.05                     | 2.95%                    |
| Synchrony Financial Sr Gbl Nt<br>4.25% Dtd 08/11/2014 Due 08/15/2024<br>Callable                                    | 55,000.000   | 60,104.55<br>59,777.30       | 2,337.00<br>883.05                     | 3.89%                    |
| Tamalpais Calif Un High Sch Di GO<br>Ref Bds 5.00% Dtd 11/25/2014 Due<br>08/01/2023 Non-Callable                    | 45,000.000   | 49,534.65<br>49,995.00       | 2,250.00<br>937.50                     | 4.54%                    |
| Tennessee Valley Auth Sr Gbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable                            | 100,000.000  | 100,660.00<br>101,387.00     | 750.00<br>95.83                        | 0.75%                    |



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
 Statement Period:

61-J004-01-2  
 04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                                                                                                     | Units       | Market Value<br>Cost                             | Est. Annual Income<br>Accruals       | Current<br>Yield |
|-----------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------|--------------------------------------|------------------|
| 3M Co Fr<br>2.00% Dtd 06/26/2012 Due 06/26/2022<br>Non-Callable                                                       | 100,000.000 | 101,784.00<br>99,735.48                          | 2,000.00<br>27.77                    | 1.96%            |
| Global Pmts Inc Sr Glbl Nt<br>4.00% Dtd 05/11/2018 Due 06/01/2023<br>Callable                                         | 75,000.000  | 79,657.50<br>79,998.00                           | 3,000.00<br>249.99                   | 3.77%            |
| Toyota Motor Credit Corp Fr<br>2.90% Dtd 04/01/2020 Due 03/30/2023<br>Non-Callable                                    | 50,000.000  | 52,219.50<br>51,911.50                           | 1,450.00<br>366.52                   | 2.78%            |
| Toyota Motor Credit Corp Fr<br>3.00% Dtd 04/01/2020 Due 04/01/2025<br>Callable                                        | 80,000.000  | 85,928.00<br>86,872.00                           | 2,400.00<br>600.00                   | 2.79%            |
| United Parcel Service Inc Sr Nt<br>2.50% Dtd 11/14/2017 Due 04/01/2023<br>Callable                                    | 100,000.000 | 103,612.00<br>103,712.00                         | 2,500.00<br>624.99                   | 2.41%            |
| US Treasury Note<br>2.75% Dtd 09/15/2018 Due 09/15/2021                                                               | 100,000.000 | 100,558.00<br>99,695.31                          | 2,750.00<br>807.06                   | 2.73%            |
| University Neb Facs Corp Rev Bds<br>5.00% Dtd 08/09/2018 Due 07/15/2021<br>Non-Callable                               | 50,000.000  | 50,088.50<br>50,893.50                           | 2,500.00<br>1,152.77                 | 4.99%            |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2024<br>Non-Callable | 150,000.000 | 145,878.00<br>147,449.04                         | 0.00                                 | 0.00%            |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2025<br>Non-Callable | 100,000.000 | 95,510.00<br>97,050.35                           | 0.00                                 | 0.00%            |
| <b>Total Fixed Income</b>                                                                                             |             | <b>\$ 3,947,487.74</b><br><b>\$ 3,953,351.96</b> | <b>86,868.00</b><br><b>25,229.55</b> | <b>2.20%</b>     |
| <b>Cash</b>                                                                                                           |             |                                                  |                                      |                  |
| Principal Cash                                                                                                        |             | 0.00<br>0.00                                     | 0.00                                 | 0.00%            |
| Income Cash                                                                                                           |             | 0.00<br>0.00                                     | 0.00                                 | 0.00%            |



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
 Statement Period:

61-J004-01-2  
 04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                       | Units | Market Value<br>Cost               | Est. Annual Income<br>Accruals | Current<br>Yield |
|-----------------------------------------|-------|------------------------------------|--------------------------------|------------------|
| <b>Total Cash</b>                       |       | \$ 0.00<br>\$ 0.00                 | 0.00<br>0.00                   | 0.00%            |
| <b>Total Market Value</b>               |       | \$ 4,094,316.64<br>\$ 4,100,180.86 | 86,912.00<br>25,233.13         | 2.12%            |
| <b>Total Market Value Plus Accruals</b> |       | \$ 4,119,549.77                    |                                |                  |

**Income Activity**

|                                                                                                                                                            | Date     | Income Cash | Principal Cash |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|
| <b>Interest Income</b>                                                                                                                                     |          |             |                |
| Bank of The West Advantage Acct<br>Int To 03/31/21                                                                                                         | 04/01/21 |             | 18.55          |
| Int To 04/30/21                                                                                                                                            | 05/03/21 |             | 19.15          |
| Int To 05/31/21                                                                                                                                            | 06/01/21 |             | 4.21           |
| American Tower Corp Sr Gbl Nt<br>3.00% Dtd 12/08/2017 Due 06/15/2023<br>Callable<br>Int To 06/15/21 on 55,000                                              | 06/15/21 |             | 825.00         |
| Apple Inc Sr Gbl Nt<br>0.75% Dtd 05/11/2020 Due 05/11/2023<br>Callable<br>Int To 05/11/21 on 25,000                                                        | 05/11/21 |             | 93.75          |
| Asotin Cnty Wash Taxable GO LTD Tax<br>Bds 2021 B Taxable 0.583% Dtd<br>02/25/2021 Due 12/01/2024<br>Non-Callable<br>Int 02/25/21 To 06/01/21 on 100000    | 06/01/21 |             | 155.47         |
| Cashmere Wash Wtr & Swr Rev Taxable<br>Ref Bds 2021b Taxable 0.658% Dtd<br>02/24/2021 Due 12/01/2024<br>Non-Callable<br>Int 02/24/21 To 06/01/21 on 100000 | 06/01/21 |             | 177.29         |
| Credit Suisse Ag New York Bran Fr<br>2.80% Dtd 04/09/2020 Due 04/08/2022<br>Non-Callable<br>Int To 04/09/21 on 45,000                                      | 04/09/21 |             | 630.00         |
| Deschutes Cnty Ore Administrat GO<br>Bds 5.00% Dtd 08/31/2017 Due<br>06/15/2023 Non-Callable<br>Int To 06/15/21 on 45,000                                  | 06/15/21 |             | 1,125.00       |





**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
 Statement Period:

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 04/01/21 - 06/30/21

| Income Activity                                                                                                                                  |          |             |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|
|                                                                                                                                                  | Date     | Income Cash | Principal Cash |
| Federal Home Loan Bks Cons Bds<br>Step Cpn Dtd 04/27/2017 Due<br>04/27/2022 Callable<br>Int To 04/27/21 on 120,000                               | 04/27/21 |             | 1,380.00       |
| Federal Natl Mtg Assn<br>1.375% Dtd 10/07/2016 Due 10/07/2021<br>Non-Callable<br>Int To 04/07/21 on 60,000                                       | 04/07/21 |             | 412.50         |
| Harley Davidson Finl Svcs Inc Fr<br>2.55% Dtd 06/09/2017 Due 06/09/2022<br>Callable<br>Int To 06/09/21 on 100,000                                | 06/09/21 |             | 1,275.00       |
| New York Life Gbl Fdg MTN 144a Sr<br>Sec Gbl 1.10% Dtd 05/07/2020 Due<br>05/05/2023 Non-Callable<br>Int To 05/05/21 on 50,000                    | 05/05/21 |             | 275.00         |
| New York N Y GO Bds Subser Taxable<br>4.669% Dtd 10/15/2009 Due 10/01/2022<br>Callable<br>Int To 04/01/21 on 45,000                              | 04/01/21 |             | 1,050.52       |
| Paypal Hldgs Inc Sr Gbl<br>2.40% Dtd 09/26/2019 Due 10/01/2024<br>Callable<br>Int To 04/01/21 on 55,000                                          | 04/01/21 |             | 660.00         |
| Putnam Cnty Tenn GO Sch Bds<br>2.625% Dtd 06/06/2013 Due 04/01/2026<br>Prerefunded 04/01/2023 @ 100.000<br>Callable<br>Int To 04/01/21 on 45,000 | 04/01/21 |             | 590.62         |
| State Str Corp Sr Sb Nt<br>3.10% Dtd 05/15/2013 Due 05/15/2023<br>Non-Callable<br>Int To 05/15/21 on 50,000                                      | 05/17/21 |             | 775.00         |
| Tennessee Valley Auth Sr Gbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable<br>Int To 05/15/21 on 100,000                           | 05/17/21 |             | 375.00         |
| 3M Co Fr<br>2.00% Dtd 06/26/2012 Due 06/26/2022<br>Non-Callable<br>Int To 06/26/21 on 100,000                                                    | 06/28/21 |             | 1,000.00       |



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
 Statement Period:

61-J004-01-2  
 04/01/21 - 06/30/21

| Income Activity                                                                                                                                                              |          |                |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|---------------------|
|                                                                                                                                                                              | Date     | Income Cash    | Principal Cash      |
| Global Pmts Inc Sr Gbl Nt<br>4.00% Dtd 05/11/2018 Due 06/01/2023<br>Callable<br>Int To 06/01/21 on 75,000                                                                    | 06/01/21 |                | 1,500.00            |
| Toyota Motor Credit Corp Fr<br>3.00% Dtd 04/01/2020 Due 04/01/2025<br>Callable<br>Int To 04/01/21 on 80,000                                                                  | 04/01/21 |                | 1,200.00            |
| United Parcel Service Inc Sr Nt<br>2.50% Dtd 11/14/2017 Due 04/01/2023<br>Callable<br>Int To 04/01/21 on 100,000                                                             | 04/01/21 |                | 1,250.00            |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Int To 04/15/21 on 110651                                           | 04/15/21 |                | 69.16               |
| Ordinary Income on Disposition of                                                                                                                                            | 04/16/21 |                | 262.84              |
| <b>Total Interest Income</b>                                                                                                                                                 |          | <b>\$ 0.00</b> | <b>\$ 15,124.06</b> |
| <b>Purchased Income</b>                                                                                                                                                      |          |                |                     |
| American Tower Corp Sr Gbl Nt<br>3.00% Dtd 12/08/2017 Due 06/15/2023<br>Callable<br>Accrued Int To 04/16/21 Paid on<br>Purchase of 55,000                                    | 04/16/21 |                | -554.58             |
| Paypal Hldgs Inc Sr Gbl<br>2.40% Dtd 09/26/2019 Due 10/01/2024<br>Callable<br>Accrued Int To 04/16/21 Paid on<br>Purchase of 41,000                                          | 04/16/21 |                | -41.00              |
| San Francisco Calif City & Cnt<br>Wastewtr Rev Bds 2010b Taxable 4.75%<br>Dtd 06/08/2010 Due 10/01/2023<br>Callable<br>Accrued Int To 04/15/21 Paid on<br>Purchase of 60,000 | 04/15/21 |                | -110.83             |



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
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 04/01/21 - 06/30/21

| Income Activity                                                                                                                       |          |                |                     |
|---------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|---------------------|
|                                                                                                                                       | Date     | Income Cash    | Principal Cash      |
| Global Pmts Inc Sr Gbl Nt<br>4.00% Dtd 05/11/2018 Due 06/01/2023<br>Callable<br>Accrued Int To 04/16/21 Paid on<br>Purchase of 75,000 | 04/16/21 |                | -1,125.00           |
| <b>Total Purchased Income</b>                                                                                                         |          | <b>\$ 0.00</b> | <b>\$ -1,831.41</b> |
| <b>Total Income</b>                                                                                                                   |          | <b>\$ 0.00</b> | <b>\$ 13,292.65</b> |

| Disbursement Activity      |          |                |                     |
|----------------------------|----------|----------------|---------------------|
|                            | Date     | Income Cash    | Principal Cash      |
| <b>Fees/Expenses</b>       |          |                |                     |
| Monthly Fee To 03/31/21    | 04/15/21 |                | -679.82             |
| Monthly Fee To 04/30/21    | 05/14/21 |                | -680.59             |
| Monthly Fee To 05/31/21    | 06/15/21 |                | -680.37             |
| <b>Total Fees/Expenses</b> |          | <b>\$ 0.00</b> | <b>\$ -2,040.78</b> |
| <b>Total Disbursements</b> |          | <b>\$ 0.00</b> | <b>\$ -2,040.78</b> |

| Purchase Activity                                                                                                                                                |          |             |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|
|                                                                                                                                                                  | Date     | Income Cash | Principal Cash |
| Bank of The West Advantage Acct<br>Purchases (12) 04/01/21 To 06/30/21                                                                                           | 06/30/21 |             | -14,792.06     |
| American Tower Corp Sr Gbl Nt<br>3.00% Dtd 12/08/2017 Due 06/15/2023<br>Callable<br>Purchased 55000 04/14/21<br>From Ice Securities Execution & Clr<br>@ 105.235 | 04/16/21 |             | -57,879.25     |
| Federal Home Loan Bks Cons Bds<br>0.60% Dtd 04/30/2021 Due 12/30/2024<br>Callable<br>Purchased 120000 04/27/21<br>From Intl Fcstone Financial Inc.<br>@ 100      | 04/30/21 |             | -120,000.00    |



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
 Statement Period:

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 04/01/21 - 06/30/21

| Purchase Activity                                                                                                                                                                                   |          |                |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|-----------------------|
|                                                                                                                                                                                                     | Date     | Income Cash    | Principal Cash        |
| Federal Home Loan Bks Cons Bds<br>0.60% Dtd 04/30/2021 Due 10/30/2024<br>Callable<br>Purchased 100000 04/20/21<br>From Intl Fcstone Financial Inc.<br>@ 100                                         | 04/30/21 |                | -100,000.00           |
| Federal Home Loan Bks Cons Bds<br>1.00% Dtd 04/30/2021 Due 12/30/2025<br>Callable<br>Purchased 100000 04/16/21<br>From Intl Fcstone Financial Inc.<br>@ 100                                         | 04/30/21 |                | -100,000.00           |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 0.71% Dtd 04/21/2021 Due<br>04/21/2025 Callable<br>Purchased 100000 04/16/21<br>From Intl Fcstone Financial Inc.<br>@ 100                                | 04/21/21 |                | -100,000.00           |
| Paypal Hldgs Inc Sr Gbl<br>2.40% Dtd 09/26/2019 Due 10/01/2024<br>Callable<br>Purchased 41000 04/14/21<br>From Ice Securities Execution & Clr<br>@ 105.357                                          | 04/16/21 |                | -43,196.37            |
| San Francisco Calif City & Cnt<br>Wastewtr Rev Bds 2010b Taxable 4.75%<br>Dtd 06/08/2010 Due 10/01/2023<br>Callable<br>Purchased 60000 04/13/21<br>From BOK Financial Securities, Inc.<br>@ 110.252 | 04/15/21 |                | -66,151.20            |
| Global Pmts Inc Sr Gbl Nt<br>4.00% Dtd 05/11/2018 Due 06/01/2023<br>Callable<br>Purchased 75000 04/14/21<br>From BNY Mellon/Toronto Dominion Sec<br>@ 107.077                                       | 04/16/21 |                | -80,307.75            |
| <b>Total Purchases</b>                                                                                                                                                                              |          | <b>\$ 0.00</b> | <b>\$ -682,326.63</b> |



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
Statement Period:

61-J004-01-2  
04/01/21 - 06/30/21

| Sale Activity                                                                                                                                              |          |                      |                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------|--------------------|
|                                                                                                                                                            | Date     | Proceeds             | Realized Gain/Loss |
| Bank of The West Advantage Acct<br>Sales (7) 04/01/21 To 06/30/21                                                                                          | 06/30/21 | 560,686.60           |                    |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Recd Proceeds on Maturity of<br>110,651 Par Value | 04/16/21 | 110,388.16           |                    |
| <b>Total Sales</b>                                                                                                                                         |          | <b>\$ 671,074.76</b> | <b>\$ 0.00</b>     |

| Non-Cash Activity                                                                                                        |          |         |
|--------------------------------------------------------------------------------------------------------------------------|----------|---------|
|                                                                                                                          | Date     | Cost    |
| American Tower Corp Sr Gbl Nt<br>3.00% Dtd 12/08/2017 Due 06/15/2023<br>Callable<br>Amortization of Premium              | 06/15/21 | -216.70 |
| Apple Inc Sr Gbl Nt<br>0.75% Dtd 05/11/2020 Due 05/11/2023<br>Callable<br>Amortization of Premium                        | 05/11/21 | -50.25  |
| Beverly Hills Calif Uni Sch Di GO<br>Bds Zero Cpn Dtd 02/10/2009 Due<br>08/01/2023 Non-Callable<br>Accretion of Discount | 04/30/21 | 15.75   |
| Accretion of Discount                                                                                                    | 05/28/21 | 15.75   |
| Accretion of Discount                                                                                                    | 06/30/21 | 15.75   |
| Credit Suisse Ag New York Bran Fr<br>2.80% Dtd 04/09/2020 Due 04/08/2022<br>Non-Callable<br>Amortization of Premium      | 04/09/21 | -440.10 |
| Deschutes Cnty Ore Administrat GO<br>Bds 5.00% Dtd 08/31/2017 Due<br>06/15/2023 Non-Callable<br>Amortization of Premium  | 06/15/21 | -580.50 |
| Federal Natl Mtg Assn<br>1.375% Dtd 10/07/2016 Due 10/07/2021<br>Non-Callable<br>Accretion of Discount                   | 04/30/21 | 16.71   |
| Accretion of Discount                                                                                                    | 05/28/21 | 16.71   |
| Accretion of Discount                                                                                                    | 06/30/21 | 16.71   |



**WBSD - EMERGENCY CAPITAL RESERVE**

Account Number:  
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 04/01/21 - 06/30/21

**Non-Cash Activity**

|                                                                                                                                                | Date     | Cost    |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------|
| Harley Davidson Finl Svcs Inc Fr<br>2.55% Dtd 06/09/2017 Due 06/09/2022<br>Callable<br>Amortization of Premium                                 | 06/09/21 | -164.00 |
| Mountain View Los Altos Calif GO Bds<br>2010a Zero Cpn Dtd 09/09/2010 Due<br>08/01/2023 Non-Callable<br>Accretion of Discount                  | 04/30/21 | 14.50   |
| Accretion of Discount                                                                                                                          | 05/28/21 | 14.50   |
| Accretion of Discount                                                                                                                          | 06/30/21 | 14.50   |
| New York Life Gbl Fdg MTN 144a Sr<br>Sec Gbl 1.10% Dtd 05/07/2020 Due<br>05/05/2023 Non-Callable<br>Amortization of Premium                    | 05/05/21 | -180.00 |
| New York N Y GO Bds Subser Taxable<br>4.669% Dtd 10/15/2009 Due 10/01/2022<br>Callable<br>Amortization of Premium                              | 04/01/21 | -577.35 |
| Paypal Hldgs Inc Sr Gbl<br>2.40% Dtd 09/26/2019 Due 10/01/2024<br>Callable<br>Amortization of Premium                                          | 04/01/21 | -330.00 |
| Putnam Cnty Tenn GO Sch Bds<br>2.625% Dtd 06/06/2013 Due 04/01/2026<br>Prerefunded 04/01/2023 @ 100.000<br>Callable<br>Amortization of Premium | 04/01/21 | -119.70 |
| State Str Corp Sr Sb Nt<br>3.10% Dtd 05/15/2013 Due 05/15/2023<br>Non-Callable<br>Amortization of Premium                                      | 05/14/21 | -646.50 |
| Tennessee Valley Auth Sr Gbl A Bd<br>0.75% Dtd 05/11/2020 Due 05/15/2025<br>Non-Callable<br>Amortization of Premium                            | 05/14/21 | -95.92  |
| 3M Co Fr<br>2.00% Dtd 06/26/2012 Due 06/26/2022<br>Non-Callable<br>Accretion of Discount                                                       | 04/30/21 | 22.27   |
| Accretion of Discount                                                                                                                          | 05/28/21 | 22.27   |
| Accretion of Discount                                                                                                                          | 06/30/21 | 22.27   |



**WBSD - EMERGENCY CAPITAL RESERVE**

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

**61-J004-01-2**  
**04/01/21 - 06/30/21**

| Non-Cash Activity                                                                                                                              |          |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------|
|                                                                                                                                                | Date     | Cost                |
| Global Pmts Inc Sr Gbl Nt<br>4.00% Dtd 05/11/2018 Due 06/01/2023<br>Callable<br>Amortization of Premium                                        | 06/01/21 | -309.75             |
| Toyota Motor Credit Corp Fr<br>3.00% Dtd 04/01/2020 Due 04/01/2025<br>Callable<br>Amortization of Premium                                      | 04/01/21 | -405.60             |
|                                                                                                                                                | 04/01/21 | -438.00             |
| United Parcel Service Inc Sr Nt<br>2.50% Dtd 11/14/2017 Due 04/01/2023<br>Callable<br>Amortization of Premium                                  | 04/01/21 | -921.00             |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Inflationary Int Adjustment 04/14/21  | 04/14/21 | 297.00              |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2024<br>Non-Callable<br>Accretion of Discount | 04/30/21 | 68.02               |
|                                                                                                                                                | 05/28/21 | 68.02               |
|                                                                                                                                                | 06/30/21 | 68.02               |
| Waco Tex Indpt Sch Dist Taxable<br>Unltd Tax Ref Bd Taxable Zero Cpn<br>Dtd 01/01/2021 Due 08/15/2025<br>Non-Callable<br>Accretion of Discount | 04/30/21 | 59.58               |
|                                                                                                                                                | 05/28/21 | 59.58               |
|                                                                                                                                                | 06/30/21 | 59.58               |
| <b>Total Non-Cash Transactions</b>                                                                                                             |          | <b>\$ -4,587.88</b> |

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## **Electronic Funds Transfers**

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

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





**WBSD - RECYCLED WATER CASH FLOW**

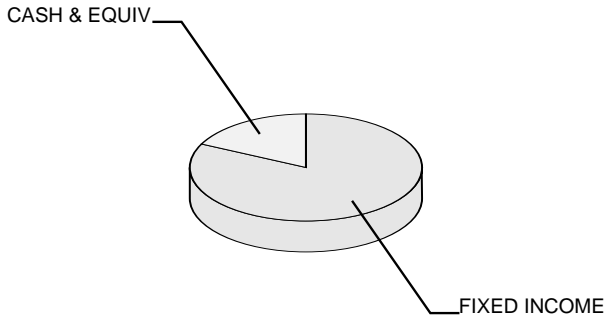
Account Number:  
 Statement Period:

61-J260-01-0  
 04/01/21 - 06/30/21

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           | 40,107.03            | 17.5%         |
| Fixed Income           | 188,664.00           | 82.5%         |
| <b>Total Portfolio</b> | <b>\$ 228,771.03</b> | <b>100.0%</b> |
| Accrued Income         | 1,098.41             |               |
| <b>Total Valuation</b> | <b>\$ 229,869.44</b> |               |

**Market Reconciliation**

|                                                   | Current Period       | Year To Date         |
|---------------------------------------------------|----------------------|----------------------|
| <b>Beginning Market Value</b>                     | <b>\$ 229,475.83</b> | <b>\$ 228,463.67</b> |
| Income                                            |                      |                      |
| Interest.....                                     | 1,785.82             | 6,196.72             |
| Purchased Income.....                             | -465.99              | -1,374.94            |
| Disbursements.....                                | -113.87              | -457.14              |
| Realized Gains/(Losses).....                      | 0.00                 | 0.00                 |
| Change In Accrued Income.....                     | -57.43               | -84.58               |
| Change In Market Appreciation/(Depreciation)..... | -200.72              | -1,441.22            |
| Non-Cash Asset Changes.....                       | -554.20              | -1,433.07            |
| <b>Ending Market Value</b>                        | <b>\$ 229,869.44</b> | <b>\$ 229,869.44</b> |



**WBSD - RECYCLED WATER CASH FLOW**

Account Number:  
Statement Period:

61-J260-01-0  
04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                                                                          | Units      | Market Value<br>Cost                         | Est. Annual Income<br>Accruals     | Current<br>Yield |
|--------------------------------------------------------------------------------------------|------------|----------------------------------------------|------------------------------------|------------------|
| <b>Cash Equivalents</b>                                                                    |            |                                              |                                    |                  |
| Bank of The West Advantage Acct                                                            | 40,107.030 | 40,107.03<br>40,107.03                       | 12.00<br>0.99                      | 0.03%            |
| <b>Total Cash Equivalents</b>                                                              |            | <b>\$ 40,107.03</b><br><b>\$ 40,107.03</b>   | <b>12.00</b><br><b>0.99</b>        | <b>0.03%</b>     |
| <b>Fixed Income</b>                                                                        |            |                                              |                                    |                  |
| Anz National Intl LTD Fr<br>3.40% Dtd 03/19/2019 Due 03/19/2024<br>Non-Callable            | 20,000.000 | 21,460.60<br>21,540.20                       | 680.00<br>192.66                   | 3.17%            |
| BB&T Corp Sr Medium Term Nts Fr<br>3.70% Dtd 06/05/2018 Due 06/05/2025<br>Callable         | 15,000.000 | 16,513.95<br>16,681.50                       | 555.00<br>40.08                    | 3.36%            |
| Blackrock Inc Sr Nt<br>3.50% Dtd 03/18/2014 Due 03/18/2024<br>Callable                     | 20,000.000 | 21,607.20<br>21,779.80                       | 700.00<br>200.27                   | 3.24%            |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 0.71% Dtd 04/21/2021 Due<br>04/21/2025 Callable | 20,000.000 | 19,961.20<br>20,000.00                       | 142.00<br>27.61                    | 0.71%            |
| Federal Home Ln Mtg Corp<br>0.70% Dtd 04/30/2020 Due 10/30/2024<br>Callable                | 30,000.000 | 30,006.30<br>30,000.00                       | 210.00<br>35.58                    | 0.70%            |
| Kla Tencor Corp Sr Glbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable              | 20,000.000 | 22,328.20<br>22,407.00                       | 930.00<br>154.99                   | 4.17%            |
| New York N Y GO Bds Subser Taxable<br>4.669% Dtd 10/15/2009 Due 10/01/2022<br>Callable     | 35,000.000 | 36,863.75<br>36,373.40                       | 1,634.00<br>408.53                 | 4.43%            |
| US Treasury Note<br>0.75% Dtd 03/31/2021 Due 03/31/2026                                    | 20,000.000 | 19,922.80<br>19,896.88                       | 150.00<br>37.70                    | 0.75%            |
| <b>Total Fixed Income</b>                                                                  |            | <b>\$ 188,664.00</b><br><b>\$ 188,678.78</b> | <b>5,001.00</b><br><b>1,097.42</b> | <b>2.65%</b>     |
| <b>Cash</b>                                                                                |            |                                              |                                    |                  |
| Principal Cash                                                                             |            | 0.00<br>0.00                                 | 0.00                               | 0.00%            |



**WBSD - RECYCLED WATER CASH FLOW**

Account Number:  
 Statement Period:

61-J260-01-0  
 04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                       | Units | Market Value<br>Cost                         | Est. Annual Income<br>Accruals     | Current<br>Yield |
|-----------------------------------------|-------|----------------------------------------------|------------------------------------|------------------|
| Income Cash                             |       | 0.00<br>0.00                                 | 0.00                               | 0.00%            |
| <b>Total Cash</b>                       |       | <b>\$ 0.00</b><br><b>\$ 0.00</b>             | <b>0.00</b><br><b>0.00</b>         | <b>0.00%</b>     |
| <b>Total Market Value</b>               |       | <b>\$ 228,771.03</b><br><b>\$ 228,785.81</b> | <b>5,013.00</b><br><b>1,098.41</b> | <b>2.19%</b>     |
| <b>Total Market Value Plus Accruals</b> |       | <b>\$ 229,869.44</b>                         |                                    |                  |

**Income Activity**

|                                                                                                       | Date     | Income Cash    | Principal Cash     |
|-------------------------------------------------------------------------------------------------------|----------|----------------|--------------------|
| <b>Interest Income</b>                                                                                |          |                |                    |
| Bank of The West Advantage Acct                                                                       |          |                |                    |
| Int To 03/31/21                                                                                       | 04/01/21 |                | 1.76               |
| Int To 04/30/21                                                                                       | 05/03/21 |                | 2.10               |
| Int To 05/31/21                                                                                       | 06/01/21 |                | 1.19               |
| BB&T Corp Sr Medium Term Nts Fr<br>3.70% Dtd 06/05/2018 Due 06/05/2025<br>Callable                    |          |                |                    |
| Int To 06/05/21 on 15,000                                                                             | 06/07/21 |                | 277.50             |
| Federal Home Ln Mtg Corp<br>0.70% Dtd 04/30/2020 Due 10/30/2024<br>Callable                           |          |                |                    |
| Int To 04/30/21 on 30,000                                                                             | 04/30/21 |                | 105.00             |
| Kla Tencor Corp Sr Gbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable                          |          |                |                    |
| Int To 05/01/21 on 20,000                                                                             | 05/03/21 |                | 465.00             |
| New York N Y GO Bds Subser Taxable<br>4.669% Dtd 10/15/2009 Due 10/01/2022<br>Callable                |          |                |                    |
| Int To 04/01/21 on 35,000                                                                             | 04/01/21 |                | 817.07             |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security |          |                |                    |
| Int To 04/15/21 on 38727.85                                                                           | 04/15/21 |                | 24.20              |
| Ordinary Income on Disposition of                                                                     | 04/16/21 |                | 92.00              |
| <b>Total Interest Income</b>                                                                          |          | <b>\$ 0.00</b> | <b>\$ 1,785.82</b> |



**WBSD - RECYCLED WATER CASH FLOW**

Account Number:  
 Statement Period:

61-J260-01-0  
 04/01/21 - 06/30/21

| Income Activity                                                                                                                        |          |                |                    |
|----------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|--------------------|
|                                                                                                                                        | Date     | Income Cash    | Principal Cash     |
| <b>Purchased Income</b>                                                                                                                |          |                |                    |
| Kla Tencor Corp Sr Glbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable<br>Accrued Int To 04/29/21 Paid on<br>Purchase of 20,000 | 04/29/21 |                | -459.84            |
| US Treasury Note<br>0.75% Dtd 03/31/2021 Due 03/31/2026<br>Accrued Int To 04/15/21 Paid on<br>Purchase of 20,000                       | 04/15/21 |                | -6.15              |
| <b>Total Purchased Income</b>                                                                                                          |          | <b>\$ 0.00</b> | <b>\$ -465.99</b>  |
| <b>Total Income</b>                                                                                                                    |          | <b>\$ 0.00</b> | <b>\$ 1,319.83</b> |

| Disbursement Activity      |          |                |                   |
|----------------------------|----------|----------------|-------------------|
|                            | Date     | Income Cash    | Principal Cash    |
| <b>Fees/Expenses</b>       |          |                |                   |
| Monthly Fee To 03/31/21    | 04/15/21 |                | -37.89            |
| Monthly Fee To 04/30/21    | 05/14/21 |                | -37.96            |
| Monthly Fee To 05/31/21    | 06/15/21 |                | -38.02            |
| <b>Total Fees/Expenses</b> |          | <b>\$ 0.00</b> | <b>\$ -113.87</b> |
| <b>Total Disbursements</b> |          | <b>\$ 0.00</b> | <b>\$ -113.87</b> |

| Purchase Activity                                                                                                                                                   |          |             |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|
|                                                                                                                                                                     | Date     | Income Cash | Principal Cash |
| Bank of The West Advantage Acct<br>Purchases (6) 04/01/21 To 06/30/21                                                                                               | 06/30/21 |             | -40,397.47     |
| Federal Farm Cr Bks Cons Systemwide<br>Bds 0.71% Dtd 04/21/2021 Due<br>04/21/2025 Callable<br>Purchased 20000 04/16/21<br>From Intl Fcstone Financial Inc.<br>@ 100 | 04/21/21 |             | -20,000.00     |



**WBSD - RECYCLED WATER CASH FLOW**

Account Number:  
 Statement Period:

61-J260-01-0  
 04/01/21 - 06/30/21

| Purchase Activity                                                                                                                                           |          |                |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|-----------------------|
|                                                                                                                                                             | Date     | Income Cash    | Principal Cash        |
| Kla Tencor Corp Sr Gbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable<br>Purchased 20000 04/27/21<br>From Ice Securities Execution & Clr<br>@ 112.05 | 04/29/21 |                | -22,410.00            |
| US Treasury Note<br>0.75% Dtd 03/31/2021 Due 03/31/2026<br>Purchased 20000 04/14/21<br>From Wells Fargo Securities, LLC<br>@ 99.484375                      | 04/15/21 |                | -19,896.88            |
| <b>Total Purchases</b>                                                                                                                                      |          | <b>\$ 0.00</b> | <b>\$ -102,704.35</b> |

| Sale Activity                                                                                                                                                 |          |                      |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------|--------------------|
|                                                                                                                                                               | Date     | Proceeds             | Realized Gain/Loss |
| Bank of The West Advantage Acct<br>Sales (6) 04/01/21 To 06/30/21                                                                                             | 06/30/21 | 62,862.54            |                    |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Recd Proceeds on Maturity of<br>38,727.850 Par Value | 04/16/21 | 38,635.85            |                    |
| <b>Total Sales</b>                                                                                                                                            |          | <b>\$ 101,498.39</b> | <b>\$ 0.00</b>     |

| Non-Cash Activity                                                                                                 |          |         |
|-------------------------------------------------------------------------------------------------------------------|----------|---------|
|                                                                                                                   | Date     | Cost    |
| BB&T Corp Sr Medium Term Nts Fr<br>3.70% Dtd 06/05/2018 Due 06/05/2025<br>Callable<br>Amortization of Premium     | 06/04/21 | -206.10 |
| Kla Tencor Corp Sr Gbl Nt<br>4.65% Dtd 11/06/2014 Due 11/01/2024<br>Callable<br>Amortization of Premium           | 05/03/21 | -3.00   |
| New York N Y GO Bds Subser Taxable<br>4.669% Dtd 10/15/2009 Due 10/01/2022<br>Callable<br>Amortization of Premium | 04/01/21 | -449.05 |



**WBSD - RECYCLED WATER CASH FLOW**

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

**61-J260-01-0**  
**04/01/21 - 06/30/21**

**Non-Cash Activity**

|                                                                                                                                               | <b>Date</b> | <b>Cost</b>       |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------|
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Inflationary Int Adjustment 04/14/21 | 04/14/21    | 103.95            |
| <b>Total Non-Cash Transactions</b>                                                                                                            |             | <b>\$ -554.20</b> |

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

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**WBSD - RECYCLED WATER SRF RESERVE**

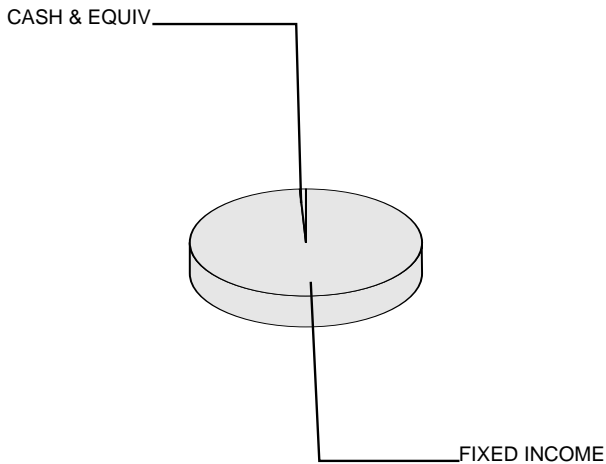
Account Number:  
 Statement Period:

61-J264-01-2  
 04/01/21 - 06/30/21

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           | 24.57                | 0.0%          |
| Fixed Income           | 255,628.50           | 100.0%        |
| <b>Total Portfolio</b> | <b>\$ 255,653.07</b> | <b>100.0%</b> |
| Accrued Income         | 2,234.57             |               |
| <b>Total Valuation</b> | <b>\$ 257,887.64</b> |               |

**Market Reconciliation**

|                                                   | Current Period         | Year To Date           |
|---------------------------------------------------|------------------------|------------------------|
| <b>Beginning Market Value</b>                     | <b>\$ 1,538,651.56</b> | <b>\$ 1,530,349.55</b> |
| Income                                            |                        |                        |
| Interest.....                                     | 1,078.00               | 32,011.07              |
| Purchased Income.....                             | 0.00                   | -3,928.32              |
| Disbursements.....                                | -1,282,146.72          | -1,283,687.15          |
| Realized Gains/(Losses).....                      | 0.00                   | 4,993.54               |
| Change In Accrued Income.....                     | 1,037.69               | -6,682.85              |
| Change In Market Appreciation/(Depreciation)..... | -61.49                 | -2,784.82              |
| Non-Cash Asset Changes.....                       | -671.40                | -12,383.38             |
| <b>Ending Market Value</b>                        | <b>\$ 257,887.64</b>   | <b>\$ 257,887.64</b>   |





**WBSD - RECYCLED WATER SRF RESERVE**

Account Number:  
 Statement Period:

61-J264-01-2  
 04/01/21 - 06/30/21

**Asset Position As of 06/30/21**

| Asset Description                                                                      | Units      | Market Value<br>Cost                         | Est. Annual Income<br>Accruals     | Current<br>Yield |
|----------------------------------------------------------------------------------------|------------|----------------------------------------------|------------------------------------|------------------|
| <b>Cash Equivalents</b>                                                                |            |                                              |                                    |                  |
| Bank of The West Advantage Acct                                                        | 24.570     | 24.57<br>24.57                               | 0.00                               | 0.03%            |
| <b>Total Cash Equivalents</b>                                                          |            | <b>\$ 24.57</b><br><b>\$ 24.57</b>           | <b>0.00</b><br><b>0.00</b>         | <b>0.03%</b>     |
| <b>Fixed Income</b>                                                                    |            |                                              |                                    |                  |
| Anz National Intl LTD Fr<br>3.40% Dtd 03/19/2019 Due 03/19/2024<br>Non-Callable        | 50,000.000 | 53,651.50<br>53,850.50                       | 1,700.00<br>481.66                 | 3.17%            |
| Blackrock Inc Sr Nt<br>3.50% Dtd 03/18/2014 Due 03/18/2024<br>Callable                 | 50,000.000 | 54,018.00<br>54,449.50                       | 1,750.00<br>500.69                 | 3.24%            |
| Bristol Myers Squibb Co Sr Gbl 144a<br>2.60% Dtd 05/16/2019 Due 05/16/2022<br>Callable | 70,000.000 | 71,498.00<br>71,467.90                       | 1,820.00<br>227.50                 | 2.55%            |
| Comcast Corp New Sr Nt<br>3.375% Dtd 05/27/2015 Due 08/15/2025<br>Callable             | 30,000.000 | 32,748.60<br>33,342.90                       | 1,012.00<br>382.50                 | 3.09%            |
| Synchrony Financial Sr Gbl Nt<br>4.25% Dtd 08/11/2014 Due 08/15/2024<br>Callable       | 40,000.000 | 43,712.40<br>43,474.40                       | 1,700.00<br>642.22                 | 3.89%            |
| <b>Total Fixed Income</b>                                                              |            | <b>\$ 255,628.50</b><br><b>\$ 256,585.20</b> | <b>7,982.00</b><br><b>2,234.57</b> | <b>3.12%</b>     |
| <b>Cash</b>                                                                            |            |                                              |                                    |                  |
| Principal Cash                                                                         |            | 0.00<br>0.00                                 | 0.00                               | 0.00%            |
| Income Cash                                                                            |            | 0.00<br>0.00                                 | 0.00                               | 0.00%            |
| <b>Total Cash</b>                                                                      |            | <b>\$ 0.00</b><br><b>\$ 0.00</b>             | <b>0.00</b><br><b>0.00</b>         | <b>0.00%</b>     |
| <b>Total Market Value</b>                                                              |            | <b>\$ 255,653.07</b><br><b>\$ 256,609.77</b> | <b>7,982.00</b><br><b>2,234.57</b> | <b>3.12%</b>     |
| <b>Total Market Value Plus Accruals</b>                                                |            | <b>\$ 257,887.64</b>                         |                                    |                  |



**WBSD - RECYCLED WATER SRF RESERVE**

Account Number:  
 Statement Period:

61-J264-01-2  
 04/01/21 - 06/30/21

| Income Activity                                                                                       |          |                |                    |
|-------------------------------------------------------------------------------------------------------|----------|----------------|--------------------|
|                                                                                                       | Date     | Income Cash    | Principal Cash     |
| <b>Interest Income</b>                                                                                |          |                |                    |
| Bank of The West Advantage Acct                                                                       |          |                |                    |
| Int To 03/31/21                                                                                       | 04/01/21 |                | 35.27              |
| Int To 04/30/21                                                                                       | 05/03/21 |                | 41.76              |
| Int To 05/31/21                                                                                       | 06/01/21 |                | 24.57              |
| Bristol Myers Squibb Co Sr Gbl 144a<br>2.60% Dtd 05/16/2019 Due 05/16/2022<br>Callable                |          |                |                    |
| Int To 05/16/21 on 70,000                                                                             | 05/17/21 |                | 910.00             |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security |          |                |                    |
| Int To 04/15/21 on 22130.20                                                                           | 04/15/21 |                | 13.83              |
| Ordinary Income on Disposition of                                                                     | 04/16/21 |                | 52.57              |
| <b>Total Interest Income</b>                                                                          |          | <b>\$ 0.00</b> | <b>\$ 1,078.00</b> |
| <b>Total Income</b>                                                                                   |          | <b>\$ 0.00</b> | <b>\$ 1,078.00</b> |

| Disbursement Activity                                                                                        |          |                |                         |
|--------------------------------------------------------------------------------------------------------------|----------|----------------|-------------------------|
|                                                                                                              | Date     | Income Cash    | Principal Cash          |
| <b>To/For Beneficiary</b>                                                                                    |          |                |                         |
| West Bay Sanitary District<br>ACH Transfer To Botw<br>Ckg Ending 7924 Per<br>Client Instructions:<br>5/18/21 | 05/19/21 |                | -1,282,146.72           |
| <b>Total To/For Beneficiary</b>                                                                              |          | <b>\$ 0.00</b> | <b>\$ -1,282,146.72</b> |
| <b>Total Disbursements</b>                                                                                   |          | <b>\$ 0.00</b> | <b>\$ -1,282,146.72</b> |

| Purchase Activity                                                     |          |                |                      |
|-----------------------------------------------------------------------|----------|----------------|----------------------|
|                                                                       | Date     | Income Cash    | Principal Cash       |
| Bank of The West Advantage Acct<br>Purchases (6) 04/01/21 To 06/30/21 | 06/30/21 |                | -23,155.63           |
| <b>Total Purchases</b>                                                |          | <b>\$ 0.00</b> | <b>\$ -23,155.63</b> |



**WBSD - RECYCLED WATER SRF RESERVE**

Account Number:  
 Statement Period:

61-J264-01-2  
 04/01/21 - 06/30/21

| <b>Sale Activity</b>                                                                                                                                          |             |                        |                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------|---------------------------|
|                                                                                                                                                               | <b>Date</b> | <b>Proceeds</b>        | <b>Realized Gain/Loss</b> |
| Bank of The West Advantage Acct<br>Sales (1) 04/01/21 To 06/30/21                                                                                             | 06/30/21    | 1,282,146.72           |                           |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Recd Proceeds on Maturity of<br>22,130.200 Par Value | 04/16/21    | 22,077.63              |                           |
| <b>Total Sales</b>                                                                                                                                            |             | <b>\$ 1,304,224.35</b> | <b>\$ 0.00</b>            |

| <b>Non-Cash Activity</b>                                                                                                                      |             |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------|
|                                                                                                                                               | <b>Date</b> | <b>Cost</b>       |
| Bristol Myers Squibb Co Sr Gbl 144a<br>2.60% Dtd 05/16/2019 Due 05/16/2022<br>Callable<br>Amortization of Premium                             | 05/14/21    | -730.80           |
| US Treasury Note<br>0.125% Dtd 04/15/2016 Due 04/15/2021<br>Treasury Inflation Protection<br>Security<br>Inflationary Int Adjustment 04/14/21 | 04/14/21    | 59.40             |
| <b>Total Non-Cash Transactions</b>                                                                                                            |             | <b>\$ -671.40</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 1-877-898-1003 (TTY 1-800-659-5495) 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 1-877-898-1003 (TTY 1-800-659-5495) 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 [WMGIFSOperations@bankofthewest.com](mailto:WMGIFSOperations@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.



**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 13G**

**To:** *Board of Directors*

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

**Subject:** *Consideration of Authorizing the District Manager to Issue  
Class 3 Sewer Permit No. 1606 for the Construction of  
Wastewater Facilities for 30 Holden Court, Portola Valley,  
California*

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Background

This permit request is for the construction of a Septic Tank Effluent Pumping (STEP) System and force main extension to connect into the existing force main on Golden Oak Drive to serve 30 Holden Court

Analysis

The plans, profiles, and engineering calculations for the proposed facilities have been reviewed by staff and corrections have been made to conform to District requirements. Owner has paid all associated fees.

Recommendation

The Projects & IT Manager recommends that the Board direct the District Manager to file the Notice of Exemption and authorize the District Manager to issue Class 3 Sewer Permit No. 1606.

Attachment: Resolution \_\_\_\_ (2021)  
Notice of Exemption  
Class 3 Permit No. 1606  
Site Map

RESOLUTION NO. \_\_\_\_\_ (2021)

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

\*\*\*\*\*

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

ENVIRONMENTAL IMPACT REVIEW

Name of Project: 30 Holden Court – STEP System

Location: 30 Holden Court, Portola Valley, California

Entity or Person Undertaking Project: William Lee & Elizabeth Olek

Determination of the District Board:

This District Board of West Bay Sanitary District determines, upon Staff recommendation, that another public agency, specifically the San Mateo County LAFCo, is the lead agency for this project.

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

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

N/A

The Board certifies that the Negative Declaration has been prepared and completed in compliance with the California Environmental Quality Act and the State Guidelines.

The Board finds that the project Environmental Impact Report identifies the following significant effects:

N/A

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

- N/A Changes or alterations have been required in, or incorporated, into the project which mitigate or avoid the significant environmental effects thereof as identified in the Environmental Impact Report.
- N/A Such changes or alterations are within the responsibility and jurisdiction of a public agency other than the District. Such changes have been adopted by such other agency or can and should be adopted by such other agency.
- N/A Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the Environmental Impact Report.

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

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Disapproved

The District Manager of West Bay Sanitary District is directed to prepare a Notice of Determination pursuant to the provisions of the State Guidelines Implementing the California Environmental Quality Act adopted by Resolution No. IIO5 of this District Board. The District Manager is not directed to prepare and file a Statement of Overriding Consideration pertaining to the approval of this project pursuant to the provisions of the same Guidelines.

\*\*\*\*\*

Passed and adopted by the District Board of West Bay Sanitary District at a regular meeting thereof held on the 14<sup>th</sup> day of July, 2021, 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





## “PRELIMINARY REVIEW”

30 Holden Court – STEP System  
June 23, 2021

INTRODUCTION. At the July 14, 2021 District Board Meeting, the Board will consider the approval of the Class 3 sewer permit for the construction of a Septic Tank Effluent Pumping System and force main extension for the Lands of Lee; and the authorization for the filing of a California Environmental Quality Act (CEQA) “Notice of Exemption” for the project. This project is proposed by the property owners, William Lee and Elizabeth Olek.

EXEMPTION REVIEW. In compliance with CEQA Guidelines, this “preliminary review” of the STEP System Project at 30 Holden Court was conducted to determine whether the project is exempt from CEQA. Based on this review, staff has concluded that the project is exempt from CEQA under several sections of the guidelines. In summary, the project would not have any significant impacts on the environment because it includes little or no expansion of capacity, and will employ mitigation measures to alleviate any impacts.

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

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

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

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

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

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

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

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

Staff has concluded that most project elements are “categorically exempt” under CEQA Guidelines Section 15303 (a) (Single-family residences not in conjunction with the building of two or more units) and Section 15303 (d) (Water main, sewage, electrical, gas and other utility extensions of reasonable length to serve such construction).

This project is being implemented to provide sanitary sewer service to this parcel and remove the on-site septic system.

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

# WEST BAY SANITARY DISTRICT

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

Permit Number  
1606

Type \_\_\_\_\_

## APPLICATION FOR CLASS 3 SEWER PERMIT

To the WEST BAY SANITARY DISTRICT:

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

30 Holden Ct Portola Valley CA

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

Residential  Non-residential Development at said location.

### ENGINEER'S

Lea & Braze

Name

2495 Industrial Parkway West  
Address Hayward CA 94545

### CONTRACTOR'S

Genuine Construction Inc

Name

1 - Heather Pl Millbrae CA 94030  
Address

### OWNER'S

William Lee & Elizabeth Olek

Name

2735 Baker St  
Address

[Signature]  
Applicant's Signature

Albert Hui  
Signed by - Please Print Name

1 - Heather Plae Millbrae CA 94030  
Address

Receipt of \$ \_\_\_\_\_ Application Fee is hereby acknowledged \_\_\_\_\_ Date \_\_\_\_\_

Receipt of \$ \_\_\_\_\_  Cash Deposit or  Performance Bond

Comments New Septic to connect to main sewer

Approved by the District Board on \_\_\_\_\_

Application approved and permit issued:

**WEST BAY SANITARY DISTRICT**  
Sergio Ramirez, District Manager

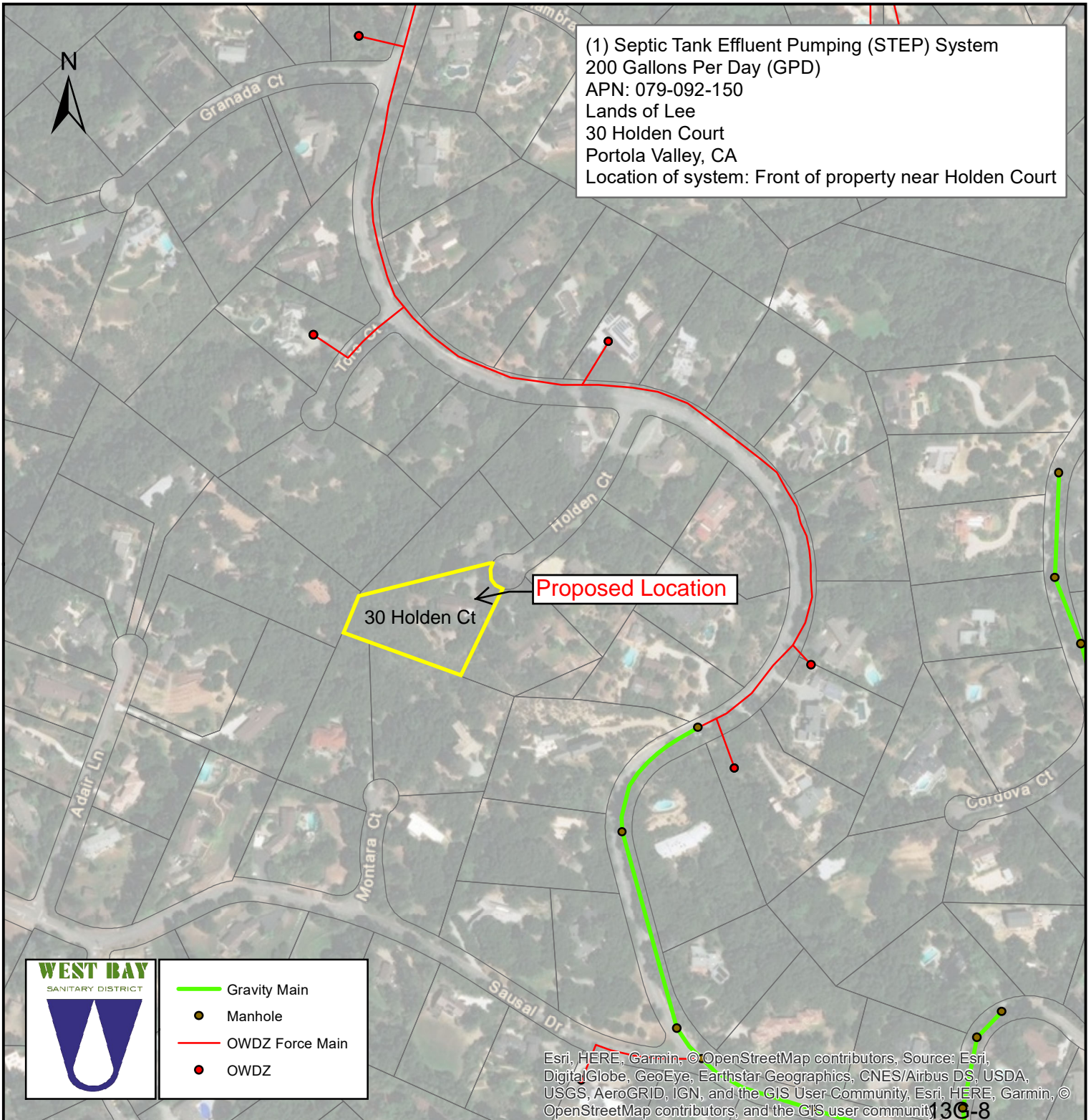
Date \_\_\_\_\_

By \_\_\_\_\_

Final Acceptance by the District Board on \_\_\_\_\_

13G-7

# WEST BAY SANITARY DISTRICT EXHIBIT "B" SITE LOCATION 30 HOLDEN COURT PORTOLA VALLEY, CA SEPTIC TANK EFFLUENT PUMPING (STEP) SYSTEM





## WEST BAY SANITARY DISTRICT AGENDA ITEM 14

**To:** *Board of Directors*

**From:** *Sergio Ramirez, District Manager*

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

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**1) Administrative:**

- a. The Goals Lunch has been scheduled for Wednesday, July 21, 2021.
- b. The Board of Director's should consider moving the August Board Meetings to one meeting on August 18<sup>th</sup> as in prior years.
- c. The Board of Directors has requested a workshop to discuss future reimbursement agreements and the current annexation process. The workshop could be held on August 18<sup>th</sup> before the Regular Board Meeting or on September 1<sup>st</sup> or 15<sup>th</sup>.
- d. District staff has requested a proposal from HF & H to perform this year's Solid Waste rate study.

**2) Finance:**

- a. The new FY21/22 budget has been distributed to the management staff.
- b. Staff is working with SVCW staff and their consultants on the final refinancing and SRF loans.
- c. Staff continued to work on the tax roll this month and calculated approximately \$43, 000 in additional revenue for new commercial accounts.

**3) CIP & IT Projects:**

**a. Levee Improvement Project:**

- i. Staff continues to work on the Levee and Bayfront Facility SRF loan application.
- ii. The Levee Project has made it through the first round of grant funding through the National Fish and Wildlife Foundation and the full application has not been submitted.

**b. Construction Capital Improvement Program (CIP)**

- i. Aztec Consultants continues the construction of the Metal Storage Building at the Flow Equalization Resource Recovery Facility.
- ii. Precision Pipeline continues the reconstruction of the Ringwood Avenue pipeline, originally installed in 1904. Precision is also installing recycled water pipe as part of the project.
- iii. Freyer & Laureta is working on the Bayfront Improvement projects including the Influent Pump Station layout and large diameter pipe reconstruction design.
- iv. District staff will coordinate efforts to survey certain properties on East Creek Dr. in order to develop easement documents.

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### Report to the District Board for the Regular Meeting of July 14, 2021

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

- 4) **Operations and Maintenance:**
    - a. **Collection System:**
      - i. Crews have been working on Willow Road to expedite repairs ahead of the City's resurfacing project.
      - ii. Two temporary maintenance workers have been hired for the summer season. The Board could consider adding two more temporary maintenance workers later this year in order to catch up on maintenance schedules.
    - b. **Training:**
      - i. Safety training has been ongoing with the assistance of a DuALL Safety consultant.
  - 5) **Water Quality:**
    - a. **Sharon Heights Golf and Country Club (SHGCC):**
      - i. The recycled water facility delivered 8.7 million gallons of recycled water in the month of June.
      - ii. SHGCC has decided to fund and move forward with pump station design at the corner of Avy and Altchul.
      - iii. SHGCC has requested the District initiate an SRF application for the second pump station. District Staff's initial response is that the project is too small to seek state revolving fund loans.
    - b. **Bayfront Recycled Water Facility (BRWF):**
      - i. Staff has met with three developers in the Bayfront area regarding the recycled water facility. The District Manager will report on the progress of those meetings at the Regular Board Meeting.
    - c. **West Bay:**
      - i. The City of Menlo Park and the developer Tarlton are apparently partnering to reconstruct the water distribution system near O'Brien and Willow Road in Menlo Park. The Board should consider whether to work with the City and install recycled water pipe for future uses in that area. This area is adjacent to the proposed Willow Village development.
  - 6) **Fleet and Facilities:**
    - a. **Vehicle Maintenance:**
      - i. Staff will prepare specification for a new hydro jetter approved in the FY21/22 budget.
  - 7) **Personnel:**
    - i. Revised Personnel Policy training will be scheduled in August.
  - 8) **Upcoming Events:**
    - a. **Regular Board Meeting:** July 14, 2021
    - b. **Next Regular Board meetings:** July 28, 2021 (consider canceling)
    - c. **August Board Meetings:** August 11<sup>th</sup> and 28<sup>th</sup> (consider one meeting on August 18<sup>th</sup>)
  - 9) **Misc./Action Items from Previous Meeting:**
- 

## **Report to the District Board for the Regular Meeting of July 14, 2021**

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

- a. **West Bay SSOs:** Two SSOs in June due to maintenance delays.
- b. **Town of Los Altos Hills:** Zero SSOs in June.
- c. **Town of Woodside:** Routine maintenance was performed in June.
- d. **Revenue:** New Tax Roll should be sent to San Mateo County in July following the Public Hearing on July 14, 2021.

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**Report to the District Board for the Regular Meeting of July 14, 2021**

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

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## WEST BAY SANITARY DISTRICT AGENDA ITEM 15

**To:** *Board of Directors*

**From:** *Debra Fisher, Finance Manager*

**Subject:** *Consideration to Approve the sale of remaining SHGCC Bonds in the Recycled Water SRF Reserve Investment Account to the Recycled Water Cash Flow Reserve, Close the Account, and Authorize the District Manager to Transfer Funds to the Recycled Water SRF Money Market Account*

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### **Background:**

The Sharon Heights Golf & Country Club (SHGCC) provided an initial deposit on the State Revolving Fund (SRF) loan on February 16, 2018 of \$806,280.04, as required by the SRF terms. These funds were transferred into a Bank of the West Investment account, created for this purpose. On June 3, 2020, SHGCC provided an additional deposit of \$675,540.88. The SHGCC contract with the District required a deposit of 2.2 times the annual SRF payments or \$1,458,403.94, to be held for minimum of twenty-eight years, including any income or gains, for the thirty year loan. The over payment of \$23,416.98 was credited to SHGCC on January 1, 2021.

On December 8, 2020, the District met with the O&M Committee for the Recycled Water Project – Sharon Heights. At this meeting the District reported Quarterly Financial Statements through September 30, 2020 and the November 30, 2020 Recycled Water SRF Investment statement. The SHGCC Representative, Greg Vontz and SHGCC President Andy Duncan both requested that the SRF deposit be held in an account without principal loss risk and said SHGCC was not concerned with earning income on the deposit.

The District has liquidated 83% of the investment account at a gain and transferred to a new restricted money market account. The remaining 17% of investments represent five bonds that could not be easily sold on the open market, with maturities from May 15, 2022 to August 15, 2025.

The District submits to the Board for approval that the remaining five bonds be sold to the

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District's Recycled Water Cash Flow Reserve at market value, to fully liquidate the Recycled Water SRF Investment account, transferring the proceeds to the new money market account, and fulfilling the request of SHGCC.

### **Fiscal Impact**

The transfer would be beneficial to both the District and fulfilling the request of SHGCC, with minimal initial cost and savings on District labor.

The Recycled Water SRF Investment has a market value of \$255,765.97, as of the July 8, 2021. The account would realize a loss of \$843.80, since the bonds were purchased at a premium. The loss is immaterial and would cost more in staff time to report on the separate account between now and 8/15/2025. In June 2021, the account recognized a \$399.38 loss, with only \$24.57 in real income. The account is likely to continue to recognize losses, since the initial premium is recognized as a loss through maturity.

The funds would be transferred to the Recycled Water SRF, which would then have a \$1,538,078.84 balance. This represents the required retained SRF deposits of \$1,458,403.94 and an overall gain of \$79,674.90, after the small loss on this final liquidation of the account.

The District would purchase the five bonds by transferring them to the Recycled Water Cash Flow Reserve and paying the current market value of \$255,765.97. The current average yield is 3.12%, with estimated annual income of \$7,982.00.

### **Recommendation**

The Finance Manager recommends the Board approve the sale of remaining SHGCC bonds in the Recycled Water SRF Reserve Investment Account to the Recycled Water Cash Flow Reserve at market value, close the account, and authorize the District Manager to transfer funds to the Recycled Water SRF Money Market account.



## WEST BAY SANITARY DISTRICT AGENDA ITEM 16

**To:** *Board of Directors*

**From:** *Sergio Ramirez, District Manager*

**Subject:** *July 14<sup>th</sup>, 2021 Update Report on District Response to Corona Virus*

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### **Background**

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

### **Analysis**

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

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

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

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**Report to the District Board for the Regular Meeting of July 14, 2021**

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

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

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

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

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

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

*May 27 update:* The District has opened the office to the public on Tuesdays and Thursdays. Stickers on the floors and notices on the doors and shields at the counters have been placed to remain compliant with the Health Dept. Wipes and signs have been placed in the bathrooms. All the departments except Administration have

returned to normal work hours (which are mostly 9/80 schedule but crews are still separated with the Satellite Office/Corp Yard. As a result of these changes have updated the COVID 19 response plan and affixed to entry doors as required.

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

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

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

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

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

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

*October 14 update:* No updates at this time.

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

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

*December 9 update:* The District is following all County of San Mateo increased COVID-19 restrictions and has cancelled our Holiday Luncheon out of an abundance of caution.

*January 13, 2021 update:* The front office is now limiting customers inside the lobby to no more than one. Others are asked to socially distance outside while they wait. Staff is working on the new COVID-19 Prevention Emergency Temporary Standards regarding prevention and reporting outbreaks.

*January 27, 2021 update:* The new COVID-19 Prevention Plan is complete and staff will receive training shortly.

*February 10, 2021 update:* Updated training on the Response Program was provided on February 2.

*February 24, 2021 update:* District Manager issued COVID-19 Vaccine letter to staff so they may schedule their vaccine on or after February 22, 2021 as part of the Phase 1B.

*March 10, 2021 update:* To date 7 employees have received at least one vaccine shot and approximately 3 others have received appointments.

*March 24, 2021 update:* Approximately 10 employees have been vaccinated.

*April 14, 2021 update:* The front office is back open to the public with limited hours of 9am-3pm Monday thru Friday with one customer being allowed in the lobby at a time. All four front office staff have received their second vaccine. Approximately, 33% of all staff have received one or more vaccine shots.

*April 28, 2021 update:* Approximately 50% of West Staff has been vaccinated. Effective May 3<sup>rd</sup> the Administrative staff will begin to work in the office full time, rather than from home, as they were for one to two days per week.

*May 12, 2021 update:* West Bay staff is back to working in the office full time and we are continuing have the front office opened to the public Monday through Friday. Over 50% of all staff are now vaccinated.

*May 26, 2021 update:* According to voluntary data, approximately 70% of West Bay staff have been vaccinated. Staff continues to follow Health Department guidelines.

*June 9, 2021 update:* Staff is following the County and State updates closely as restrictions ease up.

*June 23, 2021 update:* The District has made no changes to our existing COVID-19 policy but it is currently under review for updates and we are following Cal/OSHA and County of San Mateo requirements.

*July 14, 2021 update:* Staff is working with legal counsel and Du-All Safety to update the Covid 19 Response Plan. Training will take place in July on the updated plan.

### **Fiscal Impact**

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

### **Recommendation**

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

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 17**

**To: Board of Directors**

**From: Sergio Ramirez, District Manager**

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

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

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

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

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 18**

**To:***Board of Directors*

**From:***Sergio Ramirez, District Manager*

**Subject:***Discussion and Direction on the Bayfront Recycled Water Project  
and Status Update*

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

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

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 19**

**To: Board of Directors**

**From: Sergio Ramirez, District Manager**

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

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

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**WEST BAY SANITARY DISTRICT  
AGENDA ITEM 20**

**To:            *Board of Directors***

**From:         *Sergio Ramirez, District Manager***

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

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

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**Report to the District Board for the Regular Meeting of July 14, 2021**

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