

1902 - Serving Our Community for over 115 Years - 2021
WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, APRIL 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 ONLY

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

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at: <https://zoom.us/j/99190543442?pwd=aHNQZm5WYks1QXZ4dWNON0dFcIVsZz09>
Meeting ID: 991 9054 3442 Passcode: 745192

Or by phone, call: 1-669-900-6833 Meeting ID: 991 9054 3442 Passcode: 745192

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. 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 March 24, 2021 Pg. 3A-1
- B. Approval of the Financial Activity Report Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters thru March 31, 2021 Pg. 3B-1

- C. WBSD Operations and Maintenance Report – March 2021 Pg. 3C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – March 2021 Pg. 3D-1
 - E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – March 2021 Pg. 3E-1
 - F. Consideration to Approve District’s Investment Portfolio Reports Including Transactions of Assets Described Therein as of 3/31/21 Pg. 3F-1
 - G. Consideration of a Resolution of Intention to Annex Certain Territory (4 Navajo Place, Portola Valley) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing Pg. 3G-1
- 4. Consideration to Accept the East Palo Alto Developers Sewer System Capacity Study by V. W. Housen & Associates Pg. 4-1
 - 5. District Manager’s Report Pg. 5-1
 - 6. Consideration to Approve the Revised Purchasing Policy and Resolution Pg. 6-1
 - 7. Consideration to Accept the District’s 2020 Performance Measurement Report Pg. 7-1
 - 8. April 14th Update Report on District Response to Corona Virus Pg. 8-1
 - 9. Report and Discussion on Sharon Heights Recycled Water Plant Pg. 9-1
 - 10. Discussion and Direction on Bayfront Recycled Water Project and Status Update Pg. 10-1
 - 11. Report and Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 11-1
 - 12. Report and Discussion on Silicon Valley Clean Water (SVCW) Plant Pg. 12-1
 - 13. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
 - 14. Adjournment

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



1902 - Serving Our Community for over 115 Years - 2021

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 24, 2021 AT 7:00 P.M.**

1. Call to Order

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

Roll Call

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

BOARD MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: District Manager Ramirez, District Counsel, Tory Thompson, with ABC Law by Zoom.

Others Present:

2. Communications from the Public: None.

3. Consent Calendar

Motion to Approve by: Otte 2nd by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: District Manager Ramirez explained that the March 10, 2021 Board Meeting minutes in the agenda packet appeared to be in draft form. He continued to explain, the minutes had been corrected and emailed prior to the Board Meeting for the Board's review. The correct minutes were made available during the Board Meeting for approval and signature by the Board Secretary.

- A. Approval of (corrected) Minutes for Regular meeting March 10, 2021
- B. Bank of the West Monthly Investment Portfolio Statements
- C. Consideration to Approve 76 Old Spanish Trail PUE Abandonment

4. District Manager's Report

Comments: District Manager Ramirez explained that the Finance Manager is working on correcting the quarterly payroll withholdings for the first quarter. Prime Pay, the District's payroll vendor, mistakenly withdrew State Disability Insurance which will be corrected as soon as possible. District Manager Ramirez reported on the draft State Water Board's Waste Discharge Requirement update. He explained, the primary issue in the draft update is an Exfiltration matter where Non-Governmental Organizations are lobbying to add Exfiltration language in the update. West Bay is working with the California Association of Sanitation Agencies to prove exfiltration is a non-issue. District Manager Ramirez reported that he and the General Manager of East Palo Alto Sanitary District (EPASD) had a productive phone conversation regarding serving East Palo Alto developments. District Manager Ramirez explained West Bay is open to discussing a sanitary district boundary adjustment to incorporate a small area of EPASD, if it will help EPASD with capacity related issues. District Manager Ramirez stated the FY20/21 Capital Improvement Project began this week. He shared, photos from the first job site at the intersection of Willow Road and Gilbert Ave in Menlo Park. The contractor will be replacing approximately 2 miles of pipeline this year. The Board expressed concern as to the data, or possible presentations, which are included in the agenda packets. The Board would like to discuss the matter at a later meeting, so that the agenda packets include pertinent information.

5. March 24th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez reported approximately 1/3 of staff is now vaccinated.

6. Report and Discussion on Sharon Heights Recycled Water Plant

Comments: Staff would like to enter into an agreement for professional services with West Yost to assist with the first Annual Recycled Water Report to the State Water Board. Director Otte suggested that staff reach out to SVCW to see if they would share their annual report template. The Board suggested staff look into solar electricity for the recycled water plant, as well as battery storage.

7. Discussion and Direction on Bayfront Recycled Water Project and Status Update

Comments: District Manager Ramirez reported Greystar is interested in joining the project with their Menlo Portal development, as well as the Signature Development Group with the Willow Village project. This effort would supply recycled water to their development projects to assist with sustainability. District Manager Ramirez indicated the need to schedule a Recycled Water Committee workshop to discuss developer agreements, future recycled water code, recycled water purveyor-ship in Menlo Park and other topics related to the Bayfront project. Staff would like input and direction as we continue with the project.

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

Comments: Nothing to report, however, President Dehn mentioned the meeting will be held on March 25, 2021.

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

Comments: Director Otte reported the tunnel boring machine (TBM) has completed approximately 72% of the drilling and should arrive at the plant in late May. Treasurer Thiele-Sardiña asked if SVCW staff has looked into a market for the used TBM once the project is completed.

10. Closed Session

Entered closed session at 8:32 p.m. Left closed session at 8:40 p.m.

Reportable action: None.

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Cal. Govt. Code §54956.9(d))

Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC

Case No. 18CIV02183

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

Comments: The Board would like to include an item to discuss future agenda packets and what should be included.

12. Adjournment Time: The meeting was adjourned at 8:42 PM

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

Date: April 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 | 82,361.99 |
| Deposits in Transit | 3,763.00 |
| Credit Cards | 9,569.23 |
| Wires, ACH, & Transfers | 260,335.59 |
| Total Receipts | <u>356,029.81</u> |

Withdrawal Summary

| | |
|--|----------------------------|
| Total Checks | 254,807.21 |
| Total Corp Card | 7,000.06 |
| Total Bank Transfers | 1,751,967.94 |
| Total Internal Transfers from Checking | |
| Total Withdrawals | <u>2,013,775.21</u> |

Fund Summary by Budget Category

| | | |
|-------------|------------------------|----------------------------|
| Fund | | |
| 100 | Operations | 1,940,901.50 |
| 200 | Capital | 48,582.86 |
| 500 | SHGCC | 24,290.85 |
| | Summary by Fund | <u>2,013,775.21</u> |

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

President _____

Secretary _____

WEST BAY SANITARY DISTRICT
Receipts & Incoming Transfers
March 1, 2021 through March 31, 2021

| RECEIPT NUMBER | DEPOSIT DATE | DESCRIPTION | AMOUNT |
|--|--------------|--|---------------------|
| 461692 | 3/1/2021 | Anderson Pacific: Reim PG&E, SHGCC RW Facility | 11,347.94 |
| 461694 | 3/2/2021 | Bayshore Plumbers: 156 Felton Drive/729 College, MP, Permit | 580.00 |
| 461695 | 3/2/2021 | Lou Winchell: 18 Arastradero Rd, PV SSC 2020-21 | 847.00 |
| 461696 | 3/3/2021 | Triebig Hans-Elmar: 195 Alta Vista, Ath, Permit | 65.00 |
| 461697 | 3/4/2021 | Paragon Custom Builders: 226 Park Ln, ATH, Permit | 170.00 |
| 461698 | 3/4/2021 | Paragon Custom Builders: 226 Park Ln, ATH, Permit | 429.40 |
| 461699 | 3/4/2021 | V.M. Kavanaugh: 25 Arapahoe Ct., PV Permits, Deposits, Connection Fees | 35,073.27 |
| 461700 | 3/4/2021 | Plumbing By Design: 2115 Santa Cruz, MP, Permit | 290.00 |
| 461701 | 3/5/2021 | Trenchfree, Inc.: 1040 Oakland Ave, MP, Permit | 290.00 |
| 461702 | 3/5/2021 | Trenchfree, Inc.: 2091 Manzanita Ave, MP, Permit | 290.00 |
| 461703 | 3/5/2021 | Camille Fong: 208 Concord Dr, MP, Permit | 290.00 |
| 461704 | 3/8/2021 | Bell/Diamond Plumbing: 224 Oakhurst Pl, MP, Permit | 290.00 |
| 461705 | 3/8/2021 | 47/7 Rooter & Plumbing: 1625 Valparaiso Ave, MP, Permit | 290.00 |
| 461706 | 3/9/2021 | Bayshore Plumbers: 295 Greenoaks Dr, ATH, Permit | 290.00 |
| 461707 | 3/9/2021 | Sycamore Real Estate Investment: Sewer Capacity Study | 4,160.00 |
| 461709 | 3/10/2021 | Bell Plumbing Of San Mateo: 1060 Sonoma Ave, MP, Permit | 290.00 |
| 461710 | 3/10/2021 | College Restaurants Inc: 4133 Alpine Rd, PV, Reim Damage | 2,111.41 |
| 461711 | 3/10/2021 | Ray's at GCC: 4133 Alpine Rd, PV, Reim Damage | 2,111.41 |
| 461712 | 3/10/2021 | Coho at Stanford University: 4133 Alpine Rd, PV, Reim Damage | 2,111.41 |
| 461713 | 3/11/2021 | Jalali Hossein: 1332 American Way, MP, Permit | 290.00 |
| 461714 | 3/11/2021 | Town Of Los Altos Hills: MSA 1/2021 | 22,763.55 |
| 461715 | 3/11/2021 | Bayshore Plumbers: 2 Hermosa Pl, MP, Permit | 290.00 |
| 461716 | 3/11/2021 | Piterman Milanendra: 1173 Saratoga Ave., Permit | 290.00 |
| 461717 | 3/12/2021 | Buildhome Construction: 2140 Mills Ave, MP, Permit | 65.00 |
| 461718 | 3/12/2021 | K.W. Reeves Association: 163 Ramon Rd, PV SSC 2020-21 | 612.00 |
| 461720 | 3/15/2021 | VOID | 0.00 |
| 461721 | 3/15/2021 | Shoreway Plumbing: Permit: 510 Oak Grove Ave, MP, Permit | 355.00 |
| 461722 | 3/15/2021 | Wizard Plumbing: 130 Stanford Ave, MP, Permit | 290.00 |
| 461723 | 3/16/2021 | Primuth Jason: 1050 Menlo Oaks Ave. 1A Repair, Permit | 290.00 |
| 461724 | 3/16/2021 | Expert Rooter & Plumbing: 319 Oakwood Pl, MP, Permit | 355.00 |
| 461725 | 3/16/2021 | Pacific Plumbing: 2199 Sterling Ave, MP, Permit | 290.00 |
| 461726 | 3/22/2021 | Thomas James Homes: 505 Central Ave & 481 Middle Ct, Permit | 460.00 |
| 461727 | 3/22/2021 | James C. Momtazee: 2800 Sand Hill Road# 200, PV SSC 2020-21 | 1,224.00 |
| 461728 | 3/22/2021 | Thomas James Homes: 2071 Sterling Ave, MP, Permit | 290.00 |
| 461729 | 3/22/2021 | Thomas James Homes: 203 Leland Ave, MP, Permit | 290.00 |
| 461730 | 3/23/2021 | VOID | 0.00 |
| 461731 | 3/23/2021 | Trench Free, Inc.: 1011 Lemon St, MP, Permit | 290.00 |
| 461732 | 3/23/2021 | Atlas Plumbing: 418 Ivy Ave, MP, Permit | 290.00 |
| 461733 | 3/23/2021 | Loza & Sons Inc.: 1110 Rosefield Way, MP, Permit | 290.00 |
| 461734 | 3/25/2021 | Bayshore Plumbers: 560 Hobart Street, MP, Permit | 290.00 |
| 461735 | 3/26/2021 | Jalali Hossein: 2151 Manzanita Ave, MP, Permit | 170.00 |
| 461736 | 3/29/2021 | Smelly Mels Plumbing: 1911 Oakdell Drive, MP, Permit | 290.00 |
| 461737 | 3/29/2021 | Ohc Of California: Reim Drug Screening Overpayment | 28.00 |
| 461738 | 3/29/2021 | RJ Dailey Construction: 210 Atherton Ave, ATH, Permit | 539.83 |
| 461739 | 3/30/2021 | EJ Plumbing, Inc.: 640 Arbor Rd, MP, Permit | 290.00 |
| 461742 | 3/30/2021 | Donald Turnquist: 4 Navajo Pl, PV, Annexation Fee | 3,370.00 |
| 461743 | 3/31/2021 | Donald L. Davis Builders, Inc.: 560 La Mesa Dr, PV, Permit | 170.00 |
| 461744 | 3/31/2021 | Supple Homes: 2181 Ashton Ave, MP, Permit | 195.00 |
| Total Deposits | | | \$95,694.22 |
| WIRE/ACH TRANSFERS RECEIVED | | | |
| 461693 | 3/1/2021 | SHGCC: O&M 12/27/20-3/31/21 | 147,682.53 |
| 461719 | 3/12/2021 | Recology: Franchise Fee 2/2021 | 9,288.88 |
| 461740 | 3/29/2021 | Primepay: Reim PR Tax PR 3/26/21 | 41.76 |
| 461741 | 3/29/2021 | SRF Loan Installment #1 and O&M 4/2021 | 103,322.42 |
| Total Transfer to BofW Checking | | | \$260,335.59 |
| TOTAL DEPOSITS | | | \$356,029.81 |

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
March 1, 2021 through March 31, 2021

| CHECK | DATE | TO WHOM PAYABLE | PURPOSE | AMOUNT |
|-------|-----------|--------------------------------|---|-----------|
| 67502 | 3/3/2021 | BARKER WAGONER ARCHITECTS | Maintenance Building Feasibility Study | 15,038.60 |
| 67503 | 3/3/2021 | CALIFORNIA WATER SERVICE | Water Service - Wheeling Acct. 1/1/21-2/1/21 | 1,575.88 |
| 67504 | 3/3/2021 | CALPERS LONG-TERM CARE PROGRAM | LTC Contributions 2/16/21-2/28/21 | 35.36 |
| 67505 | 3/3/2021 | WEX BANK (Chevron) | Chevron Gas Unit 224 | 94.40 |
| 67506 | 3/3/2021 | COMCAST | Internet - SHRWF & Laurel St Feb-Mar 21 | 667.69 |
| 67507 | 3/3/2021 | HF&H CONSULTANTS, LLC | HF&H Sewer Service Charges Rate Study 1/2021 | 9,760.00 |
| 67508 | 3/3/2021 | KIS | Barracuda BBS 690 Annual Renewal | 9,884.41 |
| 67509 | 3/3/2021 | OCCUPATIONAL HEALTH CENTERS | Physicals - 2/2021 | 208.00 |
| 67510 | 3/3/2021 | OGASAWARA LANDSCAPE MAINT. | Building Maintenance - 2/2021 | 400.00 |
| 67511 | 3/3/2021 | PACIFIC GAS & ELECTRIC | Gas & Electric Service - Jan-Feb 21 | 1,616.25 |
| 67512 | 3/3/2021 | COUNTY OF SAN MATEO | LSSA Recording Fee: 2010 Sharon, 071-113-150 | 20.00 |
| 67513 | 3/3/2021 | COUNTY OF SAN MATEO | LSSA Recording Fee: 78 Winchester, 070-023-080 | 20.00 |
| 67514 | 3/3/2021 | COUNTY OF SAN MATEO | LSSA Recording Fee: 195 Alta Vista, 073-181-390 | 20.00 |
| 67515 | 3/3/2021 | ROBERT J. SCHEIDT | Eye Glass Reimbursement | 200.00 |
| 67516 | 3/3/2021 | TELETRAC NAVMAN US LTD. | GPS Tracking Oct - Feb | 734.13 |
| 67517 | 3/3/2021 | TRITECH SOFTWARE SYSTEMS | Lucity Consulting Services for Mobile and Web 1/2021 | 360.00 |
| 67518 | 3/3/2021 | KIMBALL MIDWEST | Supply For District Vehicles | 943.08 |
| 67519 | 3/3/2021 | PRECISE PRINTING AND MAILING | Sewer Services Charges 218 Notice Postage | 7,042.50 |
| 67520 | 3/10/2021 | MATHESON TRI-GAS, INC. | Gas 2/2021 | 52.03 |
| 67521 | 3/10/2021 | ALPHA ANALYTICAL LABORATORIES | Daily Coliform Samples 2/2021 | 480.00 |
| 67524 | 3/10/2021 | BAYSIDE EQUIPMENT COMPANY | Generator/Pump Service - 3/2021 | 7,373.79 |
| 67525 | 3/10/2021 | JED M. BEYER | Tuition Reimbursement | 1,820.00 |
| 67526 | 3/10/2021 | BONNY DOON ENVIRONMENTAL | Replacement Vault and Pumps for Step Systems 3/2021 | 4,358.68 |
| 67527 | 3/10/2021 | CALIFORNIA WATER SERVICE | Water Service - Jan-Feb 2021 | 63.12 |
| 67528 | 3/10/2021 | CINTAS CORP. | Uniform Cleaning 2/2021 | 1,573.43 |
| 67529 | 3/10/2021 | DOLPHIN GRAPHICS | North Face Jacket Purchase 3/2021 | 6,586.44 |
| 67530 | 3/10/2021 | ALLIANT INSURANCE SERVICES | Vehicle Program - Second Quarterly End. 10/1/20-12/31/20 | 330.00 |
| 67531 | 3/10/2021 | FEDERAL EXPRESS | Shipping Charges 2/2021 | 57.79 |
| 67532 | 3/10/2021 | NAVIA BENEFIT SOLUTIONS | Flexible Spending Account PR Contributions & Commuter Benefits | 750.41 |
| 67533 | 3/10/2021 | FRANCHISE TAX BOARD | Wage Garnishments | 325.00 |
| 67534 | 3/10/2021 | FREYER & LAURETA | Levee Design, North Bay Road, Bayfront Canal Diversion Pipeline Project | 18,208.35 |
| 67535 | 3/10/2021 | KIMBALL MIDWEST | Restock Of Nut and Bolts; Unit 205: Deutsh Connectors 2/2021 | 1,451.88 |
| 67536 | 3/10/2021 | HOME DEPOT CREDIT SERVICES | Pump Station Parts and Supplies 2/2021 | 2,494.82 |
| 67537 | 3/10/2021 | IEDA | Consulting Fees 3/2021 | 786.00 |
| 67538 | 3/10/2021 | JANI-KING OF CA, INC - SFR/OAK | Eletrostatic Cleaning - Two Buildings & Custodial Service 1/2021 | 2,703.72 |
| 67539 | 3/10/2021 | KONE PASADENA | Elevator Maintenance 3/2021 | 267.12 |
| 67540 | 3/10/2021 | CITY OF MENLO PARK - Water | Water Service - Hamilton Ct December-January | 164.05 |
| 67541 | 3/10/2021 | ABILA | Abila Technical Support, Create Import Files CD & ARC | 1,390.00 |
| 67543 | 3/10/2021 | PACIFIC GAS & ELECTRIC | Gas & Electric Service - January-February | 16,174.91 |
| 67544 | 3/10/2021 | PRECISE CONCRETE SAWING, INC. | Flat Saw 2/2021 | 450.00 |
| 67545 | 3/10/2021 | SEEKZEN SYSTEMS | IT Consulting Service 2/2021 | 475.00 |
| 67546 | 3/10/2021 | SHAPE INCORPORATED | 3102 5hp Flygt Pump 2/2021 | 8,531.33 |
| 67547 | 3/10/2021 | SHARP BUSINESS SYSTEMS | Lease for(3) copiers (1st Flr Admin, 2nd Flr Admin, and Maint) | 2,224.62 |
| 67548 | 3/10/2021 | TPX COMMUNICATIONS | TPx - District VoIP Phone Service 2/2021 | 2,901.24 |
| 67549 | 3/10/2021 | V & A CONSULTING ENGINEERS | Flow Monitoring Report for 2019-2020 | 3,105.00 |
| 67550 | 3/10/2021 | VALLEY OIL COMPANY | Test Fuel at 3 pump stations 2/2021 | 100.02 |
| 67551 | 3/10/2021 | WOODARD & CURRAN | Sampling Analysis & Discharge Support 10/2020 | 9,265.25 |
| 67552 | 3/16/2021 | Void Check | | 0.00 |
| 67553 | 3/16/2021 | ROBERT STONE | 180 Bear Gulch Drive, PV: Refund Class 3 Permit | 9,986.16 |
| 67554 | 3/16/2021 | AAA RENTALS | Tractor Rental 2/2021 | 491.93 |
| 67555 | 3/16/2021 | ALPHA ANALYTICAL LABORATORIES | Daily Coliform Samples 2/2021 | 300.00 |
| 67556 | 3/16/2021 | AQUA NATURAL SOLUTIONS | Microb Lift Solution for Woodside & FOG Control | 2,100.06 |
| 67557 | 3/16/2021 | READYREFRESH BY NESTLE | Water Delivery 2/2021 | 174.54 |
| 67558 | 3/16/2021 | CALIFORNIA WATER SERVICE | Water Service | 1,523.26 |
| 67559 | 3/16/2021 | CALPERS LONG-TERM CARE PROGRAM | LTC Withholding 3/1/21-3/15/21 | 35.36 |
| 67560 | 3/16/2021 | CINTAS CORP. | Uniform Cleaning 3/2021 | 1,416.16 |
| 67561 | 3/16/2021 | DU-ALL SAFETY, LLC | Du-All Safety 2/2021 | 1,620.00 |
| 67562 | 3/16/2021 | GRAINGER | Operating Supplies | 2,859.12 |
| 67563 | 3/16/2021 | MEDINA'S CATERING | 2020 Audacious SSO Goal Lunch | 778.28 |
| 67564 | 3/16/2021 | CITY OF MENLO PARK - Water | Water Service | 185.24 |
| 67565 | 3/16/2021 | SUTTER EAP | Employee Assistance - Oct, Nov, Dec 2020 | 418.00 |
| 67566 | 3/16/2021 | P&F DISTRIBUTERS | Force Main Sewer of FERRF Bathroom 1/2021 | 491.62 |
| 67567 | 3/16/2021 | PACIFIC GAS & ELECTRIC | Gas & Electric Service | 24.86 |
| 67568 | 3/16/2021 | PENINSULA BATTERY INC. | Replacement Battery For FEF Lawn Mower 3/2021 | 57.81 |

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
March 1, 2021 through March 31, 2021

| | | | | |
|-------|-----------|--------------------------------|--|-----------|
| 67569 | 3/16/2021 | PREFERRED ALLIANCE | Testing 2/2021 | 235.98 |
| 67570 | 3/16/2021 | ROADRUNNER GLASS DOOR, INC. | Four new windows for the operations building at the FERRF | 4,781.88 |
| 67571 | 3/16/2021 | CITY OF REDWOOD CITY | Repairs and Maintenance of District Vehicle 2/2021 | 5,046.09 |
| 67572 | 3/16/2021 | 3T EQUIPMENT COMPANY | Pipe Patch 1/2021 | 1,325.02 |
| 67573 | 3/16/2021 | TRITECH SOFTWARE SYSTEMS | Lucity Consulting Services for Mobile and Web 2/2021 | 270.00 |
| 67574 | 3/16/2021 | VAR TECHNOLOGY FINANCE | Fujitsu fi-7900 Scanner Lease | 462.99 |
| 67575 | 3/16/2021 | VISION COMMUNICATIONS CO. | Radio Airtime 12/2020 | 2,761.96 |
| 67576 | 3/16/2021 | WECO INDUSTRIES, LLC | CCTV Repair 2/2021 | 4,698.05 |
| 67577 | 3/16/2021 | WESTERN TRUCK FABRICATION, INC | LED Lights Replacement Plunger Switches 12/2020 | 218.56 |
| 67578 | 3/23/2021 | AT&T | Long Distance - 2/13/21-3/12/21 | 1,055.59 |
| 67580 | 3/23/2021 | ALPHA ANALYTICAL LABORATORIES | Daily Coliform Samples 2/2021 | 660.00 |
| 67581 | 3/23/2021 | READYREFRESH BY NESTLE | Water Delivery 2/11/21-3/10/21 | 228.20 |
| 67582 | 3/23/2021 | BAY ALARM | Alarm Monitoring Service - 4/1/21-7/1/21 | 4,372.83 |
| 67583 | 3/23/2021 | CALIFORNIA WATER SERVICE | Water Service - Portola Rd 2/9/21-3/9/21 | 96.10 |
| 67584 | 3/23/2021 | CINTAS CORP. | Uniform Cleaning 3/17/2021 | 719.78 |
| 67585 | 3/23/2021 | COMCAST | Internet - 2006 Sand Hill Rd 3/15/21-4/14/21 | 140.06 |
| 67586 | 3/23/2021 | ELITE PARTS LLC | Aquatech 1st Joystick Controller | 745.39 |
| 67587 | 3/23/2021 | FEDERAL EXPRESS | FedEx - Sandy Baker 3/2021 | 38.67 |
| 67588 | 3/23/2021 | NAVIA BENEFIT SOLUTIONS | Flexible Spending Account PR Contributions | 725.41 |
| 67589 | 3/23/2021 | FRANCHISE TAX BOARD | Wage Garnishments | 325.00 |
| 67590 | 3/23/2021 | HF&H CONSULTANTS, LLC | Sewer Service Charges Rate Study 2/2021 | 6,180.00 |
| 67591 | 3/23/2021 | HACH COMPANY | HACH 27 Meters Maint & Reporting Contract 1/2021 | 27,450.00 |
| 67592 | 3/23/2021 | INTERSTATE TRAFFIC CONTROL | Traffic Control Signs | 116.08 |
| 67593 | 3/23/2021 | MENLO PARK CHAMBER OF COMMERCE | Membership Dues | 475.00 |
| 67594 | 3/23/2021 | CITY OF MENLO PARK - Water | Water Service - Laurel St 2/5/21-3/5/21 | 280.98 |
| 67595 | 3/23/2021 | CITY OF MENLO PARK | CMPK - Stormwater Inspection 1/2021 | 502.00 |
| 67596 | 3/23/2021 | MISSION CLAY PRODUCTS, LLC | Clay, Wye, & Tees 3/2021 | 2,509.99 |
| 67597 | 3/23/2021 | OGASAWARA LANDSCAPE MAINT. | FEF Weed Maintenance 3/2021 | 4,100.00 |
| 67598 | 3/23/2021 | PENINSULA BATTERY INC. | Replacement Batteries for Units 203, 204 and Asphalt Roller | 1,014.82 |
| 67599 | 3/23/2021 | PONTON INDUSTRIES, INC. | Hach Equipment 2/2021 | 3,048.08 |
| 67600 | 3/23/2021 | PRINCIPAL LIFE INSURANCE CO. | Insurance 4/2021 | 5,929.51 |
| 67601 | 3/23/2021 | RECOLOGY PENINSULA SERVICES | Recology - 2yd Bin SHGCC 2/2021 | 249.39 |
| 67602 | 3/23/2021 | COUNTY OF SAN MATEO | LSSA Recording Fee: 2140 Mills Ave, 074-012-060 | 60.00 |
| 67603 | 3/23/2021 | SPARTAN TOOL, LLC | Cable, Splicer, & Blades 3/2021 | 366.84 |
| 67604 | 3/23/2021 | STAPLES CREDIT PLAN | Staples - Office supplies 2/2021 | 488.59 |
| 67605 | 3/23/2021 | VERIZON WIRELESS | District Cellphone Monthly Billing Statement 2/16/21-3/15/21 | 1,022.22 |
| 67606 | 3/29/2021 | CALIFORNIA WATER SERVICE | Water Service - Stowe Ln 2/19/21-3/18/21 | 27.08 |
| 67607 | 3/29/2021 | CALPERS LONG-TERM CARE PROGRAM | LTC Withholding 3/16/21-3/31/21 | 35.36 |
| 67608 | 3/29/2021 | GOLDEN GATE TRUCK CENTER | Unit 221 VGT Actuator Replacement 3/2021 | 1,655.16 |
| 67609 | 3/29/2021 | DAMIAN MADRIGAL | Eye Glass Reimbursement D. Madrigal 2/2021 | 220.00 |
| 67610 | 3/29/2021 | PACIFIC GAS & ELECTRIC | Gas & Electric Service - Portola Rd 2/17/21-3/17/21 | 1,520.47 |
| 67611 | 3/29/2021 | SAFETY KLEEN CORP. | Recycle Pick Up; Lights & Aerosol Cans 2/2021 | 2,075.38 |
| 67612 | 3/29/2021 | COUNTY OF SAN MATEO | Notice of Exemption - 25 Arapahoe Court, PV | 50.00 |
| 67613 | 3/29/2021 | TEAMSTERS LOCAL NO. 350 | Union Dues 4/2021 | 976.00 |

254,807.21

Corporate Cards:

| GL | DATE | Account Number & Name | Description | Amount |
|-------|-----------|---------------------------------|--|----------|
| 16750 | 3/22/2021 | Flow Equalization | Camera for FERRF | 548.44 |
| 54028 | 3/22/2021 | Commuter Benefits | FastTrak | 830.00 |
| 54080 | 3/22/2021 | Memberships | CWEA Membership Renewals | 566.00 |
| 54091 | 3/22/2021 | Stationary and Office Supplies | 1099 Filing Fees, Office Supplies | 458.03 |
| 54101 | 3/22/2021 | Ops Supplies & Materials | Operating Supplies, Utility Hooks | 44.56 |
| 54103 | 3/22/2021 | Vehicle & Equipment Supplies | Unit 208 Accessories: Mounting Kits; Cone Holder, Brass Fittings | 638.03 |
| 54104 | 3/22/2021 | Cleaners, Paint, & Chemicals | Oil | 188.53 |
| 54105 | 3/22/2021 | Pump Station Parts & Supplies | Fuel Alarms, Phones for SCADA Testing, 24 Volt Transformers | 747.50 |
| 54106 | 3/22/2021 | Small Tools | Water Pressure Gauge | 10.95 |
| 54158 | 3/22/2021 | Computer Software | Log Me In, Zoom & Microsoft: Monthly Subscriptions | 303.38 |
| 54159 | 3/22/2021 | Computer Hardware | Spare Desktop Computer | 876.82 |
| 54174 | 3/22/2021 | Mgmt. Conf. & District Meetings | Business Meetings | 398.46 |
| 54176 | 3/22/2021 | Business Meetings | District Manager Expense | 79.45 |
| 54202 | 3/22/2021 | Other Misc. Operating Expense | After Hours: Reviewing Payroll | 49.91 |
| 54207 | 3/22/2021 | Vallombrosa Center | On-Call Lodging | 1,260.00 |

Bank of the West - Credit Cards

7,000.06

WEST BAY SANITARY DISTRICT
Financial Activity Report
Withdrawals
March 1, 2021 through March 31, 2021

Bank Transfers:

| DATE | TO WHOM PAYABLE | PURPOSE | AMOUNT |
|--|-------------------------------------|---|---------------------|
| 3/1/2021 | SVCW | Monthly Operating Contribution | 636,710.00 |
| 3/1/2021 | CalPERS | Retirement 1/2021 | 34,352.23 |
| 3/2/2021 | Central Payment | Credit Card Processing Fees | 639.56 |
| 3/8/2021 | PrimePay | PrimePay Fees | 595.00 |
| 3/11/2021 | CalPERS | Health Premium 3/2021 | 53,964.49 |
| 3/12/2021 | PrimePay | Employee Payroll & Directors Fees - Check Date: 3/12/2021 | 108,115.34 |
| 3/12/2021 | PrimePay | Payroll Taxes | 31,082.30 |
| 3/12/2021 | ICMA | Deferred Compensation | 13,570.83 |
| 3/22/2021 | Bank of the West | Bank Fees | 477.40 |
| 3/26/2021 | CalPERS | Retirement 2/2021 | 46,304.16 |
| 3/26/2021 | PrimePay | Employee Payroll & Directors Fees - Check Date: 3/26/2021 | 115,102.66 |
| 3/26/2021 | PrimePay | Payroll Taxes | 34,585.54 |
| 3/26/2021 | ICMA | Deferred Compensation | 13,257.55 |
| 3/29/2021 | NeoPost | Postage | 300.00 |
| 3/30/2021 | State Water Resources Control Board | SWRCB SRF Loan | 662,910.88 |
| Bank Transfers From Bofw Checking | | | 1,751,967.94 |

Summaries:

Withdrawal Summary

| | |
|--------------------------|---------------------|
| Total Checks | 254,807.21 |
| Total Corp Card | 7,000.06 |
| Total Bank Transfers | 1,751,967.94 |
| Total Withdrawals | 2,013,775.21 |

Fund Summary by Budget Category

| | | |
|-----|------------|---------------------|
| 100 | Operations | 1,940,901.50 |
| 200 | Capital | 48,582.86 |
| 500 | SHGCC | 24,290.85 |
| | | 2,013,775.21 |

WEST BAY SANITARY DISTRICT
Financial Activity Report
Supplemental Purchase Register
March 1, 2021 through March 31, 2021

OPERATING SUPPLIES & OFFICE EXPENSE

| <u>CHECK</u> | <u>DATE</u> | <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------|-------------|------------------------------|--|---------------|
| 67519 | 3/3/2021 | PRECISE PRINTING AND MAILING | Sewer Services Charges 218 Notice Postage | 7,042.50 |
| 67524 | 3/10/2021 | BAYSIDE EQUIPMENT COMPANY | Generator/Pump Service - 3/2021 | 7,373.79 |
| 67526 | 3/10/2021 | BONNY DOON ENVIRONMENTAL | Replacement Vault and Pumps for Step Systems 3/2021 | 4,358.68 |
| 67535 | 3/10/2021 | KIMBALL MIDWEST | Restock Of Nut and Bolts; Unit 205: Deutsh Connectors 2/2021 | 1,451.88 |
| 67536 | 3/10/2021 | HOME DEPOT CREDIT SERVICES | Pump Station Parts and Supplies 2/2021 | 2,494.82 |
| 67546 | 3/10/2021 | SHAPE INCORPORATED | 3102 5hp Flygt Pump 2/2021 | 8,531.33 |
| 67556 | 3/16/2021 | AQUA NATURAL SOLUTIONS | Microb Lift Solution for Woodside & FOG Control | 2,100.06 |
| 67562 | 3/16/2021 | GRAINGER | Plug in Utility Pump, Small Tools, Air Compressor, Tire Inflator, Diesel Exhaust Fluid | 2,859.12 |
| 67571 | 3/16/2021 | CITY OF REDWOOD CITY | Repairs and Maintenance of District Vehicle 2/2021 | 5,046.09 |
| 67572 | 3/16/2021 | 3T EQUIPMENT COMPANY | Pipe Patch 1/2021 | 1,325.02 |
| 67575 | 3/16/2021 | VISION COMMUNICATIONS CO. | Radio Airtime 12/2020 | 2,761.96 |
| 67576 | 3/16/2021 | WECO INDUSTRIES, LLC | CCTV Repair 2/2021 | 4,698.05 |
| 67596 | 3/23/2021 | MISSION CLAY PRODUCTS, LLC | Clay, Wye, & Tees 3/2021 | 2,509.99 |
| 67597 | 3/23/2021 | OGASAWARA LANDSCAPE MAINT. | FEF Weed Maintenance 3/2021 | 4,100.00 |
| 67599 | 3/23/2021 | PONTON INDUSTRIES, INC. | Hach Equipment 2/2021 | 3,048.08 |
| 67608 | 3/29/2021 | GOLDEN GATE TRUCK CENTER | Unit 221 VGT Actuator Replacement 3/2021 | 1,655.16 |
| 67611 | 3/29/2021 | SAFETY KLEEN CORP. | Recycle Pick Up; Lights & Aerosol Cans 2/2021 | 2,075.38 |

MISCELLANEOUS

| <u>CHECK</u> | <u>DATE</u> | <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------|-------------|--------------------------------|--|---------------|
| 67502 | 3/3/2021 | BARKER WAGONER ARCHITECTS | Maintenance Building Feasibility Study | 15,038.60 |
| 67507 | 3/3/2021 | HF&H CONSULTANTS, LLC | HF&H Sewer Service Charges Rate Study 1/2021 | 9,760.00 |
| 67508 | 3/3/2021 | KIS | Barracuda BBS 690 Annual Renewal | 9,884.41 |
| 67515 | 3/3/2021 | ROBERT J. SCHEIDT | Eye Glass Reimbursement | 200.00 |
| 67525 | 3/10/2021 | JED M. BEYER | Tuition Reimbursement | 1,820.00 |
| 67529 | 3/10/2021 | DOLPHIN GRAPHICS | North Face Jacket Purchase 3/2021 | 6,586.44 |
| 67538 | 3/10/2021 | JANI-KING OF CA, INC - SFR/OAK | Eletrostatic Cleaning - Two Buildings & Custodial Service 1/2021 | 2,703.72 |
| 67541 | 3/10/2021 | ABILA | Abila Technical Support, Create Import Files CD & ARC | 1,390.00 |
| 67549 | 3/10/2021 | V & A CONSULTING ENGINEERS | Flow Monitoring Report for 2019-2020 | 3,105.00 |
| 67551 | 3/10/2021 | WOODARD & CURRAN | Sampling Analysis & Discharge Support 10/2020 | 9,265.25 |
| 67553 | 3/16/2021 | ROBERT STONE | 180 Bear Gulch Drive, PV: Refund Class 3 Permit | 9,986.16 |
| 67570 | 3/16/2021 | ROADRUNNER GLASS DOOR, INC. | Four new windows for the operations building at the FERRF | 4,781.88 |
| 67590 | 3/23/2021 | HF&H CONSULTANTS, LLC | Sewer Service Charges Rate Study 2/2021 | 6,180.00 |
| 67591 | 3/23/2021 | HACH COMPANY | HACH 27 Meters Maint & Reporting Contract 1/2021 | 27,450.00 |
| 67609 | 3/29/2021 | DAMIAN MADRIGAL | Eye Glass Reimbursement D. Madrigal 2/2021 | 220.00 |

WEST BAY SANITARY DISTRICT
Expenditures Summary FY 2020-21
7/01/2020 to 03/31/2021

| REGULAR PAYABLES | TOTAL BY VENDOR | WITHDRAWALS |
|--------------------------------------|-----------------|-------------|
| | YTD FY 2020-21 | 3/2021 |
| 3T Equipment Company | 25,952.65 | 1,325.02 |
| A-A Lock & Alarm | 814.40 | - |
| AAA Rentals | 3,063.36 | 491.93 |
| Abila | 13,491.28 | 1,390.00 |
| Access | 190.00 | - |
| Ace Fire Equipment & Service | 1,306.05 | - |
| Action Towing | 1,056.00 | - |
| Air & Lube Systems, Inc. | 52,759.21 | - |
| All Fence Company, Inc. | 1,040.00 | - |
| Alliant Insurance Services | 18,817.00 | 330.00 |
| The Almanac | 4,488.00 | - |
| Alpha Analytical Laboratories | 8,580.00 | 1,440.00 |
| Angel Ambriz | 83.00 | - |
| American Messaging | 203.66 | - |
| American Textile & Supply | 1,959.58 | - |
| Anderson Pacific | 833,588.33 | - |
| Aquality Water Management Inc. | 695.14 | - |
| Aqua Natural Solutions | 4,009.20 | 2,100.06 |
| Arcon Builders | 2,000.00 | - |
| AT&T | 9,234.17 | 1,055.59 |
| Atchison, Barisone & Condotti | 51,791.32 | - |
| Backflow Prevention Specialist | 1,913.00 | - |
| Bank of the West - Credit Cards | 165,778.78 | 7,000.06 |
| Bank of the West | 3,019.91 | 477.40 |
| Barker Wagoner Architects | 15,038.60 | 15,038.60 |
| Bay Alarm | 17,837.53 | 4,372.83 |
| Bay Area Air Quality Mgmt Dist | 8,055.00 | - |
| Bayside Equipment Company | 29,503.36 | 7,373.79 |
| Annette Bergeron - Petty Cash | 143.43 | - |
| Jed M. Beyer | 1,820.00 | 1,820.00 |
| Bonny Doon Environmental | 4,358.68 | 4,358.68 |
| Vance Brown | 291.25 | - |
| California Water Service | 14,813.07 | 3,285.44 |
| CalPERS - Actuary Fee | 1,050.00 | - |
| CalPERS - Unfunded Accrued Liability | 1,982,655.00 | - |
| CalPERS - Retirement | 394,224.46 | 80,656.39 |
| CalPERS - Health Premiums | 450,730.01 | 53,964.49 |
| Calpers Long-Term Care Program | 636.48 | 106.08 |
| CASA | 13,600.00 | - |
| CDW Government | 7,866.59 | - |
| Center for Hearing Health Inc. | 600.00 | - |
| Central Payment | 2,822.40 | 639.56 |
| Chavan & Associates LLP | 14,000.00 | - |
| Chemsearch | 1,590.19 | - |
| George Choi | 9,500.00 | - |
| Cintas Corp. | 31,624.92 | 3,709.37 |
| City of Menlo Park | 552.00 | 502.00 |
| City of Menlo Park - Repair | 10,190.30 | - |
| City of Menlo Park-Fuel | 27,430.03 | - |
| City of Menlo Park - Water | 12,509.89 | 630.27 |
| Comcast | 3,229.02 | 807.75 |
| The Concept Genie | 1,326.16 | - |
| Costco Membership | 60.00 | - |
| Heath Cortez | 225.00 | - |
| CPS HR Consulting | 387.50 | - |
| CSDA | 7,805.00 | - |
| CSRMA c/o Alliant Insurance | 160,532.60 | - |
| CUSI | 13,750.00 | - |
| CWEA | 1,994.00 | - |
| Cues, Inc. | 3,950.00 | - |
| Custom Lanyard | 1,619.40 | - |
| Dell Marketing L.P. | 984.00 | - |
| Dewey Pest Control | 8,785.00 | - |
| Ditch Witch West | 1,610.14 | - |
| Dolphin Graphics | 16,153.20 | 6,586.44 |
| Du-All Safety, Llc | 15,558.75 | 1,620.00 |
| Duke's Root Control, Inc | 153,327.92 | - |
| ESRI | 2,125.00 | - |
| East Bay Muni Utility District | 2,458.50 | - |
| Elite Parts LLC | 1,368.12 | 745.39 |
| Embarcadero Media | 4,721.20 | - |
| Emerging Sun Productions | 436.00 | - |
| Fast Response On-Site Testing | 1,817.60 | - |
| Federal Express | 2,264.81 | 96.46 |
| Fremont Urgent Care | 2,838.00 | - |
| Finishmaster Inc | 1,098.92 | - |
| City of Foster City | 1,520.00 | - |
| Franchise Tax Board | 4,700.00 | 650.00 |
| Freyer & Laureta | 514,561.22 | 18,208.35 |
| Global Equipment, Inc | 1,811.15 | - |
| Golden Gate Truck Center | 2,219.47 | 1,655.16 |
| Goldstreet Design Agency, Inc. | 844.38 | - |
| Governmentjobs.com dba NeoGov | 3,778.32 | - |
| GovConnection, Inc. | 780.00 | - |
| Grainger | 32,461.89 | 2,859.12 |

WEST BAY SANITARY DISTRICT
Expenditures Summary FY 2020-21
7/01/2020 to 03/31/2021

| REGULAR PAYABLES | TOTAL BY VENDOR | WITHDRAWALS |
|--------------------------------|------------------------|--------------------|
| | YTD FY 2020-21 | 3/2021 |
| Granite Rock, Inc. | 427.10 | - |
| Hach Company | 31,610.72 | 27,450.00 |
| Hadronex, Inc. | 34,632.00 | - |
| Harbor Ready Mix | 528.79 | - |
| Harrington Industrial Plastics | 131.02 | - |
| HF&H Consultants, LLC | 58,814.60 | 15,940.00 |
| Hillyard/San Francisco | 1,738.23 | - |
| Home Depot Credit Services | 9,178.41 | 2,494.82 |
| Bob Hulsmann | 1,246.15 | - |
| ICMA | 215,172.52 | 26,828.38 |
| IEDA | 7,074.00 | 786.00 |
| ISAC Inc | 1,500.00 | - |
| Innovyze, Inc | 8,194.00 | - |
| Institute for Local Government | 350.00 | - |
| Instrument Technology Corp. | 8,891.26 | - |
| Intl Training & Rehab Tech Inc | 950.00 | - |
| Interstate Traffic Control | 172.07 | 116.08 |
| Jani-King of CA, Inc - SFR/OAK | 8,660.61 | 2,703.72 |
| Kantor's Furniture | 6,610.63 | - |
| Kimball Midwest | 9,133.77 | 2,394.96 |
| KIS | 9,884.41 | 9,884.41 |
| Kone Pasadena | 2,404.08 | 267.12 |
| Lasky Trade Printing | 426.08 | - |
| Learn It Inc. | 1,500.00 | - |
| Log Me In | 1,801.98 | - |
| Damian Madrigal | 295.00 | 220.00 |
| Eric Madrigal | 169.10 | - |
| Mallory Co. | 10,414.74 | - |
| Matheson Tri-Gas, Inc. | 487.12 | 52.03 |
| Shahriyar Matloub | 460.00 | - |
| Medina's Catering | 778.28 | 778.28 |
| Meineke | 1,580.76 | - |
| Menlo Chevron | 790.56 | - |
| Menlo Park Chamber of Commerce | 475.00 | 475.00 |
| Menlo Park Fire Protection | 8,290.00 | - |
| Menlo Park Hardware Co. #14016 | 882.09 | - |
| Mid Peninsula Abstracts | 553.33 | - |
| Mid State Container Sales, Inc | 2,800.00 | - |
| Mission Clay Products, LLC | 8,111.70 | 2,509.99 |
| Mission Valley Ford | 1,074.25 | - |
| Justin Morin | 1,561.10 | - |
| Morse Hydraulics | 1,809.26 | - |
| Municipal Maintenance Equip. | 31,180.19 | - |
| National Auto Fleet Club | 87,289.71 | - |
| Navia Benefit Solutions | 11,766.22 | 1,475.82 |
| NeoPost | 1,850.00 | 300.00 |
| Carrie Nevoli - Petty Cash | 598.06 | - |
| Nixon-Egli Equipment Company | 291.35 | - |
| North Bay Pensions | 2,500.00 | - |
| R.A. Nosek Investigations | 2,940.00 | - |
| Occasions, ETC. | 514.96 | - |
| Occupational Health Centers | 1,383.00 | 208.00 |
| Ogasawara Landscape Maint. | 8,780.00 | 4,500.00 |
| Omega Industrial Supply, Inc. | 11,288.97 | - |
| P&F Distributors | 2,643.85 | 491.62 |
| Pacific Gas & Electric | 165,195.78 | 19,336.49 |
| Partridge, LLC | 8,501.00 | - |
| Albert Patino | 225.00 | - |
| Paytrace | 904.39 | - |
| Peninsula Battery Inc. | 1,978.12 | 1,072.63 |
| Peninsula Building Supply | 3,080.32 | - |
| Pier 2 Marketing | 1,800.00 | - |
| Ponton Industries, Inc. | 19,948.58 | 3,048.08 |
| Precise Concrete Sawing, Inc. | 850.00 | 450.00 |
| Precise Printing and Mailing | 12,204.73 | 7,042.50 |
| Preferred Alliance | 2,591.04 | 235.98 |
| PrimePay - Fees | 5,838.69 | 595.00 |
| Principal Life Insurance Co. | 47,817.13 | 5,929.51 |
| Priority 1 Public Safety | 7,908.96 | - |
| Quadient Leasing USA, Inc. | 536.50 | - |
| Jose Quezada | 1,525.79 | - |
| Sergio Ramirez | 13,661.69 | - |
| Ranger Pipelines | 39,646.99 | - |
| Readyrefresh By Nestle | 3,120.86 | 402.74 |
| Recology Peninsula Services | 311.74 | 249.39 |
| Red Wing Shoe Store | 8,242.00 | - |
| City of Redwood City | 7,645.81 | 5,046.09 |
| Redwood General Tire Co., Inc. | 637.06 | - |
| Registrar of Voters | 4.37 | - |
| Todd Reese | 500.00 | - |
| Resolution Gutter | 760.00 | - |
| Rich Voss Trucking | 986.00 | - |
| Roadrunner Glass Door, Inc. | 28,059.65 | 4,781.88 |
| SVCW Bond - 2014 Bond | 1,145,479.63 | - |
| SVCW Bond - 2015 Bond | 1,610,500.00 | - |

WEST BAY SANITARY DISTRICT
Expenditures Summary FY 2020-21
7/01/2020 to 03/31/2021

| REGULAR PAYABLES | TOTAL BY VENDOR | WITHDRAWALS |
|---|------------------------|---------------------|
| | YTD FY 2020-21 | 3/2021 |
| SVCW Bond - 2018 Bond | 1,837,712.50 | - |
| SVCW - Monthly Operating Payment | 5,093,680.00 | 636,710.00 |
| SVCW - SRF Loan | 506,765.21 | - |
| Safety Kleen Corp. | 2,075.38 | 2,075.38 |
| County of San Mateo | 2,556.00 | 170.00 |
| San Mateo County Assessor | 305.00 | - |
| San Mateo County Clerk | 731.00 | - |
| San Mateo County Tax Collector | 945.58 | - |
| San Mateo County Health | 1,308.00 | - |
| County of San Mateo - LAFCO | 28,067.00 | - |
| County of Santa Clara | 587.00 | - |
| Henry Santos | 150.00 | - |
| Robert J. Scheidt | 1,496.39 | 200.00 |
| Phil Scott | 75.61 | - |
| Seekzen Systems | 8,677.80 | 475.00 |
| Shape Incorporated | 8,531.33 | 8,531.33 |
| Sharp Business Systems | 11,068.55 | 2,224.62 |
| Sharp Electronics Corporation | 288.59 | - |
| Snap On Industrial | 1,550.79 | - |
| Siemens Industry, Inc. | 5,611.08 | - |
| Signa Mechanical | 9,657.07 | - |
| Sonsray Machinery LLC | 2,140.51 | - |
| Spartan Tool, LLC | 3,801.97 | 366.84 |
| Staples Credit Plan | 9,900.28 | 488.59 |
| State Water Resources Control | 27,719.50 | - |
| Steven Creek Quarry, Inc. | 1,998.41 | - |
| Robert Stone | 9,986.16 | 9,986.16 |
| Summit Aerial Services Inc | 1,000.00 | - |
| Sunstate Equipment | 3,653.29 | - |
| Sutter EAP | 1,657.75 | 418.00 |
| Syneco Systems, Inc. | 1,771.25 | - |
| SWRCB - SHRWF SRF Loan | 662,910.88 | 662,910.88 |
| TPX Communications | 8,743.74 | 2,901.24 |
| Target Specialty Products | 2,219.79 | - |
| Teamsters Local No. 350 | 9,846.00 | 976.00 |
| Teletrac Navman US Ltd. | 1,842.11 | 734.13 |
| Town of Atherton | 3,000.00 | - |
| Towne Ford Sales | 64,847.19 | - |
| Tritech Software Systems | 900.00 | 630.00 |
| Underground Service Alert | 9,225.73 | - |
| Urbanowicz, John H. | 8,000.00 | - |
| USA Blue Book | 428.36 | - |
| U.S. Jetting, LLC. | 1,049.76 | - |
| VAR Technology Finance | 2,332.79 | 462.99 |
| V & A Consulting Engineers | 10,165.00 | 3,105.00 |
| Valley Oil Company | 100.02 | 100.02 |
| Veolia Water North America | 75.69 | - |
| Verizon Wireless | 3,705.81 | 1,022.22 |
| Vision Communications Co. | 8,065.55 | 2,761.96 |
| Weco Industries, LLC | 43,035.12 | 4,698.05 |
| Western States Tool & Supply | 3,283.63 | - |
| Western Truck Fabrication, Inc | 1,180.92 | 218.56 |
| Wex Bank (Chevron) | 1,441.82 | 94.40 |
| Woodard & Curran | 50,819.93 | 9,265.25 |
| Young's Auto Supply Center | 856.05 | - |
| Zanker Recycling | 51.77 | - |
| TOTAL REGULAR PAYABLES | 17,481,029.02 | 1,724,889.37 |
| SALARIES, WAGES & WITHHOLDINGS | | |
| Salaries/Wages - Net Pay | 2,191,016.01 | 216,018.00 |
| Directors Fees - Net Pay | 27,633.49 | 7,200.00 |
| Payroll Taxes | 682,337.60 | 65,667.84 |
| Performance Merit Program - Net Pay | 130,427.78 | - |
| TOTAL SALARIES RELATED | 3,031,414.88 | 288,885.84 |
| TOTAL WITHDRAWALS | 20,512,443.90 | 2,013,775.21 |
| Transfers Between WBSD Accounts | (8,000,000.00) | - |

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 3C**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

Subject: WBSD Operations and Maintenance Report – March 2021

| Month | Basin PM Pipe Cleaning Miles | High Freq. PM Pipe Cleaning Miles | Un-Sche. Pipe Cleaning Miles | WBSD CCTV Insp. Miles | Pipe Patch Repairs Qty. | Open Trench Repairs Qty. | Pump Sta. PM Qty. | Pump Sta. Unsch. Repairs Qty. | SSO Cat. 1 | SSO Cat. 2&3s | Service Calls- Unit 208 | | | |
|-------------------|---------------------------------|--------------------------------------|---------------------------------|--------------------------|----------------------------|-----------------------------|----------------------|----------------------------------|---------------|------------------|-------------------------|------------|------------|------------|
| | | | | | | | | | | | Call Outs | Sch PM | Unsch. PM | USA's |
| January | 11.4 | 4.7 | 1.2 | 2.7 | 5 | 5 | 61 | 0 | 0 | 0 | 79 | 12 | 0 | 153 |
| February | 4.6 | 7.1 | 0.5 | 2.9 | 5 | 8 | 66 | 0 | 0 | 0 | 68 | 5 | 0 | 190 |
| March | 16.8 | 0.1 | 0.4 | 4.8 | 2 | 8 | 73 | 0 | 0 | 0 | 87 | 14 | 0 | 230 |
| Yr to date | 32.8 | 11.9 | 2.1 | 10.4 | 12 | 21 | 200 | 0 | 0 | 0 | 234 | 31 | 0 | 573 |
| 2021 Goals | 120.0 | 50.0 | n/a | 45-50 | 65 | 90 | n/a | <10 | 0-2 | 3 to 5 | n/a | n/a | n/a | n/a |
| 2020 Results | 134.2 | 51.0 | 8.4 | 29.6 | 72 | 85 | 754 | 6 | 0 | 0 | 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 |

* = Beginning of PMPP year.

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 3D**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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

| | Basin PM Pipe Clean- ing | High Freq. PM Pipe Clean- ing | Un- Sche. Pipe Clean- ing | WBSD CCTV Insp. | Pump Sta. PM | Pump Sta. Unsch. Repairs | SSO | SSO | Service Calls |
|----------------------|--------------------------------------|--|---------------------------------------|-----------------------|--------------------|-----------------------------------|-----------|--------------|------------------|
| Month | | | | | | | Cat. 1 | Cat. 2&3s | Call Outs |
| Temp Help | Miles | Miles | Miles | Miles | Qty. | Qty. | | | |
| January | 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 | | | | | | | | | |
| May | | | | | | | | | |
| June | | | | | | | | | |
| July | | | | | | | | | |
| *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 |
| ** Yr to date | 12.0 | 6.8 | 3.0 | 7.4 | 32 | 0 | 0 | 1 | 1 |
| FY20/21Goals | 17.4 | 16.9 | n/a | 9.3 | 52 | n/a | n/a | n/a | n/a |

* = August- Start of Contract

1.** = Lucity Data

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 3E**

To: Board of Directors

From: Bob Hulsmann, Operations Superintendent

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

Please see next page for work performed.

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



4/5/2021
3:25 PM



Yearly Summary Report

Dates Between 4/1/2020 and 3/31/2021

| 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 | 12 | 0.0 | 0.0 | 0.0 | 0.0 |
| February | 0.00 | 0.0 | 0.0 | 0.0 | 12 | 0.0 | 0.0 | 0.0 | 0.0 |
| March | 0.00 | 0.3 | 0.0 | 0.0 | 12 | 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 | 0.0 | 12 | 0.0 | 0.0 | 0.0 | 0.0 |
| June | 0.00 | 0.3 | 0.0 | 0.2 | 15 | 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 |
| August | 0.00 | 0.0 | 0.0 | 0.0 | 11 | 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 |
| October | 0.00 | 0.0 | 0.0 | 0.0 | 9 | 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 |
| December | 4.44 | 0.0 | 0.0 | 0.0 | 10 | 0.0 | 0.0 | 0.0 | 0.0 |
| Totals | 4.44 | 0.8 | 0.0 | 0.2 | 140 | 0.0 | 0.0 | 0.0 | 0.0 |



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 3F**

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 3/31/21**

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.

There are currently five separate reserves 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.

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

| <u>Reserve Account</u> | <u>Opened</u> | <u>Target</u> |
|----------------------------|---------------|---------------|
| Operating Reserve | 11/26/2014 | \$9.5 million |
| Rate Stabilization Reserve | 10/30/2015 | \$8 million |
| Emergency Capital Reserve | 10/19/2010 | \$5 million |
| Capital Project Reserve | 11/26/2014 | \$6 million |
| Recycled Water Cash Flow | 11/18/2016 | |
| Recycled Water SRF Reserve | 3/01/2018 | |

Additional funds are held in the Local Agency Investment Fund (LAIF), including \$7.91 million of funds from the Recycled Water Cash Flow reserve which were transferred, as LAIF's yields outperformed the reserve account. LAIF accounts are equivalent to cash and may earn higher yields without a long term commitment.

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

| District Reserves 1/1/2021 - 3/31/2021 | Target Balance | Beginning Market Value (millions) | Ending Market Value (millions) | Yield |
|---|-------------------|---|--------------------------------------|-------|
| Operating Reserve | \$9.5 million | 9,565,833 | 9,545,822 | 2.05% |
| Emergency Capital Reserve | \$5 million | 4,124,211 | 4,113,310 | 1.85% |
| Capital Project Reserve | \$6 million | 3,476,111 | 3,468,287 | 2.14% |
| Rate Stabilization Reserve | \$6 million | 2,967,066 | 2,951,840 | 1.72% |
| Recycled Water Cash Flow | \$8 million | - | - | - |
| Recycled Water Cash Flow Reserve - BofW | | 229,695 | 229,476 | 1.69% |
| Recycled Water Cash Flow Reserve - LAIF | | 7,910,000 | 7,910,000 | 0.63% |
| LAIF (yield as of 12/31/20) | | 30,343,256 | 27,890,299 | 0.63% |
| Total District Portfolios | \$34.5 million | 58,616,172 | 56,109,034 | |
| Restricted Accounts: | | | | |
| Recycled Water SRF Reserve | | 1,539,231 | 1,538,652 | 0.55% |

Fiscal Impact

The District transferred \$2,438,500 to reserve accounts in December, based on the approved budget for fiscal year 2020-21, after receipt of the first sewer service fees received from San Mateo County, 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 | \$ 1,555,000.00 |

The District has funds sufficient to achieve the total Reserve Target Balances in the combined accounts of the District. This includes \$10 million from the current year's revenue which was transferred to LAIF to receive greater returns until the funds are necessary for current operations and capital expenditures

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 0.63% to 2.14%, with an average of 1.68%, excluding the Recycled Water SRF Reserve which is being liquidated and is 82% cash, six investments account for the remaining 18%.

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 3/31/2021.



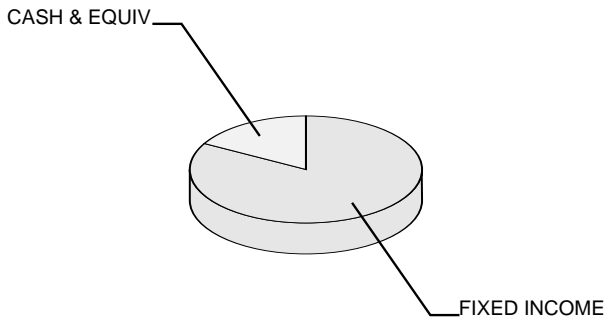
WBSD - OPERATING RESERVE

Account Number: [REDACTED]
 Statement Period: 01/01/21 - 03/31/21

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 | 1,580,212.58 | 16.6% |
| Fixed Income | 7,915,729.47 | 83.4% |
| Total Portfolio | \$ 9,495,942.05 | 100.0% |
| Accrued Income | 49,880.31 | |
| Total Valuation | \$ 9,545,822.36 | |

Market Reconciliation

| | Current Period | Year To Date |
|---|------------------------|------------------------|
| Beginning Market Value | \$ 9,565,833.31 | \$ 9,530,903.35 |
| Income | | |
| Interest..... | 66,346.37 | 189,262.88 |
| Purchased Income..... | -3,137.17 | -13,123.52 |
| Disbursements..... | -4,729.44 | -14,304.86 |
| Realized Gains/(Losses)..... | 2,356.69 | 2,297.12 |
| Change In Accrued Income..... | -11,199.04 | -11,016.44 |
| Change In Market Appreciation/(Depreciation)..... | -42,621.43 | -80,709.97 |
| Non-Cash Asset Changes..... | -27,026.93 | -57,486.20 |
| Ending Market Value | \$ 9,545,822.36 | \$ 9,545,822.36 |



WBSD - OPERATING RESERVE

Account Number:
Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|---------------|--|--------------------------------|------------------|
| Cash Equivalents | | | | |
| Bank of The West Advantage Acct | 1,580,212.580 | 1,580,212.58 1,580,212.58 | 632.00 43.63 | 0.04% |
| Total Cash Equivalents | | \$ 1,580,212.58 \$ 1,580,212.58 | 632.00 43.63 | 0.04% |
| Fixed Income | | | | |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable | 100,000.000 | 107,890.00 107,701.00 | 3,400.00 113.33 | 3.15% |
| Alabama St GO Ref Bds 2014 A 5.00% Dtd 08/06/2014 Due 08/01/2022 Non-Callable | 75,000.000 | 79,803.00 79,322.25 | 3,750.00 625.00 | 4.70% |
| American Express Co Sr Gbl Nt 3.00% Dtd 10/30/2017 Due 10/30/2024 Callable | 90,000.000 | 96,602.40 97,571.70 | 2,700.00 1,132.50 | 2.79% |
| American Express Co Sr Gbl 2.50% Dtd 07/30/2019 Due 07/30/2024 Callable | 100,000.000 | 105,561.00 104,910.00 | 2,500.00 423.61 | 2.37% |
| Apple Inc Sr Gbl Nt 0.75% Dtd 05/11/2020 Due 05/11/2023 Callable | 20,000.000 | 20,201.00 20,201.80 | 150.00 58.33 | 0.74% |
| Apple Inc Sr Gbl 0.70% Dtd 02/08/2021 Due 02/08/2026 Callable | 50,000.000 | 49,028.50 49,948.00 | 350.00 51.52 | 0.71% |
| Asotin Cnty Wash Taxable GO LTD Tax Bds 2021 B Taxable 0.407% Dtd 02/25/2021 Due 12/01/2023 Non-Callable | 100,000.000 | 99,687.00 100,000.00 | 407.00 40.70 | 0.41% |
| Atlantic Richfield Co Deb 8.25% Dtd 02/01/1992 Due 02/01/2022 Non-Callable | 15,000.000 | 15,865.95 15,828.15 | 1,237.00 206.25 | 7.80% |
| Austin Tex Pub Ppty Fin Contractual 5.00% Dtd 10/03/2018 Due 11/01/2021 Non-Callable | 85,000.000 | 87,381.70 88,331.15 | 4,250.00 1,770.83 | 4.86% |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable | 100,000.000 | 108,751.00 108,899.00 | 3,500.00 126.38 | 3.22% |



WBSD - OPERATING RESERVE

Account Number:
Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|--|-------------|--------------------------|--------------------------------|------------------|
| Charlotte N C Ctfs Partn Taxable Cops 2015a Taxable 2.965% Dtd 05/14/2015 Due 06/01/2023 Callable | 155,000.000 | 161,161.25 164,114.00 | 4,595.00 1,531.91 | 2.85% |
| Clackamas Cnty Ore Sch Dist No GO Ref Bds 5.00% Dtd 06/13/2017 Due 06/15/2021 Non-Callable | 75,000.000 | 75,712.50 76,465.50 | 3,750.00 1,104.16 | 4.95% |
| Colorado Hsg & Fin Auth Taxable Single Family MT 2020 C Taxable 1.928% Dtd 02/20/2020 Due 11/01/2023 Non-Callable | 250,000.000 | 256,075.00 259,405.00 | 4,820.00 2,008.33 | 1.88% |
| Colorado St Brd Governors Univ Rev Ref Bds 2012b 5.00% Dtd 05/01/2012 Due 03/01/2023 Non-Callable | 125,000.000 | 136,531.25 134,101.25 | 6,250.00 520.83 | 4.58% |
| Comcast Corp New Sr Nt 3.375% Dtd 05/27/2015 Due 08/15/2025 Callable | 60,000.000 | 65,303.40 66,685.80 | 2,025.00 258.75 | 3.10% |
| Credit Suisse Ag New York Bran Fr 2.80% Dtd 04/09/2020 Due 04/08/2022 Non-Callable | 40,000.000 | 40,839.60 41,178.00 | 1,120.00 535.11 | 2.74% |
| Disney Walt Co Sr Gbl Nt 1.65% Dtd 09/06/2019 Due 09/01/2022 Callable | 35,000.000 | 35,643.30 35,495.60 | 577.00 48.12 | 1.62% |
| Exxon Mobil Corp Sr Gbl Nt 1.902% Dtd 08/16/2019 Due 08/16/2022 Callable | 35,000.000 | 35,779.45 35,763.00 | 665.00 83.21 | 1.86% |
| Fyi Pptys Wash Lease Rev Ref Bds 5.00% Dtd 03/05/2019 Due 06/01/2021 Non-Callable | 100,000.000 | 100,728.00 101,757.00 | 5,000.00 1,666.66 | 4.96% |
| Federal Home Loan Bks Cons Bds 1.875% Dtd 11/30/2016 Due 11/29/2021 Non-Callable | 200,000.000 | 202,396.00 199,222.02 | 3,750.00 1,270.83 | 1.85% |
| Federal Home Loan Bks Cons Bds 1.85% Dtd 08/15/2017 Due 08/15/2022 Non-Callable | 235,000.000 | 240,426.15 235,587.50 | 4,347.00 555.51 | 1.81% |
| Federal Farm Cr Bks Cons Systemwide Bds 2.40% Dtd 06/17/2015 Due 06/17/2022 Non-Callable | 235,000.000 | 241,471.90 237,145.55 | 5,640.00 1,629.33 | 2.34% |



WBSD - OPERATING RESERVE

Account Number:
Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|--------------|------------------------------|--|--------------------------|
| Federal Farm Cr Bks Cons Systemwide Bds 1.72% Dtd 07/26/2017 Due 07/26/2021 Non-Callable | 235,000.000 | 236,287.80 235,091.65 | 4,042.00 729.80 | 1.71% |
| Federal Home Loan Bks Cons Bds 1.625% Dtd 11/07/2012 Due 12/10/2021 Non-Callable | 235,000.000 | 237,523.90 234,353.75 | 3,818.00 1,177.44 | 1.61% |
| Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable | 290,000.000 | 290,339.30 289,288.03 | 3,625.00 1,460.06 | 1.25% |
| Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable | 325,000.000 | 327,197.00 323,682.36 | 4,468.00 2,159.89 | 1.37% |
| Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable | 505,000.000 | 512,292.20 505,528.75 | 10,100.00 2,412.77 | 1.97% |
| Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable | 160,000.000 | 162,844.80 160,539.20 | 3,000.00 1,466.66 | 1.84% |
| Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable | 325,000.000 | 330,846.75 327,220.90 | 7,718.00 1,672.39 | 2.33% |
| GE Capital Internotes Fr 5.50% Dtd 11/05/2009 Due 11/15/2021 Non-Callable | 50,000.000 | 51,313.00 51,534.00 | 2,750.00 1,038.88 | 5.36% |
| Harley Davidson Finl Svcs Inc Fr 2.55% Dtd 06/09/2017 Due 06/09/2022 Callable | 70,000.000 | 71,196.30 70,347.90 | 1,785.00 555.33 | 2.51% |
| JPMorgan Chase & Co Sr Nt 3.25% Dtd 09/24/2012 Due 09/23/2022 Non-Callable | 35,000.000 | 36,514.45 36,224.30 | 1,137.00 25.27 | 3.12% |
| LA Canada Calif Uni Sch Dist Taxable GO Ref Bds Taxable 1.55% Dtd 04/28/2020 Due 08/01/2022 Non-Callable | 30,000.000 | 30,447.30 30,000.00 | 465.00 77.50 | 1.53% |
| LA Canada Calif Uni Sch Dist Taxable GO Ref Bds Taxable 1.65% Dtd 04/28/2020 Due 08/01/2023 Non-Callable | 60,000.000 | 61,490.40 60,000.00 | 990.00 165.00 | 1.61% |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------------|--------------------------|--------------------------------|------------------|
| League City Tex Combi Tax and Rev Cfs O 5.00% Dtd 07/01/2017 Due 02/15/2023 Non-Callable | 140,000.000 | 152,257.00 150,337.60 | 7,000.00 894.44 | 4.60% |
| Los Angeles Calif Mun Impt COR Bds 2019a 5.00% Dtd 06/26/2019 Due 11/01/2023 Non-Callable | 65,000.000 | 73,000.85 71,662.85 | 3,250.00 1,354.16 | 4.45% |
| New Hampshire Health & Ed Facs Taxable Univ Sys Issue B 2017 B Taxable 2.292% Dtd 12/06/2017 Due 07/01/2021 Non-Callable | 25,000.000 | 25,114.25 25,053.75 | 573.00 143.25 | 2.28% |
| New Mexico St Severance Tax Tax Bds 2015 A 5.00% Dtd 08/12/2015 Due 07/01/2023 Non-Callable | 50,000.000 | 55,316.50 55,490.00 | 2,500.00 624.99 | 4.52% |
| New York Life Gbl Fdg MTN 144a Sr Sec Gbl 1.10% Dtd 05/07/2020 Due 05/05/2023 Non-Callable | 90,000.000 | 91,279.80 91,628.10 | 990.00 401.50 | 1.08% |
| New York N Y GO Bds 2010 D Taxable 5.199% Dtd 12/17/2009 Due 12/01/2022 Callable | 60,000.000 | 64,852.20 64,315.00 | 3,119.00 1,039.80 | 4.81% |
| New York St Dorm Auth Revs Non Univ Rev Bds 2019b Taxable 2.839% Dtd 02/21/2019 Due 07/01/2022 Callable | 50,000.000 | 51,592.50 50,832.00 | 1,419.00 354.87 | 2.75% |
| Newark Calif Uni Sch Dist Bds 2002 D Zero Cpn Dtd 04/30/2002 Due 08/01/2023 Non-Callable | 75,000.000 | 74,245.50 74,372.09 | 0.00 | 0.00% |
| Ohio St Common Schs GO Ref Bds 2016 A 5.00% Dtd 03/09/2016 Due 12/15/2023 Non-Callable | 45,000.000 | 50,745.15 49,827.15 | 2,250.00 662.50 | 4.43% |
| Port Morrow Ore Transmission F Rev Bds Taxable 2.737% Dtd 08/26/2015 Due 09/01/2021 Callable | 200,000.000 | 202,082.00 201,108.00 | 5,474.00 456.16 | 2.71% |
| Royal Bk of Cda Bd Cds Fr 3.20% Dtd 04/30/2018 Due 04/30/2021 Non-Callable | 81,000.000 | 81,172.53 81,805.81 | 2,592.00 1,087.20 | 3.19% |
| Santa Ana Calif Fing Auth Wtr Ref Bds 5.00% Dtd 08/07/2014 Due 09/01/2022 Non-Callable | 50,000.000 | 53,418.00 52,586.00 | 2,500.00 208.33 | 4.68% |



WBSD - OPERATING RESERVE

Account Number:
Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|--------------|------------------------------|--|--------------------------|
| Seattle Wash GO Ref Bds 5.00% Dtd 05/16/2012 Due 12/01/2021 Non-Callable | 100,000.000 | 103,203.00 103,868.00 | 5,000.00 1,666.66 | 4.84% |
| Small Business Admin Gtd Ln Pool Cfs 2.245% Dtd 09/19/2012 Due 09/10/2022 | 69,792.830 | 70,989.08 70,689.78 | 1,566.00 212.31 | 2.21% |
| Southwest Tex Indpt Sch Dist Ultd Tax Sch Bldg and RE 5.00% Dtd 07/15/2014 Due 02/01/2022 Non-Callable | 110,000.000 | 114,419.80 114,317.50 | 5,500.00 916.66 | 4.81% |
| State Str Corp Sr Sb Nt 3.10% Dtd 05/15/2013 Due 05/15/2023 Non-Callable | 90,000.000 | 94,917.60 95,847.30 | 2,790.00 1,054.00 | 2.94% |
| Synchrony Financial Sr Gbl Nt 4.25% Dtd 08/11/2014 Due 08/15/2024 Callable | 90,000.000 | 97,954.20 97,817.40 | 3,825.00 488.75 | 3.90% |
| Tarkington Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 02/01/2021 Due 02/15/2023 Non-Callable | 125,000.000 | 123,998.75 124,043.50 | 0.00 | 0.00% |
| Tennessee Valley Auth Sr Gbl A Bd 0.75% Dtd 05/11/2020 Due 05/15/2025 Non-Callable | 150,000.000 | 149,761.50 152,224.38 | 1,125.00 425.00 | 0.75% |
| 3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable | 100,000.000 | 102,143.00 99,668.67 | 2,000.00 527.77 | 1.96% |
| Toyota Motor Credit Corp Fr 2.90% Dtd 04/01/2020 Due 03/30/2023 Non-Callable | 40,000.000 | 41,963.60 41,529.20 | 1,160.00 3.22 | 2.76% |
| Toyota Motor Credit Corp Fr 3.00% Dtd 04/01/2020 Due 04/01/2025 Callable | 190,000.000 | 203,227.80 208,289.20 | 5,700.00 2,849.99 | 2.80% |
| United Parcel Service Inc Sr Nt 2.50% Dtd 11/14/2017 Due 04/01/2023 Callable | 90,000.000 | 93,784.50 94,169.70 | 2,250.00 1,125.00 | 2.40% |
| US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security | 99,318.600 | 99,521.21 99,082.04 | 124.00 57.02 | 0.12% |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------------|--|---------------------------------------|------------------|
| US Treasury Note 1.125% Dtd 06/30/2016 Due 06/30/2021 | 100,000.000 | 100,265.00 100,174.82 | 1,125.00 282.80 | 1.12% |
| US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021 | 100,000.000 | 101,220.00 99,695.31 | 2,750.00 127.03 | 2.72% |
| University Calif Revs Gen Rev Bds 2015 A Taxable 2.909% Dtd 03/25/2015 Due 05/15/2023 Callable | 135,000.000 | 142,210.35 140,325.75 | 3,927.00 1,483.59 | 2.76% |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2024 Non-Callable | 150,000.000 | 146,232.00 147,244.98 | 0.00 | 0.00% |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2025 Non-Callable | 150,000.000 | 142,980.00 145,307.42 | 0.00 | 0.00% |
| Walnut Calif Energy Ctr Auth R Ref Bds 2014a 5.00% Dtd 07/23/2014 Due 01/01/2022 Non-Callable | 65,000.000 | 67,336.75 67,381.60 | 3,250.00 812.50 | 4.83% |
| Washington St Various Purp GO Ref Bds R 5.00% Dtd 07/14/2016 Due 08/01/2022 Non-Callable | 100,000.000 | 106,445.00 105,869.00 | 5,000.00 833.33 | 4.70% |
| Waxahachie Tex Comb Tax Rev Cfts Oblig 5.00% Dtd 09/19/2018 Due 08/01/2021 Non-Callable | 125,000.000 | 126,947.50 127,391.25 | 6,250.00 1,041.66 | 4.92% |
| Total Fixed Income | | \$ 7,915,729.47 \$ 7,887,399.26 | 193,690.00 49,836.68 | 2.45% |
| Cash | | | | |
| Principal Cash | | 0.00 0.00 | 0.00 | 0.00% |
| Income Cash | | 0.00 0.00 | 0.00 | 0.00% |
| Total Cash | | \$ 0.00 \$ 0.00 | 0.00 0.00 | 0.00% |
| Total Market Value | | \$ 9,495,942.05 \$ 9,467,611.84 | 194,322.00 49,880.31 | 2.05% |
| Total Market Value Plus Accruals | | \$ 9,545,822.36 | | |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | | |
|--------------------------------------|----------|-------------|----------------|
| | Date | Income Cash | Principal Cash |
| Interest Income | | | |
| Bank of The West Advantage Acct | | | |
| Int To 12/31/20 | 01/04/21 | | 24.84 |
| Int To 01/31/21 | 02/01/21 | | 36.16 |
| Int To 02/28/21 | 03/01/21 | | 35.39 |
| | | | |
| Anz National Intl LTD Fr | | | |
| 3.40% Dtd 03/19/2019 Due 03/19/2024 | | | |
| Non-Callable | | | |
| Int To 03/19/21 on 100,000 | 03/19/21 | | 1,700.00 |
| | | | |
| Alabama St GO Ref Bds 2014 A | | | |
| 5.00% Dtd 08/06/2014 Due 08/01/2022 | | | |
| Non-Callable | | | |
| Int To 02/01/21 on 75,000 | 02/01/21 | | 1,875.00 |
| | | | |
| American Express Co Sr Gbl | | | |
| 2.50% Dtd 07/30/2019 Due 07/30/2024 | | | |
| Callable | | | |
| Int To 01/30/21 on 100,000 | 02/01/21 | | 1,250.00 |
| | | | |
| Atlantic Richfield Co Deb | | | |
| 8.25% Dtd 02/01/1992 Due 02/01/2022 | | | |
| Non-Callable | | | |
| Int To 02/01/21 on 15,000 | 02/01/21 | | 618.75 |
| | | | |
| Autozone Inc Sr Gbl | | | |
| 2.50% Dtd 04/29/2015 Due 04/15/2021 | | | |
| Callable | | | |
| Interest on Full Call of | 03/15/21 | | 468.75 |
| | | | |
| Blackrock Inc Sr Nt | | | |
| 3.50% Dtd 03/18/2014 Due 03/18/2024 | | | |
| Callable | | | |
| Int To 03/18/21 on 100,000 | 03/18/21 | | 1,750.00 |
| | | | |
| Colorado St Brd Governors Univ Rev | | | |
| Ref Bds 2012b 5.00% Dtd 05/01/2012 | | | |
| Due 03/01/2023 Non-Callable | | | |
| Int To 03/01/21 on 125,000 | 03/01/21 | | 3,125.00 |
| | | | |
| Comcast Corp New Sr Nt | | | |
| 3.375% Dtd 05/27/2015 Due 08/15/2025 | | | |
| Callable | | | |
| Int To 02/15/21 on 60,000 | 02/16/21 | | 1,012.50 |
| | | | |
| Disney Walt Co Sr Gbl Nt | | | |
| 1.65% Dtd 09/06/2019 Due 09/01/2022 | | | |
| Callable | | | |
| Int To 03/01/21 on 35,000 | 03/01/21 | | 288.75 |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | | |
|---|----------|-------------|----------------|
| | Date | Income Cash | Principal Cash |
| Exxon Mobil Corp Sr Gbl Nt 1.902% Dtd 08/16/2019 Due 08/16/2022 Callable Int To 02/16/21 on 35,000 | 02/16/21 | | 332.85 |
| Federal Home Loan Bks Cons Bds 1.85% Dtd 08/15/2017 Due 08/15/2022 Non-Callable Int To 02/15/21 on 235,000 | 02/16/21 | | 2,173.75 |
| Federal Farm Cr Bks Cons Systemwide Bds 1.72% Dtd 07/26/2017 Due 07/26/2021 Non-Callable Int To 01/26/21 on 235,000 | 01/26/21 | | 2,021.00 |
| Federal Farm Cr Bks Cons Systemwide Bds 1.54% Dtd 02/03/2020 Due 02/03/2022 Callable Int To 02/03/21 on 100,000 | 02/03/21 | | 770.00 |
| Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Int To 02/26/21 on 325,000 | 02/26/21 | | 2,234.37 |
| Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable Int To 01/05/21 on 505,000 | 01/05/21 | | 5,050.00 |
| Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable Int To 01/13/21 on 325,000 | 01/13/21 | | 3,859.37 |
| Home Depot Inc Sr Gbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable Interest on Full Call of | 03/01/21 | | 416.67 |
| JPMorgan Chase & Co Sr Nt 3.25% Dtd 09/24/2012 Due 09/23/2022 Non-Callable Int To 03/23/21 on 35,000 | 03/23/21 | | 568.75 |
| Jackson Cnty MO Reorg Sch Dist GO Sch Bldg Bds 2009c Taxable 4.90% Dtd 11/15/2009 Due 03/01/2021 Callable Int To 03/01/21 on 120,000 | 03/01/21 | | 2,940.00 |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | | |
|--|----------|-------------|----------------|
| | Date | Income Cash | Principal Cash |
| LA Canada Calif Uni Sch Dist Taxable GO Ref Bds Taxable 1.55% Dtd 04/28/2020 Due 08/01/2022 Non-Callable Int To 02/01/21 on 30,000 | 02/01/21 | | 232.50 |
| LA Canada Calif Uni Sch Dist Taxable GO Ref Bds Taxable 1.65% Dtd 04/28/2020 Due 08/01/2023 Non-Callable Int To 02/01/21 on 60,000 | 02/01/21 | | 495.00 |
| League City Tex Combi Tax and Rev Cfs O 5.00% Dtd 07/01/2017 Due 02/15/2023 Non-Callable Int To 02/15/21 on 140,000 | 02/16/21 | | 3,500.00 |
| New Hampshire Health & Ed Facs Taxable Univ Sys Issue B 2017 B Taxable 2.292% Dtd 12/06/2017 Due 07/01/2021 Non-Callable Int To 01/01/21 on 25,000 | 01/04/21 | | 286.50 |
| New York St Dorm Auth Revs Non Univ Rev Bds 2019b Taxable 2.839% Dtd 02/21/2019 Due 07/01/2022 Callable Int To 01/01/21 on 50,000 | 01/04/21 | | 709.75 |
| New York St Dorm Auth St Pers Income Tax Rev Bds 2010c Taxable 4.554% Dtd 03/11/2010 Due 02/15/2021 Callable Int To 02/15/21 on 25,000 | 02/16/21 | | 569.25 |
| Port Morrow Ore Transmission F Rev Bds Taxable 2.737% Dtd 08/26/2015 Due 09/01/2021 Callable Int To 03/01/21 on 200,000 | 03/01/21 | | 2,737.00 |
| Santa Ana Calif Fing Auth Wtr Ref Bds 5.00% Dtd 08/07/2014 Due 09/01/2022 Non-Callable Int To 03/01/21 on 50,000 | 03/01/21 | | 1,250.00 |
| Small Business Admin Gtd Ln Pool Cfs 2.245% Dtd 09/19/2012 Due 09/10/2022 Int To 03/02/21 on 135472.29 | 03/10/21 | | 1,508.18 |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | |
|---|----------------------|------------------|
| | Date | Principal Cash |
| Southwest Tex Indpt Sch Dist Ultl Tax Sch Bldg and RE 5.00% Dtd 07/15/2014 Due 02/01/2022 Non-Callable Int To 02/01/21 on 110,000 | 02/01/21 | 2,750.00 |
| Starbucks Corp Sr Gbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable Int To 02/04/21 on 50,000 | 02/04/21 | 525.00 |
| Synchrony Financial Sr Gbl Nt 4.25% Dtd 08/11/2014 Due 08/15/2024 Callable Int To 02/15/21 on 90,000 | 02/16/21 | 1,912.50 |
| Toyota Motor Credit Corp Fr 2.90% Dtd 04/01/2020 Due 03/30/2023 Non-Callable Int To 03/30/21 on 40,000 | 03/30/21 | 580.00 |
| US Treasury Note 1.125% Dtd 01/15/2011 Due 01/15/2021 Treasury Inflation Protection Security Int To 01/15/21 on 119000 Ordinary Income on Disposition of | 01/15/21 01/15/21 | 669.38 631.91 |
| US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Int To 03/15/21 on 100,000 | 03/15/21 | 1,187.50 |
| US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021 Int To 03/15/21 on 100,000 | 03/15/21 | 1,375.00 |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Int To 01/31/21 on 200,000 | 02/01/21 | 2,500.00 |
| Walnut Calif Energy Ctr Auth R Ref Bds 2014a 5.00% Dtd 07/23/2014 Due 01/01/2022 Non-Callable Int To 01/01/21 on 65,000 | 01/04/21 | 1,625.00 |
| Washington St Various Purp GO Ref Bds R 5.00% Dtd 07/14/2016 Due 08/01/2022 Non-Callable Int To 02/01/21 on 100,000 | 02/01/21 | 2,500.00 |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | | |
|--|----------|----------------|---------------------|
| | Date | Income Cash | Principal Cash |
| Waxahachie Tex Comb Tax Rev Cfts Oblig 5.00% Dtd 09/19/2018 Due 08/01/2021 Non-Callable Int To 02/01/21 on 125,000 | 02/01/21 | | 3,125.00 |
| Wells Fargo & Co New Sr Gbl 2.50% Dtd 03/04/2016 Due 03/04/2021 Non-Callable Int To 03/04/21 on 250,000 | 03/04/21 | | 3,125.00 |
| Total Interest Income | | \$ 0.00 | \$ 66,346.37 |
| Purchased Income | | | |
| Charlotte N C Cfts Partn Taxable Cops 2015a Taxable 2.965% Dtd 05/14/2015 Due 06/01/2023 Callable Accrued Int To 02/11/21 Paid on Purchase of 155,000 | 02/11/21 | | -893.62 |
| Colorado Hsg & Fin Auth Taxable Single Family MT 2020 C Taxable 1.928% Dtd 02/20/2020 Due 11/01/2023 Non-Callable Accrued Int To 03/05/21 Paid on Purchase of 250,000 | 03/05/21 | | -1,660.22 |
| New Mexico St Severance Tax Tax Bds 2015 A 5.00% Dtd 08/12/2015 Due 07/01/2023 Non-Callable Accrued Int To 02/19/21 Paid on Purchase of 50,000 | 02/19/21 | | -333.33 |
| Tennessee Valley Auth Sr Gbl A Bd 0.75% Dtd 05/11/2020 Due 05/15/2025 Non-Callable Accrued Int To 02/05/21 Paid on Purchase of 150,000 | 02/05/21 | | -250.00 |
| Total Purchased Income | | \$ 0.00 | \$ -3,137.17 |
| Total Income | | \$ 0.00 | \$ 63,209.20 |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Disbursement Activity | | | |
|----------------------------|----------|----------------|---------------------|
| | Date | Income Cash | Principal Cash |
| Fees/Expenses | | | |
| Monthly Fee To 12/31/20 | 01/15/21 | | -1,576.57 |
| Monthly Fee To 01/31/21 | 02/12/21 | | -1,576.41 |
| Monthly Fee To 02/28/21 | 03/15/21 | | -1,576.46 |
| Total Fees/Expenses | | \$ 0.00 | \$ -4,729.44 |
| Total Disbursements | | \$ 0.00 | \$ -4,729.44 |

| Purchase Activity | | | |
|--|----------|-------------|----------------|
| | Date | Income Cash | Principal Cash |
| Bank of The West Advantage Acct Purchases (17) 01/01/21 To 03/31/21 | 03/31/21 | | -1,480,893.07 |
| Apple Inc Sr Gbl 0.70% Dtd 02/08/2021 Due 02/08/2026 Callable Purchased 50000 02/03/21 From Ice Securities Execution & Clr @ 99.896 | 02/08/21 | | -49,948.00 |
| Asotin Cnty Wash Taxable GO LTD Tax Bds 2021 B Taxable 0.407% Dtd 02/25/2021 Due 12/01/2023 Non-Callable Purchased 100000 02/12/21 From D A Davidson & Co @ 100 | 02/25/21 | | -100,000.00 |
| Charlotte N C Ctfs Partn Taxable Cops 2015a Taxable 2.965% Dtd 05/14/2015 Due 06/01/2023 Callable Purchased 155000 02/09/21 From D A Davidson & Co @ 105.88 | 02/11/21 | | -164,114.00 |
| Colorado Hsg & Fin Auth Taxable Single Family MT 2020 C Taxable 1.928% Dtd 02/20/2020 Due 11/01/2023 Non-Callable Purchased 250000 03/03/21 From Wells Fargo Securities, LLC @ 103.762 | 03/05/21 | | -259,405.00 |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Purchase Activity | | |
|---|----------------|-------------------------|
| | Date | Principal Cash |
| New Mexico St Severance Tax Tax Bds 2015 A 5.00% Dtd 08/12/2015 Due 07/01/2023 Non-Callable Purchased 50000 02/17/21 From Headlands Holdings LLC @ 110.98 | 02/19/21 | -55,490.00 |
| Newark Calif Uni Sch Dist Bds 2002 D Zero Cpn Dtd 04/30/2002 Due 08/01/2023 Non-Callable Purchased 75000 02/11/21 From Ice Securities Execution & Clr @ 99.119 | 02/16/21 | -74,339.25 |
| Tarkington Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 02/01/2021 Due 02/15/2023 Non-Callable Purchased 125000 02/10/21 From Oppenheimer & Co Inc @ 99.211 | 03/09/21 | -124,013.75 |
| Tennessee Valley Auth Sr Gbl A Bd 0.75% Dtd 05/11/2020 Due 05/15/2025 Non-Callable Purchased 150000 02/04/21 From BOK Financial Securities, Inc. @ 101.482923 | 02/05/21 | -152,224.38 |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2024 Non-Callable Purchased 150000 02/02/21 From Oppenheimer & Co Inc @ 98.121 | 03/02/21 | -147,181.50 |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2025 Non-Callable Purchased 150000 02/02/21 From Oppenheimer & Co Inc @ 96.816 | 03/02/21 | -145,224.00 |
| Total Purchases | | \$ -2,752,832.95 |
| | \$ 0.00 | |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Sale Activity | | | |
|--|----------|--------------|--------------------|
| | Date | Proceeds | Realized Gain/Loss |
| Bank of The West Advantage Acct Sales (12) 01/01/21 To 03/31/21 | 03/31/21 | 1,245,305.64 | |
| Autozone Inc Sr Gbl 2.50% Dtd 04/29/2015 Due 04/15/2021 Callable Full Call @ 100 on 3/15/2021 45,000 Par Value | 03/15/21 | 45,000.00 | |
| Federal Farm Cr Bks Cons Systemwide Bds 1.54% Dtd 02/03/2020 Due 02/03/2022 Callable Recd Proceeds on Full Call of 100,000 Par Value | 02/03/21 | 100,000.00 | |
| Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Recd Proceeds on Maturity of 325,000 Par Value | 02/26/21 | 325,000.00 | 1,636.77 |
| Home Depot Inc Sr Gbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable Recd Proceeds on Full Call of 50,000 Par Value | 03/01/21 | 50,000.00 | 101.00 |
| Jackson Cnty MO Reorg Sch Dist GO Sch Bldg Bds 2009c Taxable 4.90% Dtd 11/15/2009 Due 03/01/2021 Callable Recd Proceeds on Maturity of 120,000 Par Value | 03/01/21 | 120,000.00 | |
| New York St Dorm Auth St Pers Income Tax Rev Bds 2010c Taxable 4.554% Dtd 03/11/2010 Due 02/15/2021 Callable Recd Proceeds on Maturity of 25,000 Par Value | 02/16/21 | 25,000.00 | |
| Small Business Admin Gtd Ln Pool Cfs 2.245% Dtd 09/19/2012 Due 09/10/2022 Prin Pmt For 03/02/21 | 03/10/21 | 65,679.46 | -844.08 |
| Starbucks Corp Sr Gbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable Recd Proceeds on Maturity of 50,000 Par Value | 02/04/21 | 50,000.00 | 13.00 |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Sale Activity | | | |
|--|----------|------------------------|--------------------|
| | Date | Proceeds | Realized Gain/Loss |
| US Treasury Note 1.125% Dtd 01/15/2011 Due 01/15/2021 Treasury Inflation Protection Security Recd Proceeds on Maturity of 119,000 Par Value | 01/15/21 | 118,368.09 | |
| US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Recd Proceeds on Maturity of 100,000 Par Value | 03/15/21 | 100,000.00 | |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Recd Proceeds on Maturity of 200,000 Par Value | 02/01/21 | 200,000.00 | |
| Wells Fargo & Co New Sr Gbl 2.50% Dtd 03/04/2016 Due 03/04/2021 Non-Callable Recd Proceeds on Maturity of 250,000 Par Value | 03/04/21 | 250,000.00 | 1,450.00 |
| Total Sales | | \$ 2,694,353.19 | \$ 2,356.69 |

| Non-Cash Activity | | |
|--|----------|-----------|
| | Date | Cost |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable Amortization of Premium | 03/19/21 | -1,265.00 |
| Alabama St GO Ref Bds 2014 A 5.00% Dtd 08/06/2014 Due 08/01/2022 Non-Callable Amortization of Premium | 02/01/21 | -1,424.25 |
| American Express Co Sr Gbl 2.50% Dtd 07/30/2019 Due 07/30/2024 Callable Amortization of Premium | 01/29/21 | -686.00 |
| Atlantic Richfield Co Deb 8.25% Dtd 02/01/1992 Due 02/01/2022 Non-Callable Amortization of Premium | 02/01/21 | -406.05 |



WBSD - OPERATING RESERVE

Account Number:
Statement Period:

01/01/21 - 03/31/21

Non-Cash Activity

| | Date | Cost |
|--|----------|-----------|
| Autozone Inc Sr Gbl 2.50% Dtd 04/29/2015 Due 04/15/2021 Callable Amortization of Premium | 03/15/21 | -345.60 |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable Amortization of Premium | 03/18/21 | -1,471.00 |
| Colorado St Brd Governors Univ Rev Ref Bds 2012b 5.00% Dtd 05/01/2012 Due 03/01/2023 Non-Callable Amortization of Premium | 03/01/21 | -2,238.75 |
| Comcast Corp New Sr Nt 3.375% Dtd 05/27/2015 Due 08/15/2025 Callable Amortization of Premium | 02/12/21 | -356.40 |
| Disney Walt Co Sr Gbl Nt 1.65% Dtd 09/06/2019 Due 09/01/2022 Callable Amortization of Premium | 03/01/21 | -164.15 |
| Exxon Mobil Corp Sr Gbl Nt 1.902% Dtd 08/16/2019 Due 08/16/2022 Callable Amortization of Premium | 02/16/21 | -253.05 |
| Federal Home Loan Bks Cons Bds 1.85% Dtd 08/15/2017 Due 08/15/2022 Non-Callable Amortization of Premium | 02/12/21 | -192.70 |
| Federal Farm Cr Bks Cons Systemwide Bds 1.72% Dtd 07/26/2017 Due 07/26/2021 Non-Callable Amortization of Premium | 01/26/21 | -94.00 |
| Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount | 01/29/21 | 21.38 |
| Accretion of Discount | 02/26/21 | 18.61 |
| Federal Natl Mtg Assn 1.25% Dtd 05/16/2016 Due 05/06/2021 Non-Callable Accretion of Discount | 01/29/21 | 43.35 |
| Accretion of Discount | 02/26/21 | 43.35 |
| Accretion of Discount | 03/31/21 | 43.35 |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Non-Cash Activity

| | Date | Cost |
|---|----------|-----------|
| Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable | | |
| Accretion of Discount | 01/29/21 | 25.07 |
| Accretion of Discount | 02/26/21 | 25.07 |
| Accretion of Discount | 03/31/21 | 25.07 |
| Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable | | |
| Amortization of Premium | 01/05/21 | -53.10 |
| Amortization of Premium | 01/05/21 | -413.60 |
| Accretion of Discount | 01/29/21 | 45.06 |
| Accretion of Discount | 02/26/21 | 45.06 |
| Accretion of Discount | 03/31/21 | 45.06 |
| Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable | | |
| Amortization of Premium | 01/13/21 | -253.80 |
| Amortization of Premium | 01/13/21 | -841.30 |
| JPMorgan Chase & Co Sr Nt 3.25% Dtd 09/24/2012 Due 09/23/2022 Non-Callable | | |
| Amortization of Premium | 03/23/21 | -404.25 |
| Jackson Cnty MO Reorg Sch Dist GO Sch Bldg Bds 2009c Taxable 4.90% Dtd 11/15/2009 Due 03/01/2021 Callable | | |
| Amortization of Premium | 03/01/21 | -1,945.20 |
| League City Tex Combi Tax and Rev Ctfs O 5.00% Dtd 07/01/2017 Due 02/15/2023 Non-Callable | | |
| Amortization of Premium | 02/12/21 | -2,543.80 |
| New Hampshire Health & Ed Facs Taxable Univ Sys Issue B 2017 B Taxable 2.292% Dtd 12/06/2017 Due 07/01/2021 Non-Callable | | |
| Amortization of Premium | 01/04/21 | -53.75 |
| New York St Dorm Auth Revs Non Univ Rev Bds 2019b Taxable 2.839% Dtd 02/21/2019 Due 07/01/2022 Callable | | |
| Amortization of Premium | 01/04/21 | -273.00 |
| New York St Dorm Auth St Pers Income Tax Rev Bds 2010c Taxable 4.554% Dtd 03/11/2010 Due 02/15/2021 Callable | | |
| Amortization of Premium | 02/16/21 | -311.50 |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Non-Cash Activity | | |
|--|----------|-----------|
| | Date | Cost |
| Newark Calif Uni Sch Dist Bds 2002 D Zero Cpn Dtd 04/30/2002 Due 08/01/2023 Non-Callable Accretion of Discount | 02/26/21 | 10.45 |
| Accretion of Discount | 03/31/21 | 22.39 |
| Port Morrow Ore Transmission F Rev Bds Taxable 2.737% Dtd 08/26/2015 Due 09/01/2021 Callable Amortization of Premium | 03/01/21 | -1,098.00 |
| Santa Ana Calif Fing Auth Wtr Ref Bds 5.00% Dtd 08/07/2014 Due 09/01/2022 Non-Callable Amortization of Premium | 03/01/21 | -849.00 |
| Southwest Tex Indpt Sch Dist Ultd Tax Sch Bldg and RE 5.00% Dtd 07/15/2014 Due 02/01/2022 Non-Callable Amortization of Premium | 02/01/21 | -2,141.70 |
| Synchrony Financial Sr Gbl Nt 4.25% Dtd 08/11/2014 Due 08/15/2024 Callable Amortization of Premium | 02/12/21 | -524.70 |
| Tarkington Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 02/01/2021 Due 02/15/2023 Non-Callable Accretion of Discount | 03/31/21 | 29.75 |
| 3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Accretion of Discount | 01/29/21 | 22.27 |
| Accretion of Discount | 02/26/21 | 22.27 |
| Accretion of Discount | 03/31/21 | 22.27 |
| Toyota Motor Credit Corp Fr 2.90% Dtd 04/01/2020 Due 03/30/2023 Non-Callable Amortization of Premium | 03/30/21 | -378.00 |
| US Treasury Note 1.125% Dtd 01/15/2011 Due 01/15/2021 Treasury Inflation Protection Security Inflationary Int Adjustment 01/14/21 | 01/14/21 | -32.00 |



WBSD - OPERATING RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Non-Cash Activity

| | Date | Cost |
|--|----------|----------------------|
| US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security | | |
| Inflationary Int Adjustment 01/14/21 | 01/14/21 | -26.10 |
| Inflationary Int Adjustment 01/28/21 | 01/28/21 | -31.50 |
| Inflationary Int Adjustment 02/11/21 | 02/11/21 | 45.00 |
| Inflationary Int Adjustment 02/25/21 | 02/25/21 | 43.20 |
| Inflationary Int Adjustment 03/12/21 | 03/12/21 | 193.50 |
| Inflationary Int Adjustment 03/30/21 | 03/30/21 | 216.90 |
| US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Amortization of Premium | 03/15/21 | -778.84 |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Amortization of Premium | 02/01/21 | -837.07 |
| 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 | 03/31/21 | 63.48 |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2025 Non-Callable Accretion of Discount | 03/31/21 | 83.42 |
| Walnut Calif Energy Ctr Auth R Ref Bds 2014a 5.00% Dtd 07/23/2014 Due 01/01/2022 Non-Callable Amortization of Premium | 01/04/21 | -1,179.10 |
| Washington St Various Purp GO Ref Bds R 5.00% Dtd 07/14/2016 Due 08/01/2022 Non-Callable Amortization of Premium | 02/01/21 | -1,936.00 |
| Waxahachie Tex Comb Tax Rev Cfts Oblig 5.00% Dtd 09/19/2018 Due 08/01/2021 Non-Callable Amortization of Premium | 02/01/21 | -2,380.00 |
| Total Non-Cash Transactions | | \$ -27,026.93 |



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

WBSD - OPERATING RESERVE

Account Number:
Statement Period:

01/01/21 - 03/31/21

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.



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

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 WMGGIFSOperations@bankofthewest.com as soon as possible. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

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

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



WBSD - RATE STABILIZATION RESERVE

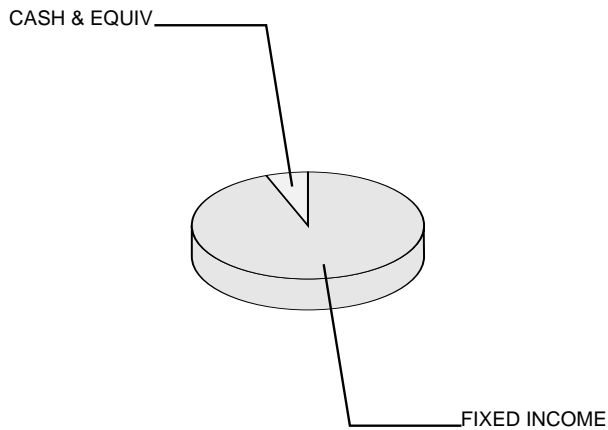
Account Number:
 Statement Period:

01/01/21 - 03/31/21

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 | 173,239.58 | 5.9% |
| Fixed Income | 2,767,147.86 | 94.1% |
| Total Portfolio | \$ 2,940,387.44 | 100.0% |
| Accrued Income | 11,452.29 | |
| Total Valuation | \$ 2,951,839.73 | |

Market Reconciliation

| | Current Period | Year To Date |
|---|------------------------|------------------------|
| Beginning Market Value | \$ 2,967,065.60 | \$ 1,408,407.26 |
| Income | | |
| Interest..... | 10,428.07 | 42,827.24 |
| Purchased Income..... | -4,482.99 | -11,809.50 |
| Additions..... | 0.00 | 1,555,000.00 |
| Disbursements..... | -1,469.85 | -2,880.05 |
| Realized Gains/(Losses)..... | 0.00 | 0.00 |
| Change In Accrued Income..... | 3,434.47 | -6,000.64 |
| Change In Market Appreciation/(Depreciation)..... | -18,761.34 | -15,516.94 |
| Non-Cash Asset Changes..... | -4,374.23 | -18,187.64 |
| Ending Market Value | \$ 2,951,839.73 | \$ 2,951,839.73 |



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------------|--|--------------------------------|------------------|
| Cash Equivalents | | | | |
| Bank of The West Advantage Acct | 173,239.580 | 173,239.58 173,239.58 | 69.00 7.17 | 0.04% |
| Total Cash Equivalents | | \$ 173,239.58 \$ 173,239.58 | 69.00 7.17 | 0.04% |
| Fixed Income | | | | |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable | 110,000.000 | 118,679.00 118,471.10 | 3,740.00 124.66 | 3.15% |
| Apple Inc Sr Gbl Nt 0.75% Dtd 05/11/2020 Due 05/11/2023 Callable | 20,000.000 | 20,201.00 20,201.80 | 150.00 58.33 | 0.74% |
| Apple Inc Sr Gbl 0.70% Dtd 02/08/2021 Due 02/08/2026 Callable | 50,000.000 | 49,028.50 49,948.00 | 350.00 51.52 | 0.71% |
| BB&T Corp Sr Medium Term Nts Fr 3.70% Dtd 06/05/2018 Due 06/05/2025 Callable | 25,000.000 | 27,393.00 28,146.00 | 925.00 298.05 | 3.38% |
| Bellevue Neb Ctfs Partn Taxable Ref Ctfs Partn Taxable 0.455% Dtd 03/15/2021 Due 09/15/2024 Non-Callable | 150,000.000 | 149,080.50 150,000.00 | 682.00 30.33 | 0.46% |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable | 110,000.000 | 119,626.10 119,788.90 | 3,850.00 139.02 | 3.22% |
| Butte Silver Bow Mont City & C GO Bds 3.00% Dtd 12/28/2016 Due 07/01/2023 Non-Callable | 50,000.000 | 53,027.00 52,925.00 | 1,500.00 375.00 | 2.83% |
| California St Veterans GO Bds Cm AMT 2.75% Dtd 10/29/2015 Due 12/01/2023 Non-Callable | 50,000.000 | 52,505.00 52,780.00 | 1,375.00 458.33 | 2.62% |
| Carolina Beach NC Enterprise S Rev Bds 4.00% Dtd 06/30/2016 Due 06/01/2023 Non-Callable | 50,000.000 | 54,011.50 54,052.00 | 2,000.00 666.66 | 3.70% |
| Chambers Cnty Tex Comb Tax and Rev Ctfs Ob 5.00% Dtd 08/01/2015 Due 03/01/2023 Non-Callable | 65,000.000 | 70,591.95 71,086.60 | 3,250.00 270.83 | 4.60% |



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------------|--------------------------|--------------------------------|------------------|
| Clemson Univ S C Univ Revs Athletic Facs Rev Bds 2.00% Dtd 02/01/2012 Due 05/01/2022 Non-Callable | 45,000.000 | 45,877.05 45,332.10 | 900.00 375.00 | 1.96% |
| Deere John Capital Corp Fr 3.45% Dtd 03/13/2018 Due 03/13/2025 Non-Callable | 60,000.000 | 65,577.00 66,680.40 | 2,070.00 103.50 | 3.16% |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable | 80,000.000 | 81,836.80 80,117.60 | 1,520.00 303.99 | 1.86% |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable | 85,000.000 | 87,006.85 85,068.85 | 1,615.00 260.19 | 1.86% |
| Federal Farm Cr Bks Cons Systemwide Bds 0.30% Dtd 01/13/2021 Due 01/13/2025 Callable | 200,000.000 | 197,992.00 199,700.00 | 600.00 129.99 | 0.30% |
| Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable | 95,000.000 | 96,689.10 95,121.60 | 1,781.00 870.83 | 1.84% |
| Grant Cnty Wash Pub Util Dist Taxable Sys Ref Bds 2020 Q Taxable 1.877% Dtd 01/29/2020 Due 01/01/2023 Callable | 75,000.000 | 77,132.25 77,151.00 | 1,407.00 351.94 | 1.83% |
| Hamilton Cnty Ohio Sales Tax Sales Tax Bds 2000 B Zero Cpn Dtd 11/09/2000 Due 12/01/2023 Non-Callable | 65,000.000 | 63,505.00 64,275.79 | 0.00 | 0.00% |
| Long Is Pwr Auth N Y Elec Sys Gen Bds 2020 A 5.00% Dtd 08/20/2020 Due 09/01/2023 Non-Callable | 45,000.000 | 50,116.05 50,110.65 | 2,250.00 187.50 | 4.49% |
| Nedrose Pub Sch Dist No 4 N D Taxable GO Bldg Ref Bds Taxable 0.35% Dtd 02/17/2021 Due 08/01/2024 Non-Callable | 100,000.000 | 99,417.00 100,068.00 | 350.00 42.77 | 0.35% |
| New York Life Gbl Fdg MTN 144a Sr Sec Gbl 1.10% Dtd 05/07/2020 Due 05/05/2023 Non-Callable | 110,000.000 | 111,564.20 111,989.90 | 1,210.00 490.72 | 1.08% |
| Pajaro Valley Calif Uni Sch Di GO Bds 2005 B Zero Cpn Dtd 05/19/2005 Due 08/01/2023 Non-Callable | 50,000.000 | 49,417.00 49,535.30 | 0.00 | 0.00% |



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------------|--------------------------|-----------------------------|---------------|
| San Francisco Calif Bay Area R Taxable Ref Bds 2019 B Taxable 1.971% Dtd 10/31/2019 Due 07/01/2024 Non-Callable | 100,000.000 | 103,982.00 104,592.00 | 1,971.00 492.75 | 1.90% |
| State Str Corp Sr Sb Nt 3.10% Dtd 05/15/2013 Due 05/15/2023 Non-Callable | 110,000.000 | 116,010.40 117,146.70 | 3,410.00 1,288.22 | 2.94% |
| Tennessee Valley Auth Sr Gbl A Bd 0.75% Dtd 05/11/2020 Due 05/15/2025 Non-Callable | 150,000.000 | 149,761.50 152,224.39 | 1,125.00 424.99 | 0.75% |
| Toyota Motor Credit Corp Fr 2.90% Dtd 04/01/2020 Due 03/30/2023 Non-Callable | 10,000.000 | 10,490.90 10,382.30 | 290.00 0.80 | 2.76% |
| Toyota Motor Credit Corp Fr 3.00% Dtd 04/01/2020 Due 04/01/2025 Callable | 110,000.000 | 117,658.20 120,997.80 | 3,300.00 1,650.00 | 2.80% |
| US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security | 11,035.400 | 11,057.91 11,009.12 | 13.00 6.33 | 0.12% |
| US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021 | 60,000.000 | 60,732.00 59,817.19 | 1,650.00 76.22 | 2.72% |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2024 Non-Callable | 150,000.000 | 146,232.00 147,244.98 | 0.00 | 0.00% |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2025 Non-Callable | 150,000.000 | 142,980.00 145,307.42 | 0.00 | 0.00% |
| Washington Fed Hwy Grnt Antic Grnt Antic Rev Bds 2012f 5.00% Dtd 06/06/2012 Due 09/01/2023 Callable | 50,000.000 | 53,362.50 53,417.00 | 2,500.00 208.32 | 4.68% |
| West Hollywood Calif Pub Fing Rev Bds 5.00% Dtd 06/30/2016 Due 04/01/2023 Non-Callable | 55,000.000 | 60,226.10 60,337.50 | 2,750.00 1,375.00 | 4.57% |
| William S Hart Calif Un High S GO Bds 2013 C 4.00% Dtd 02/21/2013 Due 08/01/2023 Non-Callable | 50,000.000 | 54,380.50 54,319.50 | 2,000.00 333.33 | 3.68% |



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------|------------------------------------|--------------------------------|------------------|
| Total Fixed Income | | \$ 2,767,147.86 \$ 2,779,346.49 | 50,534.00 11,445.12 | 1.83% |
| Cash | | | | |
| Principal Cash | | 0.00 0.00 | 0.00 | 0.00% |
| Income Cash | | 0.00 0.00 | 0.00 | 0.00% |
| Total Cash | | \$ 0.00 \$ 0.00 | 0.00 0.00 | 0.00% |
| Total Market Value | | \$ 2,940,387.44 \$ 2,952,586.07 | 50,603.00 11,452.29 | 1.72% |
| Total Market Value Plus Accruals | | \$ 2,951,839.73 | | |

Income Activity

| | Date | Income Cash | Principal Cash |
|---|----------|-------------|----------------|
| Interest Income | | | |
| Bank of The West Advantage Acct Int To 12/31/20 | 01/04/21 | | 23.79 |
| Int To 01/31/21 | 02/01/21 | | 45.53 |
| Int To 02/28/21 | 03/01/21 | | 28.75 |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable Int To 03/19/21 on 110,000 | 03/19/21 | | 1,870.00 |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable Int To 03/18/21 on 110,000 | 03/18/21 | | 1,925.00 |
| Chambers Cnty Tex Comb Tax and Rev Cfs Ob 5.00% Dtd 08/01/2015 Due 03/01/2023 Non-Callable Int To 03/01/21 on 65,000 | 03/01/21 | | 1,625.00 |
| Citibank NA N Y 2.85% Dtd 02/15/2018 Due 02/12/2021 Callable Interest on Full Call of | 01/12/21 | | 712.50 |



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | | |
|--|----------|----------------|---------------------|
| | Date | Income Cash | Principal Cash |
| Deere John Capital Corp Fr 3.45% Dtd 03/13/2018 Due 03/13/2025 Non-Callable Int To 03/13/21 on 60,000 | 03/15/21 | | 1,035.00 |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable Int To 01/19/21 on 80,000 | 01/19/21 | | 760.00 |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable Int To 02/03/21 on 85,000 | 02/03/21 | | 807.50 |
| Toyota Motor Credit Corp Fr 2.90% Dtd 04/01/2020 Due 03/30/2023 Non-Callable Int To 03/30/21 on 10,000 | 03/30/21 | | 145.00 |
| US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021 Int To 03/15/21 on 60,000 | 03/15/21 | | 825.00 |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Int To 01/31/21 on 50,000 | 02/01/21 | | 625.00 |
| Total Interest Income | | \$ 0.00 | \$ 10,428.07 |
| Purchased Income | | | |
| Butte Silver Bow Mont City & C GO Bds 3.00% Dtd 12/28/2016 Due 07/01/2023 Non-Callable Accrued Int To 03/02/21 Paid on Purchase of 50,000 | 03/02/21 | | -254.17 |
| California St Veterans GO Bds Cm AMT 2.75% Dtd 10/29/2015 Due 12/01/2023 Non-Callable Accrued Int To 03/04/21 Paid on Purchase of 50,000 | 03/04/21 | | -355.21 |
| Carolina Beach NC Enterprise S Rev Bds 4.00% Dtd 06/30/2016 Due 06/01/2023 Non-Callable Accrued Int To 02/26/21 Paid on Purchase of 50,000 | 02/26/21 | | -472.22 |



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | | |
|--|----------|-------------|----------------|
| | Date | Income Cash | Principal Cash |
| Chambers Cnty Tex Comb Tax and Rev Cffs Ob 5.00% Dtd 08/01/2015 Due 03/01/2023 Non-Callable Accrued Int To 02/16/21 Paid on Purchase of 65,000 | 02/16/21 | | -1,489.58 |
| Federal Farm Cr Bks Cons Systemwide Bds 0.30% Dtd 01/13/2021 Due 01/13/2025 Callable Accrued Int To 02/05/21 Paid on Purchase of 200,000 | 02/05/21 | | -36.66 |
| Grant Cnty Wash Pub Util Dist Taxable Sys Ref Bds 2020 Q Taxable 1.877% Dtd 01/29/2020 Due 01/01/2023 Callable Accrued Int To 02/12/21 Paid on Purchase of 75,000 | 02/12/21 | | -160.33 |
| Long Is Pwr Auth N Y Elec Sys Gen Bds 2020 A 5.00% Dtd 08/20/2020 Due 09/01/2023 Non-Callable Accrued Int To 03/02/21 Paid on Purchase of 45,000 | 03/02/21 | | -6.25 |
| San Francisco Calif Bay Area R Taxable Ref Bds 2019 B Taxable 1.971% Dtd 10/31/2019 Due 07/01/2024 Non-Callable Accrued Int To 02/11/21 Paid on Purchase of 100,000 | 02/11/21 | | -219.00 |
| Tennessee Valley Auth Sr Glbl A Bd 0.75% Dtd 05/11/2020 Due 05/15/2025 Non-Callable Accrued Int To 02/05/21 Paid on Purchase of 150,000 | 02/05/21 | | -249.99 |
| Washington Fed Hwy Grnt Antic Grnt Antic Rev Bds 2012f 5.00% Dtd 06/06/2012 Due 09/01/2023 Callable Accrued Int To 03/04/21 Paid on Purchase of 50,000 | 03/04/21 | | -20.83 |
| West Hollywood Calif Pub Fing Rev Bds 5.00% Dtd 06/30/2016 Due 04/01/2023 Non-Callable Accrued Int To 02/18/21 Paid on Purchase of 5,000 | 02/18/21 | | -95.14 |
| Accrued Int To 02/18/21 Paid on Purchase of 50,000 | 02/18/21 | | -951.39 |



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | | |
|--|----------|----------------|---------------------|
| | Date | Income Cash | Principal Cash |
| William S Hart Calif Un High S GO Bds 2013 C 4.00% Dtd 02/21/2013 Due 08/01/2023 Non-Callable Accrued Int To 03/02/21 Paid on Purchase of 50,000 | 03/02/21 | | -172.22 |
| Total Purchased Income | | \$ 0.00 | \$ -4,482.99 |
| Total Income | | \$ 0.00 | \$ 5,945.08 |

| Disbursement Activity | | | |
|----------------------------|----------|----------------|---------------------|
| | Date | Income Cash | Principal Cash |
| Fees/Expenses | | | |
| Monthly Fee To 12/31/20 | 01/15/21 | | -490.82 |
| Monthly Fee To 01/31/21 | 02/12/21 | | -490.67 |
| Monthly Fee To 02/28/21 | 03/15/21 | | -488.36 |
| Total Fees/Expenses | | \$ 0.00 | \$ -1,469.85 |
| Total Disbursements | | \$ 0.00 | \$ -1,469.85 |

| Purchase Activity | | | |
|---|----------|-------------|----------------|
| | Date | Income Cash | Principal Cash |
| Bank of The West Advantage Acct Purchases (9) 01/01/21 To 03/31/21 | 03/31/21 | | -118,568.07 |
| Apple Inc Sr Gbl 0.70% Dtd 02/08/2021 Due 02/08/2026 Callable Purchased 50000 02/03/21 From Ice Securities Execution & Clr @ 99.896 | 02/08/21 | | -49,948.00 |
| Bellevue Neb Ctfs Partn Taxable Ref Ctfs Partn Taxable 0.455% Dtd 03/15/2021 Due 09/15/2024 Non-Callable Purchased 150000 02/12/21 From D A Davidson & Co @ 100 | 03/15/21 | | -150,000.00 |



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Purchase Activity | | |
|---|----------|----------------|
| | Date | Principal Cash |
| Butte Silver Bow Mont City & C GO Bds 3.00% Dtd 12/28/2016 Due 07/01/2023 Non-Callable Purchased 50000 02/26/21 From Morgan Stanley & Co @ 105.85 | 03/02/21 | -52,925.00 |
| California St Veterans GO Bds Cm AMT 2.75% Dtd 10/29/2015 Due 12/01/2023 Non-Callable Purchased 50000 03/02/21 From Headlands Holdings LLC @ 105.56 | 03/04/21 | -52,780.00 |
| Carolina Beach NC Enterprise S Rev Bds 4.00% Dtd 06/30/2016 Due 06/01/2023 Non-Callable Purchased 50000 02/24/21 From Ice Securities Execution & Clr @ 108.104 | 02/26/21 | -54,052.00 |
| Chambers Cnty Tex Comb Tax and Rev Cfs Ob 5.00% Dtd 08/01/2015 Due 03/01/2023 Non-Callable Purchased 65000 02/11/21 From D A Davidson & Co @ 109.559 | 02/16/21 | -71,213.35 |
| Federal Farm Cr Bks Cons Systemwide Bds 0.30% Dtd 01/13/2021 Due 01/13/2025 Callable Purchased 200000 02/04/21 From Morgan Stanley & Co @ 99.85 | 02/05/21 | -199,700.00 |
| Grant Cnty Wash Pub Util Dist Taxable Sys Ref Bds 2020 Q Taxable 1.877% Dtd 01/29/2020 Due 01/01/2023 Callable Purchased 75000 02/10/21 From Ice Securities Execution & Clr @ 102.868 | 02/12/21 | -77,151.00 |
| Hamilton Cnty Ohio Sales Tax Sales Tax Bds 2000 B Zero Cpn Dtd 11/09/2000 Due 12/01/2023 Non-Callable Purchased 65000 02/12/21 From Morgan Stanley & Co @ 98.836 | 02/17/21 | -64,243.40 |



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Purchase Activity | | |
|--|----------|----------------|
| | Date | Principal Cash |
| Long Is Pwr Auth N Y Elec Sys Gen Bds 2020 A 5.00% Dtd 08/20/2020 Due 09/01/2023 Non-Callable Purchased 45000 02/26/21 From Morgan Stanley & Co @ 111.357 | 03/02/21 | -50,110.65 |
| Nedrose Pub Sch Dist No 4 N D Taxable GO Bldg Ref Bds Taxable 0.35% Dtd 02/17/2021 Due 08/01/2024 Non-Callable Purchased 100000 02/05/21 From Ice Securities Execution & Clr @ 100.068 | 02/17/21 | -100,068.00 |
| Pajaro Valley Calif Uni Sch Di GO Bds 2005 B Zero Cpn Dtd 05/19/2005 Due 08/01/2023 Non-Callable Purchased 50000 02/11/21 From Sterne Agee & Leach Inc @ 99.022 | 02/16/21 | -49,511.00 |
| San Francisco Calif Bay Area R Taxable Ref Bds 2019 B Taxable 1.971% Dtd 10/31/2019 Due 07/01/2024 Non-Callable Purchased 100000 02/09/21 From D A Davidson & Co @ 104.592 | 02/11/21 | -104,592.00 |
| Tennessee Valley Auth Sr Glbl A Bd 0.75% Dtd 05/11/2020 Due 05/15/2025 Non-Callable Purchased 150000 02/04/21 From BOK Financial Securities, Inc. @ 101.482923 | 02/05/21 | -152,224.39 |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2024 Non-Callable Purchased 150000 02/02/21 From Oppenheimer & Co Inc @ 98.121 | 03/02/21 | -147,181.50 |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2025 Non-Callable Purchased 150000 02/02/21 From Oppenheimer & Co Inc @ 96.816 | 03/02/21 | -145,224.00 |



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Purchase Activity | | | |
|---|----------|----------------|-------------------------|
| | Date | Income Cash | Principal Cash |
| Washington Fed Hwy Grnt Antic Grnt Antic Rev Bds 2012f 5.00% Dtd 06/06/2012 Due 09/01/2023 Callable Purchased 50000 03/02/21 From Ice Securities Execution & Clr @ 106.834 | 03/04/21 | | -53,417.00 |
| West Hollywood Calif Pub Fing Rev Bds 5.00% Dtd 06/30/2016 Due 04/01/2023 Non-Callable Purchased 5000 02/16/21 From Ice Securities Execution & Clr @ 109.72 | 02/18/21 | | -5,486.00 |
| Purchased 50000 02/16/21 From Morgan Stanley & Co @ 109.703 | 02/18/21 | | -54,851.50 |
| William S Hart Calif Un High S GO Bds 2013 C 4.00% Dtd 02/21/2013 Due 08/01/2023 Non-Callable Purchased 50000 02/26/21 From Ice Securities Execution & Clr @ 108.639 | 03/02/21 | | -54,319.50 |
| Total Purchases | | \$ 0.00 | \$ -1,807,566.36 |

| Sale Activity | | | |
|--|----------|------------------------|--------------------|
| | Date | Proceeds | Realized Gain/Loss |
| Bank of The West Advantage Acct Sales (14) 01/01/21 To 03/31/21 | 03/31/21 | 1,693,091.13 | |
| Citibank NA N Y 2.85% Dtd 02/15/2018 Due 02/12/2021 Callable Full Call @ 0 on 1/12/2021 60,000 Par Value | 01/12/21 | 60,000.00 | |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Recd Proceeds on Maturity of 50,000 Par Value | 02/01/21 | 50,000.00 | |
| Total Sales | | \$ 1,803,091.13 | \$ 0.00 |



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Non-Cash Activity

| | Date | Cost |
|---|----------|-----------|
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable Amortization of Premium | 03/19/21 | -1,391.50 |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable Amortization of Premium | 03/18/21 | -1,618.10 |
| Chambers Cnty Tex Comb Tax and Rev Ctfs Ob 5.00% Dtd 08/01/2015 Due 03/01/2023 Non-Callable Amortization of Premium | 03/01/21 | -126.75 |
| Citibank NA N Y 2.85% Dtd 02/15/2018 Due 02/12/2021 Callable Amortization of Premium | 01/12/21 | -303.00 |
| Deere John Capital Corp Fr 3.45% Dtd 03/13/2018 Due 03/13/2025 Non-Callable Amortization of Premium | 03/12/21 | -823.20 |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable Amortization of Premium | 01/19/21 | -38.40 |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable Amortization of Premium | 02/03/21 | -22.10 |
| Hamilton Cnty Ohio Sales Tax Sales Tax Bds 2000 B Zero Cpn Dtd 11/09/2000 Due 12/01/2023 Non-Callable Accretion of Discount | 02/26/21 | 9.79 |
| | 03/31/21 | 22.60 |
| Pajaro Valley Calif Uni Sch Di GO Bds 2005 B Zero Cpn Dtd 05/19/2005 Due 08/01/2023 Non-Callable Accretion of Discount | 02/26/21 | 7.73 |
| | 03/31/21 | 16.57 |
| Toyota Motor Credit Corp Fr 2.90% Dtd 04/01/2020 Due 03/30/2023 Non-Callable Amortization of Premium | 03/30/21 | -94.50 |



WBSD - RATE STABILIZATION RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Non-Cash Activity

| | Date | Cost |
|---|----------|---------------------|
| US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security | | |
| Inflationary Int Adjustment 01/14/21 | 01/14/21 | -2.90 |
| Inflationary Int Adjustment 01/28/21 | 01/28/21 | -3.50 |
| Inflationary Int Adjustment 02/11/21 | 02/11/21 | 5.00 |
| Inflationary Int Adjustment 02/25/21 | 02/25/21 | 4.80 |
| Inflationary Int Adjustment 03/12/21 | 03/12/21 | 21.50 |
| Inflationary Int Adjustment 03/30/21 | 03/30/21 | 24.10 |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Amortization of Premium | 02/01/21 | -209.27 |
| 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 | 03/31/21 | 63.48 |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2025 Non-Callable | | |
| Accretion of Discount | 03/31/21 | 83.42 |
| Total Non-Cash Transactions | | \$ -4,374.23 |

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



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 WMGGIFSOoperations@bankofthewest.com as soon as possible. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

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

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



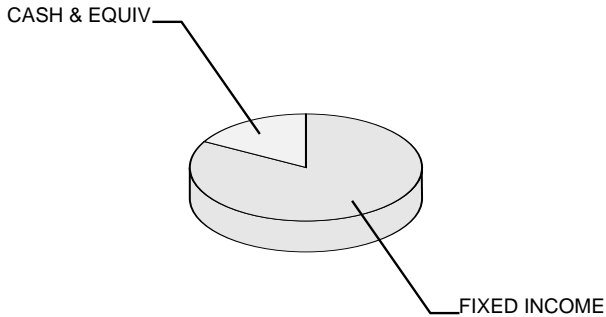
WBSD - EMERGENCY CAPITAL RESERVE

Account Number: [REDACTED]
 Statement Period: 01/01/21 - 03/31/21

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 | 692,723.44 | 16.9% |
| Fixed Income | 3,403,494.98 | 83.1% |
| Total Portfolio | \$ 4,096,218.42 | 100.0% |
| Accrued Income | 17,091.61 | |
| Total Valuation | \$ 4,113,310.03 | |

Market Reconciliation

| | Current Period | Year To Date |
|---|------------------------|------------------------|
| Beginning Market Value | \$ 4,124,211.09 | \$ 3,904,702.49 |
| Income | | |
| Interest..... | 27,029.60 | 78,177.68 |
| Purchased Income..... | -1,795.18 | -7,607.81 |
| Additions..... | 0.00 | 200,000.00 |
| Disbursements..... | -2,040.03 | -5,966.07 |
| Realized Gains/(Losses)..... | -1,153.27 | -1,482.50 |
| Change In Accrued Income..... | -6,248.84 | -8,264.61 |
| Change In Market Appreciation/(Depreciation)..... | -15,246.68 | -22,589.72 |
| Non-Cash Asset Changes..... | -11,446.66 | -23,659.43 |
| Ending Market Value | \$ 4,113,310.03 | \$ 4,113,310.03 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|--|-------------|--|--------------------------------|------------------|
| Cash Equivalents | | | | |
| Bank of The West Advantage Acct | 692,723.440 | 692,723.44 692,723.44 | 277.00 18.55 | 0.04% |
| Total Cash Equivalents | | \$ 692,723.44 \$ 692,723.44 | 277.00 18.55 | 0.04% |
| Fixed Income | | | | |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable | 50,000.000 | 53,945.00 53,850.50 | 1,700.00 56.66 | 3.15% |
| American Express Co Sr Gbl 2.50% Dtd 07/30/2019 Due 07/30/2024 Callable | 100,000.000 | 105,561.00 104,910.00 | 2,500.00 423.61 | 2.37% |
| Apple Inc Sr Gbl Nt 0.75% Dtd 05/11/2020 Due 05/11/2023 Callable | 25,000.000 | 25,251.25 25,252.25 | 187.00 72.91 | 0.74% |
| Apple Inc Sr Gbl 0.70% Dtd 02/08/2021 Due 02/08/2026 Callable | 50,000.000 | 49,028.50 49,948.00 | 350.00 51.52 | 0.71% |
| Asotin Cnty Wash Taxable GO LTD Tax Bds 2021 B Taxable 0.583% Dtd 02/25/2021 Due 12/01/2024 Non-Callable | 100,000.000 | 99,110.00 100,000.00 | 583.00 58.29 | 0.59% |
| Beverly Hills Calif Uni Sch Di GO Bds Zero Cpn Dtd 02/10/2009 Due 08/01/2023 Non-Callable | 50,000.000 | 49,692.50 49,558.35 | 0.00 | 0.00% |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable | 50,000.000 | 54,375.50 54,449.50 | 1,750.00 63.19 | 3.22% |
| Cashmere Wash Wtr & Swr Rev Taxable Ref Bds 2021b Taxable 0.658% Dtd 02/24/2021 Due 12/01/2024 Non-Callable | 100,000.000 | 99,058.00 100,000.00 | 658.00 67.62 | 0.66% |
| Comcast Corp New Sr Nt 3.375% Dtd 05/27/2015 Due 08/15/2025 Callable | 55,000.000 | 59,861.45 61,128.65 | 1,856.00 237.18 | 3.10% |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|--|-------------|--------------------------|--------------------------------|------------------|
| Credit Suisse Ag New York Bran Fr 2.80% Dtd 04/09/2020 Due 04/08/2022 Non-Callable | 45,000.000 | 45,944.55 46,325.25 | 1,260.00 602.00 | 2.74% |
| Deere John Capital Corp Fr 3.45% Dtd 03/13/2018 Due 03/13/2025 Non-Callable | 40,000.000 | 43,718.00 44,453.60 | 1,380.00 68.99 | 3.16% |
| Deschutes Cnty Ore Administrat GO Bds 5.00% Dtd 08/31/2017 Due 06/15/2023 Non-Callable | 45,000.000 | 49,727.25 49,627.80 | 2,250.00 662.50 | 4.52% |
| Disney Walt Co Sr Gbl Nt 1.65% Dtd 09/06/2019 Due 09/01/2022 Callable | 45,000.000 | 45,827.10 45,637.20 | 742.00 61.87 | 1.62% |
| Exxon Mobil Corp Sr Gbl Nt 1.902% Dtd 08/16/2019 Due 08/16/2022 Callable | 45,000.000 | 46,002.15 45,981.00 | 855.00 106.98 | 1.86% |
| Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable | 120,000.000 | 122,808.00 119,730.00 | 2,760.00 1,180.66 | 2.25% |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable | 80,000.000 | 81,888.80 80,064.80 | 1,520.00 244.88 | 1.86% |
| Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable | 130,000.000 | 130,523.90 129,088.85 | 1,625.00 198.61 | 1.24% |
| Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable | 60,000.000 | 60,405.60 59,895.43 | 825.00 398.75 | 1.37% |
| Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable | 60,000.000 | 60,866.40 60,072.00 | 1,200.00 286.66 | 1.97% |
| Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable | 60,000.000 | 61,079.40 60,343.20 | 1,425.00 308.74 | 2.33% |
| Harley Davidson Finl Svcs Inc Fr 2.55% Dtd 06/09/2017 Due 06/09/2022 Callable | 100,000.000 | 101,709.00 100,497.00 | 2,550.00 793.33 | 2.51% |
| JPMorgan Chase & Co Sr Nt 3.25% Dtd 09/24/2012 Due 09/23/2022 Non-Callable | 45,000.000 | 46,947.15 46,574.10 | 1,462.00 32.50 | 3.12% |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------------|--------------------------|--------------------------------|------------------|
| Lawrence Kans GO Impt Bds 2017 D 5.00% Dtd 09/28/2017 Due 09/01/2021 Non-Callable | 70,000.000 | 71,387.40 71,286.60 | 3,500.00 291.66 | 4.90% |
| Longview Tex Indpt Sch Dist Ultd Tax Ref Bds 5.00% Dtd 04/15/2016 Due 02/15/2023 Non-Callable | 55,000.000 | 59,901.60 60,131.50 | 2,750.00 351.39 | 4.59% |
| Maryland St GO Bds 2014 S 5.00% Dtd 08/05/2014 Due 08/01/2023 Prerefunded 08/01/2022 @ 100.000 Callable | 60,000.000 | 63,875.40 63,927.60 | 3,000.00 499.99 | 4.70% |
| Mississippi St Univ Edl Bldg C Rev Bds 4.00% Dtd 05/17/2017 Due 08/01/2021 Non-Callable | 60,000.000 | 60,751.80 60,801.60 | 2,400.00 400.00 | 3.95% |
| Mountain View Los Altos Calif GO Bds 2010a Zero Cpn Dtd 09/09/2010 Due 08/01/2023 Non-Callable | 50,000.000 | 49,669.50 49,593.27 | 0.00 | 0.00% |
| New Hampshire Health & Ed Facs Taxable Univ Sys Issue B 2017 B Taxable 2.292% Dtd 12/06/2017 Due 07/01/2021 Non-Callable | 25,000.000 | 25,114.25 25,053.75 | 573.00 143.25 | 2.28% |
| New York Life Gbl Fdg MTN 144a Sr Sec Gbl 1.10% Dtd 05/07/2020 Due 05/05/2023 Non-Callable | 50,000.000 | 50,711.00 50,904.50 | 550.00 223.05 | 1.08% |
| New York N Y GO Bds Subser Taxable 4.669% Dtd 10/15/2009 Due 10/01/2022 Callable | 45,000.000 | 47,924.10 47,343.15 | 2,101.00 1,050.52 | 4.38% |
| New York St Dorm Auth Revs Non Univ Rev Bds 2019b Taxable 2.839% Dtd 02/21/2019 Due 07/01/2022 Callable | 100,000.000 | 103,185.00 101,664.00 | 2,839.00 709.74 | 2.75% |
| Oklahoma St Capitol Impt Auth Bds 2019 C 4.00% Dtd 09/10/2019 Due 01/01/2023 Non-Callable | 50,000.000 | 53,161.00 53,304.50 | 2,000.00 500.00 | 3.76% |
| Paypal Hldgs Inc Sr Gbl 2.40% Dtd 09/26/2019 Due 10/01/2024 Callable | 55,000.000 | 57,718.10 58,496.35 | 1,320.00 660.00 | 2.29% |
| Putnam Cnty Tenn GO Sch Bds 2.625% Dtd 06/06/2013 Due 04/01/2026 Prerefunded 04/01/2023 @ 100.000 Callable | 45,000.000 | 47,146.50 47,181.15 | 1,181.00 590.62 | 2.51% |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------------|--------------------------|--------------------------------|------------------|
| San Diego Tex Indpt Sch Dist Unltd Tax Ref Bds 3.00% Dtd 05/15/2020 Due 08/15/2022 Non-Callable | 100,000.000 | 103,595.00 102,667.00 | 3,000.00 383.33 | 2.90% |
| Small Business Admin Gtd Ln Pool Cifs 4.34% Dtd 03/17/2004 Due 03/01/2024 Callable | 4,961.730 | 5,151.96 7,821.93 | 215.00 49.57 | 4.18% |
| State Str Corp Sr Sb Nt 3.10% Dtd 05/15/2013 Due 05/15/2023 Non-Callable | 50,000.000 | 52,732.00 53,248.50 | 1,550.00 585.55 | 2.94% |
| Synchrony Financial Sr Gbl Nt 4.25% Dtd 08/11/2014 Due 08/15/2024 Callable | 55,000.000 | 59,860.90 59,777.30 | 2,337.00 298.68 | 3.90% |
| Tamalpais Calif Un High Sch Di GO Ref Bds 5.00% Dtd 11/25/2014 Due 08/01/2023 Non-Callable | 45,000.000 | 50,028.75 49,995.00 | 2,250.00 375.00 | 4.50% |
| Tennessee Valley Auth Sr Gbl A Bd 0.75% Dtd 05/11/2020 Due 05/15/2025 Non-Callable | 100,000.000 | 99,841.00 101,482.92 | 750.00 283.33 | 0.75% |
| 3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable | 100,000.000 | 102,143.00 99,668.67 | 2,000.00 527.77 | 1.96% |
| Toyota Motor Credit Corp Fr 2.90% Dtd 04/01/2020 Due 03/30/2023 Non-Callable | 50,000.000 | 52,454.50 51,911.50 | 1,450.00 4.02 | 2.76% |
| Toyota Motor Credit Corp Fr 3.00% Dtd 04/01/2020 Due 04/01/2025 Callable | 80,000.000 | 85,569.60 87,715.60 | 2,400.00 1,200.00 | 2.80% |
| United Parcel Service Inc Sr Nt 2.50% Dtd 11/14/2017 Due 04/01/2023 Callable | 100,000.000 | 104,205.00 104,633.00 | 2,500.00 1,249.99 | 2.40% |
| US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security | 110,354.000 | 110,579.12 110,091.16 | 137.00 63.35 | 0.12% |
| US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021 | 100,000.000 | 101,220.00 99,695.31 | 2,750.00 127.03 | 2.72% |
| University Neb Facs Corp Rev Bds 5.00% Dtd 08/09/2018 Due 07/15/2021 Non-Callable | 50,000.000 | 50,686.00 50,893.50 | 2,500.00 527.77 | 4.93% |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------------|--|--------------------------------------|---------------|
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2024 Non-Callable | 150,000.000 | 146,232.00 147,244.98 | 0.00 | 0.00% |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2025 Non-Callable | 100,000.000 | 95,320.00 96,871.61 | 0.00 | 0.00% |
| Total Fixed Income | | \$ 3,403,494.98 \$ 3,400,793.43 | 75,491.00 17,073.06 | 2.22% |
| Cash | | | | |
| Principal Cash | | 0.00 0.00 | 0.00 | 0.00% |
| Income Cash | | 0.00 0.00 | 0.00 | 0.00% |
| Total Cash | | \$ 0.00 \$ 0.00 | 0.00 0.00 | 0.00% |
| Total Market Value | | \$ 4,096,218.42 \$ 4,093,516.87 | 75,768.00 17,091.61 | 1.85% |
| Total Market Value Plus Accruals | | \$ 4,113,310.03 | | |

Income Activity

| | Date | Income Cash | Principal Cash |
|---|----------|-------------|----------------|
| Interest Income | | | |
| Bank of The West Advantage Acct | | | |
| Int To 12/31/20 | 01/04/21 | | 20.22 |
| Int To 01/31/21 | 02/01/21 | | 30.09 |
| Int To 02/28/21 | 03/01/21 | | 25.96 |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable | | | |
| Int To 03/19/21 on 50,000 | 03/19/21 | | 850.00 |
| American Express Co Sr Gbl 2.50% Dtd 07/30/2019 Due 07/30/2024 Callable | | | |
| Int To 01/30/21 on 100,000 | 02/01/21 | | 1,250.00 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
Statement Period:

01/01/21 - 03/31/21

| Income Activity | | |
|---|----------|----------------|
| | Date | Principal Cash |
| Autozone Inc Sr Gbl 2.50% Dtd 04/29/2015 Due 04/15/2021 Callable Interest on Full Call of | 03/15/21 | 468.75 |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable Int To 03/18/21 on 50,000 | 03/18/21 | 875.00 |
| Comcast Corp New Sr Nt 3.375% Dtd 05/27/2015 Due 08/15/2025 Callable Int To 02/15/21 on 55,000 | 02/16/21 | 928.12 |
| Deere John Capital Corp Fr 3.45% Dtd 03/13/2018 Due 03/13/2025 Non-Callable Int To 03/13/21 on 40,000 | 03/15/21 | 690.00 |
| Disney Walt Co Sr Gbl Nt 1.65% Dtd 09/06/2019 Due 09/01/2022 Callable Int To 03/01/21 on 45,000 | 03/01/21 | 371.25 |
| Exxon Mobil Corp Sr Gbl Nt 1.902% Dtd 08/16/2019 Due 08/16/2022 Callable Int To 02/16/21 on 45,000 | 02/16/21 | 427.95 |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable Int To 02/03/21 on 80,000 | 02/03/21 | 760.00 |
| Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Int To 02/26/21 on 60,000 | 02/26/21 | 412.50 |
| Federal Natl Mtg Assn 1.25% Dtd 08/19/2016 Due 08/17/2021 Non-Callable Int To 02/17/21 on 130,000 | 02/17/21 | 812.50 |
| Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable Int To 01/05/21 on 60,000 | 01/05/21 | 600.00 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

██████████
 01/01/21 - 03/31/21

| Income Activity | | | |
|--|----------|-------------|----------------|
| | Date | Income Cash | Principal Cash |
| Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable Int To 01/13/21 on 60,000 | 01/13/21 | | 712.50 |
| Home Depot Inc Sr Gbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable Interest on Full Call of | 03/01/21 | | 500.00 |
| JPMorgan Chase & Co Sr Nt 3.25% Dtd 09/24/2012 Due 09/23/2022 Non-Callable Int To 03/23/21 on 45,000 | 03/23/21 | | 731.25 |
| Jackson Cnty MO Reorg Sch Dist GO Sch Bldg Bds 2009c Taxable 4.90% Dtd 11/15/2009 Due 03/01/2021 Callable Int To 03/01/21 on 100,000 | 03/01/21 | | 2,450.00 |
| Lawrence Kans GO Impt Bds 2017 D 5.00% Dtd 09/28/2017 Due 09/01/2021 Non-Callable Int To 03/01/21 on 70,000 | 03/01/21 | | 1,750.00 |
| Mississippi St Univ Edl Bldg C Rev Bds 4.00% Dtd 05/17/2017 Due 08/01/2021 Non-Callable Int To 02/01/21 on 60,000 | 02/01/21 | | 1,200.00 |
| New Hampshire Health & Ed Facs Taxable Univ Sys Issue B 2017 B Taxable 2.292% Dtd 12/06/2017 Due 07/01/2021 Non-Callable Int To 01/01/21 on 25,000 | 01/04/21 | | 286.50 |
| New York St Dorm Auth Revs Non Univ Rev Bds 2019b Taxable 2.839% Dtd 02/21/2019 Due 07/01/2022 Callable Int To 01/01/21 on 100,000 | 01/04/21 | | 1,419.50 |
| San Diego Tex Indpt Sch Dist Unltd Tax Ref Bds 3.00% Dtd 05/15/2020 Due 08/15/2022 Non-Callable Int To 02/15/21 on 100,000 | 02/16/21 | | 1,500.00 |
| Small Business Admin Gtd Ln Pool Ctfs 4.34% Dtd 03/17/2004 Due 03/01/2024 Callable Int To 02/13/21 on 6470.73 | 03/01/21 | | 140.42 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | | |
|--|----------------------|----------------|---------------------|
| | Date | Income Cash | Principal Cash |
| Small Business Admin Gtd Ln Pool Cffs 4.084% Dtd 03/29/2011 Due 03/10/2021 Int To 03/02/21 on 2163.65 | 03/10/21 | | 43.82 |
| Starbucks Corp Sr Gbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable Int To 02/04/21 on 60,000 | 02/04/21 | | 630.00 |
| Synchrony Financial Sr Gbl Nt 4.25% Dtd 08/11/2014 Due 08/15/2024 Callable Int To 02/15/21 on 55,000 | 02/16/21 | | 1,168.75 |
| Toyota Motor Credit Corp Fr 2.90% Dtd 04/01/2020 Due 03/30/2023 Non-Callable Int To 03/30/21 on 50,000 | 03/30/21 | | 725.00 |
| US Treasury Note 1.125% Dtd 01/15/2011 Due 01/15/2021 Treasury Inflation Protection Security Int To 01/15/21 on 71400 Ordinary Income on Disposition of | 01/15/21 01/15/21 | | 401.63 379.14 |
| US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Int To 03/15/21 on 50,000 | 03/15/21 | | 593.75 |
| US Treasury Note 2.75% Dtd 09/15/2018 Due 09/15/2021 Int To 03/15/21 on 100,000 | 03/15/21 | | 1,375.00 |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Int To 01/31/21 on 100,000 | 02/01/21 | | 1,250.00 |
| University Neb Facs Corp Rev Bds 5.00% Dtd 08/09/2018 Due 07/15/2021 Non-Callable Int To 01/15/21 on 50,000 | 01/15/21 | | 1,250.00 |
| Total Interest Income | | \$ 0.00 | \$ 27,029.60 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | |
|--|----------|---------------------|
| | Date | Principal Cash |
| Purchased Income | | |
| Deschutes Cnty Ore Administrat GO Bds 5.00% Dtd 08/31/2017 Due 06/15/2023 Non-Callable Accrued Int To 03/01/21 Paid on Purchase of 45,000 | 03/01/21 | -475.00 |
| Longview Tex Indpt Sch Dist Ultd Tax Ref Bds 5.00% Dtd 04/15/2016 Due 02/15/2023 Non-Callable Accrued Int To 02/16/21 Paid on Purchase of 55,000 | 02/16/21 | -7.64 |
| Maryland St GO Bds 2014 S 5.00% Dtd 08/05/2014 Due 08/01/2023 Prerefunded 08/01/2022 @ 100.000 Callable Accrued Int To 03/01/21 Paid on Purchase of 60,000 | 03/01/21 | -250.00 |
| Oklahoma St Capitol Impt Auth Bds 2019 C 4.00% Dtd 09/10/2019 Due 01/01/2023 Non-Callable Accrued Int To 02/17/21 Paid on Purchase of 50,000 | 02/17/21 | -255.56 |
| Putnam Cnty Tenn GO Sch Bds 2.625% Dtd 06/06/2013 Due 04/01/2026 Prerefunded 04/01/2023 @ 100.000 Callable Accrued Int To 02/19/21 Paid on Purchase of 45,000 | 02/19/21 | -452.81 |
| Tamalpais Calif Un High Sch Di GO Ref Bds 5.00% Dtd 11/25/2014 Due 08/01/2023 Non-Callable Accrued Int To 03/01/21 Paid on Purchase of 45,000 | 03/01/21 | -187.50 |
| Tennessee Valley Auth Sr Gbl A Bd 0.75% Dtd 05/11/2020 Due 05/15/2025 Non-Callable Accrued Int To 02/05/21 Paid on Purchase of 100,000 | 02/05/21 | -166.67 |
| Total Purchased Income | | \$ -1,795.18 |
| Total Income | | \$ 25,234.42 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Disbursement Activity | | | |
|----------------------------|----------|----------------|---------------------|
| | Date | Income Cash | Principal Cash |
| Fees/Expenses | | | |
| Monthly Fee To 12/31/20 | 01/15/21 | | -680.22 |
| Monthly Fee To 01/31/21 | 02/12/21 | | -680.07 |
| Monthly Fee To 02/28/21 | 03/15/21 | | -679.74 |
| Total Fees/Expenses | | \$ 0.00 | \$ -2,040.03 |
| Total Disbursements | | \$ 0.00 | \$ -2,040.03 |

| Purchase Activity | | | |
|--|----------|-------------|----------------|
| | Date | Income Cash | Principal Cash |
| Bank of The West Advantage Acct Purchases (15) 01/01/21 To 03/31/21 | 03/31/21 | | -357,882.39 |
| Apple Inc Sr Gbl 0.70% Dtd 02/08/2021 Due 02/08/2026 Callable Purchased 50000 02/03/21 From Ice Securities Execution & Clr @ 99.896 | 02/08/21 | | -49,948.00 |
| Asotin Cnty Wash Taxable GO LTD Tax Bds 2021 B Taxable 0.583% Dtd 02/25/2021 Due 12/01/2024 Non-Callable Purchased 100000 02/12/21 From D A Davidson & Co @ 100 | 02/25/21 | | -100,000.00 |
| Beverly Hills Calif Uni Sch Di GO Bds Zero Cpn Dtd 02/10/2009 Due 08/01/2023 Non-Callable Purchased 50000 02/24/21 From Morgan Stanley & Co @ 99.081 | 02/26/21 | | -49,540.50 |
| Cashmere Wash Wtr & Swr Rev Taxable Ref Bds 2021b Taxable 0.658% Dtd 02/24/2021 Due 12/01/2024 Non-Callable Purchased 100000 02/11/21 From D A Davidson & Co @ 100 | 02/24/21 | | -100,000.00 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Purchase Activity | | |
|--|----------|----------------|
| | Date | Principal Cash |
| Deschutes Cnty Ore Administrat GO Bds 5.00% Dtd 08/31/2017 Due 06/15/2023 Non-Callable Purchased 45000 02/25/21 From Morgan Stanley & Co @ 110.284 | 03/01/21 | -49,627.80 |
| Longview Tex Indpt Sch Dist Ultd Tax Ref Bds 5.00% Dtd 04/15/2016 Due 02/15/2023 Non-Callable Purchased 55000 02/11/21 From Mesirow Financial Inc @ 109.33 | 02/16/21 | -60,131.50 |
| Maryland St GO Bds 2014 S 5.00% Dtd 08/05/2014 Due 08/01/2023 Prerefunded 08/01/2022 @ 100.000 Callable Purchased 60000 02/25/21 From Morgan Stanley & Co @ 106.546 | 03/01/21 | -63,927.60 |
| Mountain View Los Altos Calif GO Bds 2010a Zero Cpn Dtd 09/09/2010 Due 08/01/2023 Non-Callable Purchased 50000 02/11/21 From UBS Financial Services Inc @ 99.144 | 02/16/21 | -49,572.00 |
| Oklahoma St Capitol Impt Auth Bds 2019 C 4.00% Dtd 09/10/2019 Due 01/01/2023 Non-Callable Purchased 50000 02/12/21 From Morgan Stanley & Co @ 106.609 | 02/17/21 | -53,304.50 |
| Putnam Cnty Tenn GO Sch Bds 2.625% Dtd 06/06/2013 Due 04/01/2026 Prerefunded 04/01/2023 @ 100.000 Callable Purchased 45000 02/17/21 From Morgan Stanley & Co @ 104.847 | 02/19/21 | -47,181.15 |
| Tamalpais Calif Un High Sch Di GO Ref Bds 5.00% Dtd 11/25/2014 Due 08/01/2023 Non-Callable Purchased 45000 02/25/21 From Headlands Holdings LLC @ 111.1 | 03/01/21 | -49,995.00 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Purchase Activity | | | |
|---|----------|----------------|-------------------------|
| | Date | Income Cash | Principal Cash |
| Tennessee Valley Auth Sr Gbl A Bd 0.75% Dtd 05/11/2020 Due 05/15/2025 Non-Callable Purchased 100000 02/04/21 From BOK Financial Securities, Inc. @ 101.482923 | 02/05/21 | | -101,482.92 |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2024 Non-Callable Purchased 150000 02/02/21 From Oppenheimer & Co Inc @ 98.121 | 03/02/21 | | -147,181.50 |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2025 Non-Callable Purchased 100000 02/02/21 From Oppenheimer & Co Inc @ 96.816 | 03/02/21 | | -96,816.00 |
| Total Purchases | | \$ 0.00 | \$ -1,376,590.86 |

| Sale Activity | | | |
|---|----------|------------|--------------------|
| | Date | Proceeds | Realized Gain/Loss |
| Bank of The West Advantage Acct Sales (11) 01/01/21 To 03/31/21 | 03/31/21 | 803,702.96 | |
| Autozone Inc Sr Gbl 2.50% Dtd 04/29/2015 Due 04/15/2021 Callable Full Call @ 100 on 3/15/2021 45,000 Par Value | 03/15/21 | 45,000.00 | |
| Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Recd Proceeds on Maturity of 60,000 Par Value | 02/26/21 | 60,000.00 | |
| Home Depot Inc Sr Gbl Nt 2.00% Dtd 02/12/2016 Due 04/01/2021 Callable Recd Proceeds on Full Call of 60,000 Par Value | 03/01/21 | 60,000.00 | 121.20 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Sale Activity | | | |
|--|----------|------------------------|---------------------|
| | Date | Proceeds | Realized Gain/Loss |
| Jackson Cnty MO Reorg Sch Dist GO Sch Bldg Bds 2009c Taxable 4.90% Dtd 11/15/2009 Due 03/01/2021 Callable Recd Proceeds on Maturity of 100,000 Par Value | 03/01/21 | 100,000.00 | |
| Small Business Admin Gtd Ln Pool Cffs 4.34% Dtd 03/17/2004 Due 03/01/2024 Callable Prin Pmt For 02/13/21 | 03/01/21 | 1,509.00 | -869.86 |
| Small Business Admin Gtd Ln Pool Cffs 4.084% Dtd 03/29/2011 Due 03/10/2021 Recd Proceeds on Maturity of 2,163.650 Par Value | 03/10/21 | 2,163.65 | -420.21 |
| Starbucks Corp Sr Gbl 2.10% Dtd 02/04/2016 Due 02/04/2021 Callable Recd Proceeds on Maturity of 60,000 Par Value | 02/04/21 | 60,000.00 | 15.60 |
| US Treasury Note 1.125% Dtd 01/15/2011 Due 01/15/2021 Treasury Inflation Protection Security Recd Proceeds on Maturity of 71,400 Par Value | 01/15/21 | 71,020.86 | |
| US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Recd Proceeds on Maturity of 50,000 Par Value | 03/15/21 | 50,000.00 | |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Recd Proceeds on Maturity of 100,000 Par Value | 02/01/21 | 100,000.00 | |
| Total Sales | | \$ 1,353,396.47 | \$ -1,153.27 |

| Non-Cash Activity | | |
|--|----------|---------|
| | Date | Cost |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable Amortization of Premium | 03/19/21 | -632.50 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Non-Cash Activity | | |
|---|----------|---------|
| | Date | Cost |
| American Express Co Sr Gbl 2.50% Dtd 07/30/2019 Due 07/30/2024 Callable Amortization of Premium | 01/29/21 | -686.00 |
| Autozone Inc Sr Gbl 2.50% Dtd 04/29/2015 Due 04/15/2021 Callable Amortization of Premium | 03/15/21 | -345.60 |
| Beverly Hills Calif Uni Sch Di GO Bds Zero Cpn Dtd 02/10/2009 Due 08/01/2023 Non-Callable Accretion of Discount | 03/31/21 | 17.85 |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable Amortization of Premium | 03/18/21 | -735.50 |
| Comcast Corp New Sr Nt 3.375% Dtd 05/27/2015 Due 08/15/2025 Callable Amortization of Premium | 02/12/21 | -326.70 |
| Deere John Capital Corp Fr 3.45% Dtd 03/13/2018 Due 03/13/2025 Non-Callable Amortization of Premium | 03/12/21 | -548.80 |
| Disney Walt Co Sr Gbl Nt 1.65% Dtd 09/06/2019 Due 09/01/2022 Callable Amortization of Premium | 03/01/21 | -211.05 |
| Exxon Mobil Corp Sr Gbl Nt 1.902% Dtd 08/16/2019 Due 08/16/2022 Callable Amortization of Premium | 02/16/21 | -325.35 |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable Amortization of Premium | 02/03/21 | -20.80 |
| Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount | 01/29/21 | 14.25 |
| Accretion of Discount | 02/26/21 | 12.55 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Non-Cash Activity

| | Date | Cost |
|---|----------|-----------|
| Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable | | |
| Accretion of Discount | 01/29/21 | 16.71 |
| Accretion of Discount | 02/26/21 | 16.71 |
| Accretion of Discount | 03/31/21 | 16.71 |
| Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable | | |
| Amortization of Premium | 01/05/21 | -35.40 |
| Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable | | |
| Amortization of Premium | 01/13/21 | -169.20 |
| JPMorgan Chase & Co Sr Nt 3.25% Dtd 09/24/2012 Due 09/23/2022 Non-Callable | | |
| Amortization of Premium | 03/23/21 | -519.75 |
| Jackson Cnty MO Reorg Sch Dist GO Sch Bldg Bds 2009c Taxable 4.90% Dtd 11/15/2009 Due 03/01/2021 Callable | | |
| Amortization of Premium | 03/01/21 | -1,621.00 |
| Lawrence Kans GO Impt Bds 2017 D 5.00% Dtd 09/28/2017 Due 09/01/2021 Non-Callable | | |
| Amortization of Premium | 03/01/21 | -1,278.20 |
| Mississippi St Univ Edl Bldg C Rev Bds 4.00% Dtd 05/17/2017 Due 08/01/2021 Non-Callable | | |
| Amortization of Premium | 02/01/21 | -796.20 |
| Mountain View Los Altos Calif GO Bds 2010a Zero Cpn Dtd 09/09/2010 Due 08/01/2023 Non-Callable | | |
| Accretion of Discount | 02/26/21 | 6.77 |
| Accretion of Discount | 03/31/21 | 14.50 |
| New Hampshire Health & Ed Facs Taxable Univ Sys Issue B 2017 B Taxable 2.292% Dtd 12/06/2017 Due 07/01/2021 Non-Callable | | |
| Amortization of Premium | 01/04/21 | -53.75 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Non-Cash Activity | | |
|---|----------|---------|
| | Date | Cost |
| New York St Dorm Auth Revs Non Univ Rev Bds 2019b Taxable 2.839% Dtd 02/21/2019 Due 07/01/2022 Callable Amortization of Premium | 01/04/21 | -546.00 |
| San Diego Tex Indpt Sch Dist Unltd Tax Ref Bds 3.00% Dtd 05/15/2020 Due 08/15/2022 Non-Callable Amortization of Premium | 02/12/21 | -879.00 |
| Synchrony Financial Sr Gbl Nt 4.25% Dtd 08/11/2014 Due 08/15/2024 Callable Amortization of Premium | 02/12/21 | -320.65 |
| 3M Co Fr 2.00% Dtd 06/26/2012 Due 06/26/2022 Non-Callable Accretion of Discount | 01/29/21 | 22.27 |
| Accretion of Discount | 02/26/21 | 22.27 |
| Accretion of Discount | 03/31/21 | 22.27 |
| Toyota Motor Credit Corp Fr 2.90% Dtd 04/01/2020 Due 03/30/2023 Non-Callable Amortization of Premium | 03/30/21 | -472.50 |
| US Treasury Note 1.125% Dtd 01/15/2011 Due 01/15/2021 Treasury Inflation Protection Security Inflationary Int Adjustment 01/14/21 | 01/14/21 | -19.20 |
| US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security Inflationary Int Adjustment 01/14/21 | 01/14/21 | -29.00 |
| Inflationary Int Adjustment 01/28/21 | 01/28/21 | -35.00 |
| Inflationary Int Adjustment 02/11/21 | 02/11/21 | 50.00 |
| Inflationary Int Adjustment 02/25/21 | 02/25/21 | 48.00 |
| Inflationary Int Adjustment 03/12/21 | 03/12/21 | 215.00 |
| Inflationary Int Adjustment 03/30/21 | 03/30/21 | 241.00 |
| US Treasury Note 2.375% Dtd 03/15/2018 Due 03/15/2021 Amortization of Premium | 03/15/21 | -389.42 |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Amortization of Premium | 02/01/21 | -418.54 |



WBSD - EMERGENCY CAPITAL RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Non-Cash Activity | | |
|--|----------|----------------------|
| | Date | Cost |
| University Neb Facs Corp Rev Bds 5.00% Dtd 08/09/2018 Due 07/15/2021 Non-Callable Amortization of Premium | 01/15/21 | -887.50 |
| 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 | 03/31/21 | 63.48 |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2025 Non-Callable Accretion of Discount | 03/31/21 | 55.61 |
| Total Non-Cash Transactions | | \$ -11,446.66 |

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 WMGGIFSOperations@bankofthewest.com as soon as possible. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

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

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



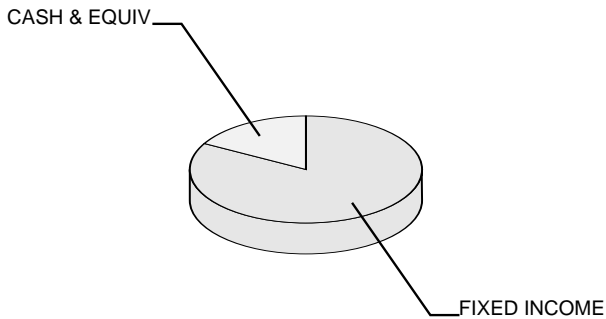
WBSD - CAPITAL PROJECT RESERVE

Account Number: [REDACTED]
 Statement Period: 01/01/21 - 03/31/21

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 | 583,623.70 | 16.9% |
| Fixed Income | 2,869,203.75 | 83.1% |
| Total Portfolio | \$ 3,452,827.45 | 100.0% |
| Accrued Income | 15,459.68 | |
| Total Valuation | \$ 3,468,287.13 | |

Market Reconciliation

| | Current Period | Year To Date |
|---|------------------------|------------------------|
| Beginning Market Value | \$ 3,476,111.08 | \$ 2,781,874.82 |
| Income | | |
| Interest..... | 34,212.32 | 75,409.90 |
| Purchased Income..... | -3,007.12 | -8,287.22 |
| Additions..... | 0.00 | 683,500.00 |
| Disbursements..... | -1,717.56 | -4,507.46 |
| Realized Gains/(Losses)..... | 0.00 | 656.01 |
| Change In Accrued Income..... | -12,334.94 | -10,074.11 |
| Change In Market Appreciation/(Depreciation)..... | -6,271.37 | -19,481.77 |
| Non-Cash Asset Changes..... | -18,705.28 | -30,803.04 |
| Ending Market Value | \$ 3,468,287.13 | \$ 3,468,287.13 |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------------|--|--------------------------------|------------------|
| Cash Equivalents | | | | |
| Bank of The West Advantage Acct | 583,623.700 | 583,623.70 583,623.70 | 233.00 16.82 | 0.04% |
| Total Cash Equivalents | | \$ 583,623.70 \$ 583,623.70 | 233.00 16.82 | 0.04% |
| Fixed Income | | | | |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable | 60,000.000 | 64,734.00 64,620.60 | 2,040.00 68.00 | 3.15% |
| Apple Inc Sr Gbl Nt 0.75% Dtd 05/11/2020 Due 05/11/2023 Callable | 10,000.000 | 10,100.50 10,100.90 | 75.00 29.16 | 0.74% |
| Austin Tex Indpt Sch Dist Ultd Tax Sch Bldg and RE 5.00% Dtd 04/10/2019 Due 08/01/2022 Non-Callable | 100,000.000 | 106,418.00 105,869.00 | 5,000.00 833.33 | 4.70% |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable | 60,000.000 | 65,250.60 65,339.40 | 2,100.00 75.83 | 3.22% |
| California St GO Bds 5.00% Dtd 03/14/2017 Due 08/01/2023 Non-Callable | 60,000.000 | 66,675.00 65,133.60 | 3,000.00 499.99 | 4.50% |
| Clackamas Cnty Ore Sch Dist No GO Bds B 5.00% Dtd 03/02/2017 Due 06/15/2023 Non-Callable | 70,000.000 | 77,304.50 77,378.50 | 3,500.00 1,030.55 | 4.53% |
| Collin Cnty Tex Cmnty College GO Bds 2020a 5.00% Dtd 03/15/2020 Due 08/15/2021 Non-Callable | 100,000.000 | 101,765.00 101,892.00 | 5,000.00 638.88 | 4.91% |
| Comcast Corp New Sr Nt 3.375% Dtd 05/27/2015 Due 08/15/2025 Callable | 45,000.000 | 48,977.55 50,014.35 | 1,518.00 194.06 | 3.10% |
| Credit Suisse Ag New York Bran Fr 2.80% Dtd 04/09/2020 Due 04/08/2022 Non-Callable | 20,000.000 | 20,419.80 20,589.00 | 560.00 267.55 | 2.74% |
| Deere John Capital Corp Fr 3.45% Dtd 03/13/2018 Due 03/13/2025 Non-Callable | 50,000.000 | 54,647.50 55,567.00 | 1,725.00 86.25 | 3.16% |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|--|-------------|--------------------------|--------------------------------|------------------|
| Disney Walt Co Sr Gbl Nt 1.65% Dtd 09/06/2019 Due 09/01/2022 Callable | 20,000.000 | 20,367.60 20,283.20 | 330.00 27.50 | 1.62% |
| East Side Un High Sch Dist Cal GO Ref Bds 3.50% Dtd 07/25/2013 Due 08/01/2021 Non-Callable | 115,000.000 | 116,251.20 116,371.95 | 4,025.00 670.83 | 3.46% |
| Exxon Mobil Corp Sr Gbl Nt 1.902% Dtd 08/16/2019 Due 08/16/2022 Callable | 20,000.000 | 20,445.40 20,436.00 | 380.00 47.55 | 1.86% |
| Federal Home Loan Bks Cons Bds Step Cpn Dtd 04/27/2017 Due 04/27/2022 Callable | 50,000.000 | 51,170.00 49,887.50 | 1,150.00 491.94 | 2.25% |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable | 60,000.000 | 61,377.60 60,088.20 | 1,140.00 228.00 | 1.86% |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable | 60,000.000 | 61,416.60 60,048.60 | 1,140.00 183.66 | 1.86% |
| Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable | 60,000.000 | 60,405.60 59,895.43 | 825.00 398.75 | 1.37% |
| Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable | 120,000.000 | 121,732.80 120,144.00 | 2,400.00 573.33 | 1.97% |
| Federal Natl Mtg Assn 1.875% Dtd 04/10/2017 Due 04/05/2022 Non-Callable | 60,000.000 | 61,066.80 60,076.80 | 1,125.00 550.00 | 1.84% |
| Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable | 120,000.000 | 122,158.80 120,686.40 | 2,850.00 617.50 | 2.33% |
| Federal Natl Mtg Assn Gtd Passthru CTF Pool #AN4889 2.750% Dtd 03/01/2017 Due 03/01/2024 IPD24 | 200,000.000 | 211,076.00 211,076.00 | 5,500.00 473.61 | 2.61% |
| JPMorgan Chase & Co Sr Nt 3.25% Dtd 09/24/2012 Due 09/23/2022 Non-Callable | 20,000.000 | 20,865.40 20,699.60 | 650.00 14.44 | 3.12% |
| League City Tex Combi Tax and Rev Ctfs O 5.00% Dtd 07/01/2017 Due 02/15/2023 Non-Callable | 65,000.000 | 70,690.75 69,799.60 | 3,250.00 415.27 | 4.60% |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------------|--------------------------|--------------------------------|------------------|
| Long Is Pwr Auth N Y Elec Sys Taxable Gen Bds 2020 C Taxable 0.764% Dtd 08/20/2020 Due 03/01/2023 Callable | 35,000.000 | 35,063.00 35,159.60 | 267.00 22.28 | 0.76% |
| Massachusetts St GO Bds 2013b 5.00% Dtd 07/02/2013 Due 08/01/2022 Non-Callable | 75,000.000 | 79,833.75 79,380.00 | 3,750.00 625.00 | 4.70% |
| Modesto Calif Irr Dist Fing Au Rev Bds 2015a 5.00% Dtd 07/15/2015 Due 10/01/2023 Non-Callable | 90,000.000 | 99,964.80 100,640.80 | 4,500.00 2,249.99 | 4.50% |
| New York St Dorm Auth Revs Non Univ Rev Bds 2019b Taxable 2.839% Dtd 02/21/2019 Due 07/01/2022 Callable | 100,000.000 | 103,185.00 101,664.00 | 2,839.00 709.74 | 2.75% |
| San Juan Calif Uni Sch Dist Bds Zero Cpn Dtd 08/02/2001 Due 08/01/2023 Non-Callable | 45,000.000 | 44,588.70 44,612.99 | 0.00 | 0.00% |
| Santa Ana Calif Uni Sch Dist Sch Dist Bds 2008 A Zero Cpn Dtd 08/19/2008 Due 08/01/2023 Non-Callable | 65,000.000 | 63,960.00 64,186.01 | 0.00 | 0.00% |
| Southwest Tex Indpt Sch Dist Ultld Tax Sch Bldg and RE 5.00% Dtd 07/15/2014 Due 02/01/2022 Non-Callable | 50,000.000 | 52,009.00 51,962.50 | 2,500.00 416.66 | 4.81% |
| Statoil Asa Sr Glbl Nt 2.75% Dtd 11/10/2014 Due 11/10/2021 Callable | 44,000.000 | 44,657.36 44,344.52 | 1,210.00 473.91 | 2.71% |
| Synchrony Financial Sr Glbl Nt 4.25% Dtd 08/11/2014 Due 08/15/2024 Callable | 45,000.000 | 48,977.10 48,908.70 | 1,912.00 244.37 | 3.90% |
| Tennessee Valley Auth Sr Glbl A Bd 0.75% Dtd 05/11/2020 Due 05/15/2025 Non-Callable | 150,000.000 | 149,761.50 152,224.38 | 1,125.00 425.00 | 0.75% |
| Toyota Motor Credit Corp Fr 2.90% Dtd 04/01/2020 Due 03/30/2023 Non-Callable | 20,000.000 | 20,981.80 20,764.60 | 580.00 1.61 | 2.76% |
| Toyota Motor Credit Corp Fr 3.00% Dtd 04/01/2020 Due 04/01/2025 Callable | 50,000.000 | 53,481.00 54,999.00 | 1,500.00 750.00 | 2.80% |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|--------------|--|--|--------------------------|
| US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security | 33,106.200 | 33,173.74 33,027.35 | 41.00 19.00 | 0.12% |
| University Calif Revs Gen Rev Bds 2015 A Taxable 2.909% Dtd 03/25/2015 Due 05/15/2023 Callable | 65,000.000 | 68,471.65 67,564.25 | 1,890.00 714.32 | 2.76% |
| Upper Trinity Regl Wtr Dist Te Rev Ref Bds 3.00% Dtd 01/01/2012 Due 08/01/2022 Callable | 75,000.000 | 75,648.75 75,633.00 | 2,250.00 375.00 | 2.97% |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2024 Non-Callable | 100,000.000 | 97,488.00 98,163.32 | 0.00 | 0.00% |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2025 Non-Callable | 150,000.000 | 142,980.00 145,307.42 | 0.00 | 0.00% |
| Washington St Motor Veh Fuel Tax B 2003 C Zero Cpn Dtd 10/02/2002 Due 06/01/2023 Non-Callable | 40,000.000 | 39,661.60 39,697.44 | 0.00 | 0.00% |
| Total Fixed Income | | \$ 2,869,203.75 \$ 2,864,237.51 | 73,647.00 15,442.86 | 2.57% |
| Cash | | | | |
| Principal Cash | | 0.00 0.00 | 0.00 | 0.00% |
| Income Cash | | 0.00 0.00 | 0.00 | 0.00% |
| Total Cash | | \$ 0.00 \$ 0.00 | 0.00 0.00 | 0.00% |
| Total Market Value | | \$ 3,452,827.45 \$ 3,447,861.21 | 73,880.00 15,459.68 | 2.14% |
| Total Market Value Plus Accruals | | \$ 3,468,287.13 | | |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | | |
|--------------------------------------|----------|-------------|----------------|
| | Date | Income Cash | Principal Cash |
| Interest Income | | | |
| Bank of The West Advantage Acct | | | |
| Int To 12/31/20 | 01/04/21 | | 14.26 |
| Int To 01/31/21 | 02/01/21 | | 29.90 |
| Int To 02/28/21 | 03/01/21 | | 22.60 |
| Anz National Intl LTD Fr | | | |
| 3.40% Dtd 03/19/2019 Due 03/19/2024 | | | |
| Non-Callable | | | |
| Int To 03/19/21 on 60,000 | 03/19/21 | | 1,020.00 |
| Austin Tex Indpt Sch Dist Ultd Tax | | | |
| Sch Bldg and RE 5.00% Dtd 04/10/2019 | | | |
| Due 08/01/2022 Non-Callable | | | |
| Int To 02/01/21 on 100,000 | 02/01/21 | | 2,500.00 |
| Blackrock Inc Sr Nt | | | |
| 3.50% Dtd 03/18/2014 Due 03/18/2024 | | | |
| Callable | | | |
| Int To 03/18/21 on 60,000 | 03/18/21 | | 1,050.00 |
| California St GO Bds | | | |
| 5.00% Dtd 03/14/2017 Due 08/01/2023 | | | |
| Non-Callable | | | |
| Int To 02/01/21 on 60,000 | 02/01/21 | | 1,500.00 |
| Citibank NA N Y | | | |
| 2.85% Dtd 02/15/2018 Due 02/12/2021 | | | |
| Callable | | | |
| Interest on Full Call of | 01/12/21 | | 380.00 |
| Collin Cnty Tex Cmnty College GO Bds | | | |
| 2020a 5.00% Dtd 03/15/2020 Due | | | |
| 08/15/2021 Non-Callable | | | |
| Int 04/29/20 To 02/15/21 on 100000 | 02/16/21 | | 3,972.22 |
| Comcast Corp New Sr Nt | | | |
| 3.375% Dtd 05/27/2015 Due 08/15/2025 | | | |
| Callable | | | |
| Int To 02/15/21 on 45,000 | 02/16/21 | | 759.37 |
| Deere John Capital Corp Fr | | | |
| 3.45% Dtd 03/13/2018 Due 03/13/2025 | | | |
| Non-Callable | | | |
| Int To 03/13/21 on 50,000 | 03/15/21 | | 862.50 |
| Disney Walt Co Sr Gbl Nt | | | |
| 1.65% Dtd 09/06/2019 Due 09/01/2022 | | | |
| Callable | | | |
| Int To 03/01/21 on 20,000 | 03/01/21 | | 165.00 |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

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 01/01/21 - 03/31/21

| Income Activity | | | |
|---|----------------------|-------------|------------------|
| | Date | Income Cash | Principal Cash |
| East Side Un High Sch Dist Cal GO Ref Bds 3.50% Dtd 07/25/2013 Due 08/01/2021 Non-Callable Int To 02/01/21 on 115,000 | 02/01/21 | | 2,012.50 |
| Exxon Mobil Corp Sr Gbl Nt 1.902% Dtd 08/16/2019 Due 08/16/2022 Callable Int To 02/16/21 on 20,000 | 02/16/21 | | 190.20 |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable Int To 01/19/21 on 60,000 | 01/19/21 | | 570.00 |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable Int To 02/03/21 on 60,000 | 02/03/21 | | 570.00 |
| Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Int To 02/26/21 on 60,000 | 02/26/21 | | 412.50 |
| Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable Int To 01/05/21 on 120,000 | 01/05/21 | | 1,200.00 |
| Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable Int To 01/13/21 on 120,000 | 01/13/21 | | 1,425.00 |
| Federal Natl Mtg Assn Gtd Passthru CTF Pool #AN4889 2.750% Dtd 03/01/2017 Due 03/01/2024 IPD24 Int For January 2021 on 200000 Int For February 2021 on 200000 | 02/25/21 03/25/21 | | 473.61 427.78 |
| JPMorgan Chase & Co Sr Nt 3.25% Dtd 09/24/2012 Due 09/23/2022 Non-Callable Int To 03/23/21 on 20,000 | 03/23/21 | | 325.00 |
| Jackson Cnty MO Reorg Sch Dist GO Sch Bldg Bds 2009c Taxable 4.90% Dtd 11/15/2009 Due 03/01/2021 Callable Int To 03/01/21 on 135,000 | 03/01/21 | | 3,307.50 |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | | |
|--|----------|-------------|----------------|
| | Date | Income Cash | Principal Cash |
| League City Tex Combi Tax and Rev Cffs O 5.00% Dtd 07/01/2017 Due 02/15/2023 Non-Callable Int To 02/15/21 on 65,000 | 02/16/21 | | 1,625.00 |
| Long Is Pwr Auth N Y Elec Sys Taxable Gen Bds 2020 C Taxable 0.764% Dtd 08/20/2020 Due 03/01/2023 Callable Int 08/20/20 To 03/01/21 on 35000 | 03/01/21 | | 141.87 |
| Massachusetts St GO Bds 2013b 5.00% Dtd 07/02/2013 Due 08/01/2022 Non-Callable Int To 02/01/21 on 75,000 | 02/01/21 | | 1,875.00 |
| New York St Dorm Auth Revs Non Univ Rev Bds 2019b Taxable 2.839% Dtd 02/21/2019 Due 07/01/2022 Callable Int To 01/01/21 on 100,000 | 01/04/21 | | 1,419.50 |
| New York St Dorm Auth St Pers Income Tax Rev Bds 2010c Taxable 4.554% Dtd 03/11/2010 Due 02/15/2021 Callable Int To 02/15/21 on 25,000 | 02/16/21 | | 569.25 |
| Southwest Tex Indpt Sch Dist Ultd Tax Sch Bldg and RE 5.00% Dtd 07/15/2014 Due 02/01/2022 Non-Callable Int To 02/01/21 on 50,000 | 02/01/21 | | 1,250.00 |
| Synchrony Financial Sr Gbl Nt 4.25% Dtd 08/11/2014 Due 08/15/2024 Callable Int To 02/15/21 on 45,000 | 02/16/21 | | 956.25 |
| Toyota Motor Credit Corp Fr 2.90% Dtd 04/01/2020 Due 03/30/2023 Non-Callable Int To 03/30/21 on 20,000 | 03/30/21 | | 290.00 |
| US Treasury Note 1.125% Dtd 01/15/2011 Due 01/15/2021 Treasury Inflation Protection Security Int To 01/15/21 on 47600 | 01/15/21 | | 267.75 |
| Ordinary Income on Disposition of | 01/15/21 | | 252.76 |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Int To 01/31/21 on 100,000 | 02/01/21 | | 1,250.00 |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Income Activity | | | |
|--|----------|----------------|---------------------|
| | Date | Income Cash | Principal Cash |
| Upper Trinity Regl Wtr Dist Te Rev Ref Bds 3.00% Dtd 01/01/2012 Due 08/01/2022 Callable Int To 02/01/21 on 75,000 | 02/01/21 | | 1,125.00 |
| Total Interest Income | | \$ 0.00 | \$ 34,212.32 |
| Purchased Income | | | |
| Clackamas Cnty Ore Sch Dist No GO Bds B 5.00% Dtd 03/02/2017 Due 06/15/2023 Non-Callable Accrued Int To 02/26/21 Paid on Purchase of 50,000 | 02/26/21 | | -493.06 |
| Accrued Int To 02/26/21 Paid on Purchase of 20,000 | 02/26/21 | | -197.22 |
| Federal Natl Mtg Assn Gtd Passthru CTF Pool #AN4889 2.750% Dtd 03/01/2017 Due 03/01/2024 IPD24 Accrued Int To 02/10/21 Paid on Purchase of 200,000 | 02/10/21 | | -137.50 |
| Long Is Pwr Auth N Y Elec Sys Taxable Gen Bds 2020 C Taxable 0.764% Dtd 08/20/2020 Due 03/01/2023 Callable Accrued Int To 02/16/21 Paid on Purchase of 35,000 | 02/16/21 | | -130.73 |
| Modesto Calif Irr Dist Fing Au Rev Bds 2015a 5.00% Dtd 07/15/2015 Due 10/01/2023 Non-Callable Accrued Int To 02/16/21 Paid on Purchase of 40,000 | 02/16/21 | | -750.00 |
| Accrued Int To 03/02/21 Paid on Purchase of 50,000 | 03/02/21 | | -1,048.61 |
| Tennessee Valley Auth Sr Glbl A Bd 0.75% Dtd 05/11/2020 Due 05/15/2025 Non-Callable Accrued Int To 02/05/21 Paid on Purchase of 150,000 | 02/05/21 | | -250.00 |
| Total Purchased Income | | \$ 0.00 | \$ -3,007.12 |
| Total Income | | \$ 0.00 | \$ 31,205.20 |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Disbursement Activity | | | |
|----------------------------|----------|----------------|---------------------|
| | Date | Income Cash | Principal Cash |
| Fees/Expenses | | | |
| Monthly Fee To 12/31/20 | 01/15/21 | | -571.98 |
| Monthly Fee To 01/31/21 | 02/12/21 | | -572.02 |
| Monthly Fee To 02/28/21 | 03/15/21 | | -573.56 |
| Total Fees/Expenses | | \$ 0.00 | \$ -1,717.56 |
| Total Disbursements | | \$ 0.00 | \$ -1,717.56 |

| Purchase Activity | | | |
|--|----------|-------------|----------------|
| | Date | Income Cash | Principal Cash |
| Bank of The West Advantage Acct Purchases (16) 01/01/21 To 03/31/21 | 03/31/21 | | -340,074.77 |
| Clackamas Cnty Ore Sch Dist No GO Bds B 5.00% Dtd 03/02/2017 Due 06/15/2023 Non-Callable Purchased 50000 02/24/21 From Ice Securities Execution & Clr @ 110.533 | 02/26/21 | | -55,266.50 |
| Purchased 20000 02/24/21 From Ice Securities Execution & Clr @ 110.56 | 02/26/21 | | -22,112.00 |
| Federal Natl Mtg Assn Gtd Passthru CTF Pool #AN4889 2.750% Dtd 03/01/2017 Due 03/01/2024 IPD24 Purchased 200000 02/08/21 From D A Davidson & Co @ 105.538 | 02/10/21 | | -211,076.00 |
| Long Is Pwr Auth N Y Elec Sys Taxable Gen Bds 2020 C Taxable 0.764% Dtd 08/20/2020 Due 03/01/2023 Callable Purchased 35000 02/11/21 From Sterne Agee & Leach Inc @ 100.468 | 02/16/21 | | -35,163.80 |
| Modesto Calif Irr Dist Fing Au Rev Bds 2015a 5.00% Dtd 07/15/2015 Due 10/01/2023 Non-Callable Purchased 40000 02/11/21 From Ice Securities Execution & Clr @ 112.027 | 02/16/21 | | -44,810.80 |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Purchase Activity | | | |
|---|----------|----------------|-------------------------|
| | Date | Income Cash | Principal Cash |
| Purchased 50000 02/26/21 From Ice Securities Execution & Clr @ 111.66 | 03/02/21 | | -55,830.00 |
| San Juan Calif Uni Sch Dist Bds Zero Cpn Dtd 08/02/2001 Due 08/01/2023 Non-Callable Purchased 45000 02/11/21 From Ice Securities Execution & Clr @ 99.095 | 02/16/21 | | -44,592.75 |
| Santa Ana Calif Uni Sch Dist Sch Dist Bds 2008 A Zero Cpn Dtd 08/19/2008 Due 08/01/2023 Non-Callable Purchased 65000 03/02/21 From Morgan Stanley & Co @ 98.709 | 03/04/21 | | -64,160.85 |
| Tennessee Valley Auth Sr Gbl A Bd 0.75% Dtd 05/11/2020 Due 05/15/2025 Non-Callable Purchased 150000 02/04/21 From BOK Financial Securities, Inc. @ 101.482923 | 02/05/21 | | -152,224.38 |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2024 Non-Callable Purchased 100000 02/02/21 From Oppenheimer & Co Inc @ 98.121 | 03/02/21 | | -98,121.00 |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2025 Non-Callable Purchased 150000 02/02/21 From Oppenheimer & Co Inc @ 96.816 | 03/02/21 | | -145,224.00 |
| Washington St Motor Veh Fuel Tax B 2003 C Zero Cpn Dtd 10/02/2002 Due 06/01/2023 Non-Callable Purchased 40000 02/11/21 From Morgan Stanley & Co @ 99.201 | 02/16/21 | | -39,680.40 |
| Total Purchases | | \$ 0.00 | \$ -1,308,337.25 |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Sale Activity | | | |
|--|----------|------------------------|--------------------|
| | Date | Proceeds | Realized Gain/Loss |
| Bank of The West Advantage Acct Sales (9) 01/01/21 To 03/31/21 | 03/31/21 | 879,502.37 | |
| Citibank NA N Y 2.85% Dtd 02/15/2018 Due 02/12/2021 Callable Full Call @ 0 on 1/12/2021 32,000 Par Value | 01/12/21 | 32,000.00 | |
| Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Recd Proceeds on Maturity of 60,000 Par Value | 02/26/21 | 60,000.00 | |
| Jackson Cnty MO Reorg Sch Dist GO Sch Bldg Bds 2009c Taxable 4.90% Dtd 11/15/2009 Due 03/01/2021 Callable Recd Proceeds on Maturity of 135,000 Par Value | 03/01/21 | 135,000.00 | |
| New York St Dorm Auth St Pers Income Tax Rev Bds 2010c Taxable 4.554% Dtd 03/11/2010 Due 02/15/2021 Callable Recd Proceeds on Maturity of 25,000 Par Value | 02/16/21 | 25,000.00 | |
| US Treasury Note 1.125% Dtd 01/15/2011 Due 01/15/2021 Treasury Inflation Protection Security Recd Proceeds on Maturity of 47,600 Par Value | 01/15/21 | 47,347.24 | |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Recd Proceeds on Maturity of 100,000 Par Value | 02/01/21 | 100,000.00 | |
| Total Sales | | \$ 1,278,849.61 | \$ 0.00 |

| Non-Cash Activity | | |
|--|----------|---------|
| | Date | Cost |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable Amortization of Premium | 03/19/21 | -759.00 |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Non-Cash Activity | | |
|--|----------|-----------|
| | Date | Cost |
| Austin Tex Indpt Sch Dist Ultl Tax Sch Bldg and RE 5.00% Dtd 04/10/2019 Due 08/01/2022 Non-Callable Amortization of Premium | 02/01/21 | -1,936.00 |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable Amortization of Premium | 03/18/21 | -882.60 |
| California St GO Bds 5.00% Dtd 03/14/2017 Due 08/01/2023 Non-Callable Amortization of Premium | 02/01/21 | -1,003.80 |
| Citibank NA N Y 2.85% Dtd 02/15/2018 Due 02/12/2021 Callable Amortization of Premium | 01/12/21 | -161.60 |
| Collin Cnty Tex Cmnty College GO Bds 2020a 5.00% Dtd 03/15/2020 Due 08/15/2021 Non-Callable Amortization of Premium | 02/12/21 | -2,972.00 |
| Comcast Corp New Sr Nt 3.375% Dtd 05/27/2015 Due 08/15/2025 Callable Amortization of Premium | 02/12/21 | -267.30 |
| Deere John Capital Corp Fr 3.45% Dtd 03/13/2018 Due 03/13/2025 Non-Callable Amortization of Premium | 03/12/21 | -686.00 |
| Disney Walt Co Sr Glbl Nt 1.65% Dtd 09/06/2019 Due 09/01/2022 Callable Amortization of Premium | 03/01/21 | -93.80 |
| East Side Un High Sch Dist Cal GO Ref Bds 3.50% Dtd 07/25/2013 Due 08/01/2021 Non-Callable Amortization of Premium | 02/01/21 | -1,365.05 |
| Exxon Mobil Corp Sr Glbl Nt 1.902% Dtd 08/16/2019 Due 08/16/2022 Callable Amortization of Premium | 02/16/21 | -144.60 |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Non-Cash Activity | | |
|--|----------|-----------|
| | Date | Cost |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 07/19/2017 Due 07/19/2022 Non-Callable Amortization of Premium | 01/19/21 | -28.80 |
| Federal Farm Cr Bks Cons Systemwide Bds 1.90% Dtd 08/03/2017 Due 08/03/2022 Non-Callable Amortization of Premium | 02/03/21 | -15.60 |
| Federal Natl Mtg Assn 1.375% Dtd 02/05/2016 Due 02/26/2021 Non-Callable Accretion of Discount | 01/29/21 | 14.25 |
| Accretion of Discount | 02/26/21 | 12.55 |
| Federal Natl Mtg Assn 1.375% Dtd 10/07/2016 Due 10/07/2021 Non-Callable Accretion of Discount | 01/29/21 | 16.71 |
| Accretion of Discount | 02/26/21 | 16.71 |
| Accretion of Discount | 03/31/21 | 16.71 |
| Federal Natl Mtg Assn 2.00% Dtd 01/09/2017 Due 01/05/2022 Non-Callable Amortization of Premium | 01/05/21 | -70.80 |
| Federal Home Ln Mtg Corp 2.375% Dtd 01/13/2012 Due 01/13/2022 Non-Callable Amortization of Premium | 01/13/21 | -338.40 |
| JPMorgan Chase & Co Sr Nt 3.25% Dtd 09/24/2012 Due 09/23/2022 Non-Callable Amortization of Premium | 03/23/21 | -231.00 |
| Jackson Cnty MO Reorg Sch Dist GO Sch Bldg Bds 2009c Taxable 4.90% Dtd 11/15/2009 Due 03/01/2021 Callable Amortization of Premium | 03/01/21 | -2,188.35 |
| League City Tex Combi Tax and Rev Ctfs O 5.00% Dtd 07/01/2017 Due 02/15/2023 Non-Callable Amortization of Premium | 02/12/21 | -1,181.05 |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Non-Cash Activity

| | Date | Cost |
|--|----------|-----------|
| Long Is Pwr Auth N Y Elec Sys Taxable Gen Bds 2020 C Taxable 0.764% Dtd 08/20/2020 Due 03/01/2023 Callable Amortization of Premium | 03/01/21 | -4.20 |
| Massachusetts St GO Bds 2013b 5.00% Dtd 07/02/2013 Due 08/01/2022 Non-Callable Amortization of Premium | 02/01/21 | -1,444.50 |
| New York St Dorm Auth Revs Non Univ Rev Bds 2019b Taxable 2.839% Dtd 02/21/2019 Due 07/01/2022 Callable Amortization of Premium | 01/04/21 | -546.00 |
| New York St Dorm Auth St Pers Income Tax Rev Bds 2010c Taxable 4.554% Dtd 03/11/2010 Due 02/15/2021 Callable Amortization of Premium | 02/16/21 | -311.50 |
| San Juan Calif Uni Sch Dist Bds Zero Cpn Dtd 08/02/2001 Due 08/01/2023 Non-Callable Accretion of Discount | 02/26/21 | 6.44 |
| Accretion of Discount | 03/31/21 | 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 | 03/31/21 | 25.16 |
| Southwest Tex Indpt Sch Dist Ultd Tax Sch Bldg and RE 5.00% Dtd 07/15/2014 Due 02/01/2022 Non-Callable Amortization of Premium | 02/01/21 | -973.50 |
| Synchrony Financial Sr Glbl Nt 4.25% Dtd 08/11/2014 Due 08/15/2024 Callable Amortization of Premium | 02/12/21 | -262.35 |
| Toyota Motor Credit Corp Fr 2.90% Dtd 04/01/2020 Due 03/30/2023 Non-Callable Amortization of Premium | 03/30/21 | -189.00 |



WBSD - CAPITAL PROJECT RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Non-Cash Activity | | |
|--|----------|----------------------|
| | Date | Cost |
| US Treasury Note 1.125% Dtd 01/15/2011 Due 01/15/2021 Treasury Inflation Protection Security Inflationary Int Adjustment 01/14/21 | 01/14/21 | -12.80 |
| US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security Inflationary Int Adjustment 01/14/21 | 01/14/21 | -8.70 |
| Inflationary Int Adjustment 01/28/21 | 01/28/21 | -10.50 |
| Inflationary Int Adjustment 02/11/21 | 02/11/21 | 15.00 |
| Inflationary Int Adjustment 02/25/21 | 02/25/21 | 14.40 |
| Inflationary Int Adjustment 03/12/21 | 03/12/21 | 64.50 |
| Inflationary Int Adjustment 03/30/21 | 03/30/21 | 72.30 |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Amortization of Premium | 02/01/21 | -418.54 |
| Upper Trinity Regl Wtr Dist Te Rev Ref Bds 3.00% Dtd 01/01/2012 Due 08/01/2022 Callable Amortization of Premium | 02/01/21 | -629.25 |
| 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 | 03/31/21 | 42.32 |
| Waco Tex Indpt Sch Dist Taxable Unltd Tax Ref Bd Taxable Zero Cpn Dtd 01/01/2021 Due 08/15/2025 Non-Callable Accretion of Discount | 03/31/21 | 83.42 |
| Washington St Motor Veh Fuel Tax B 2003 C Zero Cpn Dtd 10/02/2002 Due 06/01/2023 Non-Callable Accretion of Discount | 02/26/21 | 5.42 |
| Accretion of Discount | 03/31/21 | 11.62 |
| Total Non-Cash Transactions | | \$ -18,705.28 |

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 WMGGIFSOperations@bankofthewest.com as soon as possible. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

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

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



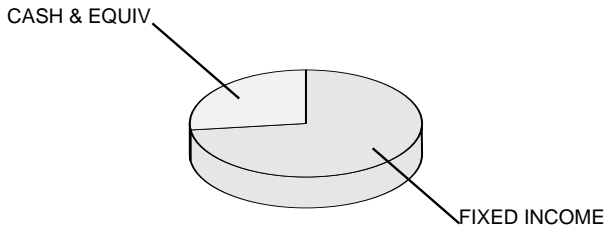
WBSD - RECYCLED WATER CASH FLOW

Account Number: [REDACTED]
 Statement Period: 01/01/21 - 03/31/21

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 | 62,572.10 | 27.4% |
| Fixed Income | 165,747.89 | 72.6% |
| Total Portfolio | \$ 228,319.99 | 100.0% |
| Accrued Income | 1,155.84 | |
| Total Valuation | \$ 229,475.83 | |

Market Reconciliation

| | Current Period | Year To Date |
|---|----------------------|----------------------|
| Beginning Market Value | \$ 229,694.76 | \$ 228,463.67 |
| Income | | |
| Interest..... | 1,318.27 | 4,410.90 |
| Purchased Income..... | -55.42 | -908.95 |
| Disbursements..... | -113.60 | -343.27 |
| Realized Gains/(Losses)..... | 0.00 | 0.00 |
| Change In Accrued Income..... | -219.77 | -27.15 |
| Change In Market Appreciation/(Depreciation)..... | -563.44 | -1,240.50 |
| Non-Cash Asset Changes..... | -584.97 | -878.87 |
| Ending Market Value | \$ 229,475.83 | \$ 229,475.83 |



WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|------------|--|------------------------------------|------------------|
| Cash Equivalents | | | | |
| Bank of The West Advantage Acct | 62,572.100 | 62,572.10 62,572.10 | 25.00 1.76 | 0.04% |
| Total Cash Equivalents | | \$ 62,572.10 \$ 62,572.10 | 25.00 1.76 | 0.04% |
| Fixed Income | | | | |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable | 20,000.000 | 21,578.00 21,540.20 | 680.00 22.66 | 3.15% |
| BB&T Corp Sr Medium Term Nts Fr 3.70% Dtd 06/05/2018 Due 06/05/2025 Callable | 15,000.000 | 16,435.80 16,887.60 | 555.00 178.83 | 3.38% |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable | 20,000.000 | 21,750.20 21,779.80 | 700.00 25.27 | 3.22% |
| Federal Home Ln Mtg Corp 0.70% Dtd 04/30/2020 Due 10/30/2024 Callable | 30,000.000 | 30,006.90 30,000.00 | 210.00 88.08 | 0.70% |
| New York N Y GO Bds Subser Taxable 4.669% Dtd 10/15/2009 Due 10/01/2022 Callable | 35,000.000 | 37,274.30 36,822.45 | 1,634.00 817.07 | 4.38% |
| US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security | 38,623.900 | 38,702.69 38,531.90 | 48.00 22.17 | 0.12% |
| Total Fixed Income | | \$ 165,747.89 \$ 165,561.95 | 3,827.00 1,154.08 | 2.31% |
| Cash | | | | |
| Principal Cash | | 0.00 0.00 | 0.00 | 0.00% |
| Income Cash | | 0.00 0.00 | 0.00 | 0.00% |
| Total Cash | | \$ 0.00 \$ 0.00 | 0.00 0.00 | 0.00% |



WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------|--------------------------------|--------------------------------|------------------|
| Total Market Value | | \$ 228,319.99 \$ 228,134.05 | 3,852.00 1,155.84 | 1.69% |
| Total Market Value Plus Accruals | | \$ 229,475.83 | | |

Income Activity

| | Date | Income Cash | Principal Cash |
|---|----------|----------------|--------------------|
| Interest Income | | | |
| Bank of The West Advantage Acct | | | |
| Int To 12/31/20 | 01/04/21 | | 0.70 |
| Int To 01/31/21 | 02/01/21 | | 1.05 |
| Int To 02/28/21 | 03/01/21 | | 1.52 |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable | | | |
| Int To 03/19/21 on 20,000 | 03/19/21 | | 340.00 |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable | | | |
| Int To 03/18/21 on 20,000 | 03/18/21 | | 350.00 |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 | | | |
| Int To 01/31/21 on 50,000 | 02/01/21 | | 625.00 |
| Total Interest Income | | \$ 0.00 | \$ 1,318.27 |
| Purchased Income | | | |
| Federal Home Ln Mtg Corp 0.70% Dtd 04/30/2020 Due 10/30/2024 Callable | | | |
| Accrued Int To 02/05/21 Paid on Purchase of 30,000 | 02/05/21 | | -55.42 |
| Total Purchased Income | | \$ 0.00 | \$ -55.42 |
| Total Income | | \$ 0.00 | \$ 1,262.85 |



WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Disbursement Activity | | | |
|----------------------------|----------|----------------|-------------------|
| | Date | Income Cash | Principal Cash |
| Fees/Expenses | | | |
| Monthly Fee To 12/31/20 | 01/15/21 | | -37.87 |
| Monthly Fee To 01/31/21 | 02/12/21 | | -37.85 |
| Monthly Fee To 02/28/21 | 03/15/21 | | -37.88 |
| Total Fees/Expenses | | \$ 0.00 | \$ -113.60 |
| Total Disbursements | | \$ 0.00 | \$ -113.60 |

| Purchase Activity | | | |
|---|----------|----------------|----------------------|
| | Date | Income Cash | Principal Cash |
| Bank of The West Advantage Acct Purchases (5) 01/01/21 To 03/31/21 | 03/31/21 | | -51,318.27 |
| Federal Home Ln Mtg Corp 0.70% Dtd 04/30/2020 Due 10/30/2024 Callable Purchased 30000 02/04/21 From Ice Securities Execution & Clr @ 100 | 02/05/21 | | -30,000.00 |
| Total Purchases | | \$ 0.00 | \$ -81,318.27 |

| Sale Activity | | | |
|---|----------|---------------------|--------------------|
| | Date | Proceeds | Realized Gain/Loss |
| Bank of The West Advantage Acct Sales (4) 01/01/21 To 03/31/21 | 03/31/21 | 30,169.02 | |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Recd Proceeds on Maturity of 50,000 Par Value | 02/01/21 | 50,000.00 | |
| Total Sales | | \$ 80,169.02 | \$ 0.00 |



WBSD - RECYCLED WATER CASH FLOW

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Non-Cash Activity | | |
|--|----------|-------------------|
| | Date | Cost |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable Amortization of Premium | 03/19/21 | -253.00 |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable Amortization of Premium | 03/18/21 | -294.20 |
| US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security | | |
| Inflationary Int Adjustment 01/14/21 | 01/14/21 | -10.15 |
| Inflationary Int Adjustment 01/28/21 | 01/28/21 | -12.25 |
| Inflationary Int Adjustment 02/11/21 | 02/11/21 | 17.50 |
| Inflationary Int Adjustment 02/25/21 | 02/25/21 | 16.80 |
| Inflationary Int Adjustment 03/12/21 | 03/12/21 | 75.25 |
| Inflationary Int Adjustment 03/30/21 | 03/30/21 | 84.35 |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Amortization of Premium | 02/01/21 | -209.27 |
| Total Non-Cash Transactions | | \$ -584.97 |

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.



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

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:

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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.



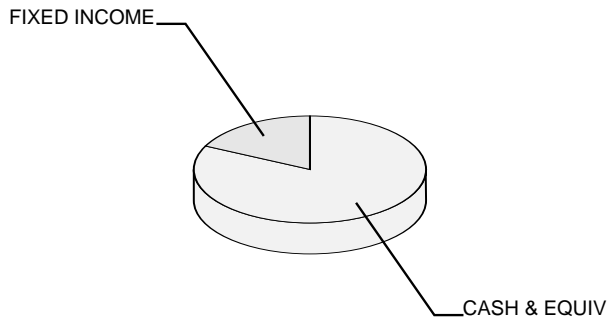
WBSD - RECYCLED WATER SRF RESERVE

Account Number: [REDACTED]
 Statement Period: 01/01/21 - 03/31/21

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 | 1,259,015.66 | 81.9% |
| Fixed Income | 278,439.02 | 18.1% |
| Total Portfolio | \$ 1,537,454.68 | 100.0% |
| Accrued Income | 1,196.88 | |
| Total Valuation | \$ 1,538,651.56 | |

Market Reconciliation

| | Current Period | Year To Date |
|---|------------------------|------------------------|
| Beginning Market Value | \$ 1,539,230.50 | \$ 1,530,349.55 |
| Income | | |
| Interest..... | 3,989.37 | 30,933.07 |
| Purchased Income..... | 0.00 | -3,928.32 |
| Disbursements..... | 0.00 | -1,540.43 |
| Realized Gains/(Losses)..... | 0.00 | 4,993.54 |
| Change In Accrued Income..... | -1,688.34 | -7,720.54 |
| Change In Market Appreciation/(Depreciation)..... | -835.70 | -2,723.33 |
| Non-Cash Asset Changes..... | -2,044.27 | -11,711.98 |
| Ending Market Value | \$ 1,538,651.56 | \$ 1,538,651.56 |



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|---------------|--|------------------------------------|------------------|
| Cash Equivalents | | | | |
| Bank of The West Advantage Acct | 1,259,015.660 | 1,259,015.66 1,259,015.66 | 503.00 35.27 | 0.04% |
| Total Cash Equivalents | | \$ 1,259,015.66 \$ 1,259,015.66 | 503.00 35.27 | 0.04% |
| Fixed Income | | | | |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable | 50,000.000 | 53,945.00 53,850.50 | 1,700.00 56.66 | 3.15% |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable | 50,000.000 | 54,375.50 54,449.50 | 1,750.00 63.19 | 3.22% |
| Bristol Myers Squibb Co Sr Gbl 144a 2.60% Dtd 05/16/2019 Due 05/16/2022 Callable | 70,000.000 | 71,815.80 72,198.70 | 1,820.00 682.50 | 2.53% |
| Comcast Corp New Sr Nt 3.375% Dtd 05/27/2015 Due 08/15/2025 Callable | 30,000.000 | 32,651.70 33,342.90 | 1,012.00 129.37 | 3.10% |
| Synchrony Financial Sr Gbl Nt 4.25% Dtd 08/11/2014 Due 08/15/2024 Callable | 40,000.000 | 43,535.20 43,474.40 | 1,700.00 217.22 | 3.90% |
| US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security | 22,070.800 | 22,115.82 22,018.23 | 27.00 12.67 | 0.12% |
| Total Fixed Income | | \$ 278,439.02 \$ 279,334.23 | 8,009.00 1,161.61 | 2.88% |
| Cash | | | | |
| Principal Cash | | 0.00 0.00 | 0.00 | 0.00% |
| Income Cash | | 0.00 0.00 | 0.00 | 0.00% |
| Total Cash | | \$ 0.00 \$ 0.00 | 0.00 0.00 | 0.00% |



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Asset Position As of 03/31/21

| Asset Description | Units | Market Value Cost | Est. Annual Income Accruals | Current Yield |
|---|-------|------------------------|--------------------------------|------------------|
| Total Market Value | | \$ 1,537,454.68 | 8,512.00 | 0.55% |
| | | \$ 1,538,349.89 | 1,196.88 | |
| Total Market Value Plus Accruals | | \$ 1,538,651.56 | | |

Income Activity

| | Date | Income Cash | Principal Cash |
|--|----------|----------------|--------------------|
| Interest Income | | | |
| Bank of The West Advantage Acct | | | |
| Int To 12/31/20 | 01/04/21 | | 16.15 |
| Int To 01/31/21 | 02/01/21 | | 30.19 |
| Int To 02/28/21 | 03/01/21 | | 28.45 |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable | | | |
| Int To 03/19/21 on 50,000 | 03/19/21 | | 850.00 |
| Autozone Inc Sr Gbl 2.50% Dtd 04/29/2015 Due 04/15/2021 Callable | | | |
| Interest on Full Call of | 03/15/21 | | 208.33 |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable | | | |
| Int To 03/18/21 on 50,000 | 03/18/21 | | 875.00 |
| Comcast Corp New Sr Nt 3.375% Dtd 05/27/2015 Due 08/15/2025 Callable | | | |
| Int To 02/15/21 on 30,000 | 02/16/21 | | 506.25 |
| Synchrony Financial Sr Gbl Nt 4.25% Dtd 08/11/2014 Due 08/15/2024 Callable | | | |
| Int To 02/15/21 on 40,000 | 02/16/21 | | 850.00 |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 | | | |
| Int To 01/31/21 on 50,000 | 02/01/21 | | 625.00 |
| Total Interest Income | | \$ 0.00 | \$ 3,989.37 |
| Total Income | | \$ 0.00 | \$ 3,989.37 |



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

| Purchase Activity | | | |
|--|----------|----------------|----------------------|
| | Date | Income Cash | Principal Cash |
| Bank of The West Advantage Acct Purchases (7) 01/01/21 To 03/31/21 | 03/31/21 | | -73,989.37 |
| Total Purchases | | \$ 0.00 | \$ -73,989.37 |

| Sale Activity | | | |
|--|----------|---------------------|--------------------|
| | Date | Proceeds | Realized Gain/Loss |
| Autozone Inc Sr Gbl 2.50% Dtd 04/29/2015 Due 04/15/2021 Callable Full Call @ 100 on 3/15/2021 20,000 Par Value | 03/15/21 | 20,000.00 | |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Recd Proceeds on Maturity of 50,000 Par Value | 02/01/21 | 50,000.00 | |
| Total Sales | | \$ 70,000.00 | \$ 0.00 |

| Non-Cash Activity | | |
|--|----------|---------|
| | Date | Cost |
| Anz National Intl LTD Fr 3.40% Dtd 03/19/2019 Due 03/19/2024 Non-Callable Amortization of Premium | 03/19/21 | -632.50 |
| Autozone Inc Sr Gbl 2.50% Dtd 04/29/2015 Due 04/15/2021 Callable Amortization of Premium | 03/15/21 | -153.60 |
| Blackrock Inc Sr Nt 3.50% Dtd 03/18/2014 Due 03/18/2024 Callable Amortization of Premium | 03/18/21 | -735.50 |
| Comcast Corp New Sr Nt 3.375% Dtd 05/27/2015 Due 08/15/2025 Callable Amortization of Premium | 02/12/21 | -178.20 |



WBSD - RECYCLED WATER SRF RESERVE

Account Number:
 Statement Period:

01/01/21 - 03/31/21

Non-Cash Activity

| | Date | Cost |
|---|----------|---------------------|
| Synchrony Financial Sr Gbl Nt 4.25% Dtd 08/11/2014 Due 08/15/2024 Callable Amortization of Premium | 02/12/21 | -233.20 |
| US Treasury Note 0.125% Dtd 04/15/2016 Due 04/15/2021 Treasury Inflation Protection Security | | |
| Inflationary Int Adjustment 01/14/21 | 01/14/21 | -5.80 |
| Inflationary Int Adjustment 01/28/21 | 01/28/21 | -7.00 |
| Inflationary Int Adjustment 02/11/21 | 02/11/21 | 10.00 |
| Inflationary Int Adjustment 02/25/21 | 02/25/21 | 9.60 |
| Inflationary Int Adjustment 03/12/21 | 03/12/21 | 43.00 |
| Inflationary Int Adjustment 03/30/21 | 03/30/21 | 48.20 |
| US Treasury Note 2.50% Dtd 01/31/2019 Due 01/31/2021 Amortization of Premium | 02/01/21 | -209.27 |
| Total Non-Cash Transactions | | \$ -2,044.27 |

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



BANK OF THE WEST
BNP PARIBAS
WEALTH MANAGEMENT

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 WMGGIFSOperations@bankofthewest.com as soon as possible. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

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

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 3G

To: *Board of Directors*

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

Subject: *Consideration of a Resolution of Intention to Annex Certain Territory (4 Navajo Place) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing*

Background

This property will utilize a Grinder Pump System; consequently this property must be annexed into the District's On-Site Wastewater Disposal Zone. The proponent shall be required to install a Grinder Pump System that will connect to the force main currently being installed on Navajo Place by the proponent's neighbor at 20 Navajo Place.

Notice of the Public Hearing is required in accordance with the Government Code and during the notice period, staff shall seek written approval for the proposed annexation from all affected agencies.

Analysis

During the notice period staff shall work with the proponent to obtain design, easement, and other approvals, which shall be presented to the Board when the Class 3 Permit is issued.

Fiscal Impact

None.

Recommendation

The Projects and IT Manager recommends that the District Board adopt the attached Resolution of Intention to Annex Certain Territory to the West Bay Sanitary District On-Site Wastewater Disposal Zone and request June 9, 2021 as the date of the public hearing.

Attachments: Resolution
Exhibit A – Plat & Legal
Exhibit B – Site Map
Exhibit C - LAFCo Certificate of Completion

RESOLUTION NO. _____(2021)

**RESOLUTION OF INTENTION TO ANNEX CERTAIN TERRITORY TO THE WEST BAY
SANITARY DISTRICT ON-SITE WASTEWATER DISPOSAL ZONE**

Lands of Turnquist

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

A. This Resolution of Intention is adopted pursuant to the District's "Zone Master Annexation Resolution" ("ZOMAR"), which was adopted by the District Board August 12, 1996. The provisions of ZOMAR are incorporated by reference into this Resolution of Intention.

B. The District has received an application to annex a parcel of real property (the "Parcel") to the District's On-Site Wastewater Disposal Zone (the "Zone"). The Parcel is described in Exhibit "A" attached to this Resolution of Intention and the description contained in the Exhibits are incorporated by reference. The name and address of the applicants and the number, type, volume and location of on-site wastewater disposal systems which are proposed to operate on the parcels to be annexed are described in Exhibit "B" attached to this Resolution of Intention and the information contained in the Exhibit are incorporated by reference.

C. The applicants have demonstrated to the satisfaction of the District Board that the Parcel constitutes "real property" for the purposes of Section 2(b) of ZOMAR in that:

All of the conditions described in Subsections i., ii., iii., iv. and v. of ZOMAR Section 2(b) are satisfied; or

Other conditions exist which demonstrate that the Parcel will benefit directly or indirectly from the activities of the Zone. If applicable, those conditions are also set forth in Exhibit "B" and are incorporated by reference.

D. All of the conditions and requirements of ZOMAR Sections 2(a), 2(c), 2(d) and 2(e) have been fully satisfied.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the District Board as follows:

1. It is the intention of the District Board to annex the Parcel to the Zone pursuant to the provisions of ZOMAR and applicable provisions of law.
2. In conjunction with a meeting of the District Board to be duly and regularly called and conducted, the Board will conduct a Public Hearing for the purpose of considering all matters pertaining to this Resolution of Intention.

The time, date and place of the Public Hearing are:

Date: June 9, 2021
Time: 7:00 PM
Place: West Bay Sanitary District Offices
500 Laurel Street
Menlo Park, CA 94025

& via Zoom

At the Public Hearing, all interested persons will be heard.

3. This Resolution of Intention shall be published and copies shall be delivered to the persons and entities as specified in ZOMAR Section 2(e)(i.).
4. A true copy of this Resolution of Intention shall promptly be filed for record in the office of the County Recorder of the County of San Mateo.
5. The District Manager shall cause the matters set forth in Sections 3 and 4 of this Resolution of Intention to be completed as directed.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 14th day of April, 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

ANNEXATION TO WEST BAY SANITARY DISTRICT
GEOGRAPHIC DESCRIPTION

All that certain real property situate in the Town of Portola Valley, County of San Mateo, State of California, being all of Lot 29 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" filed on March 17, 1959 in Volume 50 of Maps at Pages 45-48, Records of the County of San Mateo, State of California, and being more particularly described as follows:

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

Thence (1) South 73°45'00" E 25.00 feet to the intersection of the centerline of Navajo Place and the easterly line of Meadowood Drive, Thence (2) along said easterly line of Meadowood Drive South 16°15'00" West 45.00 feet to the TRUE POINT OF BEGINNING of this description:

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

Thence (4) along the southerly line of Navajo Place (50' wide right of way) South 73°45'00" East 305.31 feet;

Thence (5) leaving said southerly line, South 24°47'01" West 150.00 feet;

Thence (6) North 71°36'25" West 303.26 feet to said easterly line of Meadowood Drive (50' wide right of way);

Thence (7) along said easterly line of Meadowood Drive North 16°15'00" East 117.00 feet to the TRUE POINT OF BEGINNING.

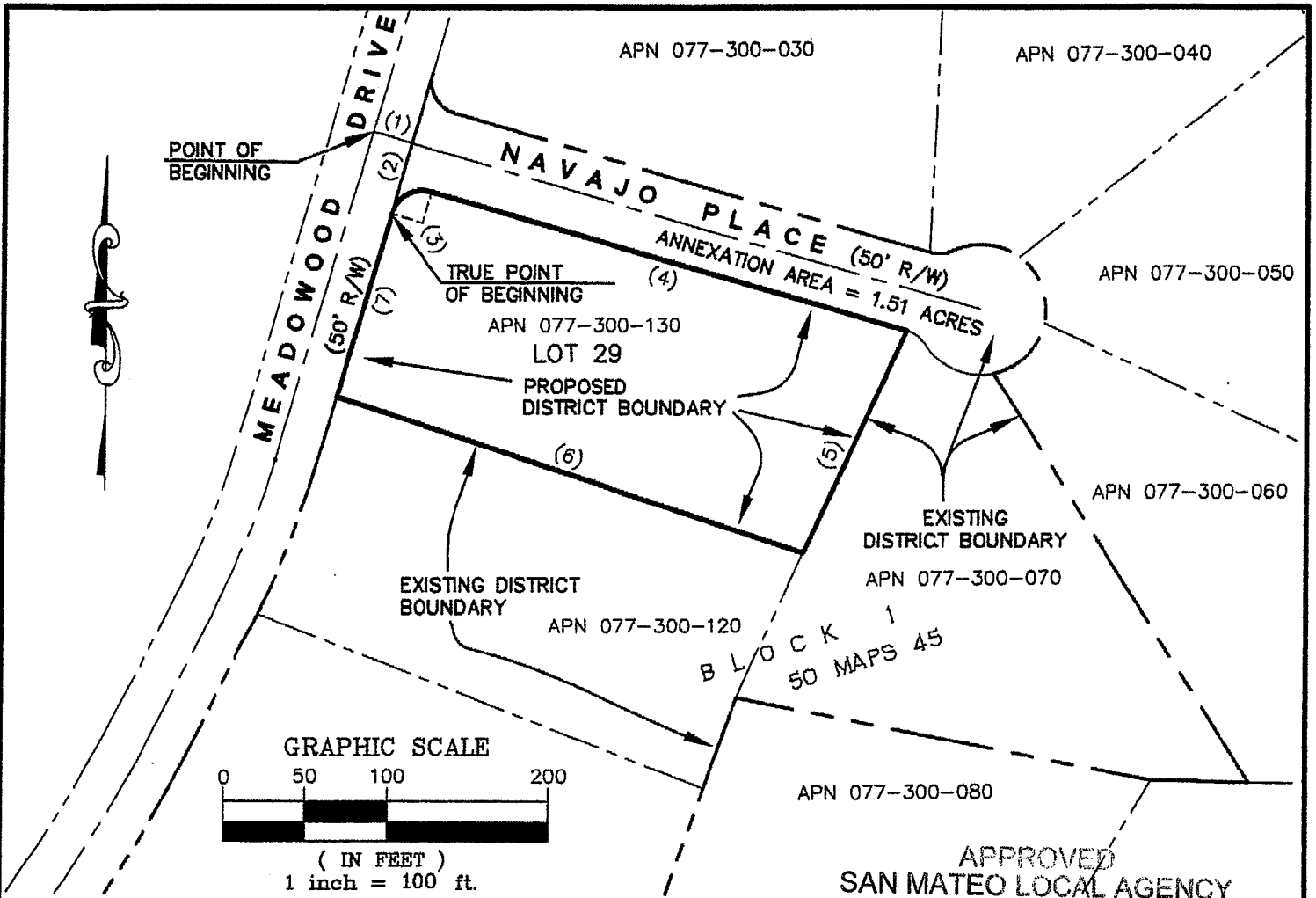
Containing 1.03 acres, more or less.

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

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



EXHIBIT A PAGE 1 OF 2

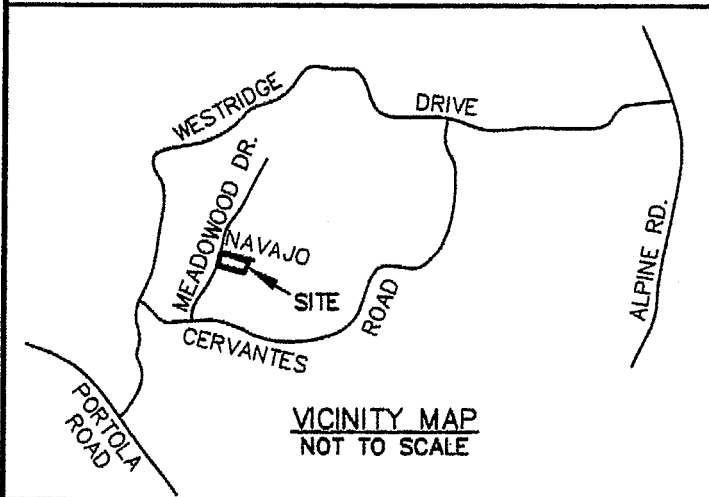


DISCLAIMER:

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.

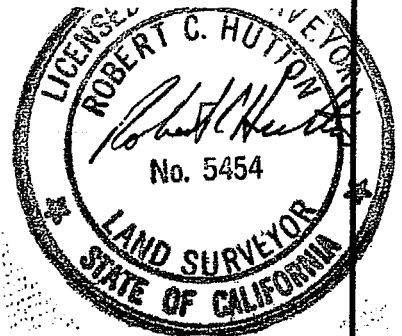
APPROVED
 SAN MATEO LOCAL AGENCY
 FORMATION COMMISSION
 455 COUNTY CENTER
 REDWOOD CITY, CA 94063

EXHIBIT A PAGE 2 OF 2



COURSE

| | | | |
|---|---------------|----------|--------------------------|
| 1 | S 73°45'00" E | 25.00' | |
| 2 | S 16°15'00" W | 45.00' | |
| 3 | R = 20.00' CH | = 28.28' | Δ = 90°00'00" L = 31.42' |
| 4 | S 73°45'00" E | 305.31' | |
| 5 | S 24°47'01" W | 150.00' | |
| 6 | N 71°36'25" W | 303.26' | |
| 7 | N 16°15'00" E | 117.00' | |



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

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

| | | | |
|-----------|----------------------|------|--------------------|
| SURV: | SCALE: 1" = 100' | FOR: | JOB NO. 7593-20 |
| PLAT: RCH | DATE: NOVEMBER, 2020 | | DWG NO. 7593-ANNEX |



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

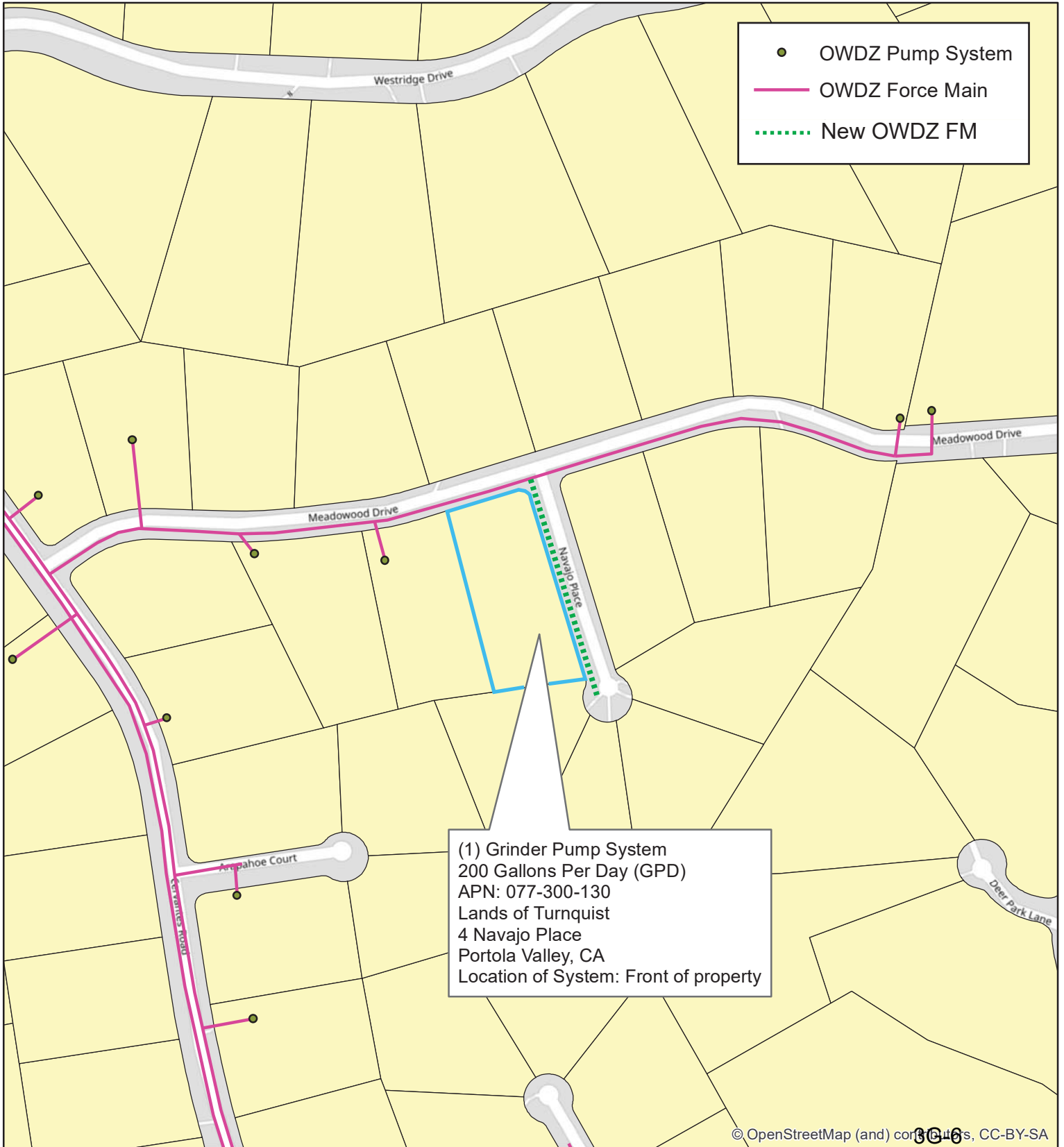


Exhibit C

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

CERTIFICATE OF COMPLETION

Pursuant to Government Code Section 57200, this Certificate is issued by the Executive Officer of the Local Agency Formation Commission of San Mateo County, California.

1. The short-form designation, as determined by LAFCo, is Annexation of 4 Navajo Place, Portola Valley to the West Bay Sanitary District.
2. The name of each district or city involved in this change of organization or reorganization and the kind or type of change of organization ordered for each city or district are as follows:

| <u>City or District</u> | <u>Type of Change of Organization</u> |
|-------------------------|---------------------------------------|
|-------------------------|---------------------------------------|

| | |
|----------------------------|------------|
| West Bay Sanitary District | Annexation |
|----------------------------|------------|

3. The above-listed cities and/or districts are located within the following counties: San Mateo County only.
4. A description of the boundaries of the above-cited change of organization or reorganization is shown on the attached map, marked Exhibit A and by reference incorporated herein.
5. The territory involved in this change of organization or reorganization is uninhabited.
6. This change of organization has been approved subject to the following terms and conditions, if any: None.
7. The resolution confirming this change of organization was adopted on January 20, 2021 by LAFCo, is marked Exhibit B, and by reference incorporated herein.

I hereby certify that I have examined the above-cited resolution, including any terms and conditions, and the map description and have found these documents to be in compliance with Resolution 1257, adopted on January 20, 2021.

Dated: March 2, 2021


 Martha Poyatos
 Executive Officer

COMMISSIONERS: WARREN SLOCUM, CHAIR, COUNTY ▪ MIKE O'NEILL, VICE CHAIR, CITY ▪ HARVEY RARBACK, CITY ▪ DON HORSLEY, COUNTY ▪ JOSHUA COSGROVE, SPECIAL DISTRICT ▪ RIC LOHMAN, SPECIAL DISTRICT ▪ ANN DRAPER, PUBLIC

ALTERNATES: KATI MARTIN, SPECIAL DISTRICT ▪ DIANA REDDY, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY ▪ MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ ROB BARTOLI, MANAGEMENT

STAFF: ANALYST ▪ ANGELA MONTES, CLERK

LAFCo File No. 20-09

RESOLUTION NO. 1257

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF SAN MATEO
MAKING DETERMINATIONS, APPROVING LAFCO FILE 20-09 -
ANNEXATION OF 25 NAVAJO PLACE, PORTOLA VALLEY
TO THE WEST BAY SANITARY DISTRICT,
WAIVING CONDUCTING AUTHORITY PROCEEDINGS, AND ANNEXATION
TO THE ON-SITE WASTEWATER DISPOSAL ZONE**

APPROVED
SAN MATEO LOCAL AGENCY
FORMATION COMMISSION
455 COUNTY CENTER
REDWOOD CITY, CA 94063
EXHIBIT B PAGE 1 OF 3

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 1.5 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: Annexation of 4 Navajo Place, 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 20th day of January 2021.

Ayes and in favor of said resolution:

Commissioners: Ann Draper
Don Horsley
Ric Lohman
Kati Martin (Alternate Special District)
Harvey Rarback
Mike O'Neill
Warren Slocum

Noes and against said resolution:

Commissioners Absent:

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


EXHIBIT B PAGE 3 OF 3

Commissioners: Joshua Cosgrove



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

ATTEST:


 Executive Officer
 Local Agency Formation Commission

Date: 3-2-21

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

Date: 3-2-21


 Clerk to the Commission
 Local Agency Formation Commission



WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Consideration to Accept the East Palo Alto Developers Sewer System Capacity Study by V. W. Housen & Associates*

Background

East Palo Alto developers and the City of East Palo Alto have asked West Bay Sanitary District to assist in some of their development by analyzing the District flow capacity to serve future development. It is understood that several developments located in the East Palo Alto Sanitary District ("EPASD") are planned or in the process, including EPA Waterfront (a portion of this project is within the District's service area), Jobtrain, Sobrato Center for Community Resources, Week Street Residential, and University Plaza Phase 2.

According to the East Palo Alto developers for the above projects and the City of East Palo Alto, the EPASD does not have sufficient capacity to serve their developments. Therefore, the developers have asked West Bay Sanitary District ("District") to evaluate whether the District has the capacity to receive these flows, and to provide an approximate estimate for the cost to provide service. The developers understand that wastewater infrastructure, including pumping facilities, forcemain piping, and/or gravity piping will be required to convey flows to the District's service area.

Separately, the San Mateo County, Local Area Formation Commission ("LAFCO") has approved a Municipal Service Review for EPASD, the City of East Palo Alto, and West Bay Sanitary District.

On December 9, 2020, the Board approved the EPA Developer Sewer System Capacity Study. The study was paid for by the developers for the above projects. V.W. Housen & Associates ("VWHA") completed the draft Sewer System Capacity Study and presented the results to the Board of Directors at the March 10, 2021 Board Meeting. The Board expressed concerns with the study and asked VWHA to address their concern and return to the Board to report a final draft.

Analysis

VWHA has addressed the Board's concerns in the draft Sewer System Capacity Study and will present the results to the Board of Directors at the April 14, 2021 Board Meeting. VWHA completed the following tasks as part of the capacity study:

Task 1. Project Management.

Task 2. Conceptual Flow Scenarios.

Task 3. Review of System Hydraulics.

Task 4. Project Cost Estimates.

Task 5. Technical Memorandum.

In addition to the above, VWHA addressed the following based on input. The changes made to the Technical Memo (TM) include:

- 1) Added District boundary to Figure 1-1
- 2) Added 2c on page 3 explaining that 965 Weeks will also be reviewed as a standalone project
- 3) At the bottom of page 6, added more information on the items that are not included in the base construction costs that were used in the TM.
- 4) Added Table 3-3b, which shows costs for 965 Weeks only using Options 1A and 1B.
- 5) Added Table 3-4b, which shows costs for 965 Weeks only using Options 2A and 2B. The same note as above was added.
- 6) Added the final paragraph on page 11 that summarizes 965 Weeks costs as a standalone project.
- 7) Throughout the TM the word "developer" was removed and only reference "development".

Fiscal Impact

There is no Fiscal Impact to the District at this time.

Recommendation

The District Manager requests the District Board accept the Sewer System Capacity Study draft performed with V.W. Housen & Associates.

Attachment: Sewer System Capacity Study Draft dated March 28, 2021

MEMORANDUM

DATE: March 28, 2021

TO: Sergio Ramirez.
West Bay Sanitary District
District Manager

FROM: Vivian W. Housen, P.E.
V. W. Housen & Associates

SUBJECT: Review of Options for Conveying Flow from EPASD Developments

West Bay Sanitary District (“District”) has entered into an agreement with several developments that are interested in constructing five new developments in the City of East Palo Alto (“City”): East Palo Alto (“EPA”) Waterfront, Jobtrain, Sobrato Center, 965 Weeks Project, and University Plaza Phase 2. A portion of the EPA Waterfront development is located within the District’s service area. However, the remaining developments would normally be served by East Palo Alto Sanitary District (“EPASD”).

EPASD has stated that it does not have sufficient sewer collection system capacity to serve these developments. The District has agreed to evaluate whether it has capacity to serve the developments, and contracted with V. W. Housen & Associates (“VWHA”) to complete this analysis. This analysis includes an estimated cost to provide necessary capacity, if upgrades are required.

This Technical Memorandum (“TM”) summarizes and presents findings from the work completed by VWHA, including assumptions, work completed, recommendations, and estimated costs

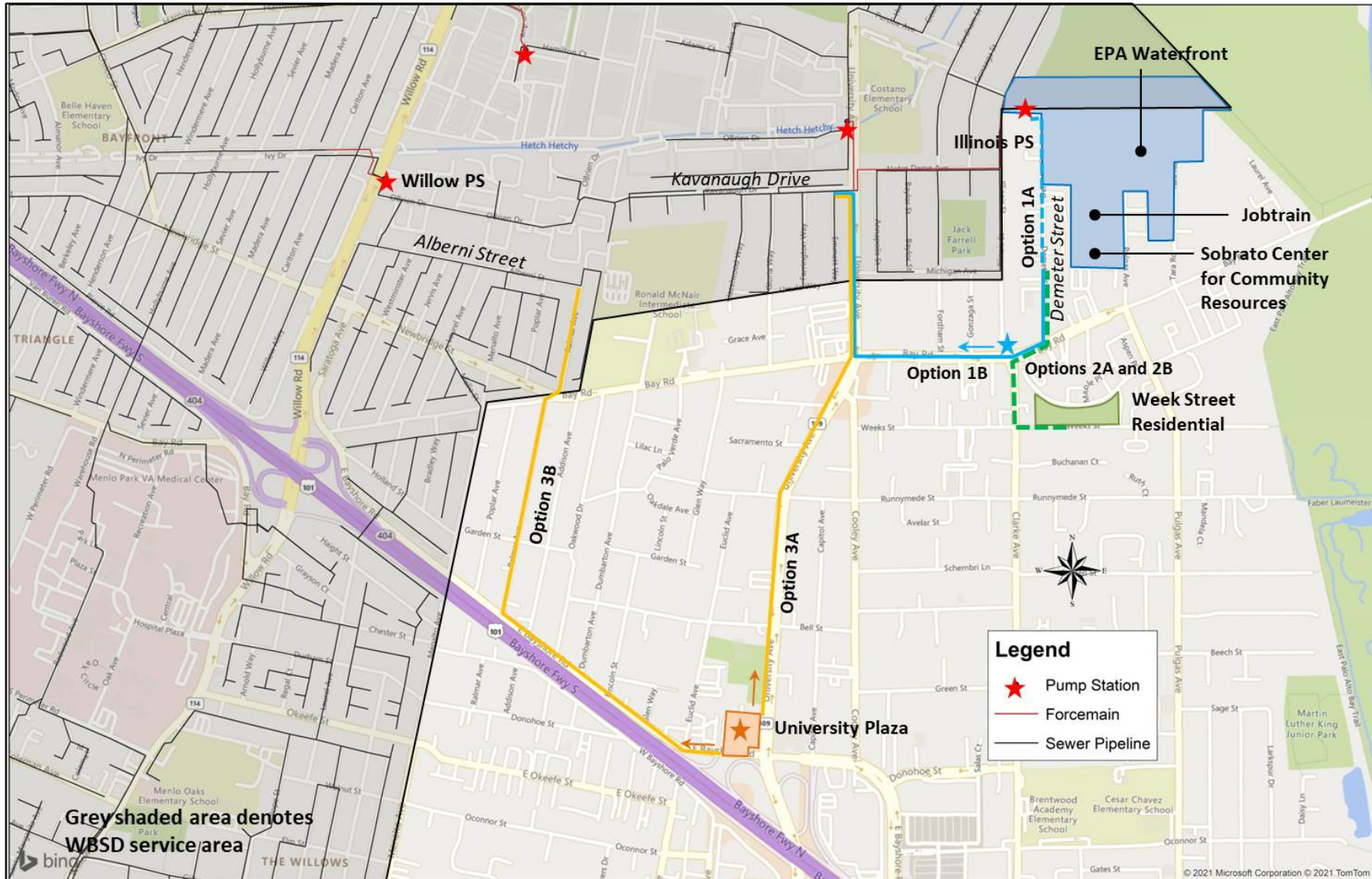
1.0 BACKGROUND

The District operates and maintains approximately 220 miles of gravity sewer pipelines and 10 miles of forcemain piping in eastern San Mateo County. The District’s service area includes, among other areas, the City of Menlo Park and a small portion of the City of East Palo Alto. The District’s service area is directly southwest of the EPASD.

Figure 1-1 on the following page shows the five proposed developments, as well the closest District sewer lines and lift stations. The northernmost portion of the EPA Waterfront development is located within the District’s service area boundary.

Figure 1-1 also shows the alignment options that were considered in this evaluation. The final project concept would combine the preferred alignment for each site. Each of the alignments is discussed in more detail later in this TM.

Figure 1-1. Proposed Developments and Potential Alignments



1) EPA Waterfront Options:

- a) It is likely that EPA Waterfront, Jobtrain, and Sobrato can flow by gravity along Demeter Street to the District's Illinois Pump Station. This alignment would double the flow that enters the Illinois pump station.
- b) Alternatively, the site could flow to a new pump station that is located near Illinois Street and Bay Road. The flow would then be pumped north to Kavanaugh Street. Option 1b has a lower cost than Option 1a.

2) 965 Weeks Project Options:

- a) It is possible that flow from this site can be conveyed by gravity to the new Demeter Street main described in Option 1a. The existing topography is flat along this route, and gravity flow would be feasible if the new Demeter Street main could be lowered by at least five feet, yet still be high enough to enter the Illinois pump station without requiring a deeper wetwell.
- b) If the gravity solution discussed in Option 2a is not possible, then a lift station will be required to serve the Weeks project. The station could be located on the 965 Weeks site, or flow could be conveyed through the pump station that is discussed in Option 1b.
- c) The 965 Weeks project options are presented in 2 ways: (1) combined with EPA Waterfront and as (2) a standalone project.

3) University Plaza Phase 2 Options:

- a) University Plaza is equal to or lower in elevation than the District's sewer system. Therefore, this development requires a small pumping station. Option 3a would convey flows north to Kavanaugh Street.
- b) Alternatively, flows could be pumped west to Ralmar Avenue, and then north to Alberni Street. Option 3b has a lower cost than Option 3a.
- c) The University Plaza pump station could also discharge to the District's gravity system further upstream on Bayshore Road. However, to accommodate the additional flows, the collection system pipelines from the discharge location to Alberni Street would require upsizing, making this alignment more costly than Options 3a or 3b. Option 3c was not considered due to cost, and is not shown on Figure 1-1.

2.0 FLOW EVALUATION

Table 1-1 lists average dry weather flows for the five proposed developments, as provided by the engineers for the developments listed above. A wet-weather peaking factor of 4 was applied to these flows, following the guidelines shown in Figure 2-1 (from the Central Contra Costa Sanitary District standards). This peaking factor accounts for wet weather flow as well as diurnal peaks, and is less than the peaking factor found in the associated sewer subcatchment, which would be expected for newly-installed sewer pipelines.

Table 1-1. New Development Flows

| Project Name | Projected Flow (in gpd) | | Projected Flow (in mgd) | |
|--------------------------|-------------------------|---------|-------------------------|------|
| | ADWF | PWWF | ADWF | PWWF |
| 965 Weeks Project | 32,640 | 130,560 | 0.03 | 0.13 |
| University Plaza Phase 2 | 22,416 | 89,664 | 0.02 | 0.09 |
| Sobrato Center | 5,484 | 21,936 | 0.01 | 0.02 |
| Jobtrain | 10,365 | 41,460 | 0.01 | 0.04 |
| EPA Waterfront | 197,400 | 789,600 | 0.20 | 0.79 |

Figure 2-1. Wet Weather Peaking Factors (source: Central Contra Costa County Standard Specifications)

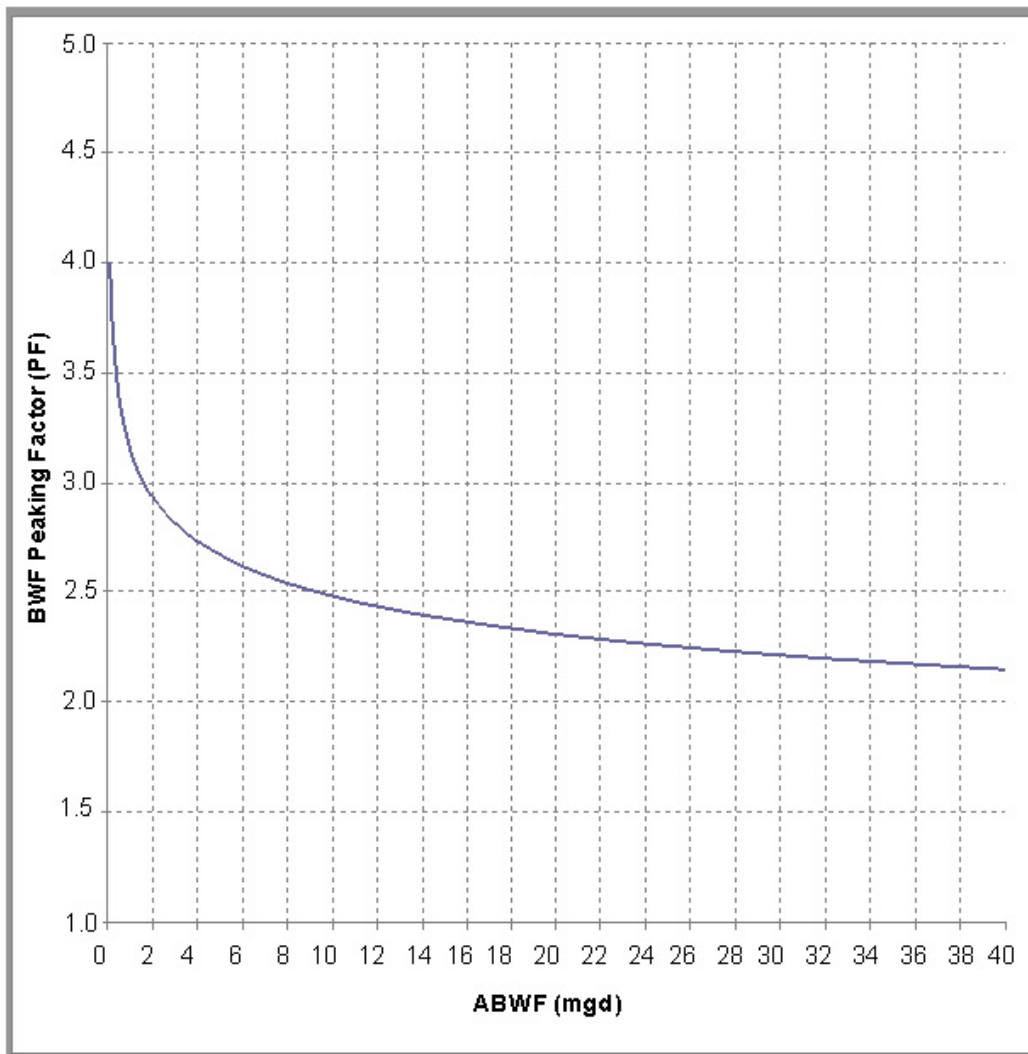


Figure 4-0-1 Peak Flow Curve

Table 2-2 shows available capacity, current flows, and remaining capacity at each of the potential connection locations to the District’s wastewater collection system.

Table 2-2. System Capacity

| System Capacity | Illinois PS | Kavanaugh Interceptor | Alberni Street 8” Gravity Sewer | Saratoga Easement 10” Gravity Sewer | 15” Gravity Sewer at Willow PS Discharge |
|---|-------------|-----------------------|---------------------------------|-------------------------------------|--|
| Current Capacity (mgd) | 0.84 | 1.45 | 0.49 | 0.71 | 1.4 |
| Existing Flows Without New Development (mgd) | 0.58 | 1.48 | 0.27 | 0.53 | 3.5 |
| Available Capacity for New Development (mgd) | 0.26 | 0 | 0.22 | 0.18 | 0 |

As shown in Tables 2-1 and 2-2, The Illinois pump station has sufficient capacity to receive planned flows from the 965 Weeks Project, Sobrato, and Jobtrain. However, this station requires significant capacity upgrades (i.e., doubling of the existing capacity) in order to accommodate EPA Waterfront flows.

The Illinois pump station conveys flow to Kavanaugh Street. The Kavanaugh Street interceptor, with a capacity of 1.45 mgd, is technically under-capacity after flows from the 965 Weeks Project, Sobrato, Jobtrain, and EPA Waterfront are added. The lower portion of the interceptor on O’Brien Drive from Kelly Court to Willow Road is projected to be full. However, this section of pipe is deep and the model shows only minor surcharging. Therefore, if the District does not plan to add any more flows to this portion of the system, upgrades to the Kavanaugh interceptor are not required.

The Kavanaugh interceptor flows are conveyed to the Willow pump station. Although the pump station has adequate capacity to receive these flows, the location where the Willow forcemain discharges to gravity has no available capacity and requires upsizing from 15-inches in diameter to an 18- to 21-inch pipe in order to receive flows from any of the developments.

The University Plaza development requires a small pump station, as discussed above. West of the development, the existing gravity collector system south of Alberni Street is at capacity and requires upsizing to accommodate additional flows. In order to minimize the length of collector sewers to be upsized, the most efficient discharge point for the pumped flows is at the intersection of Ralmar Avenue and Alberni Street. The Alberni Street sewer continues west and joins a 10-inch gravity sewer in the Saratoga Avenue easement north of Alberni Street. The Alberni Street and Saratoga Avenue pipelines have sufficient capacity to receive University Plaza flows. It should be noted that the Saratoga Avenue line connects to the surcharged portion of the Kavanaugh Street interceptor, and is also surcharged as a result. Due to the depth of this connection, this condition does not present an overflow risk and upsizing is not required.

3.0 SYSTEM UPGRADES AND CONCEPTUAL COSTS

This section presents conceptual project needs for each of the alignment options listed above. The viability of each of the concepts listed, as well as associated challenges and resulting costs should be confirmed by each development. For example, ground surface elevations, the availability of an open utility corridor for each option, and other construction- and permitting-related constraints may result in changes to the project concepts listed.

3.1 Option 1A

For Option 1A, EPA Waterfront, Jobtrain, and Sobrato flows are conveyed by gravity to the District's Illinois Pump Station. This option requires the following improvements:

- Construction of a new 8-inch sewer main on Demeter Street from the site to the Illinois pump station
- Replacement of the Illinois pump station with a new 1.6 mgd pump station
- Replacement of the existing 6-inch Illinois forcemain with a new 8-inch forcemain
- Replacement of the existing 15-inch discharge line downstream of the Willow pump station, on Ivy Drive between Carleton Ave. and Hollyburne Ave. with a new 21-inch line, and replacement of the remaining 15-inch pipe from Hollyburne Ave. to the Belle Haven school driveway on Chilco Street with an 18-inch line

Table 3-1 on the following page presents conceptual construction costs for the Option 1A project components. The conceptual costs in Table 3.1 and the following tables are based on the following unit costs for construction only:

- Install 8-inch sewer main: \$350/foot
- Install 18-inch sewer main: \$600/foot
- Install 21-inch sewer main: \$650/foot
- Install 24-inch sewer main: \$700/foot
- Install 6-inch forcemain: \$275/foot
- Install 2- to 4-inch forcemain: \$175/foot
- Install pump station: \$0.50 to \$0.60 per gallon

After more definitive information about each project is obtained, contingencies for unknowns that would normally be applied during the various cost estimating stages or allowances for engineering design, construction management, administration, permitting, or construction change orders should be added to the conceptual cost estimates presented below.

Table 3-1 Conceptual Construction Costs for Option 1A

| Item | Estimated Cost |
|--|--------------------|
| Construct new 8-inch sewer main on Demeter Street from the site to the Illinois pump station (1,800 lineal feet) | \$630,000 |
| Replace Illinois pump station with a new 1.6 mgd pump station | \$800,000 |
| Replace existing 6-inch forcemain with 8-inch pipe (2,130 lineal feet) | \$750,000 |
| Replace Willow gravity line at forcemain discharge (890 feet of 21-inch pipe and 940 feet of 18-inch pipe) | \$1,142,500 |
| Total Estimated Construction Cost (Option 1A) | \$3,322,500 |

3.2 Option 1B

For this option, EPA Waterfront, Jobtrain, and Sobrato flows are conveyed by gravity to a new pump station near Illinois Street and Bay Road. Flow is then pumped north to the Kavanaugh interceptor. This option requires the following improvements:

- Construction of a new 8-inch sewer main from the site to the new Bay Road pump station
- Construction of a new 0.85 mgd Bay Road pump station
- Construction of a new 2,800 lf, 6-inch forcemain to Kavanaugh Street
- Replacement of the existing 12-inch discharge line downstream of the Willow forcemain as discussed in Option 1A

Table 3-2 presents conceptual construction costs for Option 1B.

Table 3-2 Conceptual Construction Costs for Option 1B

| Item | Estimated Cost |
|--|--------------------|
| Construct new 8-inch sewer main from the site to the new pump station (1,300 lineal feet). | \$455,000 |
| Construct a new 0.85 mgd pump station | \$500,000 |
| Construct new 6-inch forcemain to Kavanaugh Street (2,800 lineal feet) | \$770,000 |
| Replace Willow gravity line at forcemain discharge | \$1,142,500 |
| Total Estimated Construction Cost (Option 1B) | \$2,867,500 |

3.3 Option 2A

For this option, 965 Weeks Project flows are conveyed by gravity to the new Demeter Street sewer main described in Option 1A, above. This option assumes that Option 1A is implemented, and requires the additional improvements listed below:

- Construction of a new sewer main from the site to Demeter Street

- Expansion of the Illinois pump station from 1.6 mgd to 1.73 mgd

If Option 2A is implemented, the gravity line on Demeter Street will need to be lowered in elevation by at least five feet in order to receive gravity flows from the 965 Weeks project. In order to accommodate a deeper influent sewer pipe, the Illinois pump station wetwell may need to be deepened. For the purposes of this conceptual review, the cost estimate shown in Table 3-3 assumes that deepening of the wetwell will not be required, and that the additional flows can be accommodated through pump and motor upsizing only.

Table 3-3.a presents conceptual construction costs for the additional Option 2A components.

Table 3-3.a Conceptual Construction Costs for Option 2A (add to Option 1A costs)

| Item | Estimated Cost |
|--|------------------|
| Construct new 8-inch sewer main from the site to Demeter Street (1,250 lineal feet). | \$440,000 |
| Add 0.13 mgd capacity to the new Illinois pump station | \$65,000 |
| Total Estimated Additive Construction Cost (Option 2A) | \$505,000 |

If the 965 Weeks development is constructed before the other developments listed, then the cost for 965 Weeks alone via Option 1A/2A is shown in Table 3-3.b.

Table 3-3.b Conceptual Construction Costs for 965 Weeks Only via Option 1A/2A

| Item | Estimated Cost |
|---|--------------------|
| Construct new 8-inch sewer main on Demeter Street from the site to the Illinois pump station (1,800 lineal feet - potential to be reimbursed by future development in East Palo Alto) | \$630,000 |
| Construct new 8-inch sewer main from the 965 Weeks site to Demeter Street (1,250 lineal feet – potential to be reimbursed by future development in East Palo Alto). | \$440,000 |
| Contribution to Illinois pump station upgrade | \$65,000 |
| Contribution to Illinois forcemain replacement | \$99,500 |
| Contribution to upsizing of Willow gravity line at forcemain discharge | \$151,600 |
| Total Estimated Construction Cost (965 Weeks Only via Option 1A/2A) | \$1,365,100 |

3.4 Option 2B

For this option, 965 Weeks Project flows are conveyed to the new Bay Road pump station. This option assumes that Option 1B is implemented, and requires the following additional improvements:

- Construction of a new 8-inch sewer main from the site to the Bay Road pump station
- Expansion of the new pump station from 0.85 mgd to 0.98 mgd

Table 3-4.a presents conceptual construction costs for the additional Option 1B components.

Table 3-4.a Conceptual Construction Costs for Option 2B (add to Option 1B costs)

| Item | Estimated Cost |
|---|------------------|
| Construct new 8-inch sewer main from the site to the Bay Road pump station (1,050 lineal feet). | \$370,000 |
| Add 0.13 mgd capacity to the new regional pump station | \$65,000 |
| Total Estimated Additive Construction Cost (Option 2B) | \$435,000 |

If the 965 Weeks development is constructed before the other developments listed, then the cost for 965 Weeks alone via Option 1B/2B is shown in Table 3-4.b.

Table 3-4.b Conceptual Construction Costs for 965 Weeks Only via Option 1B/2B

| Item | Estimated Cost |
|---|--------------------|
| Construct new 8-inch sewer main from the site to the Bay Road pump station (1,050 lineal feet). | \$370,000 |
| Construct a new 0.98 mgd pump station (potential to be reimbursed by future development in East Palo Alto) | \$565,000 |
| Construct new 6-inch forcemain to Kavanaugh Street (2,800 lineal feet – potential to be reimbursed by future development in East Palo Alto) | \$770,000 |
| Contribution to upsizing of Willow gravity line at forcemain discharge | \$151,600 |
| Total Estimated Construction Cost (965 Weeks Only via Option 1B/2B) | \$1,856,600 |

3.5 Option 3A

For this option, University Plaza flows are pumped north through a dedicated forcemain to Kavanaugh Street. This option requires the following improvements:

- Construction of a new 0.09 mgd (62.5 gpm) pump station at University Plaza
- Construction of a new 4-inch forcemain from the project site to Kavanaugh Street
- All other downstream improvements are assumed to have been completed to accommodate other development flows.

Table 3-5 presents conceptual construction costs for Option 3A.

Table 3-5 Conceptual Construction Costs for Option 3A

| Item | Estimated Cost |
|--|--------------------|
| Construct new 62.5 gpm pump station at the project site | \$150,000 |
| Construct new 4-inch forcemain from project site to Kavanaugh Street (5,280 lineal feet) | \$924,000 |
| Total Estimated Construction Cost (Option 3A) | \$1,074,000 |

3.6 Option 3B

For this option, University Plaza flows are pumped northwest on Bayfront Road through a dedicated forcemain to Ralmar Avenue, and then north to Alberni Street. This alignment was selected to avoid the need to upsize existing collector system pipelines between Bayfront Road and Alberni Street. This option requires the following improvements:

- Construction of a new 0.09 mgd (62.5 gpm) pump station at University Plaza
- Construction of a new 4-inch forcemain from the project site to Alberni Street

Flows from Alberni Street discharge turn on Saratoga Ave. and continue through an easement to connect to the downstream portion of the Kavanaugh Street interceptor (on O’Brien Street, between Kelly Court and Willow Road), which is full as discussed under Option 1A. Therefore, the downstream section of the pipe through the Saratoga Ave easement is surcharged. Due to the depth of this section of pipe, if the District does not expect to add more flows to this part of the system, upsizing the surcharged pipe is not required.

Table 3-6 presents conceptual construction costs for Option 3B.

Table 3-6 Conceptual Construction Costs for Option 3B

| Item | Estimated Cost |
|--|------------------|
| Construct new 62.5 gpm pump station at the project site | \$150,000 |
| Construct new 4-inch forcemain from project site to Alberni Street (4,600 lineal feet) | \$805,000 |
| Total Estimated Construction Cost (Option 3B) | \$955,000 |

4.0 SUMMARY

In summary, the five developments (EPA Waterfront, Jobtrain, Sobrato Center, 965 Weeks Project, and University Plaza Phase 2) have several options for conveying flow to the District’s sewer system. All of those options require either replacing or installing new lift stations, forcemains, and gravity sewers. The options are grouped and summarized by cost in Table 4-1. The least expensive conveyance option if all developments are completed is the combination of Options 1B, 2B, and 3B (new pump station near

Illinois and Bay conveys flow to Kavanaugh Street, and new pump station at University Plaza conveys flow to Albern Street). The combined estimated construction cost for this concept is \$4,257,500.

Table 4-1 Project Groupings and Comparative Costs

| Option | Standalone | 1A + 2A + 3A | 1A + 2A + 3B | 1B + 2B + 3A | 1B + 2B+ 3B |
|--------|-------------|--------------|--------------|--------------|-------------|
| 1A+2A | \$3,827,500 | \$4,901,500 | \$4,782,500 | | |
| 1B+2B | \$3,302,500 | | | \$4,376,500 | \$4,257,500 |
| 3A | \$1,074,000 | | | | |
| 3B | \$955,000 | | | | |

Options:

1A and 2A. EPA Waterfront, Sobrato, Jobtrain, Weeks Street flow by gravity to Illinois pump station

1B and 2B. EPA Waterfront, Sobrato, Jobtrain, Weeks Street flow by gravity to new Bay Road pump station, which conveys flow to Kavanaugh Street

3A. University Plaza pumps flow to Kavanaugh Street

3B. University Plaza pumps flow to Albern Street

If the 965 Weeks development requires sewer service prior to the other developments, the estimated construction cost to convey only 965 Weeks flows via Options 1A+2A is \$1,365,100. By comparison, the estimated construction cost to convey only 965 Weeks flows via Options 1B+2B is \$1,856,600. Both of these options have the potential for reimbursement by future developments in East Palo Alto that would also utilize the 965 Weeks infrastructure to convey flow to the District’s system.



WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *District Manager's Report*

1) Administrative:

- a. Personnel Policy is being updated and should be ready by the April 28th meeting.
- b. Housen and Associates will have a draft EPA Sewer System Capacity Study.
- c. District Manager is working with the Office Manager to reorganize the Administrative Staff to provide admin support to all department heads.

2) Finance:

- a. The Finance Advisory Committee met to review the new Purchasing Policy. The Purchasing Policy will be brought to the full Board for approval on April 14, 2021.
- b. Staff has been working on the draft Budget for FY2021/22. Commercial Revenue will be \$2M dollars less than the prior year due to the COVID-19 Stay at Home Order.
- c. Sewer Service Charge 218 Notice were mailed by March 10th. The 218 Public Hearing will be held on April 28, 2021.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. The comment letter to the Bayfront Environmental Impact Review have been delivered. The anticipated date for the final EIR should be by early May.
- ii. District Manager Ramirez has been working with SCWA on a Fish and Wildlife grant opportunities to help fund the Levee Improvement Project. A preliminary application has been submitted asking for approximately \$5,000,000 in grant funding towards the Levee Improvement Project. The SCWA requires a 50% match minimum.

b. Construction Capital Improvement Program (CIP)

- i. Staff has obtained a Building Permit from the City of Menlo Park for the Aztec Building at the Flow Equalization Facility. Unfortunately, due to Menlo Park requirements and recent construction cost inflation, change orders will be necessary. The IT & Project's Manager are doing their best to mitigate those change orders.
- ii. Precision Pipeline has begun construction work on this year's CIP project. The first construction site was on Gilbert Ave. in Menlo Park. They are currently working on easement pipelines off of Van Buren Road in Menlo Park.
- iii. Freyer & Laureta is working on the Bay Front Improvement projects including the Influent Pump Station. They are also working on other grant opportunities.

Report to the District Board for the Regular Meeting of April 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. The new Unit 208 Service Truck is on the road. Staff is looking for feedback on the new unit messaging.

b. **Training:**

- i. California Water Environment Association (CWEA) certification is continued to be endorsed by Management Staff.
- ii. Twenty two of the twenty four maintenance staff are now certified in CWEA Collection System Maintenance.

5) **Water Quality:**

a. **Sharon Heights Golf and Country Club (SHGCC):**

- i. There may be a need, in the near future, to restate each party's respective roles according the Long Term Agreement (LTA). As of late, SHGCC has been advocating to sell the recycled water to other users. SHGCC has been made aware by the District Manager that the Recycled Water Plant in owned and operated by West Bay and new users must be advocated by West Bay and not SHGCC.
- ii. The recycled water plant has been operating well. The golf course pond is full, however, Staff is regularly asking SHGCC to better predict their water requirements.
- iii. The first Annual Report is due to the State by late April 2021. Water Quality staff would like support in generating the District's first report. Staff reached out to Silicon Valley Clean Water for support, however, their Staff suggested the District reach out to the City of Redwood City because they do not produce such report. The Water Quality Manager and District Manager recommend the District enter into an agreement with West Yost for support services for an amount not to exceed \$10,000.00. The amount is approved in the professional support services budget for FY2021/22.

b. **Bayfront Recycled Water Facility (BRWF):**

- i. Environmental Impact Report (EIR) could be certified by late April/ early May 2021.
- ii. The Recycled Water Team met with the Recycled Water Ad Hoc Committee and District Counsel in a workshop to address several BRWF issues. Staff received significant direction to proceed with building the plant and proceed with a Recycled Water Code.

c. **West Bay:**

- i. Staff is continuing to evaluate personnel needs to support the Chief Plant Operator (CPO) with the District's recycled water efforts, due to regulatory requirements and staffing overlap; as well as the STEP and Grinder Pump Systems. A Utility Maintenance Worker is being considered to support both the pump station crew and the Chief Plant Operator.

6) **Fleet and Facilities:**

a. **Vehicle Maintenance:**

- i. Maintenance Operations Staff Managers are reviewing the need for an additional hydro cleaning machine for collection system maintenance.

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

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

7) **Personnel:**

- i. The District's new Modification (Ex-Mod) factor is .79 well below the industry's standard. The Ex-Mod factor is the factor by which a standard workers compensation premium is multiplied to reflect an insured's actual loss experience.

8) **Upcoming Events:**

- a. **Regular Board Meeting:** April 14, 2021
- b. **Next Regular Board meetings:** April 28, 2021. Treasurer Thiele-Sardiña will be absent.

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

- a. **West Bay SSOs:** Zero SSOs for March 2021.
- b. **LAH Contract:** LAH requested a contract extension for one year with a 3% rate increase. The District Manager is working on negotiating a 4% increase in order to recoup the Teamsters negotiated labor increase of 4% in the most recent contract.
- c. **Town of Woodside Contract:** Staff is negotiating a 4% increase rather than the customary 3% yearly increase. The 4% is based on labor negotiations.
- d. **Revenue:** The District received an additional \$1.5 million dollars from the San Mateo County Assessor's Office for FY20/21 tax roll.

Report to the District Board for the Regular Meeting of April 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 6**

To: Board of Directors

From: Sergio Ramirez, District Manager

Subject: Consideration to Approve the Revised Purchasing Policy and Resolution

Background

The District's Purchasing Policy was written and approved in 2010. The Purchasing Policy was recently updated on November 13, 2019. At the time it incorporated the use of Bank of the West Corporate Credit Cards.

Since then Work Flow by MicroIX has been added as a new feature to the existing Abila billing software. Work Flow has been used since July 1, 2020. This has allowed staff to reduce paper and creating copies upon copies of estimates, quotes, invoice, and more.

On March 23, 2021 the District Board assigned the Finance Advisory Committee to meet with staff to review the existing Purchasing Policy and to help incorporate the 2021 business practices into a the revised Purchasing Policy. The revised Purchasing Policy has been updated with the Finance Advisory Committee's comments and has been reviewed by District's Counsel, Barbara H. Choi.

Analysis

The revised Purchasing Policy has been updated to include District Counsel's edits. District Counsel reorganized the sections and added charts to make it easier for staff to know the purchasing limits and the required authorization. The attached Board Resolution 1253 (95) regarding Emergency Action assisted in adding guidelines in the policy which are consistent with the Board's resolution. Additionally, District Counsel used relevant purchasing statute to be used by the District and to maintain purchasing obligations.

The revised Purchasing Policy has new exceptions to the competitive bidding process and new sections addressing professional contracts and maintenance contracts, which have different limits and rules.

Fiscal Impact

There is no fiscal impact at this time, however, there should be time saving efficiencies and possibly cost savings with the new purchasing guidelines and the Work Flow system.

Recommendation

The District Manager requests the Board approve the resolution adopting the revised Purchasing Policy.

Attachment:

Revised Purchasing Policy dated April 14, 2021
Resolution _____(2021)
Resolution 1253 (95)
Redline Strikeout Purchasing Policy

WEST BAY SANITARY DISTRICT
PURCHASING POLICY
APPROVED MAY 26, 2010
Revised April 14, 2021

Purpose

These procedures have been prepared to establish and clearly define the responsibilities of each employee and department of the West Bay Sanitary District (“District”) related to purchasing to maintain centralized control over the purchase of goods or services, create efficiencies to pay invoices timely, and ensure goods and services are procured fairly at the “best value” on the basis of competitive prices, quality, suitability, timeliness, and/or related considerations. This Purchasing Policy is intended to comply with Government Code section 54201 et seq., applicable state and federal laws and rules, and the terms and conditions of any grant or gift that is consistent with the law.

Section 1. Procedure for Purchase of Goods/Services

An employee (“Requester”) who needs to obtain goods or services in order to conduct the District’s business shall adhere to the following procedure:

1. Determine exactly what is needed. Prudent purchasing requires requests be made only for those goods or services that are necessary.
2. Prepare an electronic purchase requisition in the MicroIX Workflow Module (Workflow) System to obtain goods or services. The requisition must include:
 - a. Detailed description of the purchase or service
 - Goods or services to be purchased.
 - b. Vendor information
 - All vendors must be pre-authorized by the Finance Department.
 - Vendor name, address and telephone number.
 - A Request for Taxpayer ID, federal form W-9 is required for new vendors
 - c. Reason and Justification for purchase;
 - Purpose of goods or services to be purchased.
 - d. Transaction details, including price, sales tax, when applicable, budget coding, including general ledger account and department
 - e. Attachments
 - Quote, three (3) quotes for items over \$5,000.
 - Additional information as may be required by this Purchasing Policy, or the Supervisor, Department Manager, or by the District Manager.
 - All backup supporting documents must be attached, including required quotes, as well as additional information as may be required by this Purchasing Policy, or by the Supervisor, Department Manager, or District Manager.
 - f. Submit requisition. The requisition will automatically go to Supervisor, Department Manager, or District Manager, as required by the Policy.

3. All purchases, other than with a petty cash or credit card, purchases must be initiated by a purchase requisition.

Section 2. Division of Responsibility

A. No orders may be placed for goods or services, and no purchase order shall be valid without prior approval of the Supervisor, Department Manager, or District Manager, or their respective designated agent as specified herein.

For the purposes of this section, the responsibilities of Supervisor or Department Manager may be assumed and carried out by employees in the designated positions within the operating departments, as follows:

- | | |
|----------------------------------|---------------------------------|
| 1. Administrative and General: | Office & Communications Manager |
| 2. Collection System: | Operations Superintendent |
| 3. Flow Equalization Facilities: | Operations Superintendent |
| 4. Water Quality: | Water Quality Manager |
| 5. Capital and IT: | Projects & IT Manager |

B. Supervisor and/or Department Manager

The Supervisor and/or Department Manager authorizing the purchase requisition shall adhere to all of the following procedures:

1. Maintain list of qualified vendors acceptable to the District.
2. Determine the goods or services requested are appropriate and will accomplish the proposed purpose and meet specifications when required.
3. Determine if the requirements of this policy have been met.
4. Determine the goods or services requested do not exceed the District's inventory requirements.
5. Authorize purchase requisition.
 - a. Requisition will automatically be sent to Department Manager, if required for approval.
6. When the invoice is received, determine the goods or services have been received in good order and in accordance with specifications.
7. Stamp invoice approved, sign, indicate PO number, and submit invoice or a packing slip signed by the receiver of goods to the Work Flow module and Finance Department. A completed purchasing transaction for goods and services is defined as an authorized purchase requisition, an approved purchase order, and a signed invoice with the words "okay to pay". The Finance Department will verify all purchasing packages are complete prior to issuing payments.
8. Requester and or Department Manager will notify Finance Department of any shortages or damages.
9. Approve any invoices up to approved limits.
 - a. Supervisors may approve purchases up to \$999.99.
 - b. Department Managers may approve purchases up to \$4,999.99

C. District Manager

The District Manager authorizing the purchase requisition shall adhere to all of the following procedures:

1. Determine the goods or services requested are necessary to conduct the District's business.
2. Determine the purchasing procedures set forth in this policy have been adhered to.
3. Approve all purchases of \$15,000.00 or greater, subject to authorization of the Board of Directors consistent with this policy.

D. Finance Department

The Finance Department shall adhere to the following procedures:

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

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

Section 3. Purchasing Cycle

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

- A. If not budgeted, the District Manager shall request Board authorization to purchase any capital item, including tools, equipment, furniture or fixtures costing in excess of \$15,000.00 or having an estimated life of three years or more and be capitalized according to standard accounting practices.
- B. The purchase value shall include all cost pursuant to their utilization of an item for its intended purpose, including taxes, freight, modification, interest, and any other relevant costs. **No Contract or purchase shall be subdivided to avoid the requirements of these purchasing procedures.**

Section 4. Purchasing Approval Limits for Materials/Supplies/Equipment/Goods.

1. Small Purchases to \$199.99:

- a. Small Purchases will usually be made with petty cash, require a Petty Cash Receipt, in lieu of a purchase requisition or purchase order.
- b. The petty cash receipt must be signed by the employee receiving the petty cash and the employee's immediate manager.
- c. The petty cash must be balanced periodically and shall be maintained by the Petty Cash Custodian and the Finance Manager.

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

2. Purchases of \$00.01 to \$4,999.99:

- a. Must be placed with a qualified vendor.
- b. Purchases must have the appropriate approval by Department Manager, before purchase:
 - Petty cash must have an approved Petty Cash Receipt.
 - District Credit Card purchases do not require prior approval but are limited to purchasing limits of this policy
 - All other purchases and services require an approved purchase requisition and purchase order, unless for a routine services approved by the District Manager or via Open Purchase Order.

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

- a. At least three informal prices will be obtained from qualified vendors. Written or electronic quotes shall be secured and attached to the purchase requisition.
- b. Availability of funds is required.
- c. Simple, concise specifications may be furnished to the Administration Office for obtaining quotes.
- d. Purchases require District Manager approval prior to issuance of the purchase order.
- e. Purchases or payments in this price category can be made by District Credit Card if approved and deemed beneficial to the District by the District Manager.
- f. These purchases/payments must be specifically reported to the District Board in the first instance or coded as paid by District Credit Card in the Board packet's monthly Financial Activity Report.

4. Purchases of \$15,000.00 to \$24,999.99:
 - a. Purchase must be approved through adoption of the budget or directly in advance by the District Board.
 - b. Written specifications shall be required prior to purchase.
 - c. Written quotes shall be solicited from three or more qualified vendors whenever possible.
 - d. Availability of funds is required.
 - e. The District Manager, prior to issuance of a purchase order, shall approve purchase to the qualified vendor with the lowest quote.
 - f. Purchase shall be reported to the District Board at via the subsequent monthly Financial Activity Report.
 - g. Should the District Manager determine the lowest quote(s) is (are) unresponsive, the District Manager shall ask the District Board to ratify the District Manager's determination prior to purchase.
 - h. The District Manager shall report to the District Board all purchases made pursuant to this subsection (Section 4 (4)) at the first regular Board Meeting following the purchase.

5. Purchases of \$25,000.00 or more:
 - a. Purchase must go through the competitive bid process and be approved by the District Board to go to bid, unless purchased through a Cooperative Purchase Agreement, or Piggyback purchase as outlined in Section 7.
 - b. Written specifications shall be required prior to obtaining bids (except sole source items such as; Flygt Pumps and parts, Ultrasonic Hydro Rangers, ISAC systems and components).
 - c. Formal Invitation to Bid, Request for Proposal, or Request for Quotes shall be solicited from multiple qualified vendors.
 - d. Availability of funds is required.
 - e. The District Manager shall evaluate all bids, proposals, or quotes received and recommend the Best Value. Best Value shall mean the bidder who meets the best interests of the District as determined by the District Manager. The District Board in their sole and absolute discretion pursuant to the criteria outlined by the District in its Request for Quotes, Request for Proposal or Invitation for Bid shall authorize District Manager to award the bid to the best value vendor.

Materials Supplies Equipment or Goods - Contract Summary Table

| Amount | Contract Requirement | Authorization |
|----------------------------------|-----------------------------|---|
| <\$5,000 | Quotes not required | General Manager |
| >\$5,000 - <\$15,000 budgeted | Informal Quotes* | General Manager |
| >\$5,000 - <\$15,000 unbudgeted | Informal Quotes* | General Manager with Board of Directors' Prior Approval |
| >\$15,000 - <\$25,000 budgeted | Formal Written Quotes* | General Manager with report to Board of Directors |
| >\$15,000 - <\$25,000 unbudgeted | Formal Written Quotes* | General Manager with Board of Directors' Prior Approval |
| ≥\$25,000 | Competitive Bid Process | Board of Directors' Prior Approval |

* After appropriate price comparisons

Section 5. Receipt of Purchases

1. When products are received, attach packing slip to Purchase order
 - a. All goods received must be listed on the invoice. A packing list may be used for this purpose.
 - b. All shortages must be noted on the invoice or packing slip, which is attached to the original approved Purchase Order.
 - c. The invoice must be provided to the District's Finance Department for payment.
 - d. The District employee receiving the goods must clearly print their name on the invoice.
 - e. For receipt of services delineated as Repairs and Maintenance in the District Budget, the Supervisor or District Manager shall provide the Finance Department with a signed "Services Receipt" indicating that the work has been completed to their satisfaction.
 - f. All receipts, packing slips (when applicable), invoices, and "Service Receipts" must be uploaded to the Work Flow module prior to the payments being made.

Section 6. District's Construction Related Contracts

- A. For purposes of this policy, the District's construction related contracts are defined as involving the construction, reconstruction, alteration, enlargement, renewal or replacement of any District owned, leased, or operated facility under Public Contract Code §§ 22002, 20800 et seq. Contracts for maintenance work to keep, operate and maintain District's property or facilities are governed by Public Contract Code section 22002(d).

1. Construction Contracts of less than \$15,000: General Manager may approve the contract unless it is not a budgeted item in which case, prior approval by the District Board is required.
 2. Construction Contracts of \$15,000.00 or more:
 - a. Contract requires formal bid process in compliance with the public contract laws.
 - b. Contract must be approved and bid awarded by the District Board.
 - c. Applicable provisions of the Health and Safety Code and the Government Code of the State of California must be followed.
 - d. Availability of funds is required for prior to the “award of bid” to be recommended recommendation is made to the District Board and purchase order issued.
 - e. Should the District Manager determine that the lowest bid(s) is (are) unresponsive, the District Manager shall ask the District Board to ratify the District Manager’s determination prior to purchase.
- B. Maintenance contracts:
1. Under \$25,000 - General Manager may approve the contract unless it is not a budgeted item in which case, prior approval by the District Board is required.
 2. If more than \$25,000 – Contract is subject to a competitive bidding process and must be approved and bid awarded by the District Board.

Public Works Construction Contract - Contract Summary Table

| Amount | Contract Requirement | Authorization |
|--|--|---|
| <\$15,000 budgeted | Informal Quotes* | General Manager |
| <\$15,000 unbudgeted | Informal Quotes* | General Manager with Board of Directors’ Prior Approval |
| >\$15,000 | Competitive Bid Process | Board of Directors’ Prior Approval |
| >\$15,000 emergency | Public Contract Code §22050 and Board Resolution process | General Manager with Board of Director approval at next regular meeting |
| ≤\$25,000 budgeted Maintenance | Informal Quotes* | General Manager |
| >\$25,000 budgeted or unbudgeted Maintenance | Competitive Bid Process | Board of Directors’ Prior Approval |

* After appropriate price comparisons

Section 7. Exceptions to Competitive Procurement Process.

In the event any of the following exceptions to the competitive procurement process are used, the recommendation will be documented in writing and approved by the General Manager if required for the purchase, and by the Board of Directors for purchases requiring Board approval

A. Sole Source Procurement

1. This policy grants authority to the General Manager to enter into non-competitive contract, also known as sole source procurement, when one or more of the following conditions exist:
 - a. The item is available only from a single source: a preferred brand, like material, etc., to be procured; or
 - b. The commodity is unique, including, but not limited to, acquisition of data processing, telecommunications and word processing equipment, goods and services; or
 - c. The purchase of a specific brand name, make or model is necessary to match existing District equipment or facilitate effective maintenance and support; or
 - d. When it is in the best interest of the District to extend or renew a contract from a previous contract period, based on satisfactory service, reasonable prices, avoidance of start-up costs, avoidance of interruptions to District business, or good business practices.
2. The District must document why a particular item is unique, or why the individual or firm it has selected has the unique capability required, and the consequences if the sole source procurement is not made. Documentation must be retained for audit purposes.

B. Emergency Purchases

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

The General Manager may deem an emergency exists which requires an immediate and serious need for materials, supplies, equipment, goods, services, or construction that cannot be met through normal procurement methods, the lack of which would seriously threaten any of the following:

- a. Essential services or operation of the District;
 - b. The preservation or protection of property;
 - c. The public health, safety, or welfare; or
 - d. Economic health of the District.
2. All emergency purchases which would otherwise require formal solicitation must consult with the Board President and be submitted to the Board of Directors for ratification by resolution at the next regular Board meeting after the emergency procurement has been made. Such resolution shall state the facts constituting the emergency.

C. Cooperative and Piggyback Contracts

When the services or supplies are obtained by cooperative procurements or “piggyback” on the competitive procurement process of another agency, the District shall have the authority to join with other public jurisdictions in cooperative purchasing plans, programs or pricing agreements. The District may also contract for services and supplies at a price established by competitive procurement by another public jurisdiction in substantial compliance with that public agency’s competitive procurement process. The District may also contract with any federal, state, municipality or other public agency.

Prices quoted through a competitive bidding process by another public agency, may be used for purchasing equipment, services, and supplies for use in the District when it is recommended by the District Manager and approved by District Board that it is the Best Value and in the District’s best interest. Sections 4 and 6 do not apply to this subsection.

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

D. State/Federal Funding Rules.

In the event grant or state or federal funding is utilized, the grant or state or federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District.

E. Impractical/Impossible. When competitive procurement would fail to produce an advantage or when the procurement process is undesirable, impractical, or impossible. Examples include situations when the services or supplies are to be performed in partnership with other public agencies or nonprofit organizations; or are to be paid for with private funds.

Section 8. Professional Services.

The General Manager may enter into a contract for professional services under the following guidelines:

- A. Expert and professional services are provided by independent consultants which involve extended analysis, personal expertise, the exercise of discretion and independent judgment in their performance, which are of an advisory nature, such as financial advisors, auditors, grant writers, program specialists, labor consultants and negotiators, investigators, certified laboratories, attorneys, environmental consultants, appraisers, architects, landscape architects, surveyors, engineers, design professionals, and construction management firms.
- B. Except as provided in subparagraph (C), when selecting professional or consulting consultants, the District representatives evaluating the proposals will consider the

consultant's demonstrated experience and competence, insurability, understanding of the scope of work, financial ability, resources to perform the work, willingness to cooperate with District representatives and other consultants, and proposed methods to ensure timely and acceptable performance and management of the work. An award of a contract will be made to a qualified consultant whose proposal will be most advantageous to the District, with price and other factors considered.

- C. The selection for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms will be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, pursuant to Government Code Section 4526.
- D. Authorization Limits.
 - 1. If the amount is less than \$25,000, then the General Manager may contract with a qualified consultant based on the General Manager's discretion;
 - 2. If the amount or cumulative amount in a fiscal year is \$25,000 or more, prior approval of District's Board of Directors is required.

Professional Services - Contract Summary Table

| Amount | Authorization |
|-----------|---|
| <\$25,000 | General Manager |
| ≥\$25,000 | General Manager with Board of Directors' Prior Approval |

RESOLUTION NO. _____ (2021)
IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA

A Resolution of the District Board of the West Bay Sanitary District Approving the Revised Purchasing Policy

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the West Bay Sanitary District Board hereby approves the District's Purchasing Policy 2010, as the Revised Purchasing Policy 2021 this 14th day of April 2021, as attached in Exhibit A.

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on 14th day of April, 2021, by the following votes:

Ayes:

Noes:

Absent:

Abstain:

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

Attest:

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

WEST BAY SANITARY DISTRICT

Resolution No. 1253 (95)

**RESOLUTION DELEGATING AUTHORITY TO TAKE
EMERGENCY ACTION AND TO LET EMERGENCY CONTRACTS
WITHOUT GIVING NOTICE SOLICITING COMPETITIVE BIDS**

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

A. In 1994, the State of California enacted Assembly Bill 3348 (Stats. 1994, Chapter 803) which added Section 22050 to the Public Contract Code effective January 1, 1995. A copy of Section 22050 is attached to this Resolution and incorporated by reference.

B. Public Contract Code Section 20806 (as amended by A.B. 3348), which is applicable to sanitary districts, requires the district board of a sanitary district to comply with Public Contract Code Section 22050 in any case where, due to an emergency, a sanitary district proposes to let contracts governed by the Public Contract Code (See Sections 20803 and following) without giving notice soliciting competitive bids.

C. In the event of an emergency which resulted in damage to District public facilities requiring immediate remedial action, it could be very detrimental to the public health, safety and welfare if the remedial action were to be delayed until a meeting of the District Board could be convened to make the necessary emergency declaration, order remedial action and authorize contracts to be let.

D. Public Contract Code Section 22050(b)(1) authorizes the District Board, acting by a four-fifths vote, to adopt a resolution delegating to the District Manager the authority to order emergency remedial action and to let emergency contracts without giving notice soliciting competitive bids.

E. It is in the best interests of the District to make the delegation referred to in item D above.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the District Board as follows:

1. Pursuant to Public Contract Code Sections 20806 and 22050(b)(1), the authority to order emergency remedial action and to let emergency contracts without giving notice soliciting competitive bids is delegated to the District Manager.

2. If the District Manager should at any time exercise this delegated authority, the Manager shall comply with all of the provisions of Public Contract Code Section 22050(b)(3), including

§ 22050. Contracts without bids; procedures

(a)(1) In the case of an emergency, a public agency, pursuant to a four-fifths vote of the governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

(2) Before a governing body takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.

(b)(1) The governing body, by a four-fifths vote, may delegate, by resolution or ordinance, to the appropriate county administrative officer, city manager, chief engineer, or other nonelected agency officer the authority to order any action pursuant to paragraph (1) of subdivision (a).

(2) If the public agency has no county administrative officer, city manager, chief engineer, or other nonelected agency officer, the governing body, by a four-fifths vote, may delegate to an elected officer the authority to order any action specified in paragraph (1) of subdivision (a).

(3) If a person with authority delegated pursuant to paragraph (1) or (2) of this section orders any action specified in paragraph (1) of subdivision (a), that person shall report to the governing body, at its next meeting required pursuant to this section, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

(c)(1) If the governing body orders any action specified in subdivision (a), the governing body shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action. If the governing body meets weekly, it may review the emergency action in accordance with this paragraph every 14 days.

(2) If a person with authority delegated pursuant to subdivision (b) orders any action specified in paragraph (1) of subdivision (a), the governing body shall

initially review the emergency action not later than seven days after the action or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless a person with authority delegated pursuant to subdivision (b) has terminated that action prior to the governing body reviewing the emergency action and making a determination pursuant to this subdivision. If the governing body meets weekly, it may, after the initial review, review the emergency action in accordance with this paragraph every 14 days.

(3) When the governing body reviews the emergency action pursuant to paragraph (1) or (2), it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

(d) As used in this section, "public agency" has the same meaning as defined in Section 22002.

(e) A three-member governing body may take actions pursuant to subdivision (a), (b), or (c) by a two-thirds vote.

(f) This section applies only to emergency action taken pursuant to Sections 20133, 20168, 20193, 20205.1, 20134, 20168, 20205.1, 20213, 20223, 20233, 20253, 20273, 20283, 20293, 20313, 20331, 20567, 20586, 20604, 20635, 20645, 20685, 20736, 20751.1, 20806, 20812, 20914, 20918, 20926, 20931, 20941, 20961, 20991, 21020.2, 21024, 21031, 21043, 21061, 21072, 21081, 21091, 21101, 21111, 21121, 21131, 21141, 21151, 21161, 21171, 21181, 21191, 21196, 21203, 21212, 21221, 21231, 21241, 21251, 21261, 21271, 21290, 21311, 21321, 21331, 21341, 21351, 21361, 21371, 21381, 21391, 21401, 21411, 21421, 21431, 21441, 21451, 21461, 21472, 21482, 21491, 21501, 21511, 21521, 21531, 21541, 21552, 21567, 21572, 21581, 21591, 21601, 21618, 21624, 21631, 21641, and 22035.

rendering the reports specified in that section to the District Board at its next regular meeting. Thereafter the District Manager shall take the necessary measures to ensure that the District Board complies with the provisions of Public Contract Code Section 22050(c)(2).


Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10th day of April 1995, by the following vote:

AYES: INGLIS, KNIGHT, HALBO, SCHRADER AND COX

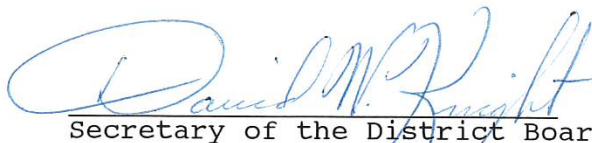
NOES: -NONE-

ABSTAIN: -NONE-

ABSENT: -NONE-


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

Attest:


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

**WEST BAY SANITARY DISTRICT
PURCHASING POLICY
APPROVED MAY 26, 2010
Revised April 14 March 10**

Purpose

These procedures have been prepared to establish and clearly define the responsibilities of each employee and department of the West Bay Sanitary District ("District") ~~as~~ related to purchasing; to maintain ~~an internal~~ centralized control over the purchase of goods or services, ~~to reduce the time required to create efficiencies to in~~ timely pay invoices ~~timely to a minimum, and ensure goods and services are procured fairly at to obtain purchases~~ goods with the "best value" prices consistent with the basis of competitive prices, quality, suitability, timeliness, and/or related considerations. This Purchasing Policy is intended to comply with Government Code section 54201 et seq., applicable state and federal laws and rules, and the terms and conditions of any grant or gift that is consistent with the law.

~~The first step in the purchasing process function process is the preparation of an electronic purchase requisition through the MicroIX Workflow Module Ssystem (Workflow). All purchases, other than with a petty cash or credit card, purchases must be initiated by a purchase requisition, unless the Department Purchasing Supervisor requests the purchase, in which case a purchasing requisition is not required through the Workflow software.~~

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

~~An employee who needs to purchase goods or services shall first prepare a purchase requisition. All vendors must be pre-authorized by the Finance Department. and All backup supporting documents must be attached, including whatever required quotes or, as well as additional information as may be required by these this Purchasing Ppolicies or such additional information as may be required by the Department Purchasing Supervisor or District Manager. All vendors must be pre-authorized by the Finance Department.~~

Section 1. Division of Responsibility

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

- | | | |
|----|--|---|
| 1. | Administrative and General: | Office & Communications Manager |
| 2. | Collection System: | Operations Superintendent |
| 3. | Flow Equalization Facilities: | Operations Superintendent |
| 4. | Sampling and Monitoring Water Quality: | Regulatory Compliance Coordinator Water Quality Manager |
| 5. | Safety Equipment | Regulatory Compliance Coordinator Water Quality Manager |

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Section 1. Procedure for Purchase of Goods/Services Requester

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

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

2. Prepare an electronic purchase requisition in the MicroX Workflow Module (Workflow) System to obtain goods or services. The requisition must include:

- a. Detailed description of the purchase or service
 - Goods or services to be purchased.
- b. Vendor information
 - All vendors must be pre-authorized by the Finance Department.
 - Vendor name, ~~vendor's~~ address and ~~vendor's~~ telephone number.
 - A Request for Taxpayer ID, federal form W-9 is required for new vendors
- c. Reason and Justification for purchase:
- ~~a. Goods or services to be purchased.~~
 - Purpose of goods or services to be purchased.
- d. Transaction details, including price, sales tax, when applicable, budget coding, including general ledger account and department
- e. -Attachments
 - Quote, three (3) quotes for items over \$5,000, ~~when necessary.~~
 - Additional information as may be required by Section 3 of this Purchasing Policy, ~~or as may be required by the District Manager, Department Purchasing Supervisor or District Department Manager.~~
 - All backup supporting documents must be attached, including required quotes, as well as additional information as may be required by this Purchasing Policy or by the District Manager, Department Purchasing Supervisor, or Department Manager.
- ~~b. The requester's signature.~~
- f. Submit requisition. ~~The requisition will automatically go to Supervisor, Department Manager, or District Manager, as required by the Policy.~~

3. All purchases, other than with a petty cash or credit card, purchases must be initiated by a purchase requisition, unless the Department Purchasing Supervisor requests the purchase, in which case a purchasing requisition is not required through the Workflow software.

Section 2. Division of Responsibility

A. No orders may be placed for goods or services, and no purchase order shall be valid without prior approval of ~~the District Manager, the Purchasing Supervisor, Department Manager, District Manager, or their respective designated agent as specified herein.~~

For the purposes of this section, the responsibilities of ~~Purchasing Supervisor or Department Manager~~ may be assumed and carried out by employees in the designated positions within the operating departments, as follows:

- 1. Administrative and General: Office & Communications Manager
- 2. Collection System: Operations Superintendent
- 3. Flow Equalization Facilities: Operations Superintendent
- 4. Water Quality: Water Quality Manager
- 5. Capital and IT: Projects & IT Manager

B. ~~Department Purchasing Supervisor and/or Department Manager~~

The Supervisor and/or Department Manager authorizing ~~and signing~~ the purchase requisition ~~and purchase order~~ shall adhere to all of the following procedures:

- 1. Maintain list of qualified vendors acceptable to the District.
- 2. Determine ~~the that~~ goods or services requested are appropriate and will accomplish the proposed purpose and ~~approve meet~~ specifications when required.
- 2.3. Determine ~~if that~~ the requirements of ~~Section 3~~ of this policy have been met.
- 3.4. Determine ~~that~~ the goods or services requested do not exceed the District's inventory requirements.
- 5. Authorize purchase requisition.
 - a. Requisition will automatically be ~~and prepare or authorize the preparation of a purchase order and send~~ to ~~Department~~ Manager, ~~if required or District Manager~~ for approval.
- 4.1. Maintain list of qualified vendors acceptable to the District.
- 5.6. When the invoice is received, ~~D~~ determine ~~that the~~ goods or services have been received in good order and in accordance with specifications.
- 7. Stamp invoice approved, sign, indicate PO number, and ~~submit written receipt or~~ invoice ~~for services~~ or a packing slip signed by the receiver of goods to the Work Flow module and Finance Department. A completed purchasing ~~package transaction~~ for operational goods ~~or supplies and services~~ is defined as an authorized signed purchase requisition, an approved signed purchase order, and a signed invoice with the words "okay to pay" packing slip. The Finance Department will verify all purchasing packages are complete prior to issuing payments, and will follow up as needed.
- 6.
- 8. Requester and or Department Manager will ~~n~~Notify Finance Department of any shortages ~~or~~ damages.
- 9. Approve any invoices up to approved limits.
 - a. ~~Purchasing Supervisors~~ may approve purchases up to \$999.99.
 - b. Department Managers may approve purchases up to \$4,999.99

C. District Manager

The District Manager authorizing the purchase requisition shall adhere to all of the following procedures:

1. Determine the goods or services requested are necessary to conduct the District's business.
2. Determine the purchasing procedures set forth in this policy have been adhered to.
3. Approve all purchases of \$15,000.00 or greater, subject to authorization of the Board of Directors consistent with this policy.

D. Finance Department

The Finance Department shall adhere to the following procedures:

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

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

District Manager

The District Manager shall adhere to the following procedure:

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

Section 32. Purchasing Cycle

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

- A. If not budgeted, the District Manager shall request Board authorization to purchase any

capital item, including tools, equipment, furniture or fixtures costing in excess of ~~\$15,000.00?~~ and/or having an estimated life of three years or more and be ~~handled recorded~~capitalized according to ~~standard~~ accounting ~~practices~~.

B. ~~Determination of the value of a purchase~~The purchase value shall include all cost pursuant to their utilization of an item for its intended purpose, including taxes, freight, modification, interest, and any other relevant costs. **No Contract or purchase shall be subdivided to avoid the requirements of these purchasing procedures.**

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Section 43. Purchasing Approval Limits for Materials/Supplies/Equipment/Goods Procedures – Amount of Purchase

1. Small Purchases to \$150.00-199.99:

- a. ~~Small Purchases usually will usually be made with petty cash, require a Petty Cash Receipt, in lieu of and do not require a purchase requisition or a purchase order.~~
- b. ~~Only the District Manager may make exceptions up to \$250.00?.~~
- c. ~~Payments from petty cash must be made with a petty cash receipt form.~~
- a.
- d. The petty cash receipt must be signed by the employee receiving the petty cash and the employee's immediate manager.
- e-b.
- c. The petty cash must be balanced monthly periodically and shall be maintained by the Petty Cash Custodian and the Finance Department Manager.

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***** PURCHASES MADE UNDER SECTION 43 (2)(3)(4)(5)(6) MUST MEET THE REQUIREMENTS OF SECTION 1, 2 AND 32 OF THIS POLICY.*****

2. Purchases of \$00.~~00-01~~ to \$4,999.99:

- a. ~~Must be p~~laced with a qualified vendor.
- b. ~~Purchase order may be issued without? a determination of availability of funds.~~
- b. ~~P~~For purchases must have the appropriate approval ~~by Department Manager~~, before purchase:
 - ~~beyond the limits of p~~Petty cash ~~must have an approved Petty Cash Receipt,~~
 - ~~and less than \$1,000, a purchase requisition form must be approved and submitted unless a Corporate-District Credit Purchase-Card purchases do not require prior approval but are limited to purchasing limits of this policy, is used.~~
 - ~~All other P~~purchases ~~and services over \$1,000-require an approved purchase requisition and purchase order, order to be completed unless for a routine services purchase by Corporate Purchase-District Credit Card approved by the District Manager or via Open P~~urchase ~~Order.~~

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

- a. ~~Whenever possible and reasonable, A~~at least three informal prices will be obtained from qualified vendors. Written or electronic ~~quotations-quotes~~ shall be secured ~~and attached to the purchase requisition.~~
- b. Availability of funds is required.
- c. Simple, concise specifications may be furnished to the Administration Office for obtaining ~~quotationsquotes.~~
- d. Purchases require District Manager approval prior to issuance of the purchase order.
- e. Purchases or payments in this price category can be made by ~~Corporate Purchase-District Credit~~ Card if approved and deemed beneficial to the District by the District Manager.
- e.f. These purchases/payments must be specifically reported to the District Board in the first instance ~~or and~~ coded as paid by ~~Corporate-Purchase-District Credit~~ Card in the Board packet's ~~monthly-Withdrawal-Orders, Financial Activity Report thereafter.~~

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

- a. Purchase must be approved ~~by~~through adoption of the budget or directly in advance by the District Board.
- b. Written specifications shall be required prior to purchase.
- c. Written ~~quotations~~quotes shall be solicited from three or more qualified vendors whenever possible.
- d. Availability of funds is required.
- e. The District Manager, prior to issuance of a purchase order, shall approve purchase to the qualified vendor with the lowest quote~~responsible vendor~~.
- f. Purchase ~~from sole source vendors~~ shall be reported to the District Board at ~~the next regularly scheduled meeting~~ via ~~Withdrawal Order report~~the subsequent monthly Financial Activity Report.
- g. Should the District Manager determine ~~that~~ the lowest quote(s) is (are) unresponsive, the District Manager shall ask the District Board to ratify the District Manager's determination prior to purchase.
- h. The District Manager shall report to the District Board all purchases made pursuant to this subsection (Section 42 (4)) at the first regular Board Meeting following the purchase.

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

- ~~a. Contract requires formal bid process in compliance with the public contract laws.~~
- ~~b. Contract must be approved and bid awarded by the District Board.~~
- ~~c. Applicable provisions of the Health and Safety Code and the Government Code of the State of California must be followed.~~
- ~~d. Availability of funds is required for prior to the "award of bid" to be recommended recommendation is made to the District Board and purchase order issued.~~

~~Should the District Manager determine that the lowest bid(s) is (are) unresponsive, the District Manager shall ask the District Board to ratify the District Manager's determination prior to purchase.~~

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~~6.5~~ Purchases of \$25,000.00 or more:

- a. Purchase must go ~~to~~through the competitive bid process~~ing~~ and be approved by the District Board to go to bid, unless purchased through a Cooperative P~~P~~urchase A~~A~~greement, or Piggyback purchase as outlined in Section 7-7.
- b. Written specifications shall be required prior to obtaining bids (except sole source items such as; Flygt Pumps and parts, Ultrasonic Hydro Rangers, ISAC systems and components).

- c. Formal Invitation to Bid, Request for Proposal, or Request for Quotes shall be solicited from multiple qualified vendors.
- d. Availability of funds is required.
- e. The District Manager shall evaluate all bids, proposals, or quotes received and recommend the Best Value. Best Value shall mean the bidder who meets the best interests of the District as determined by the District Manager. The District Board in their sole and absolute discretion pursuant to the criteria outlined by the District in its Request for Quotes, Request for Proposal or Invitation for Bid shall authorize District Manager to award the bid to the best value vendor.

Materials Supplies Equipment or Goods - Contract Summary Table

| <u>Amount</u> | <u>Contract Requirement</u> | <u>Authorization</u> |
|---|--------------------------------|--|
| <u><\$5,000</u> | <u>Quotes not required</u> | <u>General Manager</u> |
| <u>>\$5,000 - <\$15,000 budgeted</u> | <u>Informal Quotes*</u> | <u>General Manager</u> |
| <u>>\$5,000 - <\$15,000 unbudgeted</u> | <u>Informal Quotes*</u> | <u>General Manager with Board of Directors' Prior Approval</u> |
| <u>>\$15,000 - <\$25,000 budgeted</u> | <u>Formal Written Quotes*</u> | <u>General Manager with report to Board of Directors</u> |
| <u>>\$15,000 - <\$25,000 unbudgeted</u> | <u>Formal Written Quotes*</u> | <u>General Manager with Board of Directors' Prior Approval</u> |
| <u>≥\$25,000</u> | <u>Competitive Bid Process</u> | <u>Board of Directors' Prior Approval</u> |

* After appropriate price comparisons

7. Cooperative and Piggyback Contracts

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

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

Commented [BC10]: Move this down in exceptions section?

Section 54. Receipt of Purchases

1. When products are received, attach packing slip to Purchase order

- a. All goods received must be listed on the a “goods and services receipt form/invoice”². A packing list may be used for this purpose.
- b. All shortages must be noted on the invoice or goods and services receipt/packing slip, which is attached to the original approved Purchase Order.
- b-c. The invoice ~~has~~ must be provided to the District's Finance Department for payment.
- e-d. The District employee receiving the goods must clearly print their his/her name on the “goods and services receipt form/invoice”.
- e. For receipt of services delineated as Repairs and Maintenance in the District Budget, the ~~Department~~ Supervisor or District Manager shall provide the Finance Department with a signed “Services Receipt” indicating that the work has been completed to their satisfaction.
- d-f. All receipts, packing slips (when applicable), invoices, and “Service Receipts” must be uploaded to the Work Flow module prior to the payments being made.

Section 6. District's Construction Related Contracts

A. For purposes of this policy, the District's construction related contracts are defined as involving the construction, reconstruction, alteration, enlargement, renewal or replacement of any District owned, leased, or operated facility under Public Contract Code §§ 22002, 20800 et seq. Contracts for maintenance work to keep, operate and maintain District's property or facilities are governed by Public Contract Code section 22002(d).

- 1. Construction Contracts of less than \$15,000: General manager may approve the contract unless it is not a budgeted item in which case, prior approval by the District Board is required.
- 2. Construction Contracts of \$15,000.00 or more:
 - a. Contract requires formal bid process in compliance with the public contract laws.
 - b. Contract must be approved and bid awarded by the District Board.
 - c. Applicable provisions of the Health and Safety Code and the Government Code of the State of California must be followed.

d. Availability of funds is required for prior to the “award of bid” to be recommended recommendation is made to the District Board and purchase order issued.

e. Should the District Manager determine that the lowest bid(s) is (are) unresponsive, the District Manager shall ask the District Board to ratify the District Manager’s determination prior to purchase.

B. Maintenance contracts:

1. Under \$25,000 - General Manager may approve the contract unless it is not a budgeted item in which case, prior approval by the District Board is required.

2. If more than \$25,000 – Contract is subject to a competitive bidding process and must be approved and bid awarded by the District Board.

Public Works Construction Contract - Contract Summary Table

| <u>Amount</u> | <u>Contract Requirement</u> | <u>Authorization</u> |
|--|---|--|
| <u><\$15,000 budgeted</u> | <u>Informal Quotes*</u> | <u>General Manager</u> |
| <u><\$15,000 unbudgeted</u> | <u>Informal Quotes*</u> | <u>General Manager with Board of Directors’ Prior Approval</u> |
| <u>>\$15,000</u> | <u>Competitive Bid Process</u> | <u>Board of Directors’ Prior Approval</u> |
| <u>>\$15,000 emergency</u> | <u>Public Contract Code §22050 and Board Resolution process</u> | <u>General Manager with Board of Director approval at next regular meeting</u> |
| <u>≤\$25,000 budgeted Maintenance</u> | <u>Informal Quotes*</u> | <u>General Manager</u> |
| <u>>\$25,000 budgeted or unbudgeted Maintenance</u> | <u>Competitive Bid Process</u> | <u>Board of Directors’ Prior Approval</u> |

* After appropriate price comparisons

Section 75. Exceptions to Competitive Procurement Process.

In the event any of the following exceptions to the competitive procurement process are used, the recommendation will be documented in writing and approved by the General Manager if required for the purchase, and by the Board of Directors for purchases requiring Board approval

A. Sole Source Procurement

1. This policy grants authority to the General Manager to enter into non-competitive contract, also known as sole source procurement, when one or more of the following conditions exist:
 - a. The item is available only from a single source: a preferred brand, like material, etc., to be procured; or
 - b. The commodity is unique, including, but not limited to, acquisition of data processing, telecommunications and word processing equipment, goods and services; or
 - c. The purchase of a specific brand name, make or model is necessary to match existing District equipment or facilitate effective maintenance and support; or
 - d. When it is in the best interest of the District to extend or renew a contract from a previous contract period, based on satisfactory service, reasonable prices, avoidance of start-up costs, avoidance of interruptions to District business, or good business practices.
2. The District must document why a particular item is unique, or why the individual or firm it has selected has the unique capability required, and the consequences if the sole source procurement is not made. Documentation must be retained for audit purposes.

B. Emergency Purchases

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

The General Manager may deem an emergency exists which requires an immediate and serious need for materials, supplies, equipment, goods, services, or construction that cannot be met through normal procurement methods, the lack of which would seriously threaten any of the following:

- a. Essential services or operation of the District;
- b. The preservation or protection of property;
- c. The public health, safety, or welfare; or
- d. Economic health of the District.

2. All emergency purchases which would otherwise require formal solicitation must consult with the Board President and be submitted to the Board of Directors for ratification by resolution at the next regular Board meeting after the emergency procurement has been made. Such resolution shall state the facts constituting the emergency.

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Commented [BC11]: Reviewed this and the rest conforms with the resolution and statute but gives more guidance

C. Cooperative and Piggyback Contracts

When the services or supplies are obtained by cooperative procurements or “piggyback” on the competitive procurement process of another agency, the District shall have the authority to join with other public jurisdictions in cooperative purchasing plans, programs or pricing agreements. The District may also contract for services and supplies at a price established by competitive procurement by another public jurisdiction in substantial compliance with that public agency’s competitive procurement process. The District may also contract with any federal, state, municipality or other public agency.

Prices quoted through a competitive bidding process by another public agency, may be used for purchasing equipment, services, and supplies for use in the District when it is recommended by the District Manager and approved by District Board that it is the Best Value and in the District’s best interest. Sections 4 and 6 do not apply to this subsection.

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

D. State/Federal Funding Rules.

In the event grant or state or federal funding is utilized, the grant or state or federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District.

E. Impractical/Impossible. When competitive procurement would fail to produce an advantage or when the procurement process is undesirable, impractical, or impossible. Examples include situations when the services or supplies are to be performed in partnership with other public agencies or nonprofit organizations; or are to be paid for with private funds.

Section 8. Professional Services.

The General Manager may enter into a contract for professional services under the following guidelines:

A. Expert and professional services are provided by independent consultants which involve extended analysis, personal expertise, the exercise of discretion and independent judgment in their performance, which are of an advisory nature, such as financial advisors, auditors, grant writers, program specialists, labor consultants and negotiators, investigators, certified laboratories, attorneys, environmental consultants, appraisers, architects, landscape architects, surveyors, engineers, design professionals, and construction management firms.

B. Except as provided in subparagraph (C), when selecting professional or consulting consultants, the District representatives evaluating the proposals will consider the

consultant's demonstrated experience and competence, insurability, understanding of the scope of work, financial ability, resources to perform the work, willingness to cooperate with District representatives and other consultants, and proposed methods to ensure timely and acceptable performance and management of the work. An award of a contract will be made to a qualified consultant whose proposal will be most advantageous to the District, with price and other factors considered.

C. The selection for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms will be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, pursuant to Government Code Section 4526.

D. Authorization Limits.

1. If the amount is less than \$25,000, then the General Manager may contract with a qualified consultant based on the General Manager's discretion;
2. If the amount or cumulative amount in a fiscal year is \$25,000 or more, prior approval of District's Board of Directors is required.

Professional Services - Contract Summary Table

| <u>Amount</u> | <u>Authorization</u> |
|----------------------|--|
| <u><\$25,000</u> | <u>General Manager</u> |
| <u>≥\$25,000</u> | <u>General Manager with Board of Directors' Prior Approval</u> |



WEST BAY SANITARY DISTRICT AGENDA ITEM 7

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *Consideration to Accept the District's 2020 Performance Measurement Report*

Background

West Bay Sanitary District staff has prepared the annual Performance Measurement Report on the District's key performance indicators. The report is structured and based on the Effective Utility Management (EUM) framework for evaluating water and wastewater utilities. EUM was developed cooperatively with the United States Environmental Protection Agency, Water Environment Federation, American Water Works Association, American Public Works Association, National Association of Clean Water Agencies, other professional associations, and professional utility managers from the water and wastewater sectors. West Bay staff has evaluated EUM and believes it is applicable and highly relevant to the West Bay Sanitary District.

EUM has identified ten attributes of effectively managed water sector utilities. One attribute, Water Resource Adequacy was felt not to be applicable to the West Bay Sanitary District since the District manages a satellite collection system and the pipeline infrastructure. It is intended that focusing on nine of these attributes will help the District maintain a balanced focus on all important areas of managing the District's wastewater utility. The performance measurement report has been divided into the following nine attributes:

1. Product Quality
2. Customer Service
3. Employee and Leadership Development
4. Resource Optimization
5. Financial Viability
6. Infrastructure Stability
7. Operational Resiliency
8. Community Sustainability
9. Stakeholder Understanding & Support

Analysis

For each of the nine attributes, there are a number of quantitative and qualitative measures show how the District is performing. Overall, most of the indicators are positive and show the District is performing optimally. However, there are some areas where the District could take action to improve the management of the utility.

There is an executive summary at the beginning of the report, as well as a summary of measures and ratings. The summary is followed by detailed descriptions, analysis, and charts for each of the specific measures.

In 2020 the District experienced several significant accomplishments, including zero overflow spills, zero lost time accidents, and worked through the COVID-19 Pandemic. Some of the results in the report may seem abnormal, or go against recent trends. It is important to note even though some targets were not met, other areas improved to a point where the District succeeded in accomplishing zero overflow spills, which is the ultimate measurement of a well-run collection system agency.

Staff will consider using the tenth measurement in the EUM. The tenth measure Water Resource Adequacy. This measure assesses short-term and long-term water supply adequacy and explores related long-term supply considerations. The District could benefit from this measurement as it applies to Recycled Water.

Fiscal Impact

None at this time.

Recommendation

The District Manager recommends the Board accept the District's 2020 Performance Measurement Report.

Attachments: WBSD 2020 Performance Measurement Report

Performance Measurement Report

Performance Measurements
for the West Bay Sanitary
District Using the “Effective
Utility Management”
Framework

Includes Data and Analysis for
Calendar Year 2020



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 7. Operational Resiliency 51

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 9. Stakeholder Understanding & Support..... 64

Introduction to the Report

This report is the ninth of what is intended to be an annual report by the West Bay Sanitary District regarding the performance of the District. It includes performance measures that, when taken as a whole, should give the reader a sense of how well the utility is performing and being managed. This report is prepared by management for use by the District's Board of Directors and by the general public.

The District has chosen to use the Effective Utility Management (EUM) framework for presenting this information. This framework is specific to water and wastewater utilities and provides for the possibility of comparing the District to other wastewater utilities once more providers begin using EUM for measuring and reporting on performance.

About Effective Utility Management

Effective Utility Management (EUM) is a framework for evaluating water and wastewater utilities. In May 2007, six major water and wastewater associations and the United States Environmental Protection Agency (EPA) agreed to support EUM collectively and individually throughout the water sector. EUM is designed to help utility managers make practical, systematic challenges to achieve excellence in utility performance, and encapsulates the collective knowledge and experience of utilities leaders who are committed to helping improve water and wastewater management.

EUM has identified Ten Attributes of Effectively Managed Water Sector Utilities. This performance measurement report has been divided into Nine of those attributes. As they are intended to help utilities maintain a balanced focus on all important operational areas rather than quickly moving from one problem to the next.

More can be learned about Effective Utility Management by visiting the website www.waterEUM.org.

About Performance Measures

Performance measures are those things that are measured by an organization to evaluate the performance of that organization. There are several types of measures, including input, output, efficiency and effectiveness. Input and output measures tend only to capture the amount of work performed by departments or organizations. This report focuses on efficiency and effectiveness measures, measure that are meaningful to management of the District and which the District has some ability to influence.

Quick-Glance Ratings

This report includes an analysis of how the District is doing within the measured area. Additionally, next to each graph or qualitative measure is an icon to help the reader assess how the District is performing against that measure. Those icons are as follows:



“Satisfactory” (green star) – signifies that the District has met its goals, or that the trend is positive



“Goals met but Watch” (blue & white thumbs up) – signifies that the District has met its goals but needs to watch the trend further



“Watch” (orange diamond) – signifies that the District is in danger of not meeting its goals, that the trend is indeterminate, or that there is insufficient data to make an assessment



“Unsatisfactory” (red triangle) – signifies that the District has not met its goals or that the trend is negative



“No Measure” (blue circle with slash) – signifies that the District has not developed a measurement for this performance indicator

This Performance Measurement Report is produced by the West Bay Sanitary District. It is the District's intention to produce this report annually. The report is structured around Nine of the Ten Attributes of Effectively Managed Water Sector Utilities, as developed in Effective Utility Management.

This report will be used by management of the District to identify specific trends or issues regarding the nine attributes. The Report is also intended to provide a partial answer to the question asked by the Board of Directors and the ratepayers alike, "Is the West Bay Sanitary District a well-run utility?" This document may be used by the District's Board of Directors as a source of information for setting District goals and priorities.

The following is a summary of the 2020 Performance Measurements Report.

#1

Product Quality – The District continues to meet or exceed regulatory compliance requirements within the Collection System. Significant changes and additions, in 2010, 2011, 2014 and again in 2019, to the Preventative Maintenance program has produced excellent results. The establishment of productivity goals, root foaming, basin to basin cleaning, scheduling of High Frequency cleaning including placing all small pipes on a 12-month schedule as well as patching and repairing of pipe defects have resulted in a great reduction of Sanitary Sewer Overflows. The District had zero SSO's in 2020, four in 2019, two of the SSO's were caused by outside influence and contractors. Both the number and volume of spills are significantly below the State and Regional average. The number of plugged main lines are down from 81 in 2011 to 13 in 2020.

#2

Customer Service –2020 data on response times to calls for service continues to improve. The Project Management staff continues to maintain its performance goal to plan review on-time, 95% of the time by achieving 100% for the third year in a row.

#3

Employee and Leadership Development – There was higher than usual turnover due to retirements in 2017, causing a spike in experience turnover, but that trend has not continued and is not expected to continue in the near term. Employee survey responses indicate that there is no strong indication of unhappiness nor a desire to seek employment elsewhere. The measures on training indicate there is steady improvement in some training categories. In 2015 the District developed a Succession Plan for key positions, and will continue to work on a Succession Plan for other positions. Though not due to retirements, in 2016 the District experienced a turnover of 3 of the maintenance staff. Two were maintenance technicians and one was a field supervisor (lead worker). One individual left to become a union business representative, one left to "get out of California" and the last one left to further his education and start a new and different career path. The District also lost two positions to retirement in 2017. In 2018 and 2019 two Field Supervisors transitioned into Source Control Inspector positions. In 2020 five employees were promoted including the District Manager and Operations Superintendent. .

#4

Resource Optimization – Staff is constantly looking for ways to increase its buying power, save the District money, and maximize its manpower. Staff implemented a rescheduling of sewer main cleaning cycles to minimize travel time and save man-hours; these man-hours were then used to clean other sewer lines elsewhere in the system. Staff developed ways to use chemicals for odor control at pump stations rather than installing expensive infrastructure. Additionally, staff implemented the practice of purchasing fleet vehicles on state bid lists, and using Co-Op purchasing agreements for purchasing equipment, saving the District tens of thousands of dollars each year. Finally, the implementation of cured-in-place pipe not only increased production but resulted in an increase in net value of District resources. The net value of pipe patching after deducting labor and materials is \$296,000/year to the District.

#5

Financial Viability –The ratio of revenue to expenditures continues to increase year over year. The ratio of capital expenditures is at a sustainable level, and the debt service coverage ratio is sustainable. The District maintains adequate policies and internal controls. The sewer service charge rate is evaluated regularly for its ability to cover life-cycle cost of service and capital funding options. The District’s reserves are accumulating to maintain stable rates.

#6

Infrastructure Stability – The District has performed an inventory of critical assets as part of the Collection System Master Plan update in 2013. The District also performs condition assessments of the collection system via CCTV every 6 years. The District had been spending over \$1M on renewal & replacement projects to meet minimum standards and targets, and increased its commitment to the infrastructure by increasing CIP spending to \$6-7 M per year.

The District is performing very well regarding collection system failure rates. Planned maintenance as a percentage of total maintenance is high in the collections system, and the District regularly scheduled restaurant inspections to help prevent fats, oils, and grease (FOG) problems in the collection system. This resulted in no SSO’s due to commercial FOG issues.

Working with VW Housen and Associates, District staff has developed a Linear Asset Management Plan (LAMP) to assist the District to more scientifically prioritizing pipeline rehabilitation and replacement in order to manage risk. The LAMP consists of a numerical asset management prioritization tool using Microsoft Access. This tool refines project rehabilitation priorities by calculating Likelihood and Consequence of Failure, taking into account a wide range of criteria, for each asset (i.e. pipelines or manholes). These two components, when combined, determine the Risk of Failure for each asset. The tool assigns a Risk Score to every asset in the system, which is then reviewed in GIS to establish more rigorous and precise process for pipeline rehabilitation and replacement.

#7

Operational Resiliency – The District’s total recordable accident rates have met or exceeded the industry standard for several years. For the previous four years, the District had been lost time accident free until November 2011. Insurance claims have been declining over time, and have not been considerably expensive. The District’s Experience Modification Rate (a measure of worker accidents) had gone down steadily. The serious accident of 2011 has caused the Experience Modification Rate to increase in 2012 and the District had no lost time incidents in 2013 and 2014 and one in 2015, zero in 2016 and two in 2017. As of December 31, 2020 the District has gone 2.16 days without a Lost Time Accident and the current ex-mod rate in 2019 was 1.26 and down to .79 in 2020. The District maintains adequate Emergency Response Plans and practices them regularly. The District is aware of its operational resiliency under emergency conditions.

#8

Community Sustainability – The District has invested in programs that encourage reduced potable water consumption, environmental protection and awareness, and has incorporated “green” practices into its capital planning. Our Water Quality Department works with commercial customers to explore ways to reduce water usage in their businesses and prevent unnecessary wastewater from entering the collection system and requiring treatment. Staff requires dischargers to adhere to a set of Best Management Practices appropriate for individual businesses that help reduce water used for landscape irrigation, Food Service Establishments (FSE), and encourages the use of low flow sprayers and equipment. Staff has also incorporated specifications for the use of “green” technologies for pipe rehabilitation and replacement within the Capital Improvement Program. Techniques such as “pipe bursting” and “horizontal directional drilling” replace pipe without open trenching the entire pipeline, requiring only a pit at the beginning and end of the pipeline. Techniques such as “Cured In-Place Pipe lining” allows for the rehabilitation of pipes at a significant savings and is also “trenchless.” These methods significantly reduce asphaltting, landfill waste, the use of rock and cement etc., and thus reduces fossil fuel emissions from associated equipment. They also have the side benefit of stretching the District’s capital dollars to rehabilitate or replace more pipe and collection system infrastructure.

The District has also sought opportunities to replace vehicles and equipment with higher fuel efficiency than in the past thus further reducing greenhouse gas (GHG). The use of field tablets and smart phones for data capturing and access of safety information has increased the community stability component, improved productivity, and reduced paper waste.

The District also successfully completed construction of Sharon Heights Recycled Water Treatment Plant which during just 2020, supplied the Sharon Heights Golf and Country Club with the first 20 million gallons of recycled water.








#9

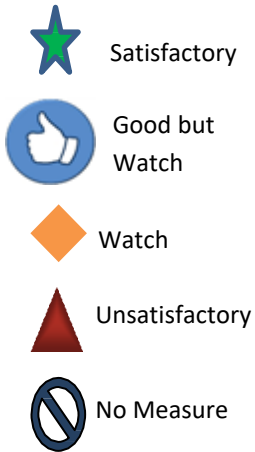
Stakeholder Understanding and Support – While the District has summoned out customer input and engagement through various news articles, the media coverage for the District has increased recently and is generally neutral or favorable regarding the District. The District has long sought out customer input and engaged through customer survey (post service delivery) and through annual newsletter articles in the Almanac. Before the pandemic the District had been increasing its outreach by sponsoring booths at the Chamber of Commerce Block Party, Movie Night, and Facebook picnics and game nights, and CWEA job fairs. In 2020, because of COVID-19 public events were cancelled, so the District focused efforts on YouTube, Facebook, and Almanac online ads.



Summary of Measures and Ratings

More information about the specific measures and the rationale for the ratings can be found on the page number provided.

| | | | |
|--|--------------------|--|--------|
|  Satisfactory  Good but Watch  Watch  Unsatisfactory  No Measure | Product Quality | Sanitary Sewer Overflows (SSOs) 2012-2019 | Pg. 12 |
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Performance Measurement Report

For CY 2020



<https://westbaysanitary.org/about-us/budget-and-finance-2/>



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Sanitary Sewer Overflows (SSOs): On September 9, 2013 The State Water Board revised the Monitoring and Reporting Program Guidelines for Sanitary Sewer Overflows by adding a third category Type 3 SSO and required written water quality monitoring program for spills greater than 50,000 gallons. There are now 3-Types of SSO categories; Category-1 is any volume reaching a surface water, drainage channel tributary to a surface water or Municipal Separate Storm Sewer System (MS4) not fully recovered, which requires the implementation of the “Water Quality Monitoring Program-Technical Report within 45 days of the overflow. Category Type-2 SSO’s are discharges of 1,000 or greater fully recovered and Category-3 SSO’s are discharges less than 1,000 gallons, fully recovered and returned to the collection system.

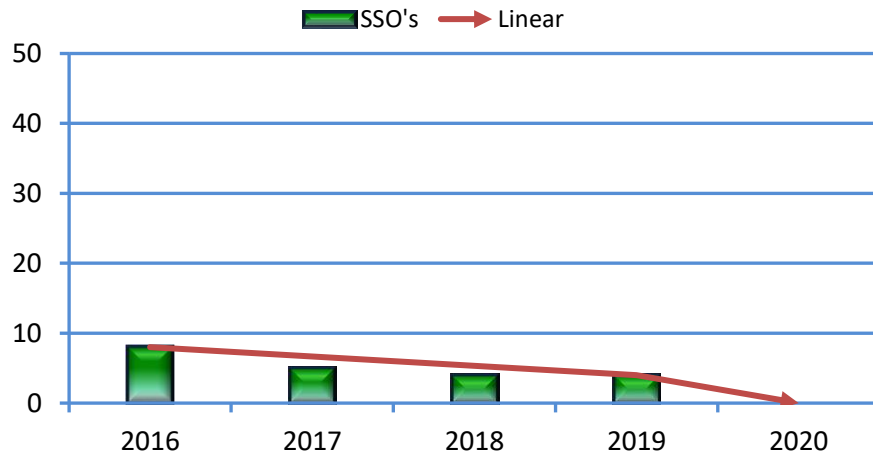
The District’s goal is to maintain the sewer collection system so that there are no SSOs. Especially important is to prevent overflows that reach a creek, tributary-drainage channel or other body of water, all of which are considered “Category 1 SSOs.” While the overall goal is to prevent all overflows, the interim goal of the District is to have fewer overflows within Region-2 of the San Francisco Bay Area.



(Example of overflowing manhole)



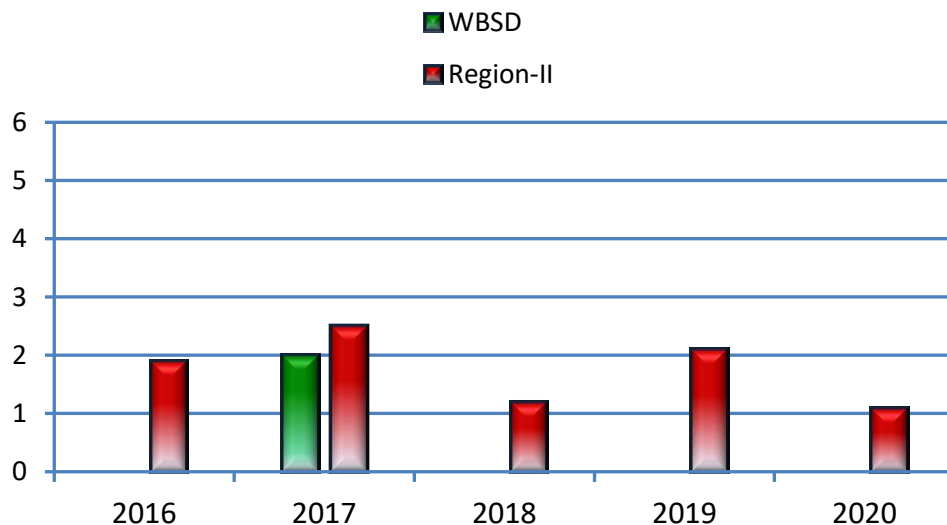
Sanitary Sewer Overflow (SSOs) 2012 to 2019



Analysis: Over the last nine years the District has implemented a rigorous maintenance program to reduce and prevent future SSO's. The implementation of an aggressive cleaning coupled with the Root Foaming Program in 2010, has resulted in a reduction from 55-SSO's in 2008 to zero SSO's in 2020. This is the sixth consecutive year in the District's history to record single digit numbers or less.

It is also worth noting the number of root related blockages has decreased exponentially from 42 in 2008 to 2 in 2018 and 0 in 2020.

Category 1 Sanitary Sewer Overflows (SSOs) # of SSOs Per 100 miles Region 2 San Francisco Bay Area

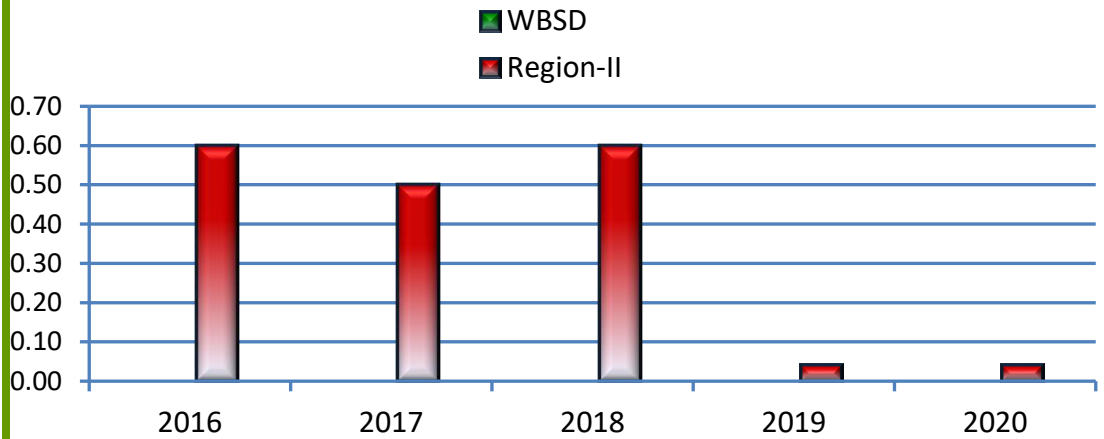


Analysis: Region 2 had an average of 1.1, Category 1, SSO's per 100 miles of pipe in 2020. However, the District had 0 Category-1 SSO's in 2020.



Category-2 SSO's: Are greater than 1,000 gallons, have been fully contained, recovered and returned to the sanitary sewer system. The chart below shows the number of Category 2 SSO's by the District compared to Region 2's sphere of influence.

**Category 2 Sanitary Sewer Overflows (SSOs)
Per 100 Miles of pipe**

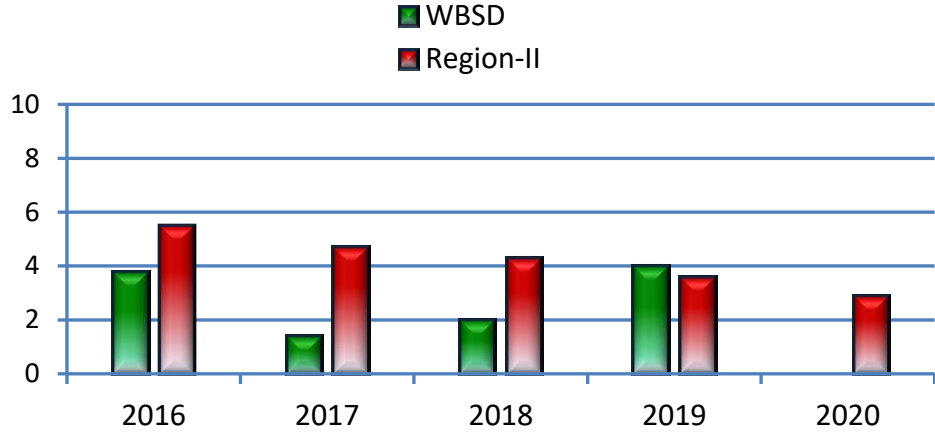


Analysis: The District did not have any Category type 2 SSO's in 2019 or 2020. Region 2 had an average of 0.04 Category 2 SSO's per 100 miles of pipe.



Category-3 SSO's: Are spills less than 1,000 gallons that have been fully contained, recovered and returned to the sanitary sewer system.

**Category 3 Sanitary Sewer Overflows (SSOs)
100 Miles Per pipe**

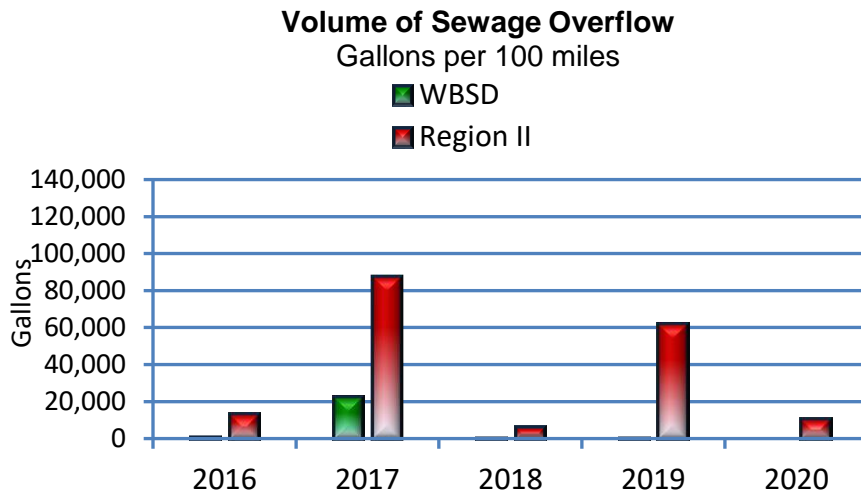


Analysis: In 2020, the District reported 0-spills less than 1,000 gallons. Region II had 2.9 Category 3 SSO's per 100 miles of Pipe. This success is due to the Root Foaming Program and increased maintenance by placing all 4, 6, 8 and 10- inch pipes (considered small) on a 12- month cleaning cycle, as well as using hydraulic root cutter with flexible finishing blades and using proofing skids on water jet nozzles to ensure a thorough cleaning of each line segment.



Volume of Sewage Overflows:

It is the District's goal to prevent Sanitary Sewer Overflows. However, when an SSO occurs, the District strives to respond quickly to prevent as much spillage as possible. This measure is the volume of sewage spilled per 100 miles of sewer.



Analysis: The average volume of SSO's in Region 2 for 2020 was 10,574 gallons per 100 miles of pipe for Category 1, 148 gallons per 100 miles for Category 2, and 370 per 100 miles for Category 3. The District's Sewage spill rate in 2019 was 350 gallons per 100 miles of pipe. The District's quick response time, training, keeping lines cleaner, and performing root control both mechanical and chemical, have allowed for lower spill volumes. The District did not spill any volume of sewage in 2020.

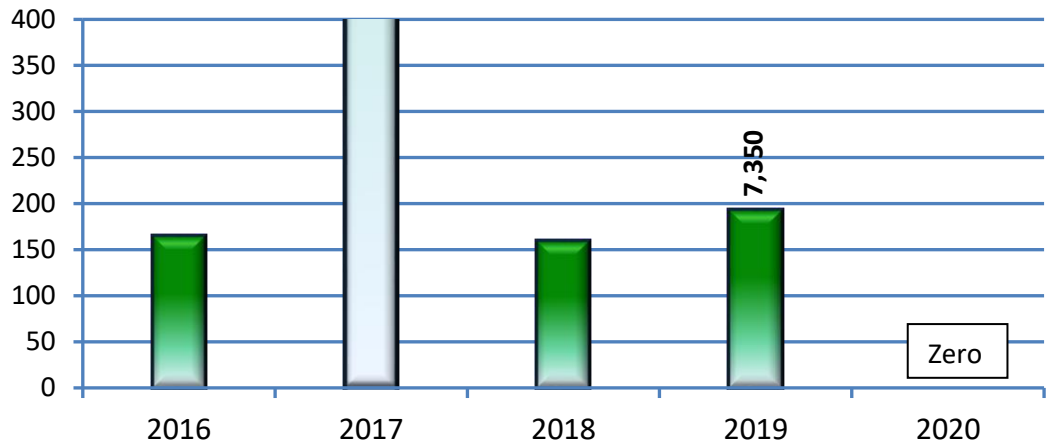
EUM Attribute #1
Product Quality



The charts below reflect the average volume per SSO and the cost to mitigate each SSO. The District's SSO volumes have been low in volume due to our customers calling in when an SSO is found and our employees rapid response to minimize the impact SSO's could have on creeks, streams, and public health.

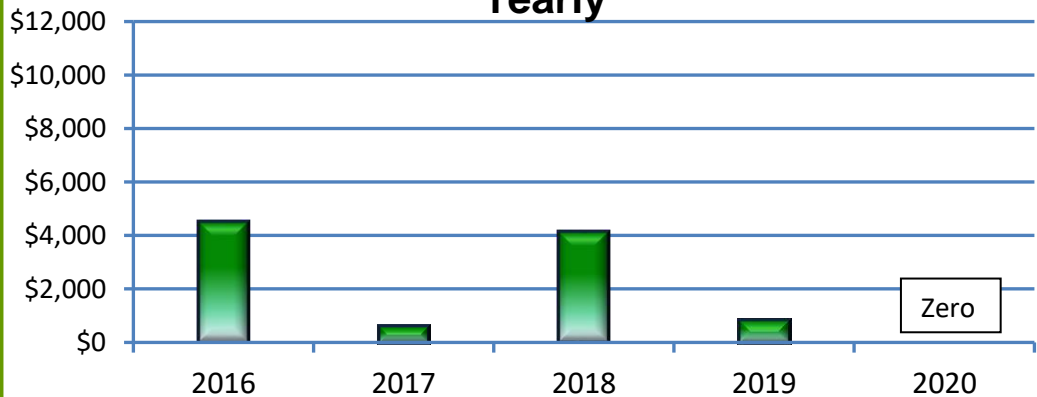
It is interesting to note as we have fewer and fewer SSO's the average volume per spill may increase slightly.

WBSD Average Spill Volume in Gallons



Note: One spill in 2017 caused by contractor cutting water main and flooding out pump stations was 7,350 gallons and spiked the average spill volume.

WBSD Cost of Responding to SSO's Yearly



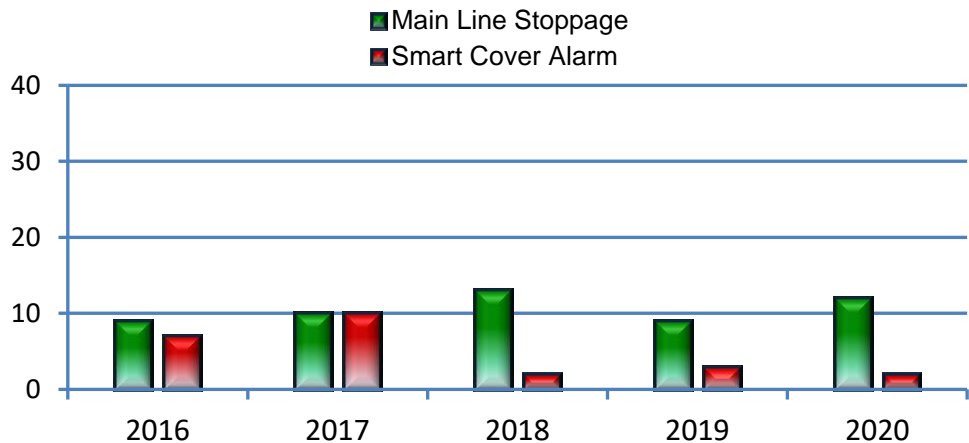


2. Product Quality Service Delivery

Product Quality Service Delivery assesses quality service based on District-established objectives and service level targets. It focuses on non-regulatory performance targets.

- **Plugged Main Lines:** This is the number of sewer mains that were plugged and needed immediate attention, but did not result in a Sanitary Sewer Overflow (SSO).

Plugged Main Lines



Analysis: The District has made significant improvements in this area and stoppages have dramatically been reduced. A downward trend is indicative of a well-focused maintenance program. 2015 equaled 28 main line stoppages identified by staff during routine maintenance. An additional 10 Smart Cover alarms were installed and several of those prevented potential SSO's in environmentally sensitive areas. In 2018 the District had found 13 sections of mainlines holding prior to performing routine maintenance and 2-smart cover alarms indicating potential problems for a total of 15.

In 2019, the District found 9 plugged mainlines and were received by 3 Smart Cover Alarms. The Smart Cover alarms not only have prevented an SSO from occurring but have also provided an upward "Level Trend" report allowing staff to respond to potential blockages before they occur.

Smart covers have an electronic package attached to the underside of a manhole cover. When sewage levels rise beyond normal levels or if the manhole cover is opened, alarms are generated and sent to District personnel cell phones (typically within 30 seconds). In all instances our alarms employees are able to respond quickly and avert potential SSO's.



3. Mainline Cleaning Quality Control Monthly Assessments:

CCTV inspections for cleaning assessments were performed on a monthly basis, lines cleaned during Regular PM, and High Frequency PM cleaning cycles. Lines not meeting the standard receive additional cleaning and/or the cleaning methods are adjusted to ensure more efficient cleaning.



Analysis: In 2011 mainline cleaning quality control and monthly assessments were implemented and reached 85% due to the addition of new nozzles, hydro flusher configurations (hose sizes and nozzle re-jetting) and employee training. In 2012 we achieved an average of 86% lines cleaned thoroughly. In 2013 we increased the amount of line segments which are surveyed for quality control from 4 per month to 5 per month. In 2014 we surveyed a total of 60 line segments, and the percentage cleaned thoroughly was 83%. In 2015 we increased the amount of line segments surveyed for quality control from 5 to 6 per month. We also introduced the use of “proofing skids” on all hydro flush cleaners. Proofing skids are placed between the end of the cleaning hose and the cleaning nozzle to ensure that the roots or grease in the pipe is cleaned, at a minimum, to the diameter of the proofing skid. In 2020 the District had 100% quality control. Proofing skids and hydraulic root saw have been the best contributor to these results, coupled with proper maintenance worker training.





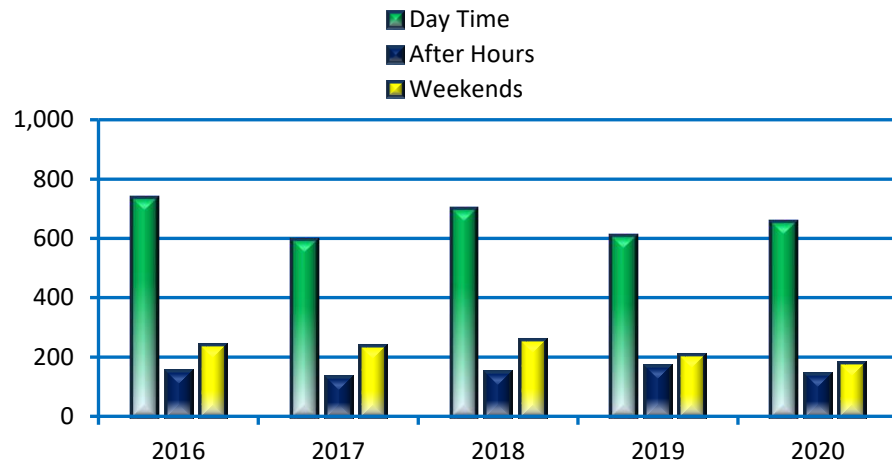
1. Customer Complaints

Customer Complaints assesses the complaint rates experience by the District. Currently, the District responds to Customer Complaints that are received through customer surveys, in-person or via telephone or email.

- **District Service Calls for Laterals:** The District uses the number of service calls for laterals as a proxy for determining customer complaints, as these problems lead to backups. The goal is to see a downward trend in this number.

Service Calls to District for Laterals

of service calls



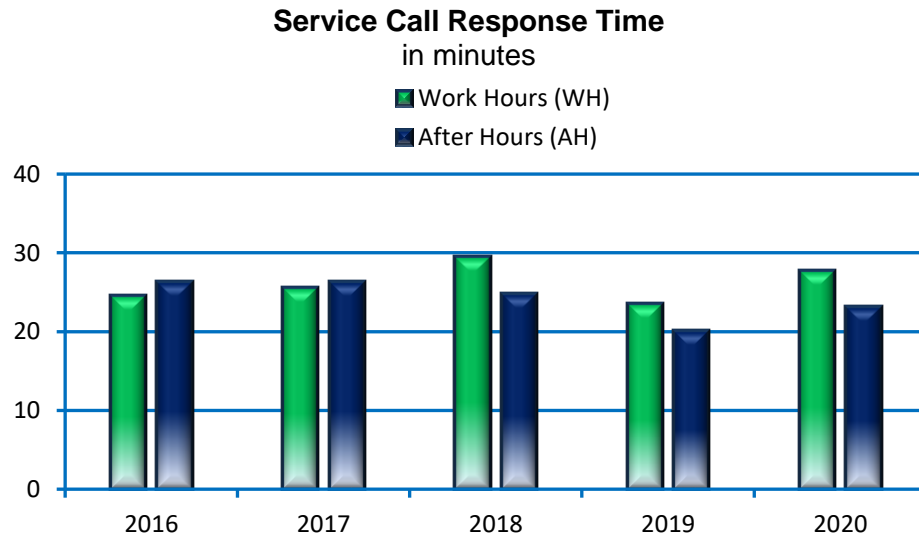
Analysis: Over the past several years, the District has focused on preventive maintenance, partially in an effort to reduce these types of call outs. In 2018 weekend service calls were up slightly in part due to increased awareness by customers to “Call Us First.” Although, the District does not own the laterals, an effort was made in 2019 to reduce the number of lateral service calls due to stoppages, by reassessing the way the District crews clean the private laterals. In 2020, after hours service calls are trending lower.



2. Customer Service Delivery

This is a measure of the District's own service level targets as they relate to customer service.

- **Service Call Response Time:** The District maintains a goal of responding to service calls for sewer backups within 45 minutes of the call. This measure shows the average response time within 45 minutes.



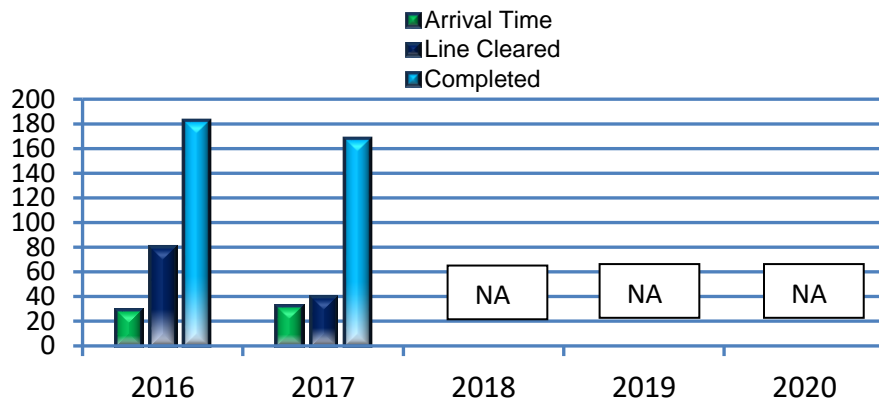
Analysis: The District began tracking the response time requirement, in 2012. The service call response time is facing an ever increasing challenge due to increased traffic in the area since Facebook has begun expanding their employee base as well as other business in the District. Response time was down in 2016 due to the fewer service calls and new on-call employees living closer to the District. In 2019 response time was reduced again, this time to the lowest response time on record. In 2020 the District used the Vallombrosa Center in Menlo Park for some of its on call personnel which assisted in keeping the response time low.

**EUM Attribute #2
Customer Service**

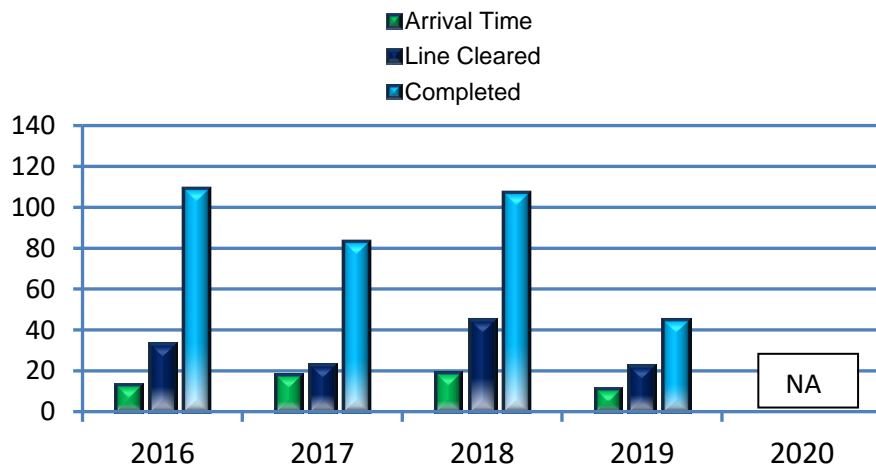
- SSO Response Time:** In 2008 the State Water Board amended the WDR by requiring a “2-Hour Reporting time frame” on SSO’s impacting a water body. To ensure the District met this requirement, staff members living within a 35 mile radius from the District were allowed to take the District “Response” vehicle home, allowing them to be on sire within 45 minutes, mitigate the SSO, call in addition resources if needed and complete the operation within the 2 hours reporting requirement of the WDR.



Average Response Time to Mitigate SSOs
(After hours - Minutes)



Average Response Time to Mitigate SSOs
(Regular Hours - Minutes)

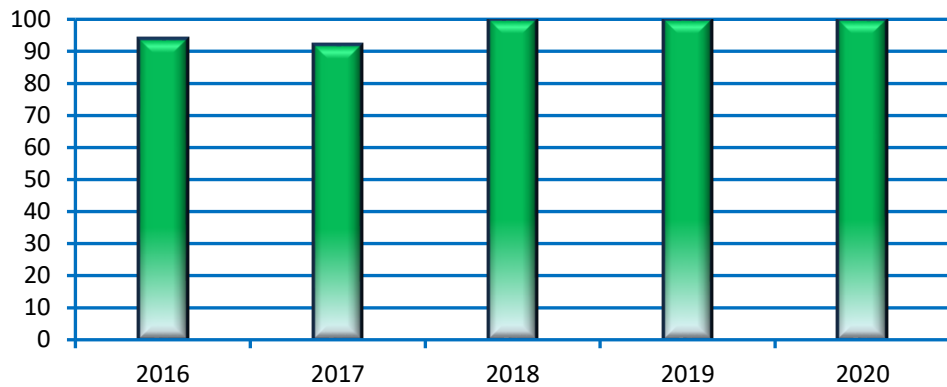


Analysis: Staff has been able to arrive on site well within the District’s standard 45 minute window, and in most cases have the blockage cleared, leaving enough time to report a category-1 spill. Average arrival time during regular hours was 11 minutes all SSO’s in 2019 were within working hours.



3. Development Review Response Time: The District maintains a goal of completing review of development within 30 days for receipt of the plans. This chart shows the percentage of plans that were reviewed and returned within that goal.

Development Review Response Time
% of plans reviewed within 30 days



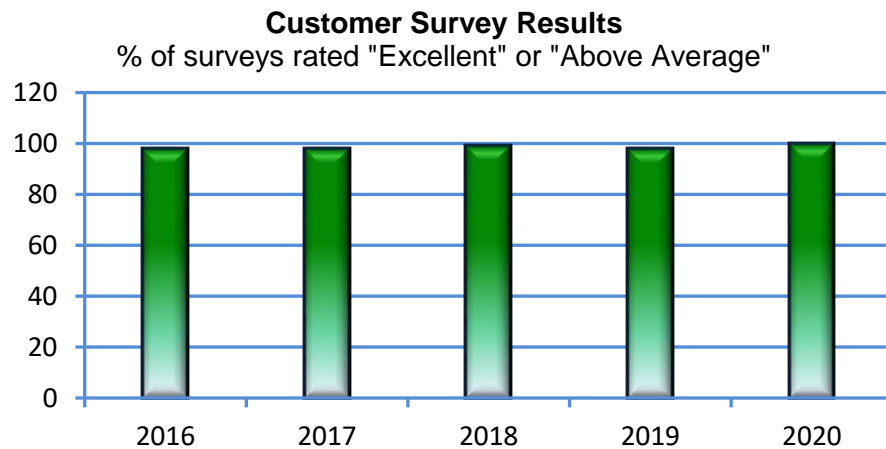
Analysis: Over the past five years that this data was captured, the percentage of plans reviewed within the goal of 30 calendar days had a decrease due to the increase of development in the area. The Department has also established and strengthened expectations among staff regarding the 30-day goal. In 2015 there was a slight decline in the percentage of plans reviewed in 30 days due to the increased number of plans submitted and the increased duties of the Projects and IT Manager. Percentage stayed the same for the following year as new Engineering Tech was in training. In 2018, 2019 and 2020 the percent is up to 100%.



3. Customer Satisfaction

This is an overarching customer satisfaction measure based on requested customer feedback (surveys), not calls received or internal customer satisfaction service level commitments.

- **Customer Satisfaction:** This is the measure of how well District staff performed according to the customer who was directly impacted by that work.



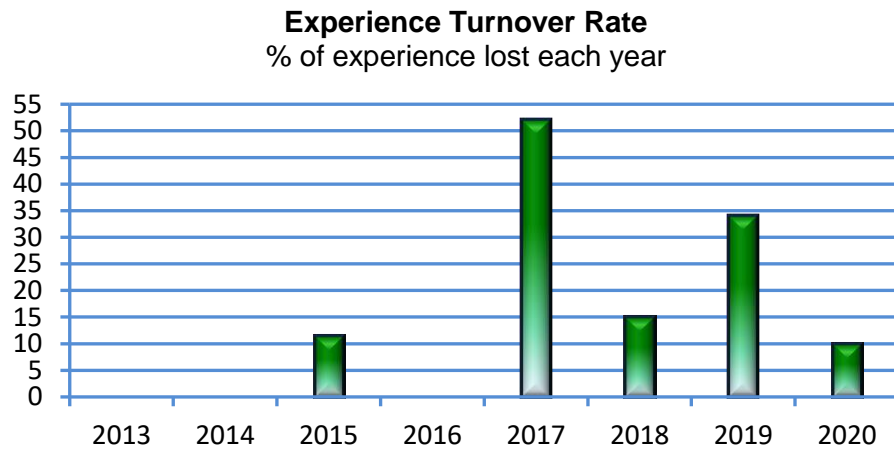
Analysis: Customer satisfaction is a measurement of customer survey results on an annual basis over the past 5 years. The goal is to achieve greater than 90% of the surveys received rating the District Excellent or Above Average. The goal was achieved for all the previous 5 years. In 2010 we began counting calls that we responded to where the home was on the Main Line Only Service List (MLO). This resulted in lower overall scores in recent years but is a more honest reflection of customer satisfaction. 2014 results are higher than previous years coming in at 97.64%. In 2015 the District rated at 98.29% up slightly from 2014. In 2018 customer survey results measured 99% Excellent or Above Average. In 2020 99.8% measured Excellent or Above Average.



1. Employee Retention and Satisfaction

This measure gauges the District's progress toward developing and maintaining a competent and stable workforce.

- **Experience Turnover Rate:** This is the percentage of years that retiring employees worked at the District compared to the total number of years of experience for all employees. It measures the amount of experience lost in any given year due to retirements at the District.

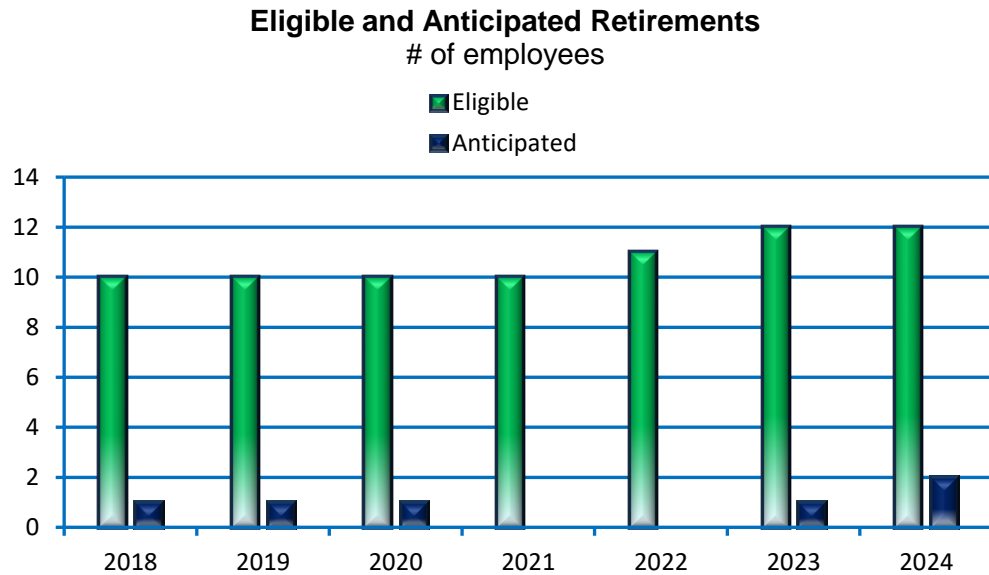


Analysis: Most employees who left employment from the District would do so through retirement. In 2008, there were three retirements of long-term employees, two of which were known and planned for, and one unplanned retirement that contributed to a 28% loss in District experience. In 2011, the two retirements were planned for and known. In 2012-2014 there were no retirements. In 2015 one employee retired. In 2016 there were no retirements. Anticipated retirements; have been addressed through the succession plan implemented in 2015. For 2016 the District began to include turnover other than retirements also. In 2017 two District employees retired with 52 years of experience. In 2018 one District employee retired with 28 years of service. In 2019 two employees retired with 34 years of experience and in 2020 the District Manager retired with 10 years of West Bay experience.

EUM Attribute #3
Employee and Leadership Development



The experience turnover rate from retirements at the District is not a controllable measure, and as such this is not a performance measure as much as it's a data set that helps to inform whether there are trends in the workforce to which management needs to respond. Eligible and anticipated retirements for the next 5 years are as follows:



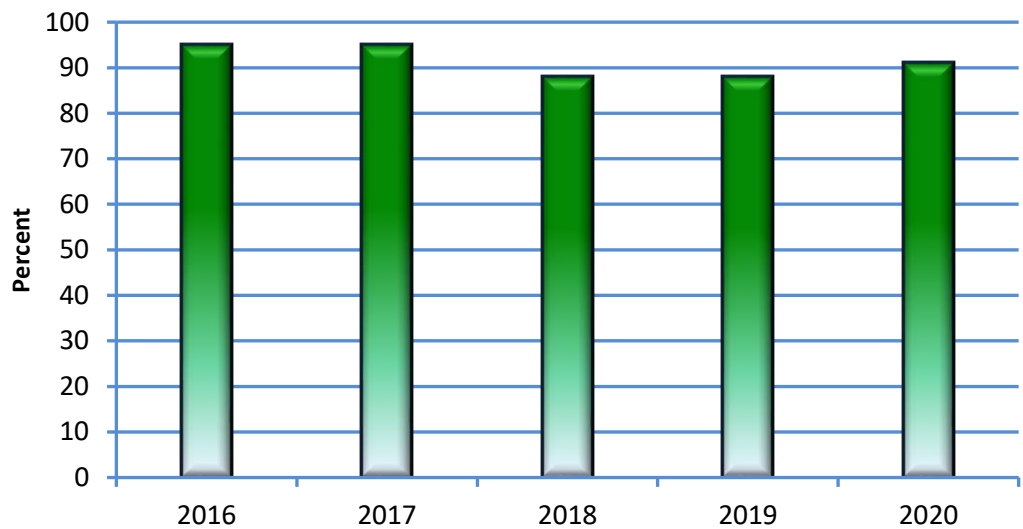
Analysis: There is nothing in the data to suggest that employees are retiring faster than would normally be expected.

EUM Attribute #3
**Employee and
Leadership
Development**

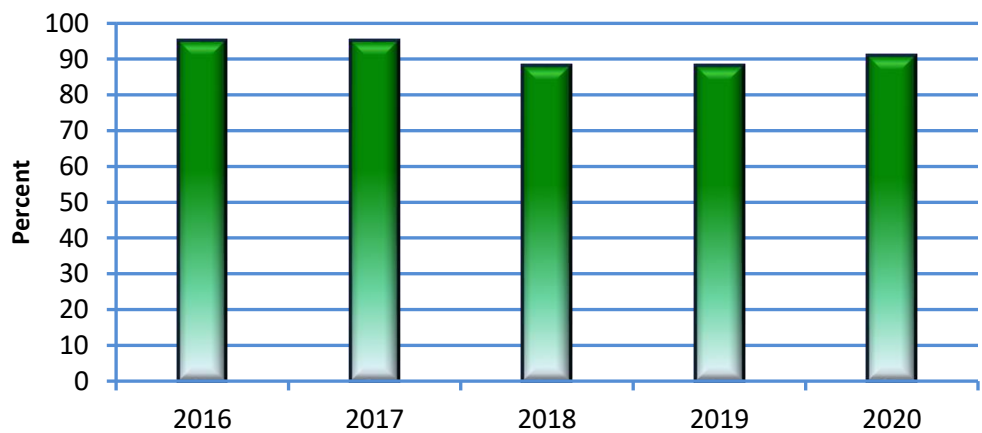


- **Employee Survey Response:** The following charts show the response to three questions asked during an annual employee survey. These questions are designed to gauge employee satisfaction. The first survey was conducted in 2011.

"I feel that I am valued by my work unit."
% of employees responding "Agree" or "Strongly Agree"



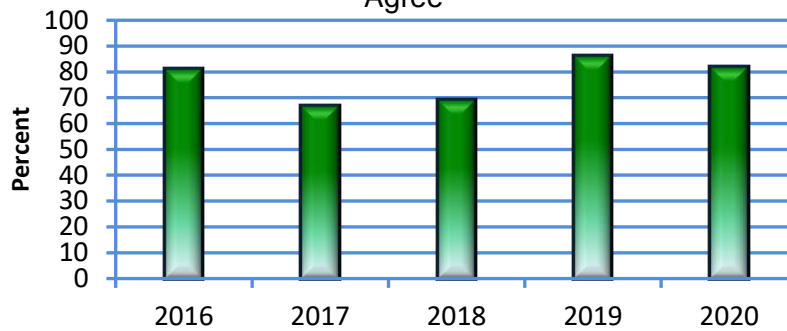
"I tell others that WBSD is a great place in which to work."
% of employees responding "Agree" or "Strongly Agree"



EUM Attribute #3
Employee and
Leadership
Development



"I will not look for work outside the District within the next year."
% of employees responding "Agree" or "Strongly Agree"



Analysis: 2011 was the first time the District surveyed its employees on these three attributes. They were graded “watch” (orange diamond) only because of the lack of data to determine whether there is an upward downward or stable trend at the District in the area of employee retention and satisfaction. In 2014 responses increased positively “telling others WBSD is a great place to work” and “I will not look for work outside the District within the next year.” In 2015 we saw an over 10% decrease in this survey possibly due to the on-going union negotiations and longer travel times to the District. The 2016 results indicate employee satisfaction with a positive increase of 10% compared to the previous year. In 2020 83% of staff responded, “I will not look for work outside the District within the next year”.





2. Management of Core Competencies

This measure assesses the District's investment in and progress toward strengthening and maintaining employee core competencies.

- **Vocational Training:** The District has focused intently on providing vocational training and certification that would provide recognition of levels of competence of certificate holders. The training program has resulted in approximately a 60% increase in certificate holders and many of the certificate holders have progressed in the grade level of the certificates (i.e. from Grade I to Grade II and so on) thus increasing their vocational proficiency. Additionally, staff has assisted the Menlo Park Fire District in trench rescue training (a 24 hour long certified course in 2012 and 2015), and provides training to members of their Local Section and the CWEA on a regular basis. The District has 92% or 22 of 24 Field/Maintenance/Water Quality employees certified in CWEA that are significantly involved with system operations.

- **Management Training:** Management receives increased training on policies, regulations, and Coaching and Mentoring techniques. New and revised policies are developed collaboratively with management staff and affected staff trained on the changes. Regulation updates are regularly presented and discussed in monthly management meetings and any required changes in procedures are planned for by management staff and implemented within the work teams. The District Manager has an ongoing program to work with the management team to incorporate Coaching and Mentoring techniques in their management style. Techniques such as employing SMART Goals, providing substantial Performance Reviews, Constructive Feedback, Tutoring with Questions, Performance Improvement Plans, and more are taught and implemented. The District sent 2 employees to first line supervisor training management topics such as evaluations, discipline, harassment, etc. for 3 days, 1 day per month.

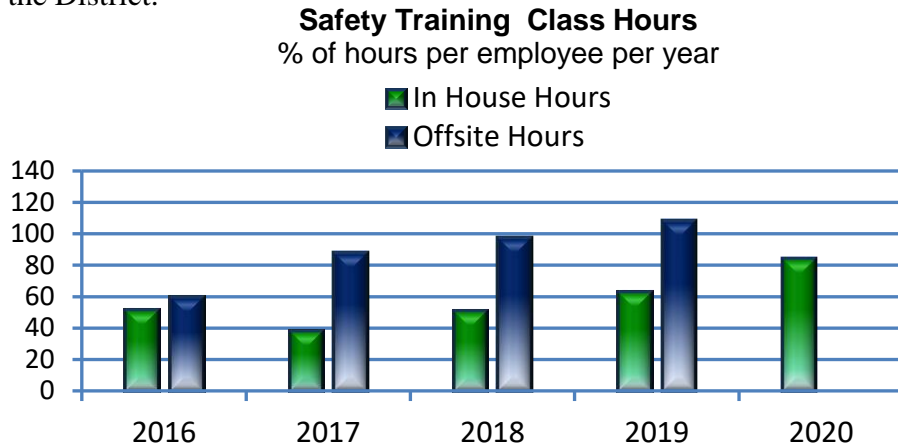
The District implemented a succession plan in 2015, and revised in 2018, that requires each manager to work on training subordinates to perform duties that would prepare them for promotional opportunities. This is one component of the succession plan that will help the District in making smooth transitions when senior employees retire without loss of institutional knowledge while enhancing employee retention.

The District also works to enhance employee's computer skills to help stay abreast of software and technology changes. This gives the District a business advantage in manipulating, acquiring, storing and interpreting data, as well as video information and GIS mapping. The total training hours graph includes time





- **Total Training Hours:** This is the total training hours provided in-house and participating off-site at CWEA Vocational Training programs to employees of the District.



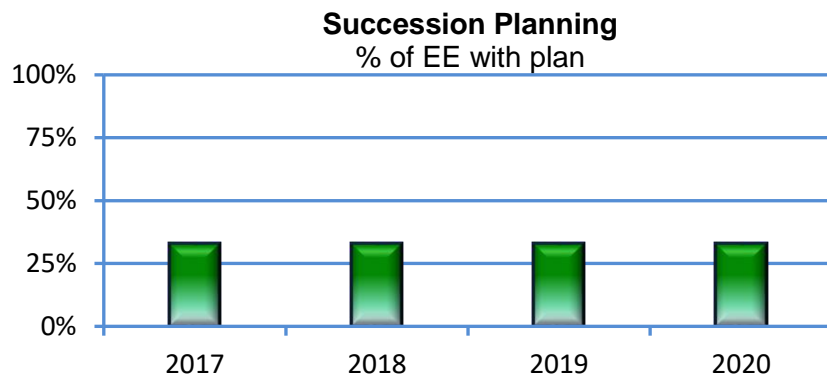
Analysis: Training hours now include hours of training performed or made available through outside associations such as California Water Environment Association. The total number of training hours will also increase in years with first year employees and then decrease slightly as they become more proficient. Field crews were sent to approximately 83 in-hours of CWEA technical training in 2020, however, all were on-site due to the COVID-19 Pandemic.

3. Workforce Succession Preparedness

This measure assesses the District's long-term workforce succession planning efforts to ensure critical skills and knowledge are retained and enhanced over time, particularly in light of anticipated retirement in future years. Focus is on preparing for workforce succession, including continued training and leadership development.

- **Succession Planning:** Percentage of key positions covered by long-term workforce succession planning.

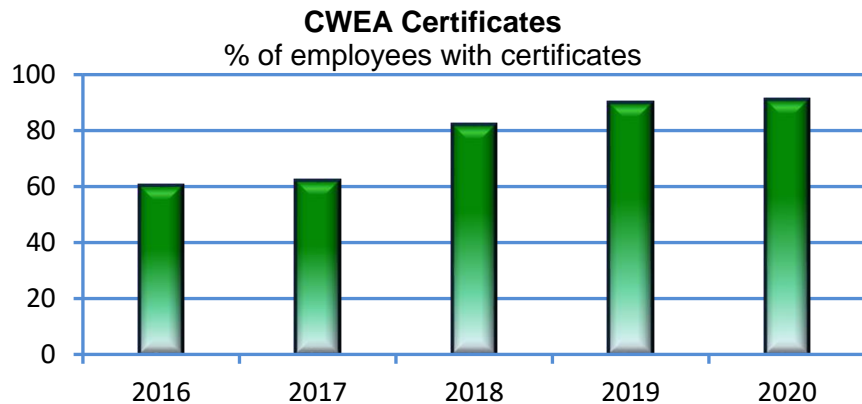
Succession planning includes many facets, typical indicators to watch for are employee(s) (EE's) years of experience with the District, vocational certificates, college education levels, EE's with career development goals, and



**EUM Attribute #3
Employee and
Leadership
Development**

While assessing the succession plan will be somewhat subjective, overall the succession plan contained several positive components. One component of the succession plan was to recruit and hire replacement staff for key positions such as the Operations Superintendent and Pump Facility and Field Supervisor before the incumbents retired so as not to lose institutional knowledge. In 2020 the Water Quality Manager and the Operation Superintendent participated in succession planning.

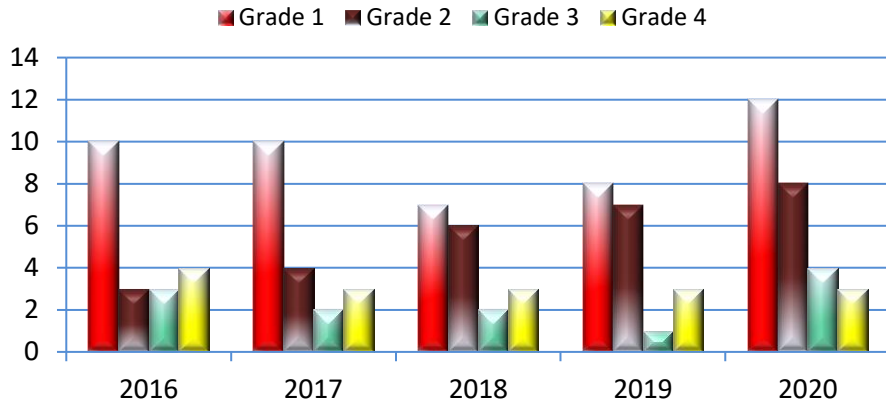
Cross training 2 maintenance workers to perform Construction Inspector duties, FOG inspections and having 1 other employee trained and certified as Safety Specialists in 2012, has significantly enhanced our succession planning goal. This cross training led to recruitment of an in-house employee as the new Construction Inspector. In 2016 a maintenance worker was cross trained in pump station maintenance. The worker was selected based on his interest, aptitude, and his proximity to the District. Seven CWEA certificates were achieved in 2014. In 2016, four CWEA Certificates were achieved. In 2016 the District created a new chart listing CWEA certificates earned by grades. In 2017 17 staff out of 28 hold certificates. In 2017 we lost two grade 3 to other employers. We lost two experienced grade 1 and 2's due to retirements, but we had several new employees obtain a grade 1 certificates. In 2018 we lost one grade 2 to an outside agency; 3 employees require CWEA certification out of 21 field and maintenance staff. As of December 2020, only 2 newer employees require CWEA certification. The two employees have less than one year on the job.



EUM Attribute #3
Employee and
Leadership
Development



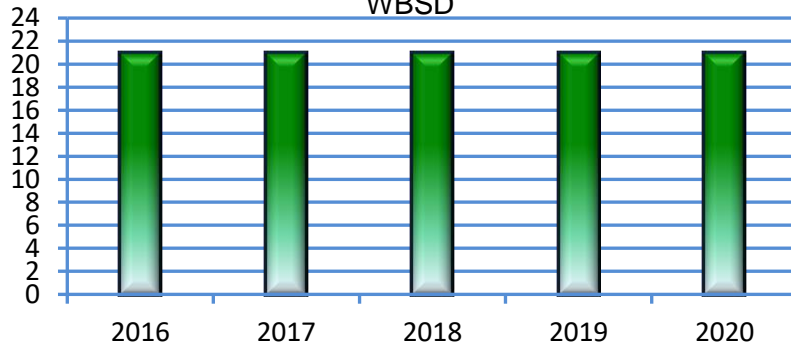
CWEA Grades
of CWEA Grades held by employees



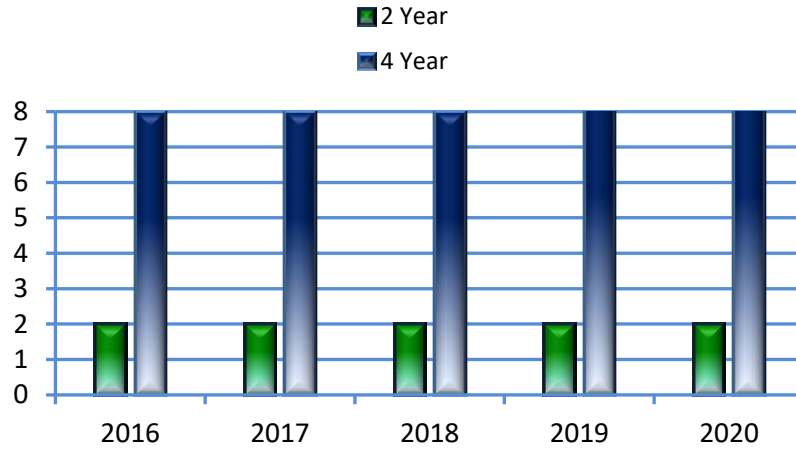
EUM Attribute #3
**Employee and
Leadership
Development**



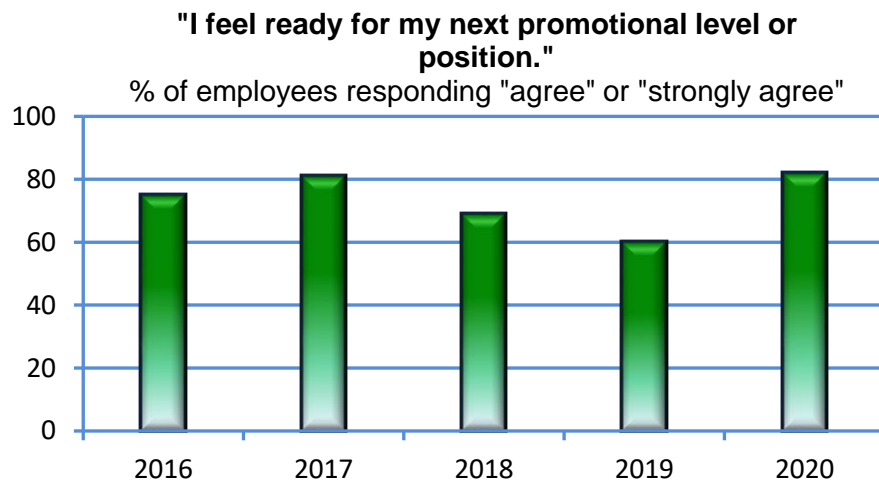
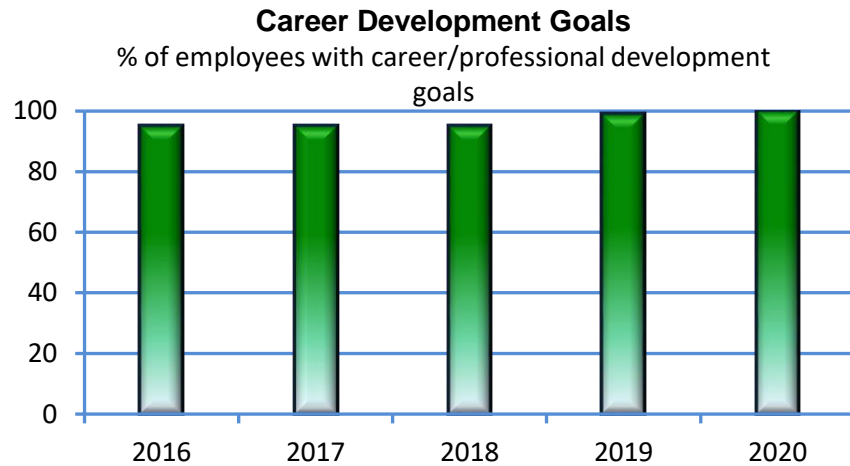
5 or More Years of Service
of employees with five years of service with
WBSD



College Education
of employees with two and four year degrees



EUM Attribute #3
Employee and
Leadership
Development



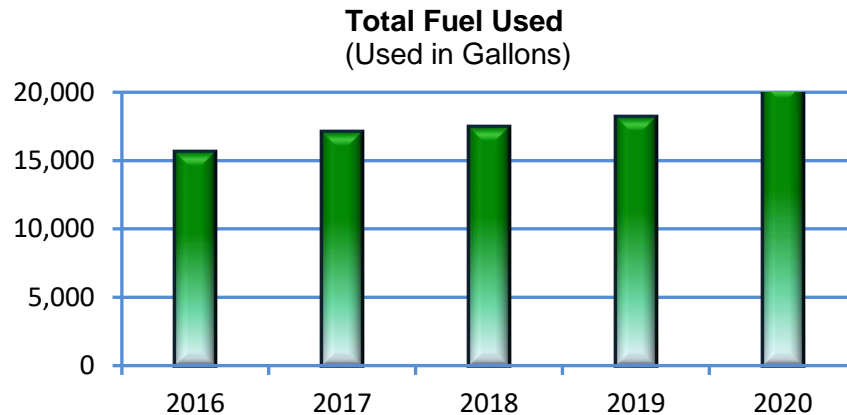
Analysis: In 2010, management implemented a new performance evaluation form to include written goals and objectives written collaboratively by the employee and their supervisors to set short term and long term goals. Responses for 2012 were provided by employees in the employee survey and offered options to disagree. 2013 and 2014 data has held steady with 2012 data. In 2015 there was an increase in the area possibly due to the increased opportunities for employees to cross-train in other job categories. In 2016 and 2017 maintenance department employees were also cross-trained in CCTV and construction inspection. In 2018 staff were trained in the source control and construction and rehabilitation departments. In 2020 two new employees were trained in pump maintenance. One employee was promoted to Pump Facility Supervisor and another was promoted to Pump Station Mechanic.

EUM Attribute #4
**Resource
Optimization**



Resource Optimization: This measurement examines resources used efficiently, including labor, supplies & service. The District tracks such items as:

- Cost of Cleaning Sewer Mains Per Foot: The District’s burdened rate is approximately \$0.49 per foot compared to a contracted rate of \$0.88 per foot.
- Labor Savings Ideas Put In Use: The District has realized savings from changing cleaning routes; by focusing on area cleaning (or basin by basin cleaning) on a 3 year schedule and localizing “High Frequency Cleaning” to areas to minimize mobilization and travel time.
- Fuel Savings: In 2015 fuel usage decreased to a 5-year low to 12,612 gallons due to rescheduled our small diameter pipe cleaning, so the crew is driving even less than they were before with our new more aggressive schedule. In 2016 fuel usage increased to 15,627 gallons due to more aggressive cleaning schedules and the Los Altos Hills and the Town of Woodside contracts. In 2017 fuel usage was 17,098 gallons. The increase may be due to more cleaning and T.V. efforts in Los Altos Hills and an increase in USA calls for markings. In 2018 fuel usage was 17,427. Fuel usage in 2019 was 18,201 gallons. In 2020 fuel use was up due to commuter benefit program which has gotten 9 EE vehicles off the road.



**EUM Attribute #4
Resource
Optimization**



- Savings in Purchases: Co-operative purchases have resulted in significant savings, including:

| Vehicle Unit No. | *M.S.R.P. (Price Inc. Tax & Delivery) | Actual State or HGAC Cost | Savings |
|-----------------------------|---------------------------------------|---------------------------|----------|
| Unit 207 – Proj. Mgr. | \$40,270 | \$36,589 | \$3,681 |
| Unit 202 – Asst. Supt. F250 | \$45,158 | \$32,226 | \$12,932 |
| Unit 213 Transit Backhoe | \$26,761 | \$24,953 | \$1,826 |
| Unit 208 Service Truck | \$126,843 | \$121,691 | \$5,152 |
| Unit 216 CCTV | \$63,800 | \$53,000 | \$7,500 |
| Unit 205 Aquatec | \$350,000 | \$265,8000 | \$84,200 |
| Unit 214- Source Control | \$369,000 | \$334,768 | \$34,232 |
| Unit 217- 3Ton Pump Truck | \$44,000 | \$29,000 | \$15,000 |
| Unit 210 -5Ton Pump Truck | \$41,000 | \$31,000 | \$10,000 |
| Unit 206 Superintendent | \$48,000 | \$47,000 | \$1,000 |
| Unit 220- F550 Flatbed | \$45,000 | \$30,000 | \$15,000 |
| Unit 220 – Jetter only | \$59,000 | \$54,000 | \$5,000 |
| K2 Easement Camera | \$53,500 | \$45,000 | \$8,500 |
| Unit 211 – Inspector Truck | \$90,500 | \$60,000 | \$30,500 |
| Unit 221 – Pipehunter | \$36,850 | \$31,721 | \$5,129 |
| Unit 224 – F250 Pickup | \$263,943 | \$242,352 | \$21,591 |
| Unit 206 | \$42,270 | \$34,801 | \$7,496 |
| Unit 208 | \$50,636 | \$46,794 | \$3,961 |
| Unit 221 | \$51,353 | \$42,801 | \$8,552 |
| | \$260,854 | \$213,410 | \$47,444 |

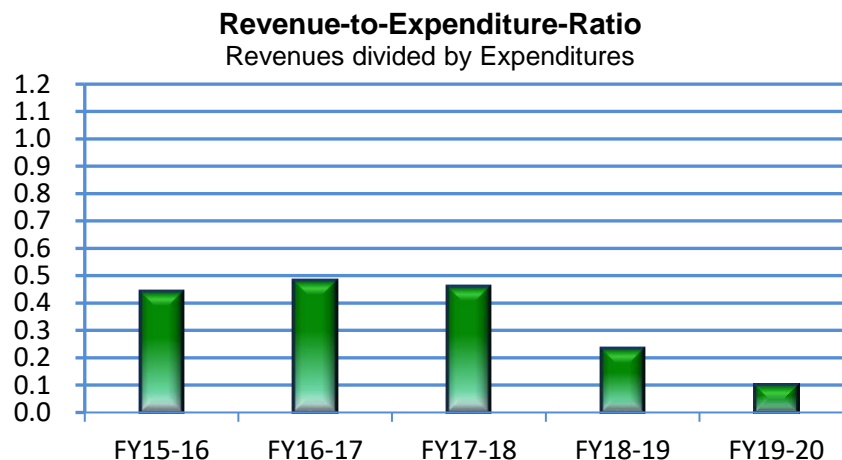
MSRP was taken from the Ford website and vendor’s retail prices.

Analysis: The District makes a considerable effort to make large purchases through the Bid Process or by using co-operatives to make sure the District obtains the best price for its necessary products and equipment. In 2019 Units 206,208 and 221 were replaced. A total of \$59,957 was saved by using the STATE bid cooperative.

1. Budget Management Effectiveness

This measure includes commonly used financial performance indicators to show the short term health and long term financial trends of the District.

- **Revenue-to-Expenditure Ratio:** This ratio is total revenue from all sources divided by total expenditures, including debt service, but excluding depreciation, minus 1. This ratio shows the annual impact to fund equity. A ratio below 0 means that there were more expenses than revenues in that year, while a number above 0 means there was more revenue than expenditures. The ratio can fluctuate above and below 0, depending on the financial plan for the year, but a long-term trend of expenditures greater than revenues (a ratio of less than 0) is problematic and indicative that reserves are being used to finance the ongoing expenses of the District and that a course correction is likely.

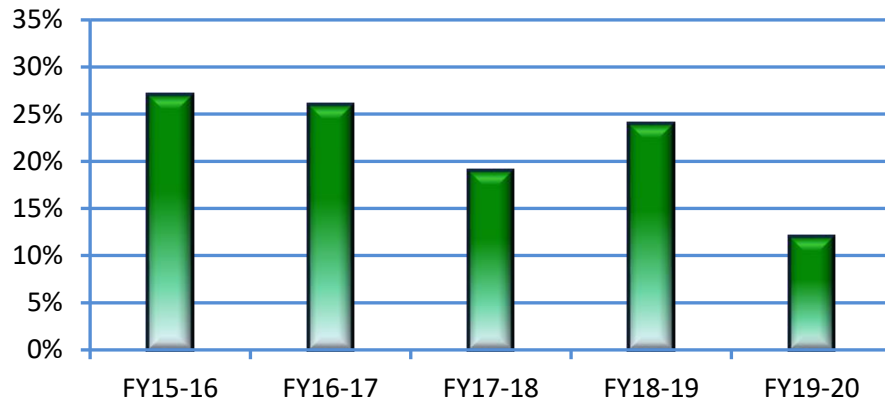


Analysis: Steady increases in sewer service fees over the past 5 years have offset increases in operating expenses. The Revenue to Expenditure Ratios were stable between 2015-16 and 2017-18, decreasing by half in 2018-19, due to cash paid in lieu of increasing debt for the 2018 Bond with Silicon Valley Clean Water (SVCW). The District paid an additional \$6.6 million in 2018-19 and \$6.416 in 2019-20, reducing the Revenue to Expenditure Ratio by 0.23 and 0.13, respectively in these two years. Through 12/31/20, the ratio has increased 0.14. While SVCW is refinancing some debt this year, which may temporarily reduce debt payments and increase the ratio, SVCW projects debt to increase by 15% in 2023-24.



- **Capital Expenses Compared to Operating Expenses:** Capital expenses as a percentage of operating expenses (less depreciation) is a measure that has meaning only when compared against itself over time, or compared to other similar agencies. An upward trend is indicative of an expansion period or a period focused on renewal and replacement of capital assets, while a downward trend is indicative of decreased growth or less investment in system renewal and replacement.

Capital Expenses as a Percentage of Operating Expenses



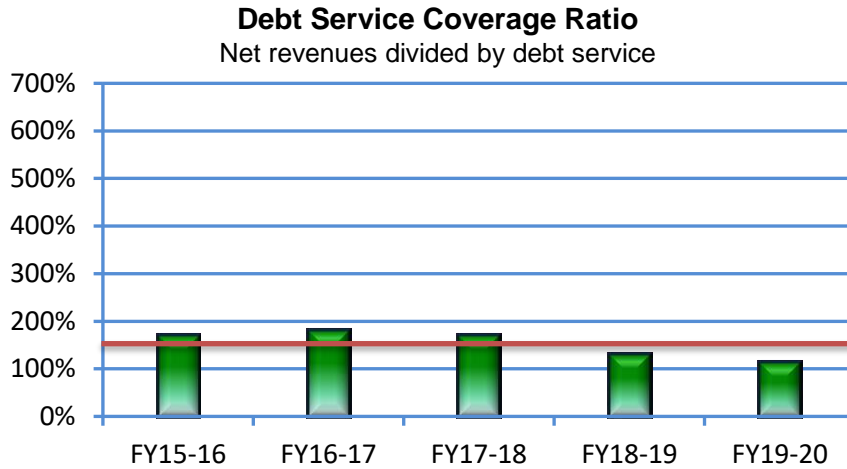
Analysis: More study is necessary to determine what an appropriate “baseline” or “target” number should be, although the District currently maintains a Capital Improvement Plan that shows \$46 million over 10 years for pipeline replacement and rehabilitation alone. Annual capital expenditures have been on track to achieve this goal. A total of \$22 million has been spent during the past 5 years on capital equipment and projects.

Note: Capital expenditures exclude the \$22.6 million that the District has spent on the recycled water treatment plant for Sharon Heights Golf & Country Club. SHGCC will be responsible for the debt service payments on the SRF loan that was acquired to fund the project through an agreement with the District.





- **Debt Service Coverage Ratio:** The ratio is a measure of all revenue sources minus all operating expenses (excluding depreciation and debt service) divided by total debt service.



Analysis: Although the District carries no debt of its own, aside from the Recycle Water Facility SRF loan, as member of a JPA for waste treatment provided by Silicon Valley Clean Water, the District is obligated to pay its share of debt for bonds and SRF loans secured by the treatment facility. Using the District's share of debt service to calculate coverage, the District has maintained a 154% ratio.

The District is also responsible for making payments on a SRF loan up to \$22.5 million for Sharon Heights Recycled Water Treatment Plant. However, the District has a long-term agreement with Sharon Heights Golf & Country Club to annually pre-fund the SRF payments and pay the operation and maintenance costs in exchange for recycled water for irrigating the golf course.



2. Financial Procedure Integrity

These are questions that gauge the presence of “best practices” and internal processes to ensure a high level of financial management integrity.

- **Does the District have financial accounting policies and procedures? (Y/N)**

Yes. Comprehensive policies were adopted in June 2008, and are revised and updated annually at each fiscal year end as needed.

- **Are the financial results and internal controls of the District audited annually? (Y/N)**

Yes. The District is required to conduct an annual audit.

- **Have the number of control deficiencies and material weaknesses been reduced from previous audits? (Y/N)**

The management letters in the audit reports have stated that no control deficiencies or material weaknesses were found in any of the years contained in this report (FY 2014-15 through FY 2019-20).

- **Has the District established rates that fully consider the life-cycle cost of service and capital funding options? (Y/N)**

Yes. Rates are set based on capital improvement needs and SVCW operational and capital needs. Rate studies do consider operational and life cycle capital costs.

- **Does the District maintain a rate stabilization reserve to sustain operations in addition to operating reserves? (Y/N)**

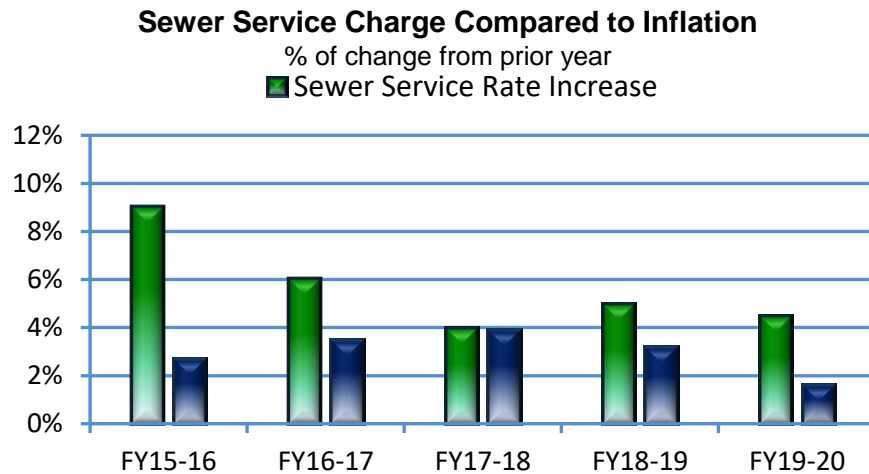
Yes. In addition to maintaining Operating Reserves equal to 5 months operating budget, an Emergency Capital Reserve, and a Capital Project Reserve, the District added a Rate Stabilization Reserve in October 2015 and a Recycled Water Cash Flow Reserve in December 2016. The District maintains total reserves over the \$28 million target for all reserves.

Analysis: Sewer Service Charges (SSC’s) constitute an average 94% of District revenues over the last five years, with the significant majority of that revenue coming from residential customers. SSC’s are collected as an assessment on the property tax statements. This factor helps to provide adequate revenue stability for the District. The establishment of the reserves, which are fully funded, help to provide financial stability.

3. Rate Adequacy

These measures help the District consider its sewer service rates relative to factors such as external economic trends, short-term financial management, and long-term financial health.

- **Sewer Service Charges Compared to Inflation:** The annual increase in sewer service charges (SSC) compared with the Consumer Price Index for all Urban Consumers (CPI-U) in the San Francisco/Oakland/San Jose area.



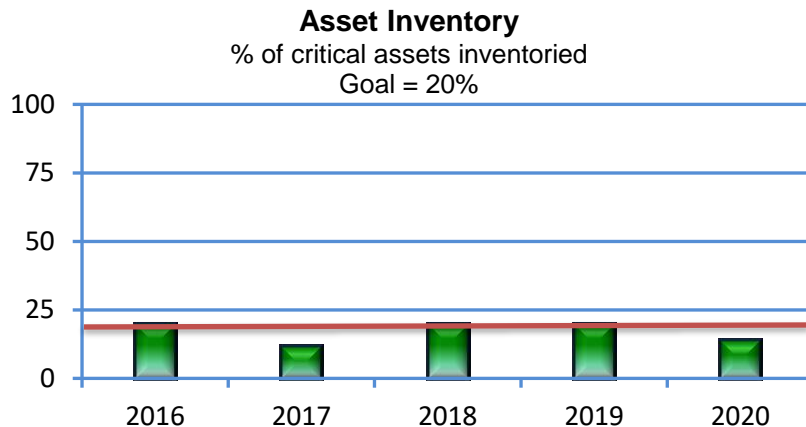
Analysis: There were SSC increases from FY 2015-16 through FY 2020-21, of 9%, 6%, 4%, 5%, 4.5% and 4% respectively. These rate increases were intended to bring the rate up to meet operational demands within the collection system and at the treatment plant and to fund capital improvements.



1. Asset Inventory and Condition Assessment

These measure gauges the District's efforts to assess assets and asset conditions, as a first step toward building a comprehensive asset management program.

- **Asset Inventory:** This is the percent of the District's critical assets that have been inventoried within the past 5-10 years.

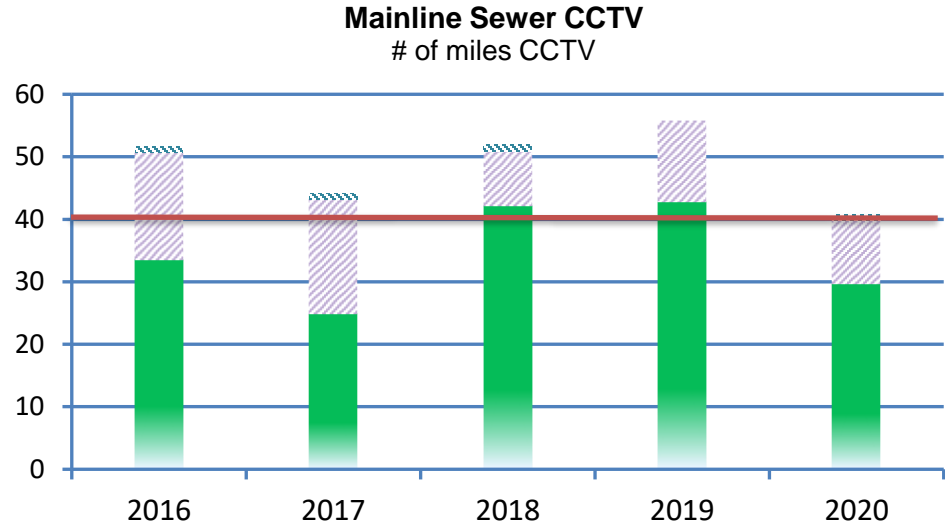


Analysis: The District inventoried all assets in 2010 in preparation for the 2011 Collection System Master Plan. In 2011 we re-assessed by visually inspecting approximately 25% of our assets by CCTV in miles of pipes and manholes. 14 miles were done by an outside contractor in 2011 approximately 23% of our assets were re-assessed. The remainder of the re-assessments were all performed in-house. The annual goal is 16% per year. In 2020 District crews re-assessed 14% of the system.





- **Sewer Main Condition Assessment:** This graph shows the percent of sewer main lines that are video inspected each year and assessed for condition and maintenance problems.



Analysis: The District has renewed its focus on CCTV and invested in maintaining proper inventory, spare CCTV cameras and setting SMART goals for productivity. As a result, CCTV inspection performance has dramatically improved and productivity increased over the last 8 years. In 2020 the District’s CCTV crew inspected 29.6 miles of pipe in the District as well as 11.2 miles in Los Altos Hills (LAH) and the Town of Woodside (TOW). The total miles CCTVed is lower in 2020 because this operation was shut down for 2 ½ months and the crew focused on cleaning because of the unknown effects of the COVID-19 Pandemic.

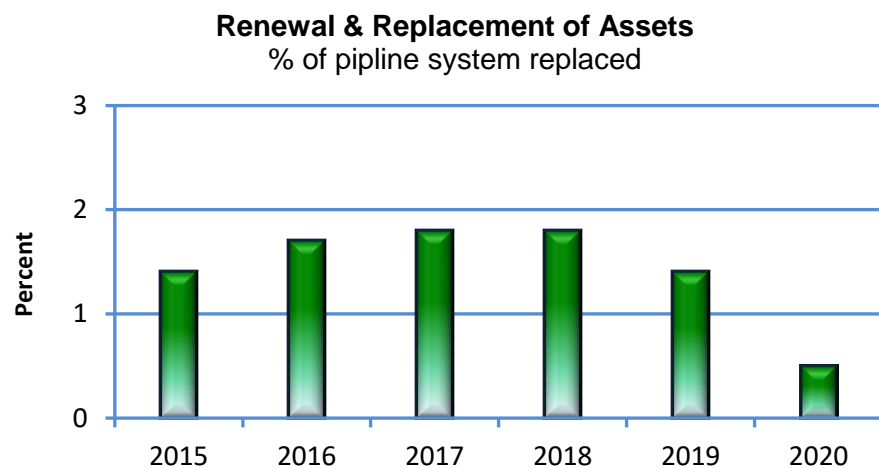
(The shaded areas on the bar graph represent the CCTV footage for LAH and TOW).



2. Asset Renewal/Replacement

This measure assesses asset renewal/replacement rates over time. The measure should include targets, based on the District's determination of acceptable risk for different asset classes.

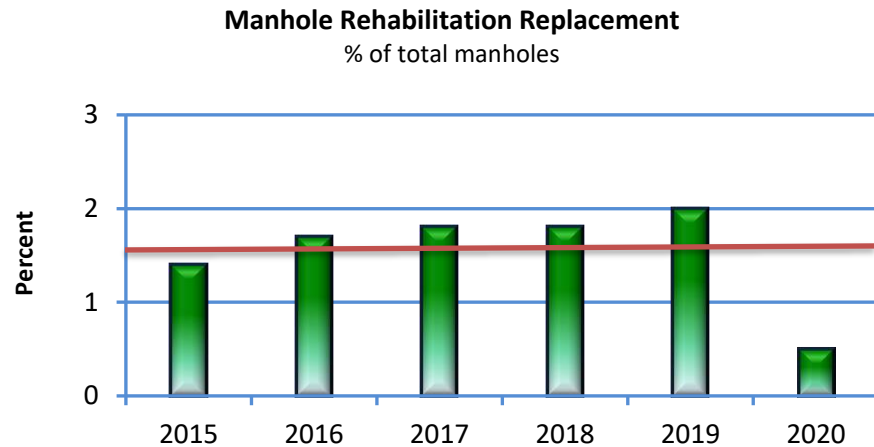
- **Renewal & Replacement of Pipeline:** This graph shows the amount of pipeline actually renewed or replaced as a percentage of the total pipeline infrastructure in the District.



Analysis: The District should be replacing between 1% to 2% of its pipeline assets, on average, through renewal and replacement of those assets. The District has done well in recent years. The planned Capital Improvement program was increased in 2010 and is scheduled to continue over the next 10 years. By maintaining appropriate funding for CIPs and maximizing dollars by rehabilitating pipe via cured in place pipe when possible the District can make progress on the back log of pipeline repairs with the ultimate goal of replacing pipelines before exceeding their useful life. In 2020 0.5% of the District's system was replaced and rehabilitated due to delays in permitting and capital outlays to the treatment plant



- **Manhole Rehabilitation/Replacement:** This graph shows the amount of manholes rehabilitated or replaced as a percentage of the total manholes within the collection system (5,000 manholes).



Analysis: The District should be replacing/rehabilitating 1.5% to 2% (75-100 manholes) of its manholes through the CIP program, and has been achieving this goal the last several years. In 2020 the District replaced and rehabilitated 25 manholes or 0.5%.





3. Collection System Integrity

This measure examines the frequency of collection system failures. When tracked over time, the District can evaluate whether the rate is increasing, stable or decreasing.

- **Collection System Failure Rate:** A collection system failure is when a portion of sewer pipe collapses and flows become obstructed or uncontained from that collapse, rather than being caused by sediment, grease, roots or some other foreign object.

- 2019 6” VCP Oakley Ave and Alameda De Las Pulgas Pipeline Failure.
- 2018 none
- 2017 Alameda & Campo Bello Pipelines Failure
- 2016 none
- 2015 none
- 2014 none
- 2013 none
- 2012 none
- 2011 none
- 2010 –24” CMP on Haven after contractor had struck pipe, years ago.
- 2009 – Cotton Avenue Pipeline failure in 2009.

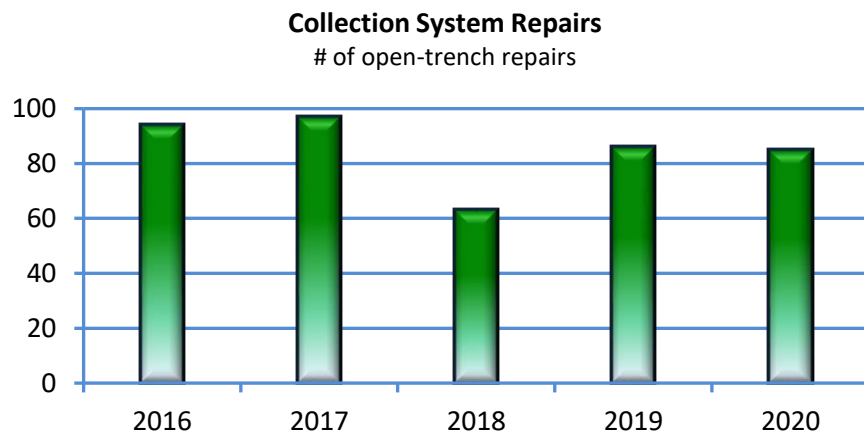
Analysis: There are so few of these types of failures that a graph would not be meaningful. The District’s record of failure rates is outstanding with zero in 2020.



EUM Attribute #6
Infrastructure
Stability



- **Collections System Repairs:** This is the total number of open-trench repairs made to the collection system by staff.



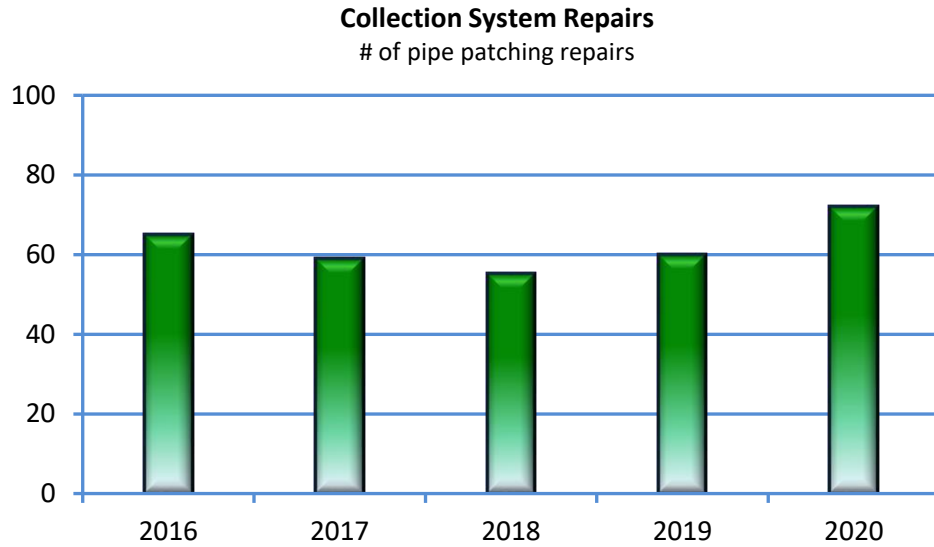
Analysis: With an improved CCTV inspection program, management has renewed its focus on repairing sewer lines in-house and dedicates three full-time staff to perform open-trench repairs safely and efficiently. In 2014 District crews performed 78 open-trench repairs with a contract value of \$624,000.00 or \$8,000.00 per repair. In 2015 District crews performed 90 open-trench repairs with a contract value of \$720,000 based on \$8,000 per repair. In 2017 District crews performed 97 open-trench repairs with a contract value of \$776,000. The Districts costs were approximately \$625,000, including paving. Each in house repair costs \$6,443, on average. 2018 and 2019 were the lowest number of repairs than in past years in large part due to staff turnover in the construction team and the Coyote Hill retain wall easement project. In 2020 District crews performed 85 open trench repairs.



EUM Attribute #6
Infrastructure
Stability



- **Collections System Pipe Patching:** This is the total number of Cured In-Place Pipe liner type repairs made to the collection system by the staff without cutting the street. This method saves asphalt, permit and labor costs.



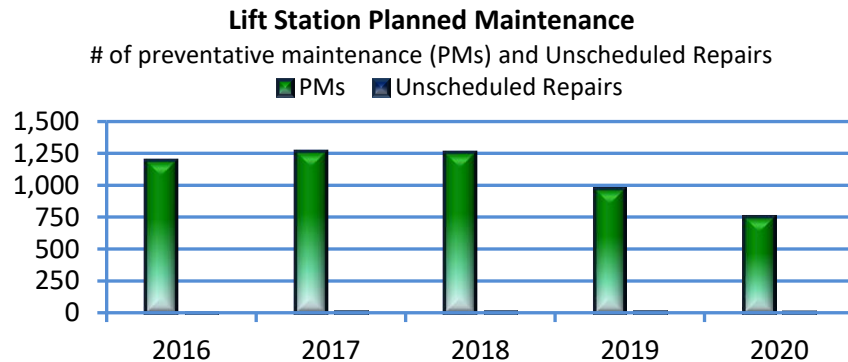
Analysis: The pipe patch program was implemented in 2010 and staff has been successful repairing sewer lines without open-cut trenching when possible. This method not only saves costs but reduces risk to the workers. The pipe patching method is allowing the District to maintain and improve its collection system’s integrity. In 2017 District crews performed 59 pipe patch repairs with a contract value of \$129,000.00 or \$2,200.00 per patch. The District’s in-house costs are \$1,128 per patch on average. In 2018 District crews’ pipe patched 55 spot repairs, saving over \$70,000 conservatively. In 2020 District crews pipe patched 72 spot repairs.



4. Planned Maintenance

Planned maintenance includes both predictive and preventative maintenance, and is performed according to a predetermined schedule and goals rather than in response to failure. Predictive maintenance is initiated when signals indicate that maintenance is due, specifically for Pump Stations. All other maintenance is categorized as preventative, specifically for maintenance performed to the Collection System.

- Lift Station Planned Maintenance Ratio:** The chart below indicates Preventative Maintenance Repairs (PM) and Unscheduled Repairs performed throughout the year. There is a direct correlation between the number of Preventative Maintenance Repairs and low number of Unscheduled Repairs. As the crew performs more PM Repairs, less Unscheduled Repair need to be performed in an emergency situation thus improving the planned maintenance ratio. Since West Bay adopted a “predictive maintenance strategy” more repairs are being performed before components fail.

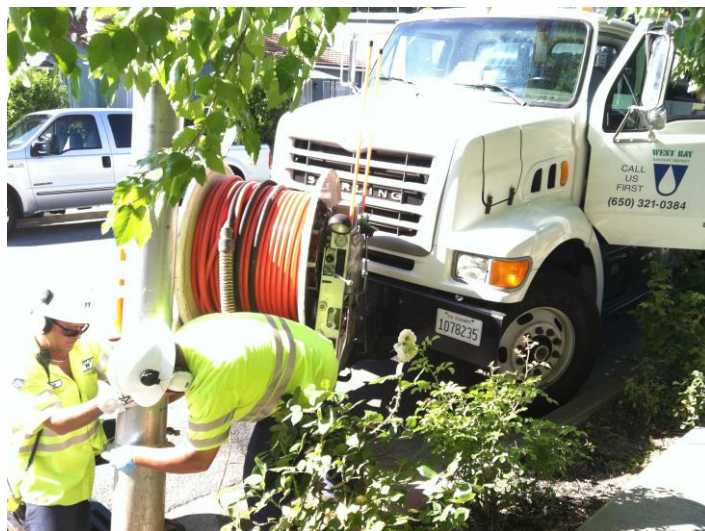
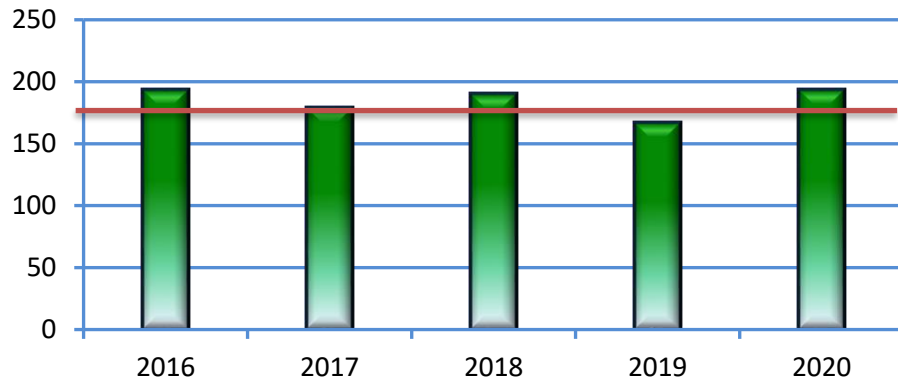


Analysis: Reliable data for this measure starts in 2011. Prior to 2011 such PMs or repairs were not being tracked in this manner. In 2016 crews performed 1188 PMs and only 5 unscheduled repairs were performed. In 2017 crews performed 1265 PMs and only 8 unscheduled repairs. As more and more pumps and valves are replaced there, and replaced according to schedule, less “unscheduled” repairs to be made. In 2018 crews performed 1256 PMs and only 6 unscheduled repairs. In 2019 crews performed 967 PMs and 6 unscheduled repairs. The drop in PMs is partly attributed to the elimination of the Corte Madera Pump Station. In 202 the crew performed 754 PMs and 5 unscheduled repairs. The high turnover of the Pump Crew personnel in 2020 is an attribute to the lower amount of PMs because of high amount of training which occurred during the PM work performed.



- **Sewer Main Line Cleaning:** The following two charts show the total number of miles of pipe cleaned and the percentage of sewer main lines cleaned during the year, compared to the District’s goals and previous 5 years.

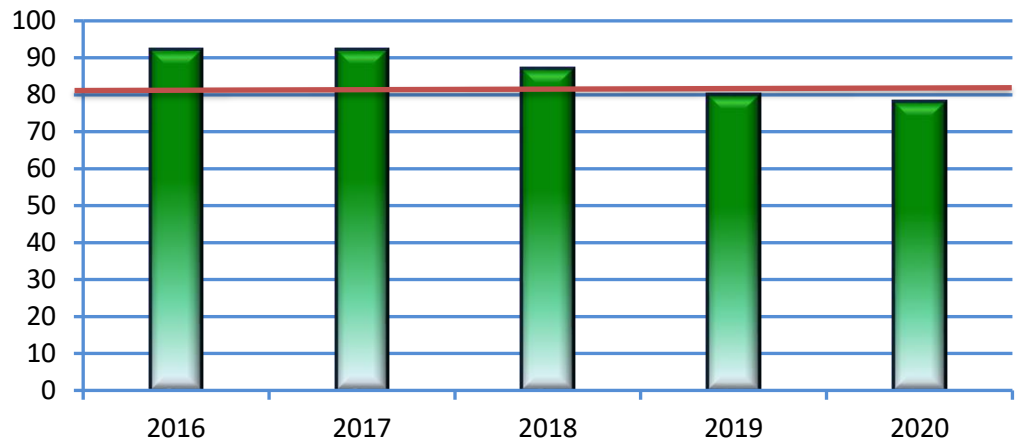
Sewer Main Line Cleaning
of miles of pipe cleaned in total
District Goal : —



Analysis: In 2012 we re-assessed many of our high frequency lines and pushed their frequency back. We also removed some lines from our high frequency due to a successful pipe line replacement program. In 2014 we began to clean 4”, 6” 8” and 10” pipes on an annual basis, based on the fact that our SSOs were from smaller diameter pipe and a more aggressive root growth during the recent drought. In 2016 the crews cleaned 193 miles of pipe. In 2017 crews cleaned 179.6 miles of pipe. In 2018 crews cleaned 190 miles of pipe. In 2019 crews cleaned 167 miles of pipe. In 2020 the crews cleaned 193.6 miles of pipe. This increase is because of the redirection of CCTV crews to cleaning during the COVID-19 Pandemic.



Routine Basis Cleaning
% of system cleaned on "routine" basis
District goal: —

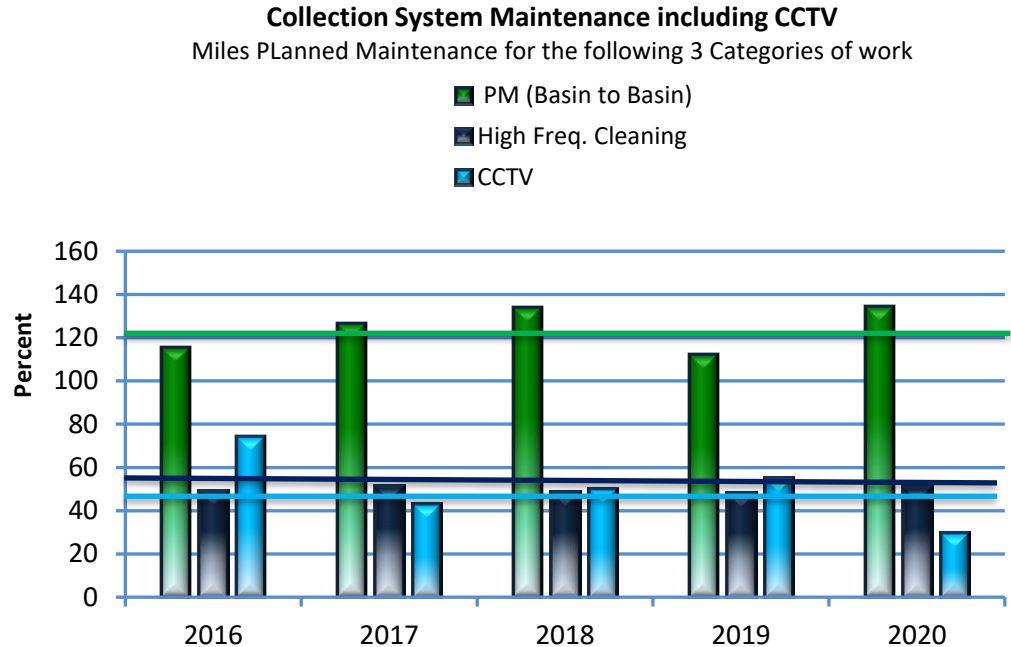


Analysis: Over the past 7 years, the District has increased its efforts in preventative maintenance and cleaning of sewer mains. In September 2013 crews finished cleaning the entire system for the first time. In May of 2014 crews began to clean all small pipes (4-10 inch size) every 12 months in order to reduce SSO's even further. In 2019 crews cleaned an equivalent of 80% of the system, resulting in only 4 SSO's. 2 SSO's were caused by contractor error and vandalism. In 2020 the crews cleaned 79% of the entire system resulting in zero SSOs.





- Collections Planned Maintenance Ratio by Hours:** This is the total number of staff hours spent on planned maintenance in the collection system divided by the total number of hours spent doing any maintenance activity (planned and corrective).



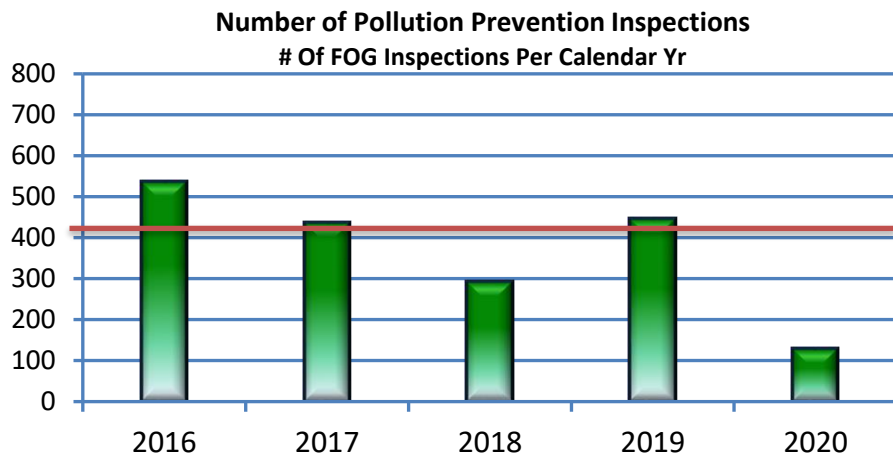
Analysis: This data represents 3 collection system categories. PM (basin to basin) cleaning, high frequency cleaning and CCTV operations. In 2014 crews cleaned 137 miles of basin to basin cleaning, 63 miles of high frequency cleaning and 42.8 miles of CCTV (plus 5.5 miles for the Town of Los Altos Hills under contract). In 2015 crews cleaned 120 miles of basin to basin cleaning (small pipe 4-10 inch in diameter), 55 miles of high frequency cleaning and 45.9 miles of CCTV (in addition to 14.8 miles for the Town of Los Altos Hills under contract). In 2017 the target goals were 120 miles of basin cleaning, 51 miles of high frequency cleaning and 45 miles of CCTV pipe inspection. Crews cleaned 126.4 miles of pipe, 51.5 miles of High Frequency cleaning and 24.8 miles of CCTV (in addition to 18.4 miles for Town of Los Altos Hills and Town of Woodside), for a total of 43.2 miles. In 2019 crews cleaned 112 miles of pipe, 48.2 miles of High Frequency Cleaning and 55.2 miles of CCTV. High frequency cleaning was down for the sixth year in a row because of in house spot repairs and miles of completed capital improvement projects. CCTV was down in 2020 due to the COVID-19 Pandemic restrictions.



5. FOG Program:

The fats, oils and grease (FOG) program includes food establishments and other businesses to reduce FOG in the collection system.

- **Pollution Prevention Inspections:** Pollution prevention inspections ensure that restaurants and other businesses are properly maintaining their grease traps/interceptors and oil water separators while following Best Management Practices. Properly maintaining this equipment results in fewer corrective maintenance problems in the collection system related to Fats, Oil and Grease (FOG). The number of inspections per each bar is inclusive of FOG inspections only and does not include commercial or industrial inspections.

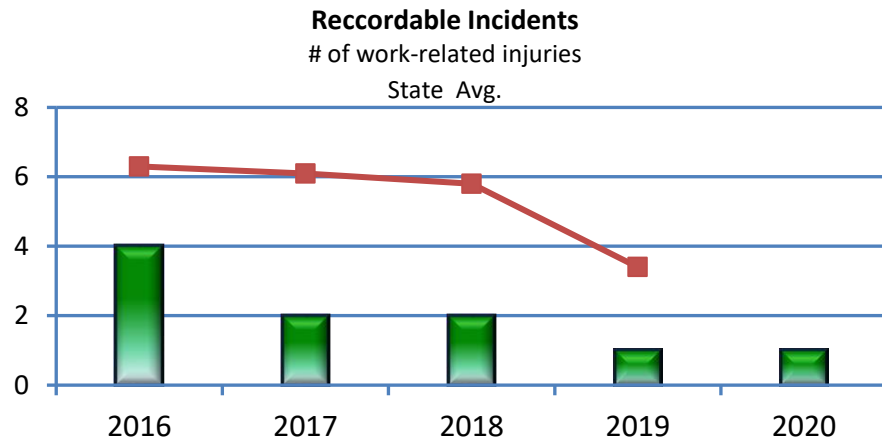


Analysis: This program began in 1992. A concerted effort was implemented in October 2011 to increase the number of inspections and re-inspections of restaurants and facilities, to encourage the proper maintenance of devices and other Best Management Practices. Prior to FY 14/15 and current District Goal was to perform 600 inspections and was reduced to 500 inspections per year. In calendar year 2014 January 1 – December 31 staff did perform 527 FOG inspections & 11 HMBP Inspections. The reasoning for the reduction in FOG inspections was to allow for increased sampling and monitoring programs). Food establishments were 81% compliant in 2015. In calendar year 2016 staff performed 501 FOG Inspections for WBSD and 36 for Sewer Authority Mid-Coastside and 10 for the Town of Woodside for a total of 537 FOG inspection, and 12 HMBP Inspection. Percentage of Compliance for 2016 was 84.2%, up 3% from 2015. In 2017 we performed 435 FOG inspections with an initial 70% compliance rate upon inspection. In 2018, 292 FOG inspections with 85% compliance rate. In 2019 the District performed 445 inspections with an 87% compliance rate. Total numbers down due to retirement, and new positions within the department. Facilities found not in compliance were given 5-days to have their equipment brought into compliance. Those facilities that did not comply were issued a Notice of Violation and invoiced for non-compliance. This close scrutiny helps keep the FOG related SSO rate under control. Due to the COVID-19 Pandemic, in 2020, inspections were down to 120, from over 52 400 per year.



1. Total Recordable Incident Rate:

This is the number of work-related injuries and illnesses times 20,000 divided by the number of employee hours worked. This is the standard formula used by OSHA to normalize data. The 200,000 represents 100 employees working 40 hours per week, 50 weeks per year, and provides for the compatibility of incidence rates.

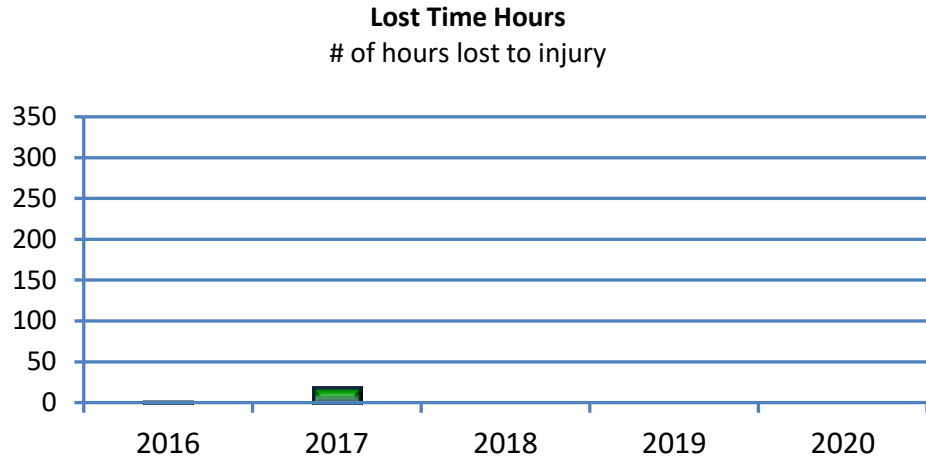


Analysis: The District is compared here to the “Utility: Sewage Treatment Facility” industry category as reported by the U.S. Bureau of Labor Statistics. The District’s incident rate is slightly below the state average in California for our industry when compared with 2014 data. In 2015 the District was slightly above the Industry Average of 3.8 with 4 recordable incidents. The 2016 State average for work-related injuries was 6.3 with four recordable incidents. In 2018, we had two injuries. In 2020 there was 1 minor injury.

EUM Attribute #7
**Operational
Resiliency**



Lost Time Hours: This is the number of hours that a worker could not work due to a work-related injury or illness. Lost time begins to accrue once an employee misses one full day of work.



Analysis: In 2020 we had zero Lost Time incidents. As of December 31, 2020 we have gone 1,321 days without a Lost Time Accident and as of early April 2021 the prior record has been broken with 1411 days without Lost Time Accident. The previous record for days without Loss Time is 1382 or 3.78 years.

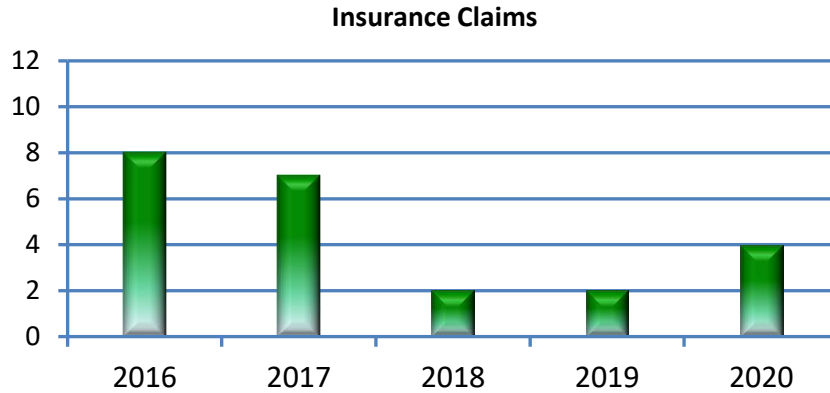




2. Insurance Claims

These measures examine the number, type and severity of insurance claims to understand insurance coverage strength or vulnerability.

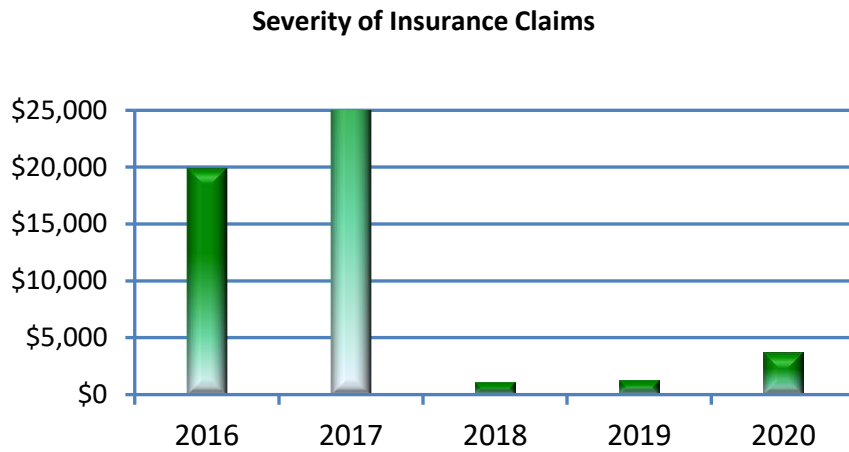
- **Number of Insurance Claims:** This is the number of general liability and automobile liability claims per year.



Analysis: In 2015 we had 5 claims, 2 of those claims were due to contractor error, and the contractor is working on settling those claims: One vehicle claim and two residential claims. The above claims have been settled. In 2016 we had 8-claims; 6 Residential backups, 1 Air Issue (caused by CIPP on Marsh Road) and 1-Auto incident, three claims have been settled, 5 are pending. In 2017 we had 7 claims. In 2018 and 2019 the District had two claims (one auto, one sewer backup) and in 2020 4 claims. This measurement will be “watched” closely.



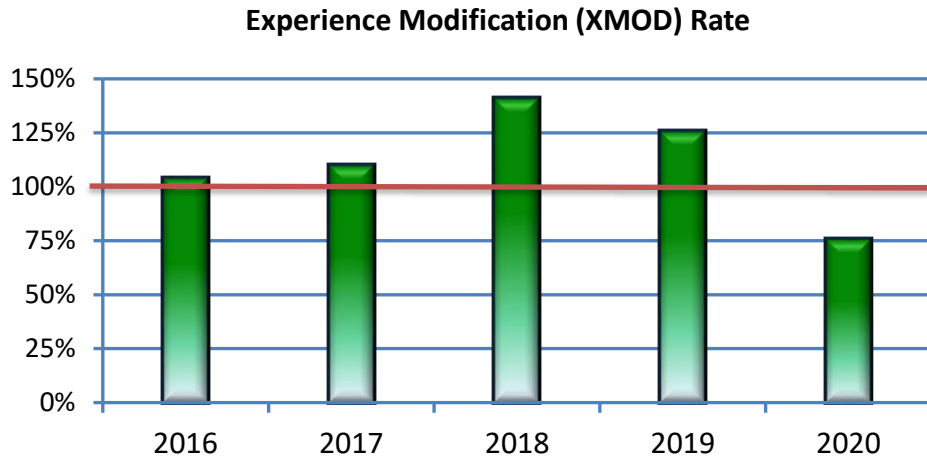
- **Severity of Insurance Claims:** This is the total amount paid out for general liability and automobile liability claims per year.



Analysis: The District continues to maintain a lower rate of insurance claims over the past several years. In 2015 we had five claims; all have been closed. In 2016, we had 8 claims; all have been closed, with a current liability of \$13,581.35. In 2017 we had 8 claims, several are still open cases with potential liability of \$59,583.00. In 2018 the District had two claims for a total cost of \$1069.60. In 2019 the District had claims totaling \$342 and in 2020 the District had claims totaling \$4,754.



Experience Modification (XMOD) Rate: This is the rate used by the Worker’s Compensation Insurance Company to determine the Districts workers compensation experience. One hundred is considered the industry average, while numbers below 100 are better than the average.



Analysis: The District’s XMOD rate had remained below 100 percent for many years. However, in late 2011 one very serious accident caused our rate to increase. In a letter written to the District in April of 2012, “The workers compensation Insurance Bureau made several adjustments to the experience rating formula effective January 1, 2012, which resulted in an average increase in CSRMA’s Ex-Mod of 5%.” The adjusted increase in 2013 is significantly higher than in previous years. This is due to the increase in the number of worker compensation claims (4) in 2013 at the District and State modifications to the system. One claim from 2011 closed out in 2016. In 2014 we had 2 reportable worker compensation claims, in 2015 we had 4 reportable compensation claims and we had 4 worker compensation claims in 2016, (but no lost time accident). With the two lost time incidents of 2017 our Ex-Mod factor went up to 110% an increase of 6 percent from the previous year. The 2018 XMOD factor was 1.41. In 2019 XMOD factor was 1.26. In 2020, West Bay Sanitary District’s Ex-Mod was 1.22. In 2021, the ex-mod is 0.79; which is a decrease of 0.43, well below the industry standard.



3. Risk Assessment and Response Preparedness

This measure asks whether the District has assessed it's all-hazards (natural and human-caused) vulnerabilities and risks and made corresponding plans for critical needs.

Are Emergency Response Plans in place for the following? (Y/N)

Lift Stations: Yes

Collection System: Yes

Administration & Maintenance Buildings: Yes
(E.A.P. Written, Training performed annually)

Analysis: Emergency Response Plans for the lift stations and collection system are in place, and are trained and practiced regularly. The Collection System staff has plans and equipment for system bypasses. Additionally, the District had performed a "Safety Compliance Assessment" in August of 2011 which identified areas within the Safety Program requiring updates, which were completed in 2012. An Emergency Action Plan was written in 2012 to include both the Administration and Maintenance buildings. In 2012 after updating our safety program we were recognized by CSRMA and received the Gold level SHELL Award for safety, health, environment, losses and liabilities. In 2013, training was completed in October and the District participated in the California Shake Out Earthquake and Evacuation Drill at 10:17am on October 17th. Staff reviews the GAP annually and will practice evacuation every other year.

Frequency of Emergency Response Plan (ERP) Trainings: The maintenance crew performs Emergency Response Training annually.

Analysis: Maintenance Personnel trains on and practices its Emergency Response Plan training once per year. In 2014, staff reviewed EAP and agreed we should implement additional Disaster Response Training and incorporate training with the local E.O.C. in 2015. Program review was performed in 2019, and continues every other year, next in 2021.

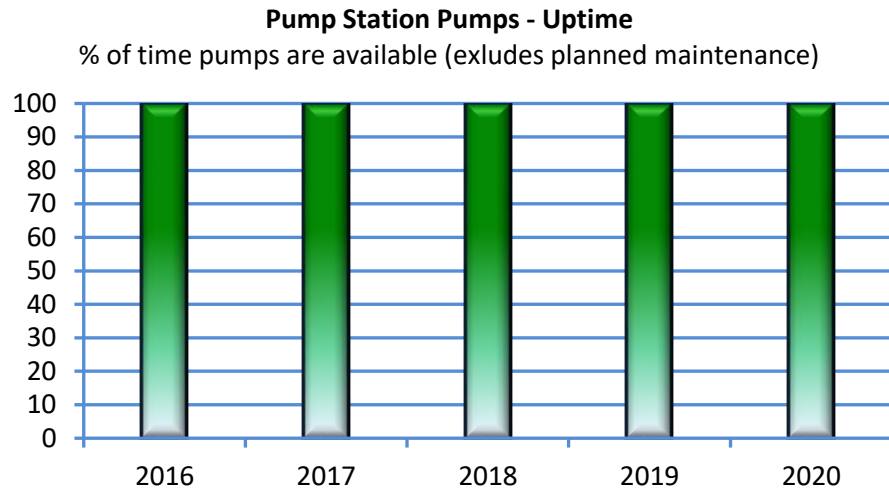




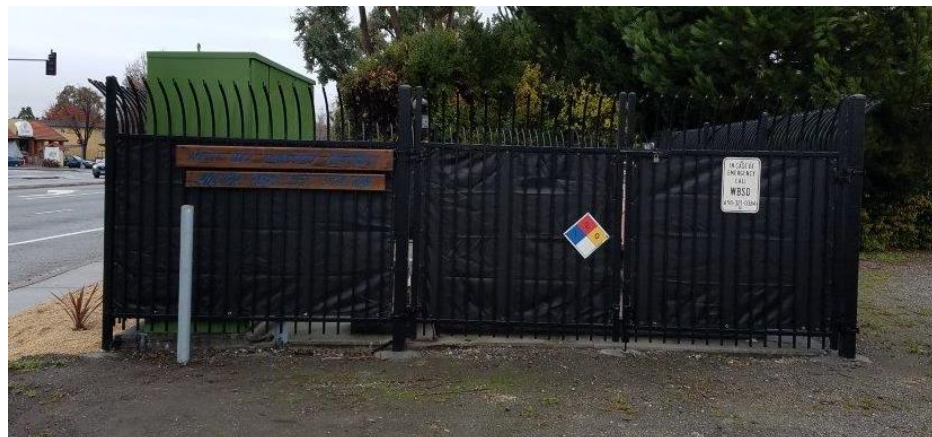
4. Ongoing Operational Resiliency

This measure assessed the District's operational reliability during ongoing or routine operations.

- **Uptime for Pumps at Pump Station:** There are two pumps at all of the Pump Stations (However, University Pump Station is a Tri-Plex Station), the pump stations lift the sewage up from the collection system throughout the District and into a higher point in the system. Uptime is defined as the percentage of days that all pumps are operational and in service.



Analysis: Staff has in stock some of the more difficult parts to acquire in order to avoid long term breakdowns. In 2012 the Board approved a budget that included capital funds for planned rehab and replacement of lift station pumps and valves. From 2014 through 2020 the District experienced no major down time where both pumps at a station were down simultaneously.





5. Operational Resiliency Under Emergency Conditions

This measure assesses the operational preparedness and expected responsiveness in critical areas under emergency conditions.

- **Power Resiliency:** This is the number of hours that backup power is available at the pump stations and the “Time to Overflow” if all things failed. Note: Excluding the FERRF, every pump station in the collection system has a backup standby generator and pump bypass capability.

| | |
|--------------------|---|
| Hamilton Henderson | 42 hours of Power /24 minutes to Overflow |
| Willow | 60 hours of Power/22 minutes to Overflow |
| Menlo Industrial | 104 hours of Power/38 minutes to Overflow |
| University | 104 hours of Power/58 minutes to Overflow |
| Illinois | 70 hours of Power/68 minutes to Overflow |
| Vintage Oaks 1 | 151 hours of Power/61 minutes to Overflow |
| Vintage Oaks 2 | 151 hours of Power/61 minutes to Overflow |
| Stowe Lane | 70 hours of Power/43 minutes to Overflow |
| Los Trancos | 20 hours of Power/53 minutes to Overflow |
| Sausal Vista | 36 hours of Power/6 hours to Overflow |
| Village Square | 20 hours of Power/180 minutes to Overflow |

Analysis: These times indicate how long the facilities could operate during peak pumping without electricity from the grid and without additional deliveries of diesel fuel for the generators. During power outages longer than 20 hours, staff is required to refuel any given generator. Many agencies in the area have less than 12 hours backup power, some have no backup to many of their pump stations.



In late 2019, PG&E conducted their “Public Safety Power Outage” which affect there of the publicly owned pump stations. All three had generator back up power and worked well. After about 10 hours of run time. The Sausal Vista Generator failed. It took approximately two hours to have another generator installed. No SSO occurred as a result. In 2020 the District purchased a portable generator to serve as back up to the stationary generators.

EUM Attribute #7
**Operational
Resiliency**



- **Critical Parts and Equipment Resiliency:** This is a measure or evaluation of lead times for the repair or replacement of operationally critical parts or equipment.
- **Pump Stations:** The pumps and controllers at the pump stations can be the most critical equipment. Other components of the process could be down and it would be less critical. During most cases, one pump is needed to manage the influent.
To mitigate problems should a pump be out of commission, the pump crew prepares one of two 6” by-pass pumps and is ready to mobilize and connect the by-pass pump should the final lead pump fail.
- **Standby GenSet:** in 2014 replaced 2 standby generators at Hamilton & Henderson and Village Square Pump Stations.
- **Sausal Vista Pump Station:** in 2016 reconstruction of the Sausal Vista Pump Station to connect exiting flows from Corte Madera in order to eliminate the Corte Madera Pump Station and has been completed.
- **Backup Power:** backup generators are tested weekly and load tested monthly and Preventative Maintenance is performed annually. The District performs weekly checks and contracts out the annual services and 3-year load bank testing. All of the District’s pump stations have backup generators.
- **Critical Staff Resiliency:** This is a measure of the ability for backup staff to cover critical operations and maintenance positions.
- **Collections:** All collection system workers are cross trained on tasks and equipment. Regular tasks are rotated to ensure continued familiarity with all tasks during emergency events. Of the 12 field maintenance workers, all are required to be on the standby rotation.
- **Pump Station Maintenance:** Both staff positions are cross trained in pump operation, repairs, standby generator operation and by-pass equipment. We are currently training additional staff to rotate through the Pump Station Maintenance functions and operation. Both staff positions are required to be on the standby rotation. The Operations Superintendent is the backup person should they not be able to fulfill their commitment. In 2012 we trained a collection system technician to perform basic pump checks and repairs and continued this cross-training in 2013. Beginning in 2015 the backup person was able to cover during standby. This effort shall continue through 2020.

Analysis: There is significant cross training for critical operations and maintenance positions to ensure adequate coverage with the appropriate knowledge, skills, experiences and ability. Note: All sixteen (16) personnel in the maintenance department are cross trained in emergency by-pass and response.

1. Green Infrastructure

“Green infrastructure” includes both the built and natural/non-built environment. This measure assesses the extent to which the District promotes or engages in practices that protect natural resources and the environment.

• Does the District have procedures that incorporate green infrastructure approaches and performance into new infrastructure investments? (Y/N)

Yes

Analysis: The District has implemented the following programs or practices:



- **Pipe Bursting and Cured-in-Place Pipe (CIPP) Lining** – the District has developed a preference for pipe bursting or CIPP lining to replace or rehabilitate sewer mains, wherever feasible. These processes eliminate most of the trenching required, thus reducing landfill waste, reducing the use of rock, cement and asphalt to backfill, and reducing diesel emissions from associated equipment.
- **Pipe Patching with In-House Crew-** the District has implemented a Pipe Patch process as part of its Re-Habilitation program. Pipe Patching has many benefits including; not having to excavate soil and remove asphalt. The process for re-constructing both can be very expensive and time consuming. District Crew’s perform 2 to 3 Pipe Patches per day when assigned to perform such work.
- **Hybrid Vehicle** – In 2012 the District performed research on alternative fuel vehicles and determined a hybrid vehicle would be the most efficient type and economical to serve the District’s needs. The District has purchased its first hybrid vehicle, and will consider replacing non-emergency vehicles with hybrid units.
- **Tablets Increase Efficiency in the Field** – District staff members are now able to conduct data entry in the field with a tablet computer, eliminating the extra time it takes to travel to the office for that purpose. With advances in new technology our crews can truly go paperless with inexpensive handheld tablets and spend more time in the field. They also have the added efficiency of having maps, safety procedures and infrastructure information literally at their fingertips.
- **Purchase Construction Material in Bulk** – In 2014 District staff began to purchase large amounts of ¾” rock and aggregate base material for its construction operations. This not only saves the District money but it also saves in fuel since staff does not need to travel to purchase small amounts of material every day an open trench repair is performed.
- **Recycled Water Project** - The District has completed construction of a Satellite Recycled Water Treatment Facility at Sharon Heights that will deliver up to 400,000 gallons of recycled water per day. The district has also completed a feasibility study on a Bayfront recycled water facility.

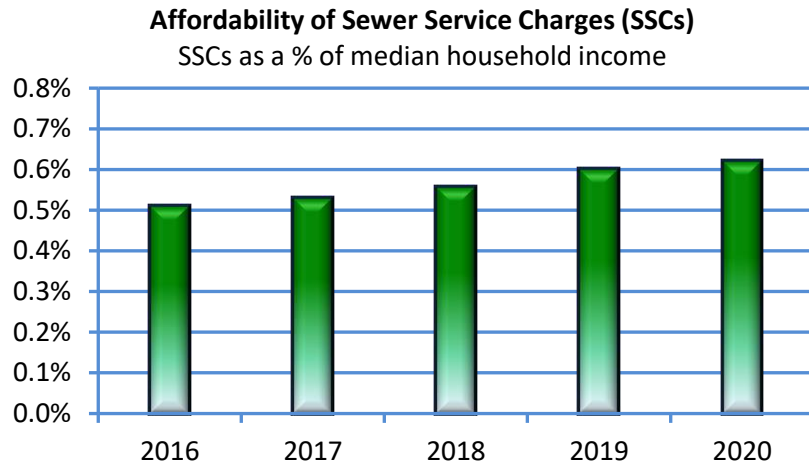




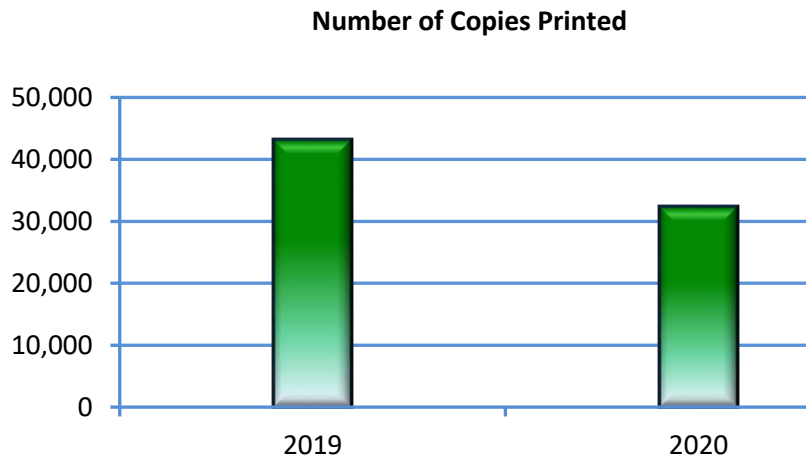
1. Service Affordability

Wastewater service affordability centers on community members' ability to pay for sewer services. The District must balance keeping sewer service affordable while ensuring the rates needed for long-term infrastructure and financial integrity.

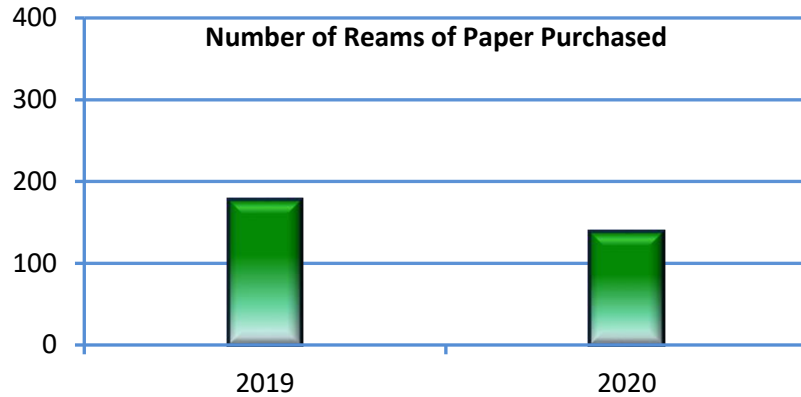
- Sewer Service Charge Bill Affordability:** Affordability is subjective. However, tracked over time, the District can evaluate whether the sewer service charges (SSCs) are becoming more or less affordable as compared to median household incomes for the District, using U.S. Census Bureau data.



Analysis: The most recent data from 2020 reports Median Household Income (MHI) on Data USA as \$154,137 and Atherton is \$250,000 MHI. The SSC as a percentage of MHI went up from FY16 to FY20.



Analysis: The District made significant efforts to reduce paper. In 2020 staff printed an approximate 10,000 copies less than in 2019.



Analysis: In 2019 staff purchased 181 reams of paper. In 2020 140 reams of paper were purchased showing a reduction in 2020 of 41 reams of paper or 20,500 sheets of paper.

EUM Attribute #9
Stakeholder
Understanding &
Support



1. Stakeholder Satisfaction

This measure addresses stakeholder perceptions of the District. Possible calculations of stakeholder satisfaction include overall satisfaction surveys, or message recollection for outreach programs.

- The District provided surveys at the Chamber of Commerce street faire – the results are as follows: 79% of those surveyed thought that WBSD provides wastewater collection only, while 49% believed that the District provided both wastewater and garbage collection. 100% responded they were aware the District provides a courtesy cleaning from sewer laterals and 85% said they have never had to call WBSD for any sewer problems.
- The District also sends customer service surveys to residents who call for service. The results are on page 25.

2. Comparative Rate Rank

This measure depicts how the District’s sewer service charge compares to similar service providers in the region (i.e., local area wastewater providers with treatment and/or collections systems.).

- **Comparative Rate Rank:** The measure takes the District’s sewer service charge (SSC) and graphically compares it with the SSC for comparable wastewater providers in the region.

Analysis: The District’s 2019 SSC ranks in the mid-range as compared to other providers in the region. The District also compares well (upper mid-range) with SVCW partners, shown in blue.

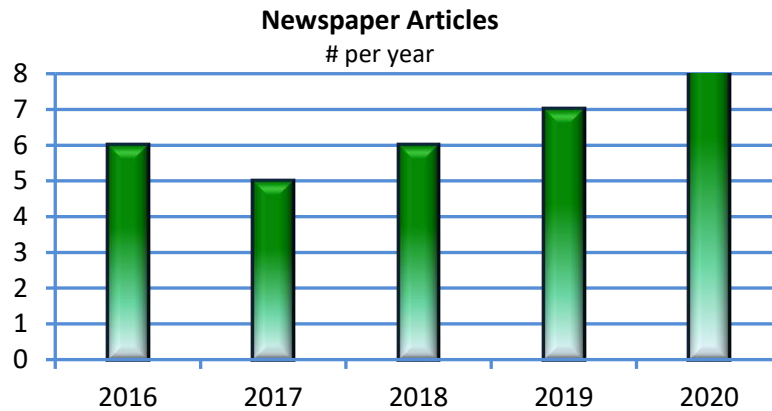




3. Media/Press Coverage

This measure captures media portrayal of the District in terms of awareness, accuracy and tone.

- **Amount of Coverage:** This is the total number of Almanac News and Daily Post articles concerning the District per year.

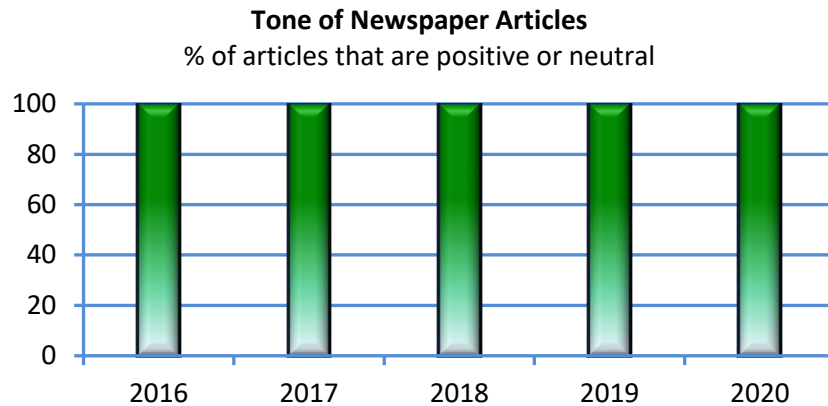


Analysis: Currently, news releases includes District awards, partnerships with HomeServe USA and OpenGov, fee schedule changes, FOG ordinance changes, and the District’s Annual Winter Bulletin. In 2018, 2019, and 2020 news articles increased from the previous years due to articles on the District’s recycled water project and an increase in wipes during the COVID-19 Pandemic.

EUM Attribute #9
**Stakeholder
Understanding &
Support**



- **Media Coverage Tone:** This is the percent of newspaper stories that cover the District in a positive or neutral way.

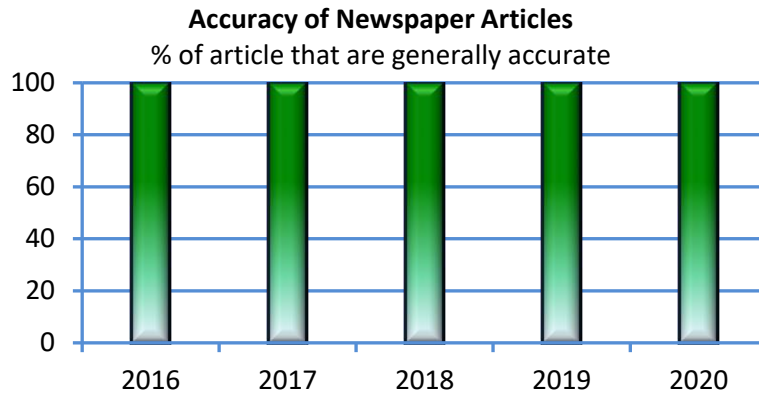


Analysis: Coverage of the District’s activities, programs and policies has been predominantly covered in a neutral or positive tone. This includes editorials and opinion columns. In 2020 the tone of newspaper articles have stayed consistent with previous years. The District’s YouTube ads were viewed approximately 58,000 times by local residents and Facebook ads were viewed by approximately 27,000 local residents.

EUM Attribute #9
Stakeholder
Understanding &
Support



- **Media Coverage Tone:** This is the percent of newspaper stories that cover the District in a positive or neutral way.



Analysis: “Accuracy” can be subjective, so here it has been defined narrowly as meaning that there were no significant factual errors in the story that could cause a reader to misinterpret what was being reported. Media coverage continues to be very accurate over the past 5 years. In 2020 the accuracy of newspaper articles has stayed consistent with previous years.



WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

Subject: *April 14th, 2021 Update Report on District Response to Corona Virus*

Background

In early March of 2020, the outbreak of Corona Virus in the USA caused Federal, State and Local governments to enact several laws, regulations and guidelines to mitigate the impact of the spread and severity of the virus including Shelter in Place. The District has been 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.

Report to the District Board for the Regular Meeting of April 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.

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 9**

To: Board of Directors

From: Sergio Ramirez, District Manager

**Subject: Report and Discussion on the West Bay and Sharon Heights
Recycled Water Facility**

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 10**

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

**Subject: *Discussion and Direction on the Bayfront Recycled Water Project
and Status Update***

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 11**

To: Board of Directors

From: Sergio Ramirez, District Manager

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 12**

To: *Board of Directors*

From: *Sergio Ramirez, District Manager*

**Subject: *Report and Discussion on Silicon Valley Clean Water (SVCW)
Plant***

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

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

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