

1902 - Serving Our Community for over 115 Years - 2020

WEST BAY SANITARY DISTRICT
AGENDA OF BUSINESS
REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JUNE 10, 2020 AT 7:00 P.M.
RONALD W. SHEPHERD ADMINISTRATION BUILDING,
500 LAUREL STREET, MENLO PARK, CALIFORNIA 94025

Board Members

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

District Manager

Phil Scott

District Legal Counsel

Anthony Condotti, Esq.

AGENDA OF BUSINESS

NOTICE OF PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

Pursuant to Governor Newsom's Executive Order N-29-20, members of the West Bay Sanitary District Board of Directors and Staff may participate in this meeting via a teleconference. In the interest of reducing the spread of COVID- 19, members of the public are allowed to participate telephonically only, and may submit comments in advance by email addressed to treese@westbaysanitary.org by 4:00 p.m. on Wednesday, June 10th.

To participate by telephone or Zoom meeting, public comments can be made by joining Zoom meeting at: <https://zoom.us/j/94526980166?pwd=VWx1WGFyNU9uNm50TXRBNit6WFVFT09>
Meeting ID: 945 2698 0166 Password: 439234

Or by phone, call: 1-669-900-6833 Meeting ID: 945 2698 0166 Password: 439234

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 agenda item unless specifically designated a "discussion" item or a "report."

1. Call to Order and Roll Call
2. Communications from the Public
3. Consideration to Accept Third Quarter Internal Financial Statements & Analysis of Financial Position as of Quarter End March 31, 2019 Pg. 3-1
4. Consideration of Approving the FY 2020/21 General Fund, Capital Assets Fund, Recycled Water Fund, and Solid Waste Fund Budgets and 10-Year Capital Improvement Plan Projection Pg. 4-1
5. Consider Adoption of Resolution Establishing Rates of Pay and Related Compensation Provisions Pg. 5-1
6. District Manager's Report Pg. 6-1
7. 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 May 27, 2020 Pg. 7A-1
 - B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for June 10, 2020 Pg. 7B-1

- C. WBSD Operations and Maintenance Report – May 2020 Pg. 7C-1
 - D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – May 2020 Pg. 7D-1
8. Consideration of Authorizing the District Manager to Consent to the Abandonment of Right-of-Way at Terminal Ave, Menlo Park Pg. 8-1
 9. Consideration of Resolution Appointing the District Manager as the Deputy Secretary/Deputy Treasurer of the District Board, the Chief Fiscal Officer of the West Bay Sanitary District, and Granting the District Manager Authority to Open Accounts and Invest Funds Pg. 9-1
 10. Consideration Authorizing Certain District Officers to Affect the Deposit and Withdrawal of Funds from the Local Agency Investment Fund Pg. 10-1
 11. Consideration of Approving Resolution to Modify the Investment Policy to include the Public Agency Retirement System (PARS) Irrevocable Trust Account and Authorize the District Manager (Chief Fiscal Officer and Plan Administrator for PARS) to make deposits as directed by the Board, as well as withdrawals and reimbursement of expenses paid on behalf of eligible recipients by PERS Pg. 11-1
 12. June 10th Update Report on District Response to Corona Virus Pg. 12-1
 13. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Project Status Pg. 13-1
 14. Report & Discussion on South Bayside Waste Management Authority (SBWMA) Pg. 14-1
 15. Report & Discussion on Silicon Valley Clean Water (SVCW), Discussion on SVCW CIP Program and Financing Pg. 15-1
 16. Closed Session:
 - A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Board President/Legal Counsel
Unrepresented Employee: District Manager
 - B. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Chan, Moreno, Vestnys, Pebbles v. WBSD – San Mateo County Court Case No. 19CIV07567
 - C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SMCS Case No. 18CIV02183
 17. Consider to Approve Resolution to Hire Retiring District Manager as Transition Coach Pg. 17-1
 18. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda
 19. Adjournment

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



WEST BAY SANITARY DISTRICT AGENDA ITEM 3

To: *Board of Directors*
From: *Debra Fisher, Finance Manager*
Subject: *Consideration to Approve Third Quarter Internal Financial Statements & Analysis of Financial Position as of Quarter End March 31, 2020*

Background

Attached for the Board's review are the District's Internal Financial Statements & Analysis of Financial Position for Fiscal Year 2019-20, Third Quarter, ending March 31, 2020.

Revenues:

Through the third quarter, total revenues were \$ 20,320,838, 63% of the annual budget. This is mainly due to the collection of sewer service charges through the tax rolls.

- **Sewer Service Charges.** Through the third quarter, Sewer Service Charges of \$18,544,634 were received, 61% of the annual total.
- **Permit Fees.** Permit & Inspection Fees of \$101,058, exceed the annual budget by \$1,058 and the budget for three quarters by \$26,058.
- **Connection Fees.** These were \$219,000 through 3/31/20, almost \$156,000 under budget for three quarters.
- **Flow Equal.** The total annual budgeted amount of \$351,138 has been received, as of 3/31/20.
- **Solid Waste Franchise Fees.** Through the third quarter, franchise fees were \$80,624, exceeding the budget for three quarters by \$16,874.
- **Other Operating Income.** Income from Los Altos Hills was \$127,555, the Town of Woodside paid the first three quarters after close of the third quarter on May 4, 2020, and an additional \$2,567 was received for the prior year and miscellaneous receipts.
- **Interest Income & Gain/(Loss) on Marketable Securities.** Bank of the West Investment accounts through 3/31/20, earned \$300,602 in interest income. LAIF earned \$454,567 in interest through 3/31/20, with a yield of 1.89% in the third quarter. The Bank of the West Money Market annual yield was 0.27%.

Expenses:

Expenses through 3/31/20 were \$25,405,938, 80% of the annual budget

- **Operating Expenses.** Operating Expenses were \$7,420,353, 79% of the annual budget. Excluding depreciation, Operating Expenses were 67% of the annual budget.
 - The largest variances from the budget was Salaries & Wages, which is at 84% of the annual budget, due to the full value of the final contract with IBT Local 350. The final approved Budget included a 3% COLA in its assumptions, not the 4% increase in salaries and decreases in employee pension contributions required by the MOU.
 - Insurance was 145% of the annual budget. These costs were under budgeted in the prior year and had large increases in FY 2019-20.
- **Non-Operating Expenses.** These were \$17,985,585, 88% of the annual budget, including annual bond and debt service payments to SVCW.

Capital & Reserves:

- **Capital.** Capital spending was \$1,495,037 through 3/31/20, approximately 22% of the annual budget.
- **Reserves.** Through 3/31/20, \$270,000 was transferred to the Vehicle & Equipment Replacement Reserve. Other transfer to Reserve accounts were completed in April 2020.

Recycled Water:

Spending on the Recycled Water Facility SHGCC totaled \$6,375,936 year-to-date, as of 3/31/20, for a total of \$21,628,000 on the project. \$19,469,977 has been received from the State Revolving Fund, with \$1,628,731 pending.

Solid Waste:

Allocated expenses through 3/31/20 for the Solid Waste program were \$57,001, 75% of the annual allocated operating expense.

Fiscal Impact

The Net Operating Income through March 31, 2020 was \$12,006,326, 53% of the annual budget. Non-Operating Revenues and Expenses was \$18,879,774 net expense, including the \$6 million paydown of the SVCW 2018 Bond.

Below is a summary of the Statement of Changes in Revenue, Expenses, and Net Position, based on first three quarters of the prior year and current year, through March 31, 2020 and three quarters of the annual budget.

<u>Financial Statement - Q3</u>	<u>Prior Year thru Q3</u>	<u>Actual thru Q3</u>	<u>Budget thru Q3</u>	<u>Percentage Actual v. Budget</u>
Operating Revenues	22,916,938	19,426,679	23,961,040	81%
Operating Expenses	(7,800,625)	(7,420,353)	(8,409,408)	88%
Operating Income (Loss)	15,116,313	12,006,326	15,551,632	77%
Non-Operating Revenues (Expenses)	9,782,488	18,879,744	16,618,464	114%
Change in Net Position	24,898,802	30,886,070	32,170,095	96%

Recommendation

The District Finance Manager recommends the Board consider to accept the Financial Statement for Fiscal Year 2019-20, Third Quarter, ending March 31, 2020.

Attachment: 3rd Quarter, Fiscal Year 2019-20 Financial Statement

WEST BAY SANITARY DISTRICT

INTERNAL FINANCIAL STATEMENTS & ANALYSIS OF FINANCIAL POSITION



Fiscal Year 2019-2020

Third Quarter

Ending March 31, 2020

WEST BAY SANITARY DISTRICT
Statement of Revenue, Expenses and Changes in Net Position
Fiscal Year 2019-20
March 31, 2020

	Prior Year 7/18-3/19	Actual 07/1/2019 - 3/31/2020	Budget	Variance Budget v Actual	Annual Budget FY 2019-20	YTD % Annual Budget
Operating Revenues						
General Fund Revenues	20,763,372	19,207,576	23,586,039.75	(4,378,463.35)	31,573,053.00	61%
Capital Revenues	2,153,566	219,102	375,000	(155,898)	500,000.00	44%
Total Operating Revenues	22,916,938	19,426,679	23,961,040	(4,534,361)	32,073,053.00	61%
Operating Expenses						
General Fund Expense	6,272,872	5,923,287	6,583,158	(659,871)	8,777,543.81	67%
Capital (Depreciation)	1,576,503	1,554,067	1,875,000	(320,933)	2,500,000	62%
Total Operating Expenses	7,849,375	7,477,354	8,458,158	(980,804)	9,438,962	79%
Operating Income (Loss)	15,067,563	11,949,325	15,502,882	(3,553,557)	22,634,091	53%
Non-Operating Revenues (Expenses)						
Non-Operating Revenues	1,012,061	894,159	228,000	666,159	179,000	500%
Non-Operating Expenses	(8,672,927)	(17,871,583)	(17,896,964)	25,380	(31,646,904)	56%
Total Non-Operating Revenues (Expenses)	(7,660,866)	(16,977,424)	(17,668,964)	691,540	(31,467,904)	54%
Change in Net Position	7,406,698	(5,028,099)	(2,166,082)	(2,862,017)	(8,833,813)	57%

WEST BAY SANITARY DISTRICT
Revenue Analysis
Fiscal Year 2019-20
March 31, 2020

GENERAL FUND

General Fund	Prior Year	Actual	Budget	Variance	Annual Budget	YTD %
	7/18-3/19	07/1/2019 - 3/31/2020		Budget v Actual	FY 2019-20	Annual Budget
Sewer Service Charges						
Residential	16,126,128	15,071,787	17,168,190	(2,096,403)	22,890,920	66%
Non-Residential	3,864,094	3,472,848	5,753,246	(2,280,398)	7,670,995	45%
Total Sewer Service Charges	19,990,222	18,544,634	22,921,436	(4,376,802)	30,561,915	61%
Permit & Inspection Fees	191,815	101,058	75,000	26,058	100,000	101%
Flow Equalization	337,633	351,138	263,354	87,784	351,138	100%
Franchises	74,656	80,624	63,750	16,874	85,000	95%
Other Operating Income (LAH & TOW)	169,047	130,122	262,500	(132,378)	350,000	37%
Interest Income	371,897	737,899	37,500	700,399	50,000	1476%
Gain/(Loss) on Securities	638,569	32,843	56,250	(23,407)	75,000	44%
Gain/Loss on Sale of Assets		4,907	-	4,907		
Other Non-Op. Inc.	1,595	118,510	134,250	(15,740)	179,000	66%
Total General Fund Revenue	21,775,433	20,101,736	23,814,040	(3,712,304)	31,752,053	63%

CAPITAL ASSET FUND

Capital Asset Fund	Prior Year	Actual	Budget	Variance	Annual Budget	YTD %
	7/18-3/19	07/1/2019 - 3/31/2020		Budget v Actual	FY 2019-20	Annual Budget
Connection Fees	2,153,566	219,102	375,000	(155,898)	500,000	44%
Total Capital Asset Fund Revenue	2,153,566	219,102	375,000	(155,898)	500,000	44%
TOTAL REVENUE	23,928,999	20,320,838	24,189,040	(3,868,202)	32,252,053	63%

WEST BAY SANITARY DISTRICT
Expense Analysis
Fiscal Year 2019-20
March 31, 2020

	Prior Year	Actual	Budget	Variance	Annual Budget	YTD %
	7/18-3/19	07/1/2019 - 3/31/2020		Budget v Actual	FY 2019-20	Annual Budget
Salaries & Wages	2,614,246	3,034,696	2,723,537	(311,159)	3,631,382	84%
Employee Benefits	2,199,720	1,410,569	1,956,890	546,321	2,609,186	54%
<i>Pension Expense - GASB 68</i>			-	-	-	
<i>OPEB Expense - GASB 75</i>			-	-	-	
Directors- Fees	16,500	19,930	30,195	10,265	40,260	50%
Election Expense	18		-			
Depreciation	1,576,503	1,554,067	1,875,000	320,933	2,500,000	62%
Gasoline, Oil & Fuel	30,179	39,507	52,500	12,993	70,000	56%
Insurance	13,421	165,618	85,500	(80,118)	114,000	145%
Memberships	57,473	49,754	38,588	(11,166)	51,450	97%
Office Expense	15,524	20,556	26,625	6,069	35,500	58%
Operating Supplies	195,728	220,374	272,321	51,947	363,095	61%
Contract Services	315,429	331,242	347,625	16,383	463,500	71%
Professional Services	397,472	176,108	408,915	232,807	545,220	32%
Printing & Publications	36,115	26,035	46,875	20,840	62,500	42%
Rents & Leases	15,692	16,362	30,000	13,638	40,000	41%
Repairs & Maintenance	131,379	188,480	215,250	26,770	287,000	66%
Research & Monitoring	5,032	10,015	24,750	14,735	33,000	30%
Training, Meetings & Travel	35,968	35,483	51,900	16,417	69,200	51%
Utilities	99,851	91,680	137,438	45,757	183,250	50%
Other Operating Expenses	93,124	86,880	134,250	47,370	179,000	49%
Other Non Operating Expense			4,500	4,500	6,000	
Transfer Overhead	(48,750)	(57,001)	(48,750)	8,251	(65,000)	88%
SVCW - 2009 Bond (\$55 Mil)	784,449	656,144	975,000	318,856	1,300,000	50%
SVCW - 2014 Bond (\$65 Mil)	848,997	1,144,887	1,145,000	113	1,145,000	100%
SVCW - 2015 Bond (\$60 Mil)	552,029	1,019,907	1,070,000	50,093	1,070,000	95%
SVCW - 2017 2018 Bond	1,022,376	1,834,713	1,848,774	14,062	1,848,774	99%
SVCW - Cash in Lieu of 2018 Bond		6,416,002	6,416,000	(2)	6,416,000	100%
SVCW - SRF Debt Service (2011 Debt)	168,750	-	168,750	168,750	225,000	
SVCW - SRF Debt Service (2012 Debt)	506,765	506,765	555,000	48,235	740,000	68%
SVCW - SRF Reserve Contribution	408,750		211,885	211,885	282,513	
SVCW - Operating Fund	4,112,141	5,982,829	5,197,500	(785,329)	6,930,000	86%
SVCW - Operating Reserve		10,584	-	(10,584)	-	
SVCW - Capital Contributions	299,034	339,057	339,055	(2)	452,073	75%
LAFCo - Contribution	18,386	17,697	14,250	(3,447)	19,000	93%
TOTAL EXPENSES	16,571,052	25,348,937	26,355,121	1,006,185	31,646,904	80%

WEST BAY SANITARY DISTRICT
Statement of Changes in Net Position
Fiscal Year 2019-20
March 31, 2020

	<u>Prior Year</u> <u>7/18-3/19</u>	<u>Current Year</u> <u>07/1/2019 - 3/31/2020</u>
Assets		
Current Assets		
Cash & Investments	54,777,615	47,491,920
Interest Receivable	310,408	243,695
Accounts Receivable	57,010	3,027
Prepaid Expenses	111,957	35,602
<u>Total Current Assets</u>	<u>55,256,990</u>	<u>47,774,244</u>
Non-Current Assets		
Investment In SVCW	13,033,198.00	20,715,554.00
Property, Plant & Equipment	86,012,508	98,612,049
Less: Accumulated Depreciation	(29,506,916)	(31,264,459)
Construction In Progress	3,463,121	7,295,259
<u>Total Non-Current Assets</u>	<u>59,968,713</u>	<u>74,642,848</u>
Total Assets	<u>115,225,702</u>	<u>122,417,092</u>
Deferred Outflows of Resources		
Deferred Outflows Of Resources	1,503,608	1,151,282
Pension Adjustment (PARS Trust)		1,037,583
<u>Total Deferred Outflows</u>	<u>249,699,934</u>	<u>294,607,207</u>
Liabilities		
Current Liabilities		
Accounts Payable	1,696,277	1,633,999
Connection Fees Payable	1,303,670	1,509,190
Accrued Payroll & Taxes	291,883	327,686
Construction Deposits	8,672	8,672
<u>Total Current Liabilities</u>	<u>3,300,502</u>	<u>3,479,548</u>
Non-Current Liabilities		
OPEB Liability	58,399	55,871
Net Pension Liability	5,120,961	5,054,719
SRF Note Payable	5,350,050	17,938,170
Total Liabilities	<u>13,829,912</u>	<u>26,528,308</u>
Deferred Inflows Of Resources	221,220	414,597
Fund Balances		
Investment In Operating Plant	29,315,086	29,315,086
Investment In SVCW	13,033,198	20,715,554
Available Fund Balance	73,314,342	68,404,967
Total Fund Balance	<u>115,662,626</u>	<u>118,435,607</u>

WEST BAY SANITARY DISTRICT
Capital Expenditure Analysis
Fiscal Year 2019-20
March 31, 2020

	Actual 7/1/19-3/31/20	Budget FY 2019-20	Variance Budget Balance	YTD % Annual Budget
Administration				
District Office Exterior	1,059	10,000	8,941	10.6%
District Office Interior	4,789	10,000	5,211	47.9%
Levee Survey & Gps Update	114,325	60,000	(54,325)	190.5%
Flow Monitoring Study	11,636	30,000	18,364	38.8%
Server Replacement Program	-	15,000	15,000	0.0%
Corporate Yard Renovation Feasibility Study	-	150,000	150,000	0.0%
Total Administration	131,809	275,000	143,191	47.9%
Collection Facilities				
Metal Storage Building - Phase 1	-	420,000	420,000	0.0%
Metal Storage Building - Phase 2	-	432,550	432,550	0.0%
Ferrf Improvements & Demolition Of Old Treatment Plant	16,030	500,000	483,970	3.2%
Sheet Piling Project	-	1,000,000	1,000,000	0.0%
Bayfront Resource Recovery (Environmental Impact Report)	-	300,000	300,000	0.0%
Smart Covers (2)	9,983	9,500	(483)	105.1%
Subtotal Collection Facilities (Excludes Vehicle & Equipment)	26,013	2,662,050	2,636,037	1.0%
Vehicle & Equipment				
Pipehunter Replace (Carryover)	220,000	220,000	-	100.0%
Mainline Cctv Camera	27,144	25,000	(2,144)	108.6%
Service Truck - Unit 208	42,998	60,000	17,002	71.7%
Operations Superintendent Suv - Unit 206	46,794	50,000	3,206	93.6%
Flo Dar Equipment (Flow Meters)	2,030	35,000	32,970	5.8%
Ads Flow Meter	-	5,000	5,000	0.0%
Total Vehicle & Equipment	338,966	395,000	56,034	85.8%
Funding From Vehicles & Replacement Program	(270,000)	(350,000)	(80,000)	77.1%
Total Collection Facilities	26,013	2,662,050	2,636,037	1.0%
Subsurface Lines And Other				
<u>Pump Stations</u>				
Pump & Valve Replacement Program	48,496	40,000		121.2%
Private Pump & Panel Replacements	11,109	20,000	8,891	55.5%
Pump Station Fence Replacement & Repair	-	17,000		0.0%
<u>Pipeline Replacement & Rehab Engineering</u>				
Isabella, Gilbert, Bay North, Coyote Hill - Phase 1	250,000	350,000	100,000	71.4%
<u>Pipeline Replacement & Rehab Construction</u>				
Town Of Atherton Civic Center - Dinklespeil	-	800,000	800,000	0.0%
Isabella, Gilbert, & Bay North - Phase 1	884,587	2,500,000	1,615,413	35.4%
Total Subsurface Lines And Other	1,194,192	3,727,000	2,532,808	32.0%
Construction Projects Environmental Review	-	10,000	10,000	0.0%
Manhole Raising (Paving Projects)	7,500	100,000	92,500	7.5%
Allowance For Unanticipated Capital Expenditures	66,556	100,000	33,444	66.6%
Subtotal Other Capital Projects	74,056	210,000	135,944	35.3%
Total Capital Expenditures	1,426,071	6,874,050	5,447,979	20.7%
<u>Contributions To Reserves</u>				
Emergency Capital Reserves Transfer (Target Goal \$5M)	-	-		
Capital Project Reserves Transfers (Target Goal \$6M)	-	350,000	350,000	0.0%
Operating Reserves Transfers (Target Goal \$9M)	-	-		
Rate Stabilization/Bond Reserve (Target Goal \$8M)	-	1,000,000	1,000,000	0.0%
Contributions To Vehicle & Equip Replacement Reserve	270,000	350,000		
Equipment Replacement Reserve Used To Fund Equipment	-			
Recycled Water Facility Cash Flow Reserve	-	-	-	
Recycled Water SRF Reserve	-	-	-	
Total Contributions To Reserves	270,000	1,700,000	1,430,000	15.9%
Total Capital Expenditures & Reserve Transfer	1,696,071	8,574,050	6,877,979	19.8%

WEST BAY SANITARY DISTRICT
Schedule of Cash and Investments
Fiscal Year 2019-20
March 31, 2020

Description	Principal Amount	Accrued Interest
Petty Cash	600.00	
NAVIA Commuter Checking Account	1,344.65	
Cash - Bank of the West, Commercial Account	349,457.67	
Local Agency Investment Fund (LAIF)	30,211,768.24	166,531.76
Bank of the West Money Market Account	606,903.78	
<u>Bank of the West Reserves Accounts</u>		
Bank of The West -OPERATING RESERVE - Securities	7,074,493.00	35,151.43
Bank of The West -OPERATING RESERVE - Cash	1,056,456.83	
Bank of The West -EMERGENCY CAP RESERVE - Securities	3,328,465.37	16,151.13
Bank of The West -EMERGENCY CAP RESERVE - Cash	340,565.78	
Bank of The West -CAPITAL PROJECT RESERVE - Securities	1,619,175.44	8,651.78
Bank of The West -CAPITAL PROJECT RESERVE - Cash	450,997.21	
Bank of The West - RATE STABILIZATION RESERVE - Securities	1,292,299.30	8,537.22
Bank of The West - RATE STABILIZATION RESERVE - Cash	102,455.80	
Bank of The West - RECYCLED WATER CASH FLOW RESERVE - Securities	223,815.68	1,016.66
Bank of The West - RECYCLED WATER CASH FLOW RESERVE - Cash	1,670.93	
Bank of The West - RECYCLED WATER SRF RESERVE - Securities (Restricted)	840,540.37	3,729.13
Bank of The West - RECYCLED WATER CASH SRF RESERVE - Cash	9,572.63	
Subtotal of Bank of the West Reserve Accounts	16,340,508	73,237
Total Cash and Investments 03/31/2020	47,510,583	239,769
PARS Irrevocable Trust - To fund OPEB Unfunded Liability	247,097	
PARS Irrevocable Trust - To fund the Unfunded Accrued Liability	974,692	
Total PARS Irrevocable Trust (offset liabilities)	1,221,788	

Certification:

The District Manager and Chief Fiscal Officer of West Bay Sanitary District represents that the above investments are in accordance with the West Bay Sanitary District Statement of Investment Policy. Investment Policy adopted by the District Board on October 14, 1996, revised annually, last approved October 10, 2018.



WEST BAY SANITARY DISTRICT AGENDA ITEM 4

To: *Board of Directors*

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

Subject: *Consideration of Approving the FY 2020/21 General Fund, Capital Assets Fund, Recycled Water Fund, and Solid Waste Fund Budgets and 10-Year Capital Improvement Plan Projection*

Background

Discussion on the budget was held in a Budget Workshop on May 13, 2020 and information from staff was provided to the Board as needed. Staff received direction on developing a final budget to propose for FY 2020-21.

Analysis

The General Fund and Capital Assets Fund Budgets are presented for the Board's approval. Also included for Board approval is the FY2020-21 version of the 10-year CIP plan. While the Board only approves one fiscal year of spending at a time for Capital Improvements, the 10-year plan is presented for approval as a requirement of the Sewer System Management Plan. The 10-year CIP provides a projection of upcoming capital improvement projects. The District will need to consider investing in such projects in order to maintain the integrity of the sewer system. This 10-year outlook should be reviewed and revised annually to ensure the highest priority pipelines and infrastructure replacement/rehabilitation projects are addressed in a timely manner.

General Fund Total Income is projected at \$31,640,242.

General Fund Expenditures Budget is proposed as \$22,530,701*.

Capital Assets Fund Expenditures Budget is proposed as \$9,500,000.

*General Fund Expenditures reflect a \$6,616,203 decrease from the FY2019/20 budget due to the \$6,416,000 paydown of the SVCW 2018 bond issue.

Changes since Budget Workshop to Operation Expenses:

Following the Budget Workshop the Board approved a \$1.6M transfer of funds from the PARS Irrevocable Trust – Pension Account (implemented in 2018) and contribute \$1M from the FY2020-21 budget to paydown the PERS Unfunded Accrued Liability (UAL). The plan will include paying down approximately \$1M in each of the following four years, which will eliminate the current liability and save the District over \$4.3M on UAL interest.

Soon after the Budget Workshop Staff received notice that Insurance premiums would require an additional \$590 per year.

During the Budget Workshop it was decided to reduce the Contractual Services by \$500 in anticipated towing needs.

The Board directed staff to reduce the Preliminary Professional Services budget by \$55K, therefore staff reduced General Engineering Surveys and Study expenses to meet this directive.

Fiscal Impact

Operating Expenses increased by nearly \$637K, excluding depreciation. The increase is based on the prior year Memorandum of Understanding with the represented employees for a 4% salary increase that was not budgeted for in FY2019-20. Employee Benefits increased \$232K from the prior year due to higher salary expense which affect life insurance, workers' compensation, retirement, taxes, Deferred Compensation matching benefits, higher employee contribution to PERS, and the addition of the Water Quality Supervisor.

Although CalPERS normal retirement contributions remained fairly flat, the Unfunded Accrued Liability payment increased to \$442,963. After considerable discussion at the Budget Workshop, the Board approved a plan to begin to paydown the UAL, as described above, providing for a significant savings to the District and to fully fund the OPEB liability.

Considerable contributions will be made to the Capital Reserves in FY2020-21, specifically to the Emergency Capital, Capital Projects, Rate Stabilization, Equipment Replacement, and Recycled Water Facility Reserves (including SRF, LTA, and Sinking Fund Reserves) in order to achieve the target level reserves set forth by Board Policy.

Recommendation

The District Manager recommends the Board adopt the resolution approving the FY 2020/21 General Fund, Capital Assets Fund, Recycled Water Fund, Solid Waste Fund, Budgets and the 10-Year Capital Improvement Plan Projection.

Attachments: FY2020-21 Budget Narrative
FY2020-21 Budget Detail
FY2020-21 10-Year Capital Improvement Plan Projection
Resolution for FY2020-21 Budget Approval

WEST BAY

SANITARY DISTRICT



Serving Our Community Since 1902



WEST BAY SANITARY DISTRICT

**GENERAL FUND AND CAPITAL ASSET FUND BUDGETS
&
RESERVES**

FY 2020-21

**PROPOSED
June 10, 2020**

WEST BAY SANITARY DISTRICT
GENERAL FUND, CAPITAL ASSET FUND,
RECYCLED WATER FUND, SOLID WASTE FUND & RESERVES
BUDGETS
FY 2020-21

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
DISTRICT DESCRIPTION	3
GENERAL FUND BUDGET	4
Description of Services Provided	4
Summary of Revenue and Expenses	4
Discussion of Changes in Operations Budget from FY 2019-20	4
Discussion of Changes in Non-Operating Budget from FY 2019-20	7
General Fund Expenditures Chart	8
CAPITAL ASSETS FUND BUDGET	9
Description of Services Provided	9
Summary of Revenues and Expenses	9
Discussion of Changes in Capital Assets Fund	9
Reserves	11
Capital Assets Fund Expenditures Chart	12
General Fund & Capital Expenditures Chart	13
Reserve Balances Chart	14
RECYCLED WATER FUND	15
SOLID WASTE FUND	16
PROPOSED LINE ITEM BUDGET FY 2020-21	17
General Fund Budget	17
Capital Asset Fund Budget	21
Recycled Water Fund Budget	24
Solid Waste Fund Budget	27
Reserve Balances	28

WEST BAY SANITARY DISTRICT
GENERAL FUND, CAPITAL ASSET FUND,
RECYCLED WATER FUND, SOLID WASTE FUND & RESERVES
BUDGETS
FY 2020-21

EXECUTIVE SUMMARY

General Fund

The proposed General Fund Expenditure Budget (excluding depreciation) of \$22,530,701 reflects a \$6,616,203 or -23% decrease from the FY2019-20 Budget. The overall Budget decrease is a result of increases to Operating expenses and a substantial decrease to Non-Operating expenses.

Operating Expenses, excluding depreciation, increased by \$637,479, or 7.3%, due primarily to increases in Salaries & Wages and Employee Benefits line items. The 2019 MOU contract increased salaries by 4% in FY2019-20 and FY2020-21, a 3% assumption had been used for budgeting purposes.

Non-Operating expenses decreased by \$7,253,681, or (-35.5%), primarily resulting from a \$6.4M pay down on the 2018 Bond for SVCW in FY2019-20.

Depreciation is included in the detail of the General Fund Total Operating Expense to indicate the level of increase or decrease in depreciable assets (increases are largely through capital improvement projects) in the budget year. Including this figure in the proposed budget for the upcoming fiscal year may avoid the necessity of a large reconciliation in the final budget year financial statements.

In addition to funding expenditures, the total income and reserves of \$41,036,069 (increase of .3%) and includes the required operating reserves of \$9,395,827 (-1.1% decrease) and allows a transfer of \$9,109,541 to the Capital Assets Fund. This transfer is an increase of \$6.84M over FY2019-20. The increase in total income and reserves reflects the impact of utilizing \$6.4M in reserves in FY2019-20 to fund the remaining portion of a \$13M pay down of the District's allocated share (\$48M) of the SVCW 2018 Bond issue.

Capital Assets Fund

The proposed Capital Assets Fund Expenditures Budget of \$9,500,000 represents a \$2,625,950K increase (38%) from the FY2019-20 Budget. The capital budget includes:

- \$475K for necessary administrative capital expenses;
- \$2.9M for Collection Facilities purchases and projects;
 - Including \$228,000K for vehicle and equipment replacements which are funded from the Equipment Replacement Reserve;
- \$5.9M of Subsurface (underground) pipeline replacement projects and pump station upgrades (as scheduled in the annually updated Collection System Master Plan). This is an increase over FY2019-20 due to reduction in normal CIPs in FY2019-20 to help fund the SVCW 2018 Bond issue payment. These capital expenditures enable the District to maintain the State's recommended goal of replacing more than 1.5% of the system's aging pipelines each year;
- \$210,000 for CEQA work, Manhole Raising, and Unanticipated Capital Expenditures.

A balance of \$14,903,043 of available funds is projected at the end of the fiscal year to remain for the future year's capital expenditures.

Reserve Funds

The proposed contributions are based on fully funded reserve balances by the end of FY2024-25.

Reserves Contributions:

- Emergency Capital: A contribution of \$200,000 will be made towards the target in FY 2020-21.
- Capital Projects Reserve: A contribution of \$683,500 will be made towards the target in FY 2020-21.
- Operating Reserve: A contribution of \$1,300,000 will be made towards the target in FY 2020-21.
- The Rate Stabilization Reserve: A contribution of \$1.555M will be added towards the target in FY2020-21.
- The Equipment Replacement Reserve: In FY2020-21 total contributions of \$360.5K will be added to the Money Market Account.
- The Recycled Water Facility Cash Flow Reserve: No contributions.

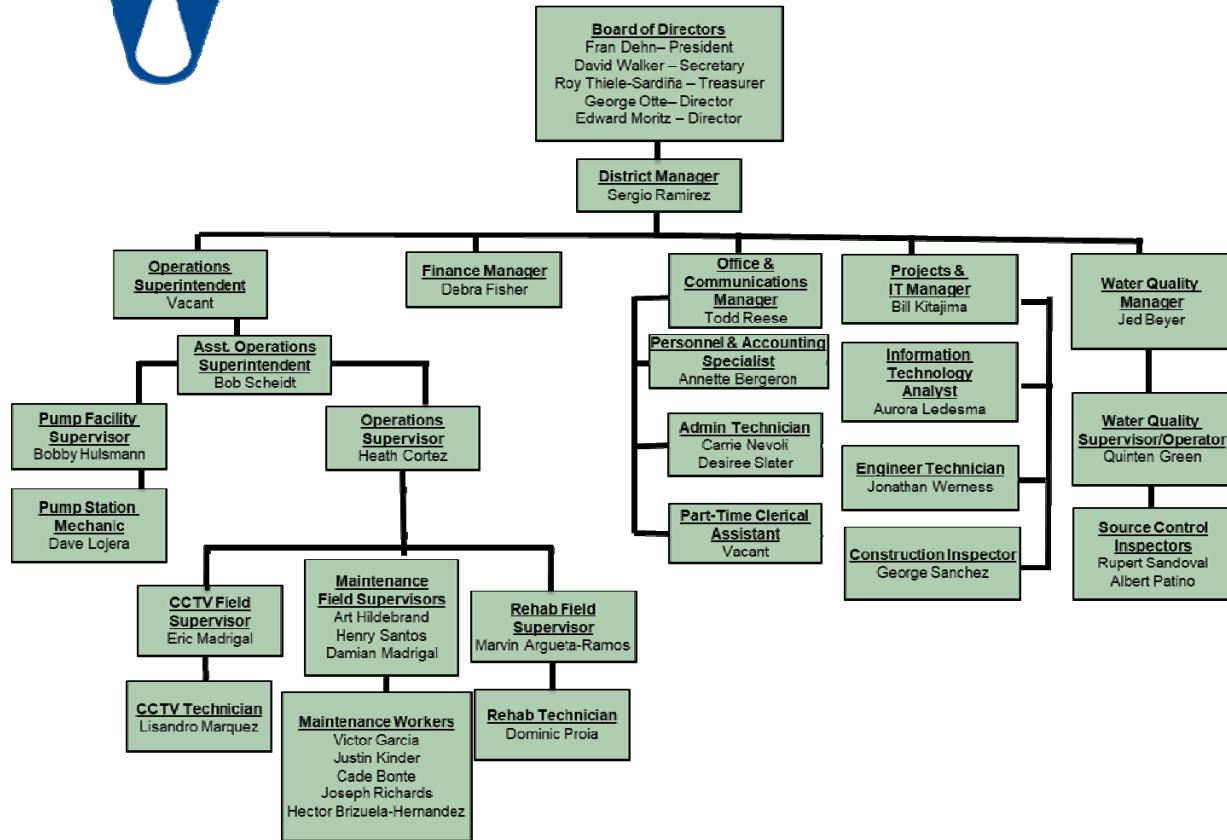
DISTRICT DESCRIPTION

West Bay Sanitary District provides wastewater collection and conveyance services to the City of Menlo Park, Atherton, and Portola Valley, and areas of East Palo Alto, Woodside and unincorporated San Mateo and Santa Clara counties. The District conveys raw wastewater, via the Menlo Park Pump Station and force main, to Silicon Valley Clean Water (SVCW) for treatment and discharge to the San Francisco Bay. West Bay Sanitary District also provides wastewater collection system maintenance services for the Town of Los Alto Hills and the Town of Woodside.

West Bay Sanitary District:



Organization Chart FY 2020-21



GENERAL FUND

Description of Services Provided

The General Fund budget includes the Operations and Maintenance expenses required to operate and maintain existing District infrastructure and facilities. The District's existing facilities include mainline sewer pipeline, pumping stations, flow equalization basins, and O&M equipment and building facilities.

Summary of Revenue and Expenses

Revenues

A summary budget with supporting line item detail is attached at the end of this document. Revenues are received from non-residential and residential customers based on sewer service charges established in the July 2020 rate schedule. Effective July 1, 2020 the residential sewer service charge increases 4% to \$1,224/year. The non-residential charge varies based on flow and strength but averages 4%. Revenue also includes projected interest income, permit fees, and flow equalization shared costs (increased).

Expenses

Expense categories include Operating and Non-Operating expenses and reserves. Operating expenses include salaries, wages and benefits; Director's fees; gas, oil and fuel, insurance and memberships, office and operating supplies; professional services and contract services; repairs and maintenance; training and travel; and utilities.

Non-Operating expenses include SVCW costs (Capital Reserves, Operating Expenses, and Bond & State Revolving Fund (SRF) payments); LAFCO fees; and miscellaneous non-operating expenses.

A reserve of 5 months of total expenses is maintained to accommodate the biannual receipt of fees from the County tax roll.

Changes in Operating Expense Budget from FY 2019-20

Increases in FY 2020-21

Salary & Benefits

The most significant increase to the Operating Budget is in Salaries and Wages of \$564.7K. This increase reflects the impact of the prior year Memorandum of Understanding (MOU) with represented employees for a 4% salary increase. While 2019-20 only assumed a 3% cost of living increase, this accounts for 5% of the increase. Additionally, WBSD added an additional Water Quality Supervisor, who will spend half his time on WBSD Operations and half supervising the Sharon Heights Golf & Country Club Waste Water Recycling Facility. WBSD also is budgeting for increases in retired annuitant costs, due to the District Manager retirement and his assistance in 2020-21. These factors, plus normal step increases, result in a 9.2% overall increase in Salaries.

Benefits increased \$232K, or 8.9%. The benefits include increases based on higher Salary expense, which affect life insurance, workers' compensation, retirement, taxes, and deferred compensation matching.

Worker's Compensation is expected to increase by 2%, even though our Experience Modification Factor decreased from 1.26 to 1.22.

The employer share of CalPERS for normal retirement contributions are fairly flat, while the annual Unfunded Accrued Liability (UAL) payment increases to \$442,963. The board approved continuing to fund an additional \$1 million for the UAL. The Board also provided direction at the budget workshop to paydown the UAL and to fully fund the OPEB liability. This is discussed further in Changes Following Budget Workshop section.

Director's Fees

Director's fees increase by \$2K, to reflect the increase to \$230 per meeting, effective January 1, 2020.

Election Expense

Three board members are up for election in 2020-21, therefore \$70K has been budgeted for this expense.

Depreciation

Depreciation increased \$400K due to the completion of the Belle Haven Project and Recycled Water Facility.

Insurance Expense

Insurance increased \$59K, 52% over FY2019-20 budget, but only 4% over actual expense for FY2019-20. General liability is expected to increase 10%. Property, including vehicles was expected to increase 20%.

Operating Supplies

Operating Supplies increase \$12,250. This is mainly related to the COVID-19 threat, increasing the use of Personal Protective Equipment (PPE) and increasing the inventory to prepare for continuing or future needs and shortages. WBSD also added an additional employee, who will need PPE, including uniforms and gear.

Increases in PPE of \$8,250 and Monitoring supplies of \$5K, were partially offset by decreasing the WBSD budget for pump station parts by \$1K.

Contractual Services

Contractual Services increased by \$17.5K. Several contracts increased for a total of \$37.5K, which was partially offset by a \$20K decrease in planned asphalt contractor expense. The majority of the increase was due to \$20K in root foaming, after years of no increases by contractor and reduction in sources.

Repairs and Maintenance

Repairs and Maintenance is increasing by \$10.9K; \$3K for battery and radio maintenance; and \$7.9K for computer software upgrades.

Utilities

Utilities expense is increasing \$13.3K. Water is expected to increase 15%, while other utilities are expected to increase by 5%.

Other Operating Expenses

Other Operating Expenses is increasing \$20.7K; \$7.5K is for increases in City Encroachment and Air Quality Board permits; \$3K is for State Water Board increases; and \$10.2K is bank expenses and credit card processing fees, which are recovered through Permit charges, which were previously not included in the budget.

Decreases in FY 2020-21

Professional Services

Professional Services decreased by \$50K from the previous budget, as described in “Changes following the Budget Workshop”. Safety Training increased \$5K, which WBSD staff feels is critical to maintain the current safety record of over 1,080 days without “Lost Time Accidents” and maintain a safe environment for staff and the public during the unprecedented climate.

Research and Monitoring

Research and Monitoring is decreasing \$13K, as WBSD will defer Single Family Monitoring verses Multi-family Monitoring in FY 2020-21.

Training, Meetings, & Travel

Training, Meetings, & Travel is decreasing \$13K. WBSD will defer \$3K for specialty safety training certification in FY 2020-21. It is also expected that conferences and meetings for both staff and the board will be limited in FY 2020-21, reducing these expenses by \$10K.

Changes following the Budget Workshop

Benefits

The board was presented a plan at the Budget Workshop to transfer \$1.6M in funds from the PARS Irrevocable Trust (implemented in 2018) and contribute \$1M from the FY2020-21 budget to paydown the PERS UAL with a current balance of \$5.8M, as of 6/30/2020. The plan includes paying another \$1M in each of the following four years, which will eliminate the current liability and save over \$4.3M on UAL interest. In addition to this plan the Board directed staff to fully fund the OPEB liability by contributing \$87,458 in FY2020-21 to the PARS irrevocable trust account.

Insurance Expense

Insurance increased another \$590, for vehicles, based on premium notice received after the Budget Workshop.

Contractual Services

Towing was reduced by \$500 after the Budget Workshop, to defer optional increases.

Professional Services

Staff has reduced \$55K from General Engineering, Surveys, and Study expenses as directed by the Board.

Changes in Non-Operating Expense Budget from FY 2019-20

Non-Operating expenses are projected to be \$7.16M less than FY 2019-20. This is mainly due to the payment of \$6.416M for the Silicon Valley Clean Water (SVCW) 2018 bonds.

Increases in FY 2020-21

Payment to SVCW for their Operations Fund was projected to increase \$146K, in their cash forecast, to \$7,076,158.

SVCW contributions for Capital is increasing \$126.7K to \$409,274.

San Mateo Local Agency Formation Commission (LAFCO) is estimated to increase by \$2K to \$21,000.

Decreases in FY 2020-21

Total payments to SVCW will decrease by \$7,255,681 in FY 2020-21, including the payment of \$6.4M for the 2018 bond in FY 2019-20.

The SVCW SRF Reserve contribution will decrease \$104K to \$347,712.

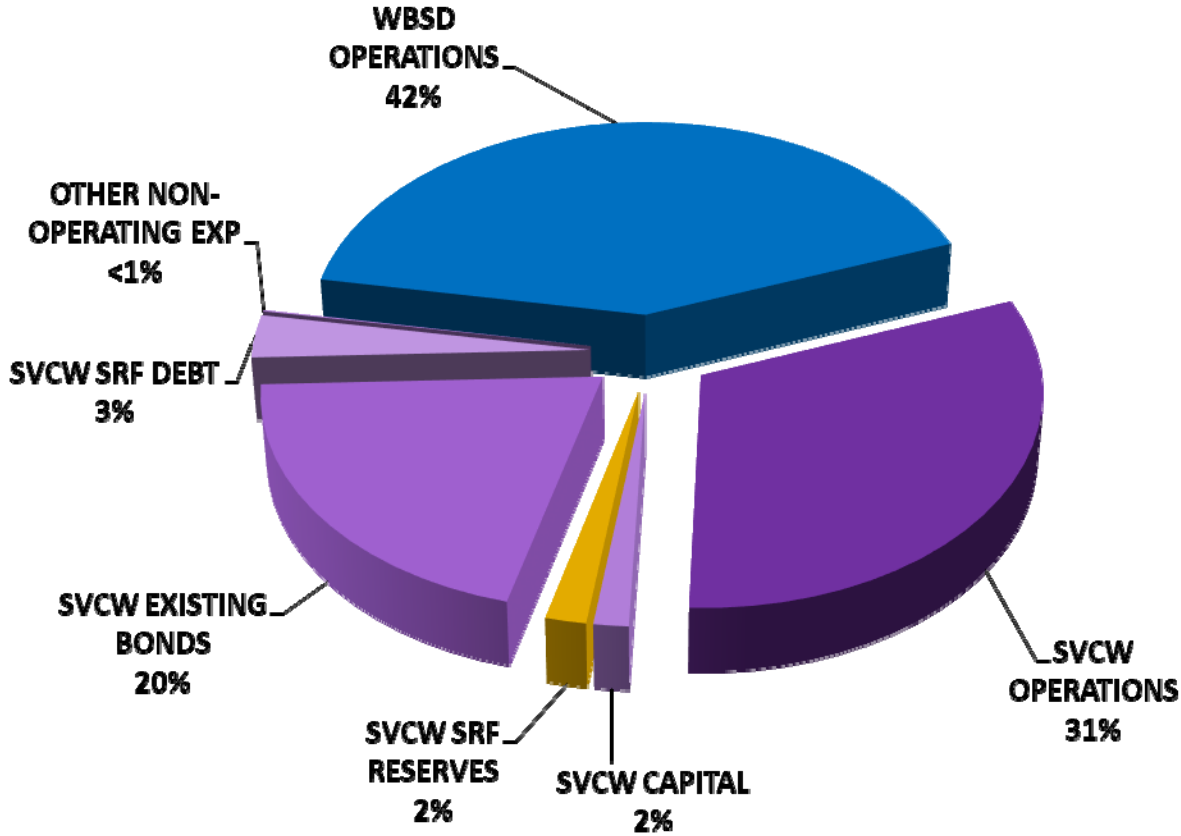
Total SVCW bond payments, excluding the 2018 bond, will decrease by \$770K, to \$4,593,692. Primarily due to the 2009 Bonds being paid off through the 2018 issue.

Total SVCW SRF debt service payments will decrease by \$238K, to \$726,843.

Changes following the Budget Workshop

There were no changes to Non-Operating Expenses following the Budget Workshop.

**WEST BAY SANITARY DISTRICT
FISCAL YEAR 2020-21
EXPENDITURES
GENERAL FUND**



CAPITAL ASSETS FUND

Description of Services Provided

The Capital budget includes all costs associated with capitalized replacement or rehabilitation of existing facilities. This category includes significant office and O&M equipment that will be in use for more than five years, studies, contracted specialty operations, and rehabilitation or replacements of collection system pipeline or appurtenances that are required for the District to continue to sustain or improve the current level of service.

Summary of Revenues and Expenses

Revenues

The Capital budget includes revenue from connection fees and transfers from General fund revenues, after expenditures and the Operating Reserve of five months of operations expense are applied.

Expenses

The Capital budget includes sufficient funds for expenditures on Administration, Collection Facilities, Subsurface Lines, and other construction projects.

Changes in Capital Budget from FY 2019-20

Administration Projects

The Administration projects' budget is \$475K, \$200k less than FY 2019-20. WBSD has deferred the 10 year Master Plan of \$350K to reduce costs, as directed by the Board. The main Administration Project for FY 2020-21 would be the Corporate Yard Renovation Design, for \$350K, with five continuing projects for \$125K.

- District Office Exterior & Interior, \$20K (\$10k each)
- Levee Survey & GPS Update, \$60K
- Flow Monitoring Study, \$30K
- Server Replacement Program, \$15K.
- Corporate Yard Renovation Design, \$350K.

Collection Facilities Projects

The Collection Facilities budget is \$2.9M, \$238K higher than FY 2019-20.

- Replacement of Metal Storage Building Phase 1 & 2 will carryover \$852.5K from Phase 1 in FY2019-20 and add \$247K for required sprinklers, improvement of water main, and delay costs, for a total cost of \$1.1M.
- FERRF & LEVEE Improvements will carryover \$1.5M, combined.

Collection Facilities Projects (continued)

- Bayfront Resource Recovery will carryover \$300K.
- Smart Covers of \$10K is being deferred in FY2020-21 and new projects will include two smart covers, as directed by the Board
- Equipment Replacement in FY2020-21 is \$228K, funded from the Equipment Replacement Reserve. This is \$167K less than FY2019-20. \$235K has been deferred, as directed by the Board; \$185K to replace the Dump Truck and \$50K to replace DM vehicle.
 - Pipehunter hoses and camera reel backs of \$25K.
 - Mainline CCTV Camera of \$28K.
 - Pump Supervisor Truck unit 217, including ½ ton crane, which was deferred in FY2018-19 of \$90K.
 - Water Quality Supervisor Vehicle of \$50K for a new truck.
 - Flo Dar Equipment of \$35M for replacement flow meters.

Subsurface Lines and Other Projects

Subsurface Lines includes costs for Pump Station Replacement programs, Pipeline Replacement and Rehabilitation Engineering, and Pipeline Replacement and Rehabilitation Construction. WBSD has budgeted \$5.9M for Subsurface Lines; \$2.2M more than FY2019-20, due to a return to target levels for pipeline replacement.

Pump Stations:

Pump Stations costs flat are for most costs, with some deferrals, as recommended by staff.

- Pump & Valve Replacement Program, no increase.
- Private Pump & Panel Replacements, no increase.
- Pump Station Fence Repair & Replacements, deferred \$12K.

Pipeline Replacement & Rehabilitation Engineering Projects:

- Isabella, Gilbert & Bay North - Phase 2 will carryover \$350K to FY2020-21.

Pipeline Replacement & Rehabilitation Construction Projects:

- Town of Atherton Civic Center (Dinklespeil) was completed and paid in FY2019-20 for \$517K; \$283K under budget.
- Isabella, Gilbert & Bay North - Phase 1 will carryover \$1.5M to FY2020-21.
- Isabella, Gilbert & Bay North - Phase 2 is planned to begin in FY2020-21 for \$2.5M.
- Lower Ringwood is planned to begin in FY2020-21 for \$1.5M.

Other Capital Expenditures

Other continuing capital expenditures of \$210K are flat in FY2020-2.

- Construction Projects Environmental Review (CEQA), no increase.
- Manhole Raising (Paving Projects), no increase.
- Allowance for Unanticipated Capital Expenditures, no increase.

Reserves

Operation & Capital Reserves:

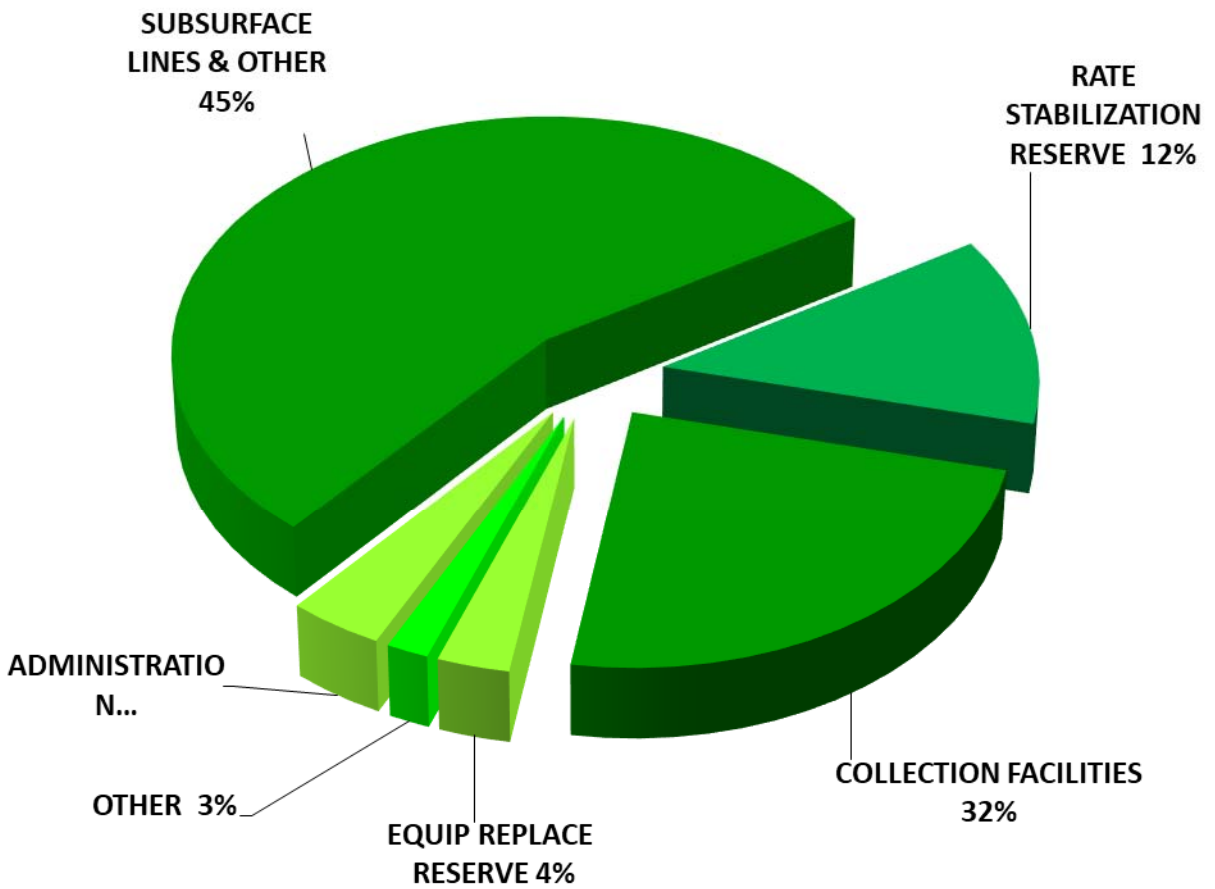
The contributions to reserves are based on fully funded reserve balances by FY2024-25.

- The Emergency Capital Reserve, in case of a catastrophic event, is to be funded at a target level of \$5M. A contribution of \$200K will be made towards the target in FY 2020-21.
- The Capital Projects Reserve is for payment of Capital Projects with a target level of \$6M. A contribution of \$683.5K will be made towards the target in FY 2020-21.
- The Operating Reserve has a target level of \$9M, which represents approximately five months of operations. A contribution of \$1.3M will be made towards the target in FY 2020-21.
- The Rate Stabilization Reserve, to pay down the District's debt allocation for SVCW Bonds and Loans, has a target balance of \$8M. A Contribution of \$1.555M will be added towards the target in FY2020-21. In addition, per the District's policy, a transfer of any unspent balances remaining in Non-Operating Expenses will be made to the Rate Stabilization Reserve at year-end.
- The Equipment Replacement Reserve, created in FY2015-16, will continue to be funded annually. In FY2020-21 total contributions of \$360.5K will be added to the Money Market Account to assist the District in stabilizing expenditures for replacing equipment.
- The Recycled Water Facility Cash Flow Reserve, for cash flow management of Recycled Water Projects had a target level of \$8M. However, over the next 5 years the Recycled Water Cash Flow Reserve will be reduced to \$4.2M through annual contributions to help restore the other reserves to target levels.

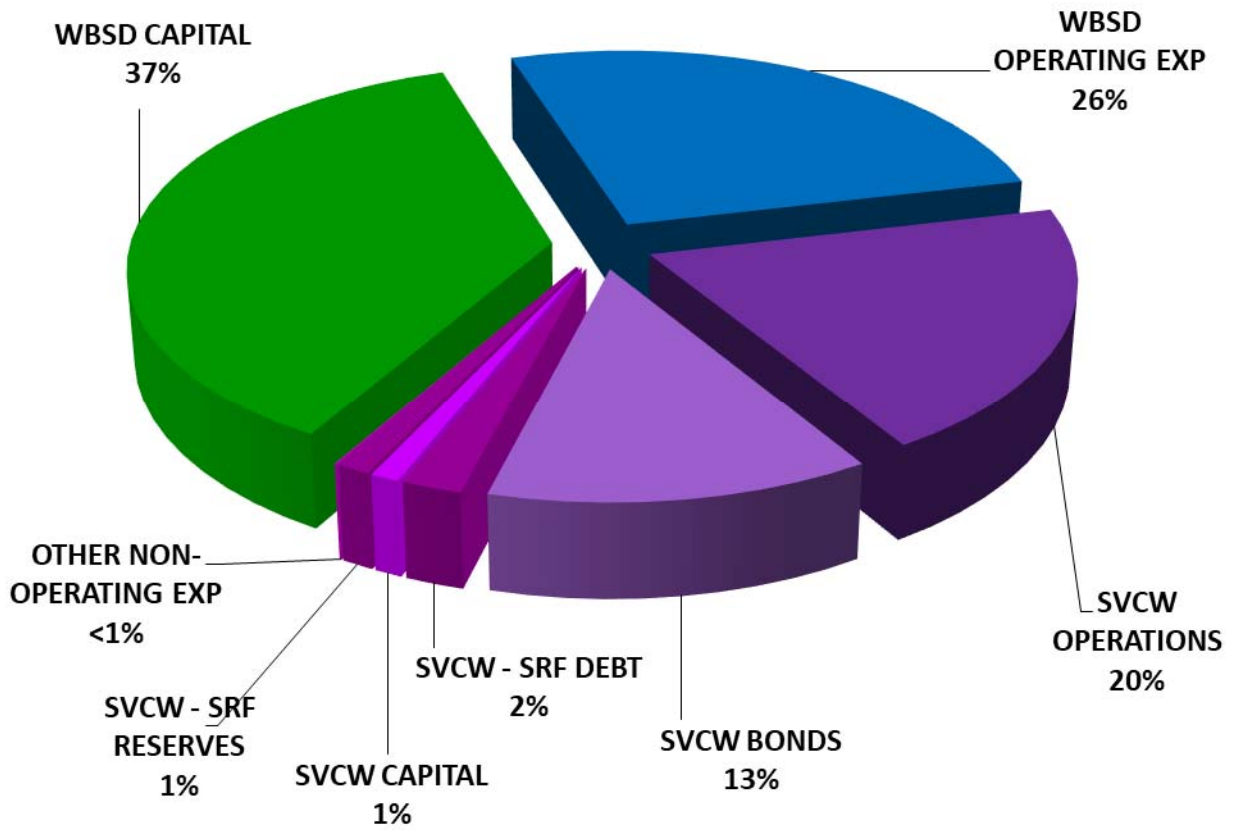
Other Reserves:

- The Recycled Water SRF Reserve - Sharon Heights Golf & Country Club (SHGCC) has approximately \$1.5M, as part of the long term agreement with SHGCC.
- The Solid Waste Fund is anticipated to have a Rate Stabilization Reserve balance of \$235,815 by the end of FY2020-21.

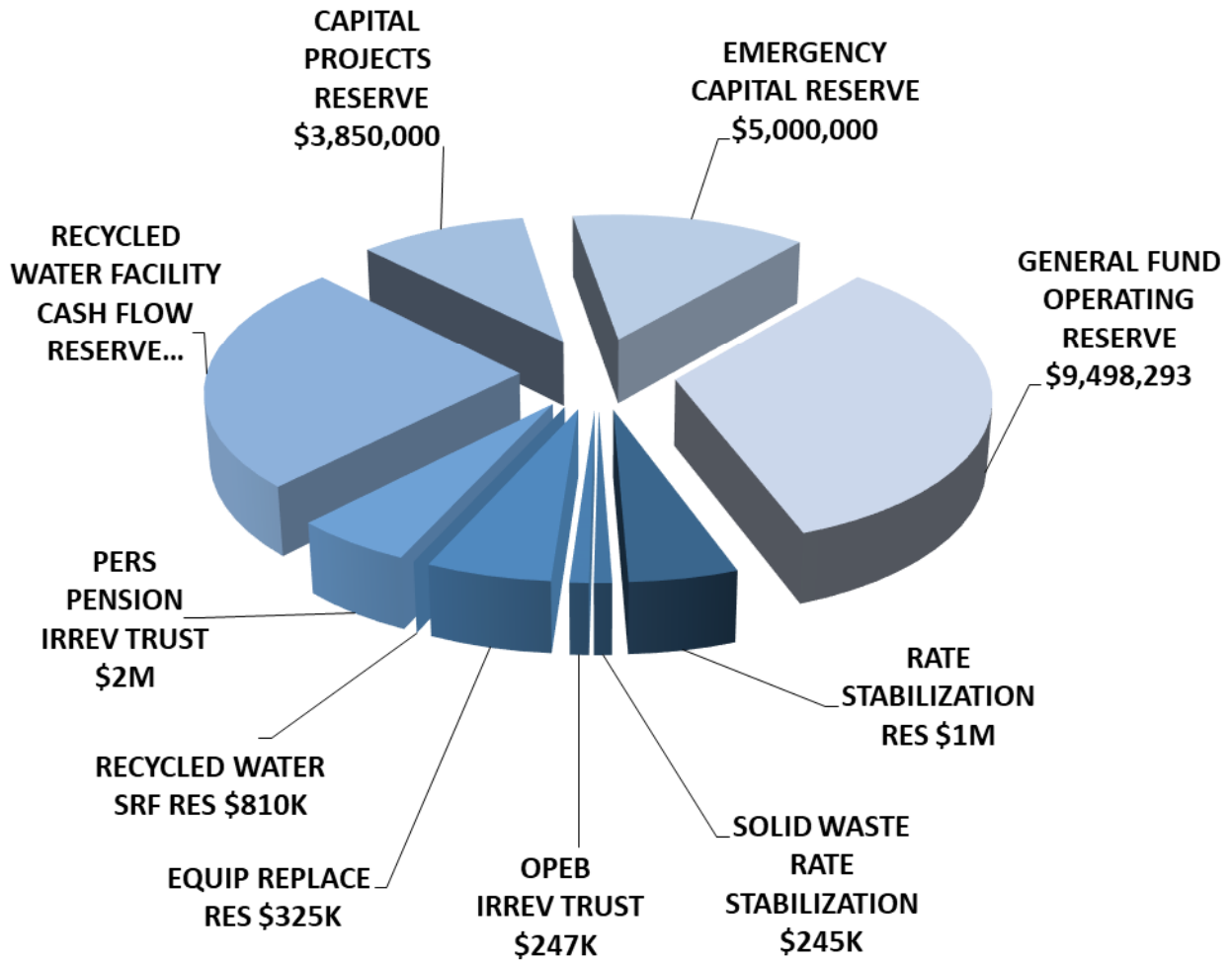
WEST BAY SANITARY DISTRICT
FISCAL YEAR 2020-21
EXPENDITURES
CAPITAL ASSET FUND



WEST BAY SANITARY DISTRICT
FISCAL YEAR 2020-21
EXPENDITURES
GENERAL FUND & CAPITAL ASSET FUND



**WEST BAY SANITARY DISTRICT
FISCAL YEAR 2020-21
RESERVE BALANCES
Projected 6/30/2020**



RECYCLED WATER FUND

Description of Services Provided

The Recycled Water Fund budget includes all costs associated with the operation of the Sharon Heights Golf & Country Club (SHGCC) Recycled Water facility.

Summary of Revenues and Expenses

Revenues

The Recycled Water Fund budget includes contributions of \$417,617 by SHGCC for the annual operation and maintenance of the SHGCC Recycled Water facility.

Expenses

The Recycled Water Fund budget includes sufficient funds for SHGCC expenditures on Labor, Utilities, Maintenance and Repairs, Services and Reporting, Supplies, and Overhead. The detailed costs are included in the agreement with SHGCC.

Salary, Wages & Benefits

The total budget for Salary, Wages, & Benefits is \$111K. Salary & Wages includes half the fully loaded labor cost for the Chief Plant Operator, who will split their time between WBSD and SHGCC. The benefits are the associated benefits only for the time working at the SHGCC Recycled Water facility.

Other Operating Expenses

The budget for Other Operating Expenses is \$398K, including all the anticipated direct costs for the facility. The largest expense is anticipated to be the Utility costs of \$127K and Research & Monitoring of \$66K, with \$205.5K in other expenses, such as Insurance, Supplies, Professional Services, Repairs & Maintenance, and other Operating Expenses.

Administrative Expenses

A small Administrative Expense of \$19K includes the overhead costs for management, payroll, and other accounting expenses, as allowed by the long term agreement with SHGCC.

Non-Operating Expenses

SHGCC will annual contribute \$144K in a Sinking Fund to pay for infrastructure replacement, needed during the terms of the loan and management by WBSD.

SHGCC will make monthly payments in ten installments for the annual SRF loan payment of \$675.5K. In FY 2020-21, there will be 10 installment payments, for a total of \$675.5K.

Recycled Water – SHGCC Reserves

- The Recycled Water Reserve - Sharon Heights Golf & Country Club (SHGCC) has a total of \$1,529,383; \$853,842 as a SRF Reserve, plus \$675,541 as a Long Term Agreement Reserve, as part of the long term agreement with SHGCC.
- SHGCC anticipates contributing \$144,148 to a Sinking Fund annually (above the O&M charges) to be held in a separate reserve account from the one above.

SOLID WASTE FUND

Description of Services Provided

WBSD is responsible for refuse (solid waste) collection, treatment, disposal, and reclamation.

Summary of Revenues and Expenses

Revenues

Solid Waste services are franchised with another organization, with anticipated Franchise Fees of \$108K in FY2020-21.

Expenses

The total budget for allocated operating expenses for Solid Waste is \$103K. This includes direct expenses for Rate Studies, Mailings, and Public Relations, and an allocation of overhead from the General Fund.

Reserves

The balance of revenues and allocated expenses is added to the Solid Waste Rate Stabilization Reserve Fund.

- The Solid Waste Rate Stabilization Reserve is anticipated to have a balance of \$235,815 by the end of FY2020-21.

**West Bay Sanitary District
Proposed Budget
Fiscal Year 2020-21
General Fund**

	Budget FY 2019-20	Budget FY 2020/21	Budget Variance	% Var
GENERAL FUND				
FUND INCOME				
<u>OPERATING INCOME</u>				
NON-RESIDENTIAL	7,670,995	6,861,843	(809,152)	-10.5%
RESIDENTIAL	22,890,920	23,912,216	1,021,296	4.5%
SEWER SERVICE CHARGES	30,561,914	30,774,058	212,144	0.7%
FLOW EQUALIZATION COST SHARING	351,138	365,184	14,046	4.0%
PERMIT AND INSPECTION FEES	100,000	100,000	0	0.0%
OTHER OPERATING INCOME (LAH & WS)	350,000	350,000	0	0.0%
TOTAL OPERATING INCOME	31,363,053	31,589,242	226,190	0.7%
<u>NON-OPERATING INCOME</u>				
INTEREST INCOME (MMK & LAIF)	50,000	50,000	0	0.0%
OTHER NON OPERATING INCOME	1,000	1,000	0	0.0%
TOTAL NON-OPERATING INCOME	51,000	51,000	0	0.0%
TOTAL INCOME	31,414,053	31,640,242	226,190	0.7%
GENERAL FUND RESERVE	9,498,293	9,395,827	(102,467)	-1.1%
TOTAL AVAILABLE FOR FISCAL YEAR	40,912,346	41,036,069	123,723	0.3%
FUND EXPENDITURES				
OPERATING EXPENSE (Excluding Depreciation)	8,712,544	9,350,022	637,479	7.3%
TOTAL NON-OPERATING EXPENSE	20,434,360	13,180,679	(7,253,681)	-35.5%
CURRENT EXPENSE (Excluding Depreciation)	29,146,904	22,530,701	(6,616,203)	-22.7%
GENERAL FUND OPERATING RESERVE	9,498,293	9,395,827	(102,467)	-1.1%
TOTAL CURRENT EXP & OPERATING RES	38,645,197	31,926,528	(6,718,669)	-17.4%
TRANSFER To/(From) Capital Fund	2,267,149	9,109,541	6,842,392	301.8%

**West Bay Sanitary District
Proposed Budget
Fiscal Year 2020-21
General Fund**

	Budget FY 2019-20	Budget FY 2020/21	Budget Variance	% Var
FUND EXPENDITURES - DETAILS				
<u>OPERATING EXPENSE</u>				
SALARIES & WAGES	3,631,382	3,963,828	332,446	9.2%
EMPLOYEE BENEFITS	2,609,186	2,841,502	232,316	8.9%
TOTAL SALARIES, WAGES & BENEFITS	6,240,569	6,805,330	564,762	9.0%
<u>OTHER OPERATING EXPENSE</u>				
DIRECTOR'S FEES	40,260	42,320	2,060	5.1%
ELECTION EXPENSE	0	70,000	70,000	
DEPRECIATION	2,500,000	2,900,000	400,000	16.0%
GASOLINE, OIL AND FUEL	70,000	70,000	0	0.0%
INSURANCE	114,000	173,290	59,290	52.0%
MEMBERSHIPS	51,450	51,450	0	0.0%
OFFICE EXPENSE	35,500	35,500	0	0.0%
OPERATING SUPPLIES	363,095	375,345	12,250	3.4%
CONTRACTUAL SERVICES	463,500	481,000	17,500	3.8%
PROFESSIONAL SERVICES	545,220	495,220	(50,000)	-9.2%
PRINTING AND PUBLICATIONS	62,500	62,500	0	0.0%
RENTS AND LEASES	40,000	40,000	0	0.0%
REPAIRS AND MAINTENANCE	287,000	297,900	10,900	3.8%
RESEARCH AND MONITORING	33,000	20,000	(13,000)	-39.4%
TRAINING, MEETINGS & TRAVEL	69,200	56,200	(13,000)	-18.8%
UTILITIES	183,250	196,550	13,300	7.3%
OTHER OPERATING EXPENSE	179,000	199,700	20,700	11.6%
TRANSFER OVERHEAD TO SOLID WASTE RESERVE FUND	(65,000)	(103,000)	(38,000)	58.5%
TRANSFER ADMINISTRATIVE EXPENSE TO RECYCLED WATER FACILITY	0	(19,283)	(19,283)	
TOTAL OTHER OPERATING EXPENSES	4,971,975	5,444,692	472,717	9.5%
TOTAL OTHER OPERATING EXPENSES (Excluding Depreciation)	2,471,975	2,544,692	72,717	2.9%
TOTAL OPERATING EXPENSE	11,212,544	12,250,022	1,037,479	9.3%
OPERATING EXPENSE (Excluding Depreciation)	8,712,544	9,350,022	637,479	7.3%

**West Bay Sanitary District
Proposed Budget
Fiscal Year 2020-21
General Fund**

	Budget FY 2019-20	Budget FY 2020/21	Budget Variance	% Var
<u>NON-OPERATING EXPENSE</u>				
CONTRIBUTIONS TO SVCW (OPERATIONS)	6,930,000	7,076,158	146,158	2.1%
SVCW - SRF RESERVE CONTRIBUTION	282,513	409,274	126,761	44.9%
CONTRIBUTIONS TO SVCW CAPITAL	452,073	347,712	(104,361)	-23.1%
SVCW BOND 2009 (\$55 million)	1,300,000	0	(1,300,000)	-100.0%
SVCW BOND 2014 (\$65 million)	1,145,000	1,145,480	480	0.0%
SVCW BONDS 2015 (\$60 million)	1,070,000	1,610,500	540,500	50.5%
SVCW BONDS (2018)	1,848,774	1,837,713	(11,062)	-0.6%
SVCW BONDS (2018) Paydown (Funded from Rate Stab Res, GF)	6,416,000	0	(6,416,000)	-100.0%
SVCW - SRF DEBT SERVICE (2011 Debt)	225,000	220,077	(4,923)	-2%
SVCW - SRF DEBT SERVICE (2012 Debt)	740,000	506,765	(233,235)	-31.5%
LAFCo CONTRIBUTIONS	19,000	21,000	2,000	10.5%
OTHER NON-OPERATING EXPENSE	6,000	6,000	0	0.0%
TOTAL NON-OPERATING EXPENSE	20,434,360	13,180,679	(7,253,681)	-35.5%
<u>TOTAL CURRENT EXPENSE</u>				
	31,646,904	25,430,701	(6,216,203)	-19.6%
<u>TOTAL CURRENT EXPENSE (Excluding Depreciation)</u>				
	29,146,904	22,530,701	(6,616,203)	-23%
<u>OPERATING RESERVES</u>				
RESERVE FOR OPERATIONS (5 months Total Expense)	9,471,210	9,395,827	(75,383)	-0.8%
TOTAL OPERATING RESERVES	9,471,210	9,395,827	(75,383)	-0.8%
TOTAL EXPENSE AND RESERVES	41,118,114	34,826,528	(6,291,586)	-15.3%

**West Bay Sanitary District
Proposed Budget
Fiscal Year 2020-21
General Fund**

	Budget FY 2019-20	Budget FY 2020/21	Budget Variance	% Var
<u>SALARIES, WAGES, AND BENEFIT - DETAILS</u>				
SALARIES AND WAGES				
COLLECTION	1,953,595	2,197,296	243,701	12.5%
ADMINISTRATIVE	1,081,000	1,123,236	42,236	3.9%
TEMPORARY EMPLOYEES	125,000	160,000	35,000	28.0%
SUBTOTAL	3,159,595	3,480,532	320,937	10.2%
ALLOWANCE FOR ACROSS THE BOARD INCREASE JULY - 4% per MOU	91,038	137,480	46,442	51.0%
ALLOWANCE FOR MERIT INCREASE (STEP INCR)	67,481	16,450	(51,031)	-75.6%
ALLOWANCE FOR OVERTIME (NONEXEMPT EMPLOYEES ONLY)	135,061	142,019	6,958	5.2%
PERFORMANCE MEASURES & GOALS PROGRAM	145,000	150,000	5,000	3.4%
STANDY-BY PAY	33,207	37,347	4,140	12.5%
END OF YEAR COMPENSATION	0	0	0	
SUBTOTAL	471,787	483,297	11,509	2.4%
TOTAL SALARIES AND WAGES	3,631,382	3,963,828	332,446	9.2%
EMPLOYEE BENEFITS				
LIFE INSURANCE	15,173	17,372	2,199	14%
LONG-TERM DISABILITY	18,208	20,847	2,639	14%
WORKERS' COMPENSATION	126,410	129,332	2,922	2%
HEALTH BENEFITS	801,552	907,182	105,629	13%
PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	401,106	3,014,441	2,613,335	652%
EMPLOYEE ASSISTANCE & FSA ADMINISTRATION FEE	3,100	3,100	0	
UNEMPLOYMENT INS. and MEDICARE	65,742	70,994	5,252	8%
UNEMPLOYMENT INS., MEDICARE, & SOC SEC (Temp Employees)	12,209	14,886	2,678	22%
DISTRICT MANAGER AUTO ALLOWANCE	8,400	7,200	(1,200)	-14%
COMMUTER	10,000	10,000	0	0%
DEFERRED COMPENSATION MATCHING	36,703	58,691	21,989	60%
PRE-FUNDING RETIREMENT UNFUNDED LIABILITY (PARS IRREVOCABLE TRU	1,000,000	(1,600,000)	(2,600,000)	-260%
PRE-FUNDING OPEB UNFUNDED LIABILITY (PARS IRREVOCABLE TRUST)	0	87,458	87,458	
VACATION LEAVE ACCRUAL	100,000	100,000	0	0%
TOTAL EMPLOYEE BENEFITS	2,609,186	2,841,502	232,316	8.9%

**West Bay Sanitary District
Proposed Budget
Fiscal Year 2020-21
Capital Asset Fund**

	Budget FY 2019-20	Budget FY 2020/21	Budget Variance	% Var
FUND INCOME & RESERVES				
Beginning Balance For Fiscal Year *	24,957,942	17,767,502	(7,190,440)	-29%
Revenue - Connection Charges	500,000	250,000	(250,000)	-50%
Interest Income	75,000	75,000	0	0%
Projected Transfer From General Fund	2,267,149	9,109,541	6,842,392	302%
TOTAL INCOME & RESERVES	27,800,091	27,202,043	(598,048)	-2%
FUND CAPITAL EXPENDITURES				
ADMINISTRATION	275,000	475,000	200,000	73%
COLLECTION FACILITIES	2,662,050	2,900,000	237,950	9%
SUBSURFACE LINES AND OTHER	3,727,000	5,915,000	2,188,000	59%
CONSTRUCTION PROJECTS ENVIRONMENTAL REVIEW	10,000	10,000	0	
MANHOLE RAISING (PAVING PROJECTS)	100,000	100,000	0	0%
ALLOWANCE FOR UNANTICIPATED EXPENSES	100,000	100,000	0	0%
TOTAL CAPITAL EXPENDITURES	6,874,050	9,500,000	2,625,950	38%
CAPITAL RESERVE TRANSFERS				
Emergency Capital Reserves Transfer (Target Goal \$5M)	0	200,000	200,000	
Capital Project Reserves Transfers (Target Goal \$6M)	350,000	683,500	333,500	95%
Rate Stabilization/Bond Reserve (Target Goal \$8M)	1,000,000	1,555,000	555,000	56%
Equipment Replacement Reserves Transfer	350,000	360,500	10,500	3%
TOTAL RESERVE TRANSFERS	1,700,000	2,799,000	1,099,000	65%
TOTAL CAPITAL EXPENDITURES & RESERVE TRANSFERS	8,574,050	12,299,000	3,724,950	43%
PROJECTED AVAILABLE FUND AT YEAR END	19,226,041	14,903,043	(4,322,998)	-22%

* Beginning balance from approved Financial Audit 6/30/19.

**West Bay Sanitary District
Proposed Budget
Fiscal Year 2020-21
Capital Asset Fund**

	Budget FY 2019-20	Budget FY 2020/21	Budget Variance	% Var
CAPITAL EXPENDITURE - DETAIL				
ADMINISTRATION				
District Office Exterior	10,000	10,000	0	
District Office Interior	10,000	10,000	0	
Levee Survey & Gps Update	60,000	60,000	0	
Flow Monitoring Study	30,000	30,000	0	
Server Replacement Program	15,000	15,000	0	
Corporate Yard Renovation Design (Possible Deferral)		350,000	350,000	
Corporate Yard Renovation Feasibility Study	150,000	0	(150,000)	
10 Year Master Plan - Deferred		0	0	
TOTAL ADMINISTRATION	275,000	475,000	200,000	73%
COLLECTION FACILITIES				
Replace Metal Storage Building Phase 1 & 2 (Carryover)	852,550	852,550	0	0%
Replace Metal Storage Building (Water Main & Sprinklers)		247,450	247,450	
Ferrf Improvements	500,000	0	(500,000)	-100%
Levee Improvement Project - Sheet Piling	1,000,000	0	(1,000,000)	-100%
Ferrf & Levee Improvement Project - Sheet Piling (Combine & Carryover)		1,500,000	1,500,000	
Bayfront Resource Recovery (Carryover)	300,000	300,000	0	0.00
Smart Covers (2)	9,500	0	(9,500)	-100%
SUBTOTAL COLLECTION FACILITIES	2,662,050	2,900,000	237,950	9%
EQUIPMENT REPLACEMENT - Funded From The Equipment Replacement Fund				
Pipehunter (Hoses & Camera Reel Backups)	220,000	25,000	(195,000)	-89%
Mainline Cctv Camera	25,000	28,000	3,000	12%
Service Truck - Unit 208	60,000	0	(60,000)	
Operations Superintendent Suv - Unit 206	50,000	0	(50,000)	
Dump Truck - Deferred		0	0	
Pump Supervisor Truck - Unit 217 W/ 1/2 T Crane (Deferred In 18/19)		90,000	90,000	
District Manager Vehicle - Unit 201 (2013) - Deferred		0	0	
Water Quality Supervisor Vehicle		50,000	50,000	
Flo Dar Equipment (Flow Meters)	35,000	35,000	0	0%
Ads Flow Meter	5,000	0	(5,000)	
TOTAL EQUIPMENT REPLACEMENT	395,000	228,000	(167,000)	-42%
Equipment purchases funded from Equipment Replacement Reserve	(395,000)	(228,000)	167,000	-42%
TOTAL COLLECTION FACILITIES	2,662,050	2,900,000	237,950	9%

**West Bay Sanitary District
Proposed Budget
Fiscal Year 2020-21
Capital Asset Fund**

	Budget FY 2019-20	Budget FY 2020/21	Budget Variance	% Var
CAPITAL EXPENDITURE - DETAIL				
SUBSURFACE LINES & OTHER				
<u>PUMP STATIONS</u>				
Pump & Valve Replacement Program	40,000	40,000	0	0%
Private Pump & Panel Replacements	20,000	20,000	0	0%
Pump Station Fence Repair & Replacements	17,000	5,000	(12,000)	-71%
<u>PIPELINE REPLACEMENT & REHAB ENGINEERING</u>				
Isabella, Gilbert & Bay North - Phase 1	350,000	0	(350,000)	-100%
Isabella, Gilbert & Bay North - Phase 2		350,000	350,000	
<u>PIPELINE REPLACEMENT & REHAB CONSTRUCTION</u>				
Town of Atherton Civic Center - Dinklespeil	800,000	0	(800,000)	-100%
Isabella, Gilbert & Bay North - Phase 1 (Carryover \$1.5m)	2,500,000	1,500,000	(1,000,000)	-40%
Isabella, Gilbert & Bay North - Phase 2		2,500,000	2,500,000	
Lower Ringwood		1,500,000	1,500,000	
Micellaneous Point Repairs		0	0	
SUBTOTAL SUBSURFACE LINES	3,727,000	5,915,000	2,188,000	59%
CONSTRUCTION PROJECTS ENVIRONMENTAL REVIEW (CEQA)	10,000	10,000	0	
MANHOLE RAISING (PAVING PROJECTS)	100,000	100,000	0	
ALLOWANCE FOR UNANTICIPATED CAPITAL EXPENDITURES	100,000	100,000	0	
SUBTOTAL OTHER CAPITAL PROJECTS	210,000	210,000	0	0%
TOTAL CAPITAL EXPENDITURES	6,874,050	9,500,000	2,625,950	38%
RESERVES				
<u>CONTRIBUTIONS TO RESERVES</u>				
Emergency Capital Reserves Transfer (Target Goal \$5M)	0	200,000	200,000	
Capital Project Reserves Transfers (Target Goal \$6M)	350,000	683,500	333,500	95%
Operating Reserves Transfers (Target Goal \$9M)	0	1,300,000	1,300,000	
Rate Stabilization/Bond Reserve (Target Goal \$8M)	1,000,000	1,555,000	555,000	56%
Contributions To Vehicle & Equip Replacement Reserve	350,000	360,500	10,500	3%
Equipment Replacement Reserve Used To Fund Equipment Expenditures In Collection Facilities				
Recycled Water Facility Cash Flow Reserve	0	0		
Recycled Water SRF Reserve	0	0		
TOTAL CONTRIBUTIONS TO RESERVES	1,700,000	4,099,000	2,399,000	141%
** TOTAL CAPITAL EXPENDITURES & RESERVE TRANSFER	8,574,050	13,599,000	5,024,950	59%

** Includes Carryovers.

**West Bay Sanitary District
Proposed Budget
Fiscal Year 2020-21
Recycled Water Fund**

	Projected 6/30/20	Budget FY 2020/21	Budget Variance
FUND INCOME			
Operating Income			
Sharon Heights Golf & County Club		417,617	417,617
TOTAL OPERATING INCOME	0	417,617	417,617
NON-OPERATING INCOME			
Other Non Operating Income	878,203	819,689	819,689
TOTAL NON-OPERATING INCOME	878,203	819,689	819,689
TOTAL INCOME	878,203	1,237,306	1,237,306
FUND EXPENDITURES			
Total Operating Expense (Excluding Depreciation)		417,617	417,617
Total Non-Operating Expense		675,541	675,541
TOTAL FUND EXPENDITURES	0	1,093,158	1,093,158
NET FUND BALANCE FOR FISCAL YEAR	878,203	144,148	144,148
RETAINED FUNDS			
Restricted			
SRF Reserve (120% of annual pmt)	853,842	0	0
Long Term Agreement Reserve	675,541	0	0
Subtotal Restricted Funds	1,529,383	0	0
Unrestricted			
Sinking Fund (Prepaid Rehabilitation Expenses)	0	144,148	144,148
RETAINED FUNDS	1,529,383	144,148	144,148

**West Bay Sanitary District
Proposed Budget
Fiscal Year 2020-21
Recycled Water Fund**

	Projected 6/30/20	Budget FY 2020/21	Budget Variance
FUND EXPENDITURES - DETAIL			
<u>OPERATING EXPENSE</u>			
Salaries & Wages		63,428	63,428
Employee Benefits		47,571	47,571
TOTAL SALARIES, WAGES & BENEFITS	0	110,999	110,999
<u>OTHER OPERATING EXPENSE</u>			
Directors' Fees		0	0
Election Expense		0	0
Depreciation		0	0
Gasoline, Oil And Fuel		0	0
Insurance		9,252	9,252
Memberships		0	0
Office Expense		0	0
Operating Supplies		4,800	4,800
Contractual Services		0	0
Professional Services		34,992	34,992
Printing And Publications		0	0
Rents And Leases		0	0
Repairs And Maintenance		12,000	12,000
Research And Monitoring		66,000	66,000
Training, Meetings & Travel		0	0
Utilities		126,792	126,792
Other Operating Expenses		33,499	33,499
Subtotal Operating Expenses	0	398,334	398,334
Administrative Expense		19,283	19,283
TOTAL OPERATING EXPENSE	0	417,617	417,617
<u>NON-OPERATING INCOME & EXPENSE</u>			
<u>OTHER NON-OPERATING INCOME</u>			
Sinking Fund		144,148	144,148
Long Term Agreement Reserve	675,541	0	0
SRF Loan Payment Advance Installments (3 pmts 19/20, 10 pmts 20/21)	202,662	675,541	675,541
TOTAL NON-OPERATING INCOME	878,203	819,689	819,689
<u>OTHER NON-OPERATING EXPENSE</u>			
SRF Loan Payment	0	675,541	675,541
TOTAL NON-OPERATING EXPENSE	0	675,541	675,541
TOTAL NON-OPERATING INCOME & EXPENSE	878,203	144,148	144,148
TOTAL CURRENT EXPENSE	0	1,093,158	1,093,158

**West Bay Sanitary District
Proposed Budget
Fiscal Year 2020-21
Recycled Water Fund**

	Projected 6/30/20	Budget FY 2020/21	Budget Variance
FUND EXPENDITURES - SALARIES, WAGES, AND BENEFIT DETAILS			
SALARIES AND WAGES			
Collection		58,899	58,899
Administrative		0	0
Temporary Employees		0	0
Subtotal	0	58,899	58,899
Allowance For Board Increase July - 4% Increase To Salary Base Per Mou		2,356	2,356
Allowance For Merit Increase (Step Incr)		0	0
Allowance For Overtime (Nonexempt Employees Only)		0	0
Standy-By Pay		2,173	2,173
Subtotal	0	4,529	4,529
TOTAL SALARIES AND WAGES	0	63,428	63,428
EMPLOYEE BENEFITS			
Life Insurance		306	306
Long-Term Disability		368	368
Workers' Compensation		1,903	1,903
Health Benefits		18,121	18,121
Public Employee's Retirement System		12,741	12,741
Employee Assistance & Fsa Administration Fee		0	0
Unemployment Ins. And Medicare		1,361	1,361
Unemployment Ins., Medicare, & Soc Sec (Temp Employees)		0	0
District Manager Auto Allowance		0	0
Commuter		0	0
Deferred Compensation Matching		1,767	1,767
Pre-Funding Retirement Unfunded Liability (Pars Irrevocable Trust)		0	0
Vacation Leave Accrual		0	0
Employee Burden		11,005	11,005
TOTAL EMPLOYEE BENEFITS	0	47,571	47,571

WEST BAY SANITARY DISTRICT
Proposed Budget
Fiscal Year 2020-21
Solid Waste Fund

	Prior Balances	Budget FY 2019-20	Budget FY 2020/21
Income			
Operating Income			
Franchises	816,352	85,000	108,000
Total Income	816,352	85,000	108,000
Estimate			
Expenditures			
10 Years			
Allocated Operating Expense			
Rate Studies	105,000	11,000	42,000
Mailings	48,000	5,000	5,000
Public Relations	10,000	1,000	1,000
Overhead Expense Allocation From General Fund	459,660	48,000	55,000
Total Allocated Operating Expense	622,660	65,000	103,000
Contribution To Solid Waste Fund	193,692	20,000	5,000
Solid Waste Fund Beginning Balance	0	193,692	230,815
Solid Waste Fund Balance	193,692	213,692	235,815

WEST BAY SANITARY DISTRICT
Proposed Budget
Fiscal Year 2020-21
Reserves

	Projected Balance 6/30/2020	Budget Contributions (Withdrawals) 2020/21	Projected Reserve Balance 6/30/2021
GENERAL FUND			
GENERAL FUND OPERATING RESERVE (5 MONTHS OPERATING EXPENSE)	9,466,101	1,300,000	10,766,101
PRE-FUNDING PERS PENSION UNFUNDED LIABILITY (PARS TRUST ACCOUNT)	1,608,334	(1,600,000)	8,334
PRE-FUNDING OPEB UNFUNDED LIABILITY (RESERVE/TRUST ACCOUNT)	246,753	87,458	334,211
CAPITAL ASSETS FUND			
EMERGENCY CAPITAL RESERVE (Target \$5 million)	3,885,182	200,000	4,085,182
CAPITAL PROJECT RESERVE (Target \$6 million)	2,761,824	683,500	3,445,324
RATE STABILIZATION (Target \$8 million)	1,403,292	1,555,000	2,958,292
EQUIPMENT REPLACEMENT RESERVE	606,904	360,500	967,404
RECYCLED WATER CASH FLOW RESERVE (Target \$8 million)			
RECYCLED WATER FACILITY CASH FLOW RESERVE - BofW	226,503	0	226,503
RECYCLED WATER FACILITY CASH FLOW RESERVE - LAIF	6,983,500	0	6,983,500
TOTAL RECYCLED WATER CASH FLOW RESERVE	7,210,003	0	7,210,003
RECYCLED WATER FUND			
RECYCLED WATER SRF RESERVE (SHGCC)	1,529,383	0	1,529,383
SHGCC SINKING FUND	0	144,148	144,148
TOTAL RECYCLED WATER FUNDS	1,529,383	144,148	1,673,531
SOLID WASTE FUND			
SOLID WASTE RATE STABILIZATION	230,815	5,000	235,815
TOTAL RESERVE BALANCES	28,948,591	2,735,606	31,684,197



WEST BAY SANITARY DISTRICT

10 YEAR CIP PLAN

R&R Priority	Project Name	Polygon	Length (miles)	Estimated Cost	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Future TBD
1	Carlton-Madera Easements (Belle Haven III)	1	2.08	5,500,000	800,000											
2	Atherton Civic Center	2A	0.30	800,000	800,000											
3	Lucky/Campo Bello/Alameda&Atherton	5	0.22	400,000	100,000											
4	Vine	5	0.19	350,000	150,000											
4a	Apine ACP (Emergency)		0.76	2,000,000	1,000,000											
5	Bay Road North	1B	1.62	3,000,000		3,000,000										
6	2b Isabella	2B	0.27	500,000		500,000										
7	3a Gilbert	3A	1.08	2,000,000		500,000			1,500,000							
7a	Willow Road PS - Piping		-	200,000		200,000										
8	3b Santa Margarita	3B	0.38	700,000					700,000							
9	4 Camino al Lago	4	0.63	1,155,000					1,155,000							
10	5b Santa Cruz	5B	0.38	700,000							700,000					
11	5c Avy	5C	0.09	175,000					175,000							
12	5d Vine	5D	0.42	770,000					770,000							
13	Marsh Road CIPP (Remaining)		0.61	1,125,000					1,125,000							
14	6 Westminster	6	2.71	5,000,000						5,000,000						
15	Stowe Lane Pump Station		-	1,300,000							1,300,000					
16	Stowe Lane PS xcrossing SFPUC sag		0.16	297,500							297,500					
16a	ECR @ Glenwood		0.27	500,000							500,000					
17	8a University	8A	4.55	8,400,000					1,800,000	4,600,000		2,000,000				
17a	Alameda Campo Bello to Harrison (Bad Soil)		0.15	900,000								900,000				
18	8b Hermosa	8B	0.76	1,400,000								1,400,000				
19	Santa Cruz	5	0.54	1,004,000								1,004,000				
20	9 College Park	9	0.57	1,050,000									1,050,000			
21	10 Downtown	10	0.19	350,000									350,000			
22	11b Flood Park	11B	0.38	700,000									700,000			
23	12 East Palo Alto	12	0.95	1,750,000									1,750,000			
24	Menalto Easements	3	0.43	788,000									788,000			
25	11a Lorelei	11A	0.08	140,000										140,000		
26	13 Sharon Heights (Basin 60)	13	0.38	700,000										700,000		
27	14 Walsh (Basin 50)	14	0.38	700,000										700,000		
28	15 Weekend Acres/SLAC (Basin 40)	15	0.38	700,000										700,000		
29	Encinal A	2	1.24	2,289,000										2,289,000		
30	16 Ladera (Basin 30)	16	1.52	2,800,000											2,800,000	
31	17 Portola Valley (Basin 10)	17	0.38	700,000											700,000	
32	18 Los Trancos (Basin 20)	18	0.38	700,000												700,000
33	19 101 Crossing (SD xcrossing)	19	0.43	2,000,000												2,000,000
34	Stevenson	2	0.63	1,155,000											1,155,000	
35	MacBain	2	0.22	400,000					400,000							
36	Elena	5	0.88	1,621,800												1,621,800
37	Fair Oaks	2	1.08	2,000,000												2,000,000
38	Encinal B	2	1.17	2,170,000												2,170,000
39	Berkeley	1 & 7	0.66	1,213,000							1,213,000					
40	Metal Storage Building			1,100,000		1,100,000										
41	FERRF			6,000,000		1,000,000	1,500,000	3,500,000								
42	CY Maint Bldg			4,400,000	50,000	350,000	3,000,000	1,000,000								
43	FEF				500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	
44	PS Misc						200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	
45	Trunkline Cleaning & CCTV						50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
Subtotal R&R			30.50	73,603,300	2,900,000	7,150,000	5,050,000	5,250,000	6,375,000	7,550,000	7,947,500	7,267,000	5,188,000	5,279,000	5,205,000	8,491,800
Capacity Priority																
1	James Avenue Diversion		-	-												
2	Lower Ringwood	1 & 7	0.81	1,500,000		1,500,000										
3	Valparaiso	5	0.24	450,000										450,000		
4	Willow Gravity Main		0.11	200,000												200,000
5	Upper Ringwood	1 & 7	0.89	1,640,000									1,640,000			
6	Atherton-East		-	-												
7	Santa Cruz Avy	5	0.60	1,100,000											1,100,000	
8	Cambridge Laurel	6 & 8	1.79	3,300,000												3,300,000
9	Middlefield at Fair Oaks	2	0.27	502,000										502,000		
Subtotal Capacity			4.71	8,692,000	-	1,500,000	-	-	-	-	-	-	1,640,000	952,000	1,100,000	3,500,000
Total CIP																
Total CIP			38.19	82,295,300	2,900,000	8,650,000	5,050,000	5,250,000	6,375,000	7,550,000	7,947,500	7,267,000	6,828,000	6,231,000	6,305,000	11,991,800

* Reviewed & Revised Annually
Each FY CIP Approved Individually

RESOLUTION NO. _____ (2020)

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT

COUNTY OF SAN MATEO, STATE OF CALIFORNIA

BE IT RESOLVED that the annexed Fiscal Year 2020/2021 General Fund, Capital Assets Fund, Recycled Water Fund, and Solid Waste Fund Budgets, and 10-year Capital Improvement Plan projection for West Bay Sanitary District is hereby approved.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10th day of June, 2020, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 5

To: *Board of Directors*

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

Subject: *Consider Adoption of Resolution Establishing Rates of Pay and Related Compensation Provisions*

Background

On June 26, 2019, the Board adopted a Memorandum of Understanding (MOU) between the District and Teamsters Local 350. The provisions in this MOU include approved pay increases, effective June 1, 2019. Increases are determined for the five-year term of the MOU. The 4% increase per year is effective on June 1, 2019 and is based on the approved MOU.

On March 25, 2020 the Board approved the Resolution Establishing the Rates of Pay to include the adjusted salary ranges for the Water Quality Manager and the Water Quality Supervisor/Operator.

Analysis

The attached Resolution is required to adjust the individual salary ranges and related compensation provisions for represented, unrepresented, and management employees which includes the new salary ranges.

Fiscal Impact

Salaries and employee benefits will increase per the terms of the MOU as reflected in the table above. Employees will continue to contribute to the employer's PERS portion at a rate of .25% per year beginning July 1, 2019. Effective July 1, 2020, 0.5%; effective July 1, 2021, 0.75%; effective July 1, 2022, 1.00%; and effective July 1, 2023 1.25%. Additionally, the employee shall pay to PERS the employee's portion of the total required contribution (i.e. 8% of pay for Classic and 7.2% of pay for PEPR staff).

Recommendation

The District Manager recommends adoption of the attached Resolution.

RESOLUTION NO. ____ (2020)

**RESOLUTION ESTABLISHING RATES OF PAY AND RELATED COMPENSATION
PROVISIONS FOR CERTAIN EMPLOYEES OF THE WEST BAY SANITARY DISTRICT**

*BE IT RESOLVED BY THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT,
COUNTY OF SAN MATEO, STATE OF CALIFORNIA, AS FOLLOWS:*

1. Executive Employees (FLSA exempt). The following monthly salary rates in dollars are hereby established for each of the employee positions within the executive employee category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated at such rates for all services rendered to this District.

Position	Salary Rate
District Manager	16,083

2. Management Employees (FLSA exempt). The following monthly salary rates in dollars are hereby established for each of the employee positions within the management employee category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated at such rates for all services rendered to this District.

Position	Salary Rate
Projects & IT Manager	10,763 - 15,066
Operations Superintendent	10,026 - 14,537
Water Quality Manager	9,725 - 14,537
Finance Manager	10,610 - 14,220
Office & Communications Manager	6,652 - 9,646

3. General Employees (unrepresented). The following monthly salary rates in dollars are hereby established for each of the listed employee positions within the general employee (unrepresented) category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated within such rates for all services rendered to this District.

Position	Salary Rate
Assistant Operations Superintendent	8,688 - 11,730
Water Quality Supervisor/Operator	8,688 - 11,730
Pump Facility Supervisor	8,756 - 11,328
Operations Supervisor	8,756 - 11,328
Information Technology Analyst	6,464 - 9,698
Engineering Technician	7,635 - 10,637
Personnel & Accounting Specialist	6,706 - 8,752
Administrative Technician	5,455 - 7,637
Part-Time Clerical Assistant	20.65 – 25.24/hour

4. General Employees (represented). The following monthly salary rates in dollars are hereby established for each of the listed employee positions within the general employee (represented) category as hereinafter set forth, and the individuals duly appointed to said positions of employment shall be compensated within such rates for all services rendered to this District.

Position	Salary Rate
Construction Inspector	7,633 - 10,638
Source Control Inspector	7,633 - 10,638
Field Supervisor	6,360 - 9,698
Rehabilitation Technician	5,840 - 8,669
Pipeline Inspection Tech	5,840 - 8,669
Maintenance Mechanic	5,840 - 8,669
Maintenance Worker	5,303 - 7,637
Temporary Maintenance Worker	26.00/hour

5. Health Benefits Plan.

(a) Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering health, dental and/or vision insurance and the provisions of the Public Employees' Medical and Hospital Care Act, the District shall contribute for each employee enrolled the amount necessary to pay for the full cost of his or her enrollment, including the enrollment of his or her family members in a health benefits plan up to the amount required pursuant to Section 22892 of the Government Code.

(b) Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering health, dental and/or vision insurance and the provisions of the Public Employees' Medical and Hospital Care Act, the District shall contribute for each annuitant the amount required pursuant to Section 22892 of the Government Code.

(c) The District may, at its sole discretion, enter into, amend, or cancel any agreement between this District and any organization or organizations offering health, dental and/or vision insurance.

6. Optional Benefits Package ("Cafeteria Plan"). Subject to all terms and conditions of any agreement which may be entered into at the employees' option between employees and any organization offering either health, dental, vision and/or universal life insurance benefits, the District shall pay to all represented and unrepresented employees the amount specified in the adopted Memorandum of Understanding Between the West Bay Sanitary District and Teamsters Local 350 adopted by the Board of Directors for the premium of such optional benefits attributable to management, represented, and unrepresented employees of the District.

7. Life Insurance. Subject to all terms and conditions of any agreement which may be entered into between this District and any organization or organizations offering life insurance coverage benefits, the District shall furnish to each employee general life

insurance coverage, the face amount of which shall be equal to one and a half (1.5) times the annual salary of the employee.

8. Deferred Compensation. The District will provide matching contributions for unrepresented employees at a one (1) to 0.75 ratio to a maximum of 3% of salary. I.E. If an employee contributes 4% of their salary to a 457 Deferred Compensation plan the District will contribute 3% of salary equivalent to the employee's 457 Deferred Compensation plan.

9. Retention Plan. In order to promote the retention of "Critical Positions" within the District, the District Manager is authorized to exceed the salary ranges for individuals within this category up to 1-1/2% of base salaries for the positions deemed critical to be distributed at the District Manager's discretion based on achievement of performance goals established for the individuals within the category. Positions deemed critical are determined by recommendation of the District Manager and approved by the District Board.

10. Retirement Plan. Subject to the provisions of this Resolution, retirement benefits for employees qualifying therefore shall be provided in accordance with, and pursuant to that certain contract between the Board of Administration of the Public Employees' Retirement System ("PERS") of the State of California and the District Board of this District, and amendments thereto approved by Resolution No. 628, adopted March 26, 1973 and subsequent Resolutions.

Subject to other provisions of the contract and Resolutions referred to above, the District shall pay to PERS the employer portion. Employees will contribute to the employer's PERS portion at a rate of .25% per year affective July 1, 2019. Effective July 1, 2020, 0.5%; effective July 1, 2021, 0.75%; effective July 1, 2022, 1.00%; and effective July 1, 2023 1.25%. Additionally, the employee shall pay to PERS the employee's portion of the total required contribution (i.e. 8% of pay for Classic and 7.2% of pay for PEPR staff).

11. Interpretation. The provisions of the Resolution shall be administered and interpreted in accordance with and pursuant to Resolution No. 759 of this District, adopted June 13, 1977 (and as amended). Nothing herein shall be deemed a limitation upon any other term and condition of employment, or agreements, or provisions relating thereto, except as specifically herein contained.

12. Effective Date. This Resolution shall be effective on July 1, 2020.

BE IT FURTHER RESOLVED that any and all previously adopted Resolutions or provisions thereof in conflict with the provisions herein contained, be and are hereby, rescinded.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10th day of June, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Attest:

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 6

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *District Manager's Report*

1) **CIP Project:**

- a. **Design work continuing on FERRF Levee Improvement and 2020 CIP.** Added \$10k design work for getting our pipes in concurrent to the Bayfront Storm Water project going through the access road to the Bedwell/Bayfront Park.
- b. **Cleaning/TVing Large Diameter lines:** Crews are working on cleaning and televising the large diameter sewer lines; finding substantial amounts of grit. 36" on Sand Hill Road completed. PV to West Menlo completed.
- c. **NOP for Levee Improvement Project:** Staff held a public Notice of Preparation meeting for permitting agencies and neighboring properties as required for the drafting of the Environmental Impact Report by Zoom on June 3, 2020.

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

- a. **CMPK:** Building permit application has been submitted for Metal Building at FERRF and is being reviewed now by CMPK. DPW has put in the good word to Building but many are still working from home and they are different departments which reduces leverage.

3) **Upcoming Events:**

- a. **Board meetings:** Regular Board meeting June 24. Only 1 meeting in July on the 8th.

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

- a. **SSOs:** Zero SSO for May. 2020 Total = 0. 12 months in a row w/o SSO.
- b. **LAH:** Zero SSO for May. 1 SSO in 2020.
- c. **Maintenance Worker:** Hector Hernandez started Monday to fill vacant MW position.

Report to the District Board for the Regular Meeting of June 10, 2020

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

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1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MAY 27, 2020 AT 7:00 P.M.**

1. Call to Order

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

Roll Call

BOARD MEMBERS PRESENT: Dehn, Walker, Thiele-Sardiña, , Moritz, Otte

BOARD MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Scott, Condotti by Zoom, Ramirez

Others Present: Dave Richardson (W&C) and Greg Vontz (SHGCC) both by Zoom

2. Communications from the Public: None.

3. Consider to Approve the Final Acceptance (Notice of Completion) for the Construction of the Recycled Water Project – Sharon Heights and Authorize the District Manager to Issue a Final Acceptance Letter and Commence the Short Term Operations by Anderson Pacific Engineering Construction per the Design Build and Short Term Operations Agreement

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

Comments: DM Scott outlined two options for the Board to consider for this item: 1) Issue letter of acceptance, waive minor deficiencies and pay O&M charges until Operation permit is issued; 2) Issue non-approval acceptance letter, cite deficiencies and no evidence of compliance which may result in possible claim for delay by design-build contractor. Board consensus was to approve option 2 that includes the deficiencies in a letter.

4. District Manager's Report

1) Comments: **CIP Project:**

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

b. **Cleaning/TVing Large Diameter lines:** Crews are working on cleaning and televising the large diameter sewer lines; finding substantial amounts of grit. 36" on Sand Hill Road completed.

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

a. **CMPK:** Building permits for Metal Building at FERRF are on hold by City.

3) **Upcoming Events:**

a. **Board meetings:** Regular Board meeting June 10.

- b. **Water Quality Supervisor:** Started on May 18.
 - c. **NOP Meeting:** June 3 will be Notice to Proceed meeting FERRF Levee Improvements and Recycled Water Facility Project.
- 4) **Misc./Action Items from Previous Meeting:**
- a. **SSOs:** Zero SSO for April. 2020 Total = 0. 12 months in a row w/o SSO.
 - b. **LAH:** Zero SSO for April. 1 SSO in 2020.

5. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Special meeting May 13, 2020
- B. Approval of Minutes for Regular meeting May 13, 2020
- C. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for May 27, 2020
- D. Bank of the West Monthly Investment Portfolio Statements
- E. Consideration of Authorizing the District Manager to Consent to the Abandonment of Right-of-Way at Alto Lane, Menlo Park
- F. Consideration of Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Main Replacement on El Camino Real, Menlo Park, CA
- G. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1052 for Sewer Main Replacement for the Development Project at 100 & 200 Independence Drive, Menlo Park (Known as Menlo Gateway Phase I) Pg. 5G-1

6. Consideration of Establishing Date and Time of Public Hearing to Consider Annual Sewer Service Charge Report for Tax Roll for Fiscal Year 2020/2021

Motion to Approve for a Public Hearing on July 8, 2020, by: Sardina 2nd by: Moritz
Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Secretary Walker was given a draft report for review.

7. May 27th Update on District's Corona Virus

Comments: DM Scott reported the office is now open on Tuesday and Thursdays with social distancing stickers on floor and shields on the front counter with additional notices posted about social distancing. Signs in restrooms for customers to wipe down after use and do not flush the wipes have been posted. Maintenance staff will continue work from satellite office and at the District's corporation yard. Maintenance staff has returned to normal day schedule.

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

Comments: DM Scott reported that the ribbon cutting has been postponed due to COVID 19 requirements and a new date will be determined later.

9. Consider Ratification of W&C Water Environment Consultant Agreement for Preparation of State Revolving Fund Application for the Recycled Water Project

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

Comments: DM Scott reported that the SRF loan application for the Bayfront Recycled Water Project provides an opportunity to receive funds from a federal stimulus package. Dave Richardson of W&C said he believes the project will score well and has a green environmental aspect that will help with the horizontal levee. He said this agreement will help assure enough finances for the project when it moves forward.

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

Comments: President Dehn reported the next meeting will be on May 28.

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

Comments: None.

12. Closed Session

Entered closed session at 8:08 p.m. Left closed session at 8:18 p.m.

Reportable action: None.

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Board President/Legal Counsel
Unrepresented Employee: District Manager
- B. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Chan, Moreno, Vestnys, Pebbles v. WBSD – San Mateo County Court Case No. 19CIV07567
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))

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

Comments: Future items include final acceptance of Sharon Heights Recycled Water Project and resolution on DM transition coach.

14. Adjournment Time: The meeting was adjourned at 8:19 PM

Secretary

**WEST BAY SANITARY DISTRICT
WITHDRAWAL ORDER
Through June 2, 2020**

CHECK	TO WHOM PAYABLE	PURPOSE	AMOUNT
66574	AQUALITY WATER MANAGEMENT INC.	CIP: Recycled Water Facility - SHGCC	4,190.28
66577	SAN MATEO COUNTY	Non-Operating Expense	2,455.00
66575-66646	PORTOLA VALLEY PROPERTY OWNERS	Reimbursement Agreements for Annexations	127,464.02
66647	CWEA	Memberships	664.00
66648	AT&T	Utilities - A&G	935.74
66649	READYREFRESH BY NESTLE	Utilities - Coll	215.70
66650	TOWN OF ATHERTON	Town of Atherton Civic Center	517,280.00
66651	CITY OF FOSTER CITY	Printing & Publications - Coll	500.00
66652	EMBARCADERO MEDIA	Printing & Publications - A&G	375.00
66653	FEDERAL EXPRESS	Office Expense - A&G	163.99
66654	LASKY TRADE PRINTING	Printing & Publications - A&G	923.16
66655	HF&H CONSULTANTS, LLC	Professional Services - A&G	4,493.75
66656	HACH COMPANY	Flo Dar Equipment	33,978.78
66657	HILLYARD/SAN FRANCISCO	Operating Supplies - Coll	360.93
66658	OMEGA INDUSTRIAL SUPPLY, INC.	Operating Supplies - Coll	2,190.33
66659	PRECISION ENGINEERING	CIP 17-18 - Belle Haven III Sewer Project	126,191.64
66660	PRINCIPAL LIFE INSURANCE CO.	Employee Benefits	5,044.76
66661	SNAP ON INDUSTRIAL C/O	Operating Supplies - Coll	542.72
66662	STAPLES CREDIT PLAN	Office Expense - A&G	1,480.06
66663	MATHESON TRI-GAS, INC.	Operating Supplies - Coll	50.71
66664	AQUA NATURAL SOLUTIONS	Operating Supplies - Coll	1,520.32
66665	TOWN OF WOODSIDE	Refund	3,000.00
66666	CWEA	Memberships	89.00
66667	CALPERS LONG-TERM CARE PROGRAM	LTC Withholding	35.36
66668	WEX BANK	Gasoline, Oil & Fuel - Coll	213.67
66669	CINTAS CORP	Contract Services - Coll	1,406.25
66670	COMCAST	Utilities - A&G	278.89
66671	NAVIA BENEFIT SOLUTIONS	Employee Benefits	550.39
66672	FRANCHISE TAX BOARD	Wage Garnishment	250.00
66673	GRAINGER	Operating Supplies - Coll	643.00
66674	CITY OF MENLO PARK - Water	Utilities - Coll	606.53
66675	OCCASIONS, ETC.	Printing & Publications - A&G	64.75
66676	OGASAWARA LANDSCAPE MAINT.	Contract Services - A&G	400.00
66677	PONTON INDUSTRIES, INC.	Operating Supplies - Coll	1,862.67
66678	SDU	Wage Garnishment	508.62
66679	SAN MATEO COUNTY CLERK	Non-Operating Expense	172.00
66680	SEEKZEN SYSTEMS	Professional Services - Coll	475.00
66681	SHARP BUSINESS SYSTEMS	Rents & Leases - Coll	1,036.78
TOTAL CHECKS			<u>842,613.80</u>

CORPORATE CARDS:

TO WHOM PAYABLE	PURPOSE	AMOUNT
TOTAL CORPORATE CARDS:		<u>0.00</u>

WIRE TRANSFERS

<u>DATE</u>	<u>TO WHOM PAYABLE</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
5/20/2020	Bank of the West	Bank fees 4/2020	555.66
5/21/2020	Neopost	Postage 5/2020	300.00
5/22/2020	PrimePay	Employee Payroll - Pay Period 5/8-22	103,040.82
5/22/2020	PrimePay	Federal Payroll Taxes	22,136.43
5/22/2020	PrimePay	State Payroll Taxes	6,801.60
5/22/2020	ICMA	Deferred Compensation	10,481.39
5/26/2020	SVCW	SRF Loan	220,077.48
5/29/2020	PrimePay	Board Payroll - May	3,136.22
5/29/2020	PrimePay	Federal Payroll Taxes	566.69
5/29/2020	PrimePay	State Payroll Taxes	42.76
5/29/2020	SVCW	Monthly Operating Expense	633,247.00
6/2/2020	Paytrace	Credit card processing fees 5/2020	682.95
WIRE TRANSFERS FROM BoFW CHECKING			<u>1,001,069.00</u>

WIRE TRANSFERS TO BoFW CHECKING

0.00

President

Secretary

WITHDRAWAL ORDER
SUPPLEMENTAL PURCHASE REGISTER
Through 6/2/2020

OPERATING SUPPLIES & OFFICE EXPENSE

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
66658	2,190.33	OMEGA INDUSTRIAL SUPPLY, INC.	Alcohol Wipes, Hand Sanitizer, Degreaser
66664	1,520.32	AQUA NATURAL SOLUTIONS	Microbe Lift FOG Reducer
66677	1,862.67	PONTON INDUSTRIES, INC.	Manhole Antennas, Stainless Steel Cables

MISCELLANEOUS

<u>CHECK</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
66574	4,190.28	AQUALITY WATER MANAGEMENT INC.	Re-Issued Check
66577	2,455.00	COUNTY OF SAN MATEO	Contributions to LAFCo
66575-66646	124,938.80	PORTOLA VALLEY RESIDENTS	Reimbursement Agreements for Los Trancos, Blue Oaks
66650	517,280.00	TOWN OF ATHERTON	Pipeline replacement project
66655	4,493.75	HF&H CONSULTANTS, LLC	Consulting revenue projections, SVCW budget review, WBSD Board presentation
66656	33,978.78	HACH COMPANY	Updating Flo Dar Equipment
66659	126,191.64	PRECISION ENGINEERING	CIP 17-18 - Belle Haven III Sewer Project
66665	3,000.00	TOWN OF WOODSIDE	Vendor Refund

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
06/2/2020)

	TOTAL BY	WITHDRAWAL
	VENDOR	
	7/1/2019- 6/2/2020	6/2/2020
REGULAR PAYABLES		
3T Equipment Company	30,531.43	-
A-A Lock & Alarm	1,444.70	-
AAA Rentals	12,776.27	-
A & B Trailer Hitch Inc.	1,303.16	-
Aatrix Software	64.85	-
Ace Fire Equipment & Service	972.11	-
Action Towing	487.50	-
Advanced Laser	2,843.89	-
Airgas USA, LLC	806.86	-
Alliant Insurance Services	15,893.00	-
The Almanac	15,305.20	-
Alpha Analytical Laboratories	4,345.00	-
Amazon	1,198.47	-
American Messaging	707.68	-
American Textile & Supply	171.48	-
American Water Services	381.96	-
Amvan, LLC	1,388.66	-
Anderson Pacific	8,362,900.92	-
Aqua Natural Solutions	4,479.66	1,520.32
Aquality Water Management Inc.	28,519.54	4,190.28
AT&T	12,515.98	935.74
Atlantis Casino Resort	-	-
Atchison, Barisone & Condotti	66,922.86	-
Town of Atherton	523,280.00	517,280.00
Autozone	18.65	-
Avery Associates, Inc.	19,140.27	-
Aztec Consultants	11,827.50	-
Backflow Prevention Specialist	3,854.00	-
Baggeengineers	1,660.00	-
Bank of the West	4,492.84	555.66
Bankcard Center	37,706.06	-
Battery Junction Wholesale	470.53	-
Bay Alarm	12,563.26	-
Bay Area Air Quality Mgmt Dist	24,136.19	-
Bay Area Barricade Service Inc	2,007.72	-
Bay Area Paving Co. Inc.	25,929.00	-
Bay Reprographic, Inc.	106.35	-
Bayside Equipment Company	118,982.71	-
Annette Bergeron	704.00	-
Jed M. Beyer	1,184.50	-
Beyond Components, Inc.	179.20	-
David D. Bohannon Org.	211,673.53	-
Bonny Doon Environmental	4,540.22	-
Brown and Caldwell	200.00	-
Buckles-Smith	251.60	-
BuyReal	312.00	-
CASA	13,370.00	-
CSDA	15,230.00	-
CUSI	13,750.00	-
CWEA-SCVS	1,180.00	-
CWEA	11,246.00	753.00
CWEA Membership	2,618.00	-
CSRMA C/O Alliant Insurance	298,821.30	-
Calif. Labor Law Poster Servic	152.00	-
California Concrete Pumping	774.00	-
CA Air Resources Board	754.48	-
California Water Service	15,064.77	-
CALPERS 1959 Survivor Billing	1,645.00	-
CALPERS - Unfunded Accrued Liability	334,727.00	-
CALPERS - Retirement	441,776.17	-
CALPERS - Health Premiums	464,718.91	-
Calpers Long-Term Care Program	734.53	35.36
Cal-Steam	844.97	-
CalTrans	492.00	-
Carpaccio	47.15	-
Carrie Nevoli - Petty Cash	729.79	-
Cardiac Science Corp.	719.89	-
Center For Hearing Health Inc.	661.25	-
Chavan & Associates LLP	22,825.00	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
06/2/2020)

	TOTAL BY	WITHDRAWAL
	VENDOR	
	7/1/2019- 6/2/2020	6/2/2020
REGULAR PAYABLES		
Chef Kwan	43.37	-
Chevron	67.00	-
Cintas Corp	41,813.55	1,406.25
Citibank	696.92	-
Comcast	3,619.78	278.89
Consolidated Parts, Inc	4,354.12	-
Costco	3,944.03	-
CPS HR Consulting	21,902.36	-
Cropper Accountancy Corp.	2,700.00	-
Cues, Inc.	3,980.00	-
Custom Truck	490.10	-
DMV	388.05	-
Dale Scott & Co., Inc.	8,000.00	-
Peggy Daniels	2,935.76	-
Das Manufacturing, Inc.	1,895.44	-
Davey Tree Expert Company	7,913.00	-
Dept. of Industrial Relations	675.00	-
Dell	7,097.47	-
Delta Diablo Sanitation District	8,567.61	-
Detection Instruments	327.79	-
Dewey Pest Control	25,933.00	-
Digi-Key	89.39	-
DoorDash	988.61	-
Dolphin Graphics	4,904.52	-
Duke's Root Control, Inc	223,089.71	-
Duckys Car Wash	639.80	-
Du-All Safety, Llc	25,852.50	-
Elio D'Urzo	1,523.50	-
ENR	66.00	-
ESRI	17,200.00	-
East Bay Muni Utility District	2,425.00	-
Eco Office	1,554.68	-
Elite Parts LLC	1,233.65	-
Embarcadero Media	375.00	375.00
Emergency Essentials	2,279.10	-
EnviroZyme	3,000.50	-
ErgoWorks	1,398.48	-
Express Safety, Inc.	773.32	-
Facebook	1,260.00	-
Fastrak	980.00	-
Fast Response On-Site Testing	2,217.60	-
Federal Express	3,980.52	163.99
City of Fremont	118.35	-
Fremont Urgent Care	3,202.00	-
Finishmaster Inc	1,212.78	-
Forestry Suppliers, Inc.	1,315.65	-
Formatop	1,387.48	-
City of Foster City	1,000.00	500.00
Four Star Automotive, Inc.	8,922.40	-
Franchise Tax Board	6,500.00	250.00
Freyer & Laureta	475,804.94	-
Full Source, LLC	147.22	-
Gary Pollack Construction	4,000.00	-
Goldstreet Design Agency	7,484.09	-
Govconnection, Inc.	780.00	-
Governmentjobs.com dba NeoGov	6,633.00	-
GoDaddy.com	111.99	-
Grainger	32,011.62	643.00
Granite Rock, Inc.	1,033.13	-
The Grill House	43.10	-
Hach Company	59,363.37	33,978.78
Hadronex, Inc.	34,919.44	-
Hansen Supply Company	4,710.58	-
Harben California	7,263.40	-
Harbor Ready-Mix	2,992.16	-
Harrington Industrial Plastics	192.59	-
HF&H Consultants, LLC	85,958.04	4,493.75

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
06/2/2020)

REGULAR PAYABLES	TOTAL BY	WITHDRAWAL
	VENDOR	
	7/1/2019- 6/2/2020	6/2/2020
HP	491.61	-
H & R Plumbing & Drain	7,500.00	-
Hempel Pipe	62.76	-
Hillyard/San Francisco	3,742.51	360.93
Hilton	225.03	-
Home Depot	15,776.48	-
Bob Hulsmann	1,274.26	-
IEDA	8,360.00	-
IKEA	21.93	-
James F. Illich	5,250.00	-
Innovyze, Inc	7,955.00	-
Instrument Technology Corp.	228.81	-
Interstate Traffic Control Pro	273.13	-
ISAC INC	13,150.50	-
J & B Corrosion Engineering	1,415.00	-
Jani-King of CA, Inc - SFR/OAK	9,940.44	-
Jans Deli	98.86	-
Jeffreys Hamburgers	39.79	-
Jensen Precast	2,454.32	-
KDS Communications	1,505.00	-
KIS	14,465.15	-
Scott/Linda Kamran	16,000.00	-
Kimball Midwest	10,005.84	-
Bill Kitajima	152.83	-
Kone Inc.	2,852.74	-
L & M Transmission	1,199.93	-
Lasky Trade Printing	3,507.40	923.16
Liebert Cassidy Whitmore	150.00	-
Log Me In	2,461.96	-
Lucity, Inc.	20,741.42	-
Lyngso Garden Materials, Inc	356.78	-
Damian Madrigal	100.00	-
Mail Finance	804.75	-
Mallory Co.	8,972.01	-
Matheson Tri-Gas, Inc.	589.29	50.71
Maxx Metals	269.10	-
George / Karen McCown	2,996.72	-
City of Menlo Park - Repair	37,029.31	-
City of Menlo Park-Fuel	52,666.39	-
City of Menlo Park - Water	10,907.90	606.53
City of Menlo Park - Permits	4,500.00	-
SDU	13,224.12	508.62
Medco Supply Company	396.05	-
Menlo Park Chamber of Commerce	475.00	-
Menlo Park Fire Protection	8,290.00	-
Menlo Park Hardware Co. #14016	1,292.08	-
Microsoft	112.98	-
Mid Peninsula Abstracts	810.00	-
Mission Clay Products LLC	5,385.35	-
Morse Hydraulics	1,116.97	-
Moss Rubber	409.81	-
Mountain Mikes Pizza	186.29	-
Municipal Maintenance Equip.	1,667.98	-
My Binding	156.85	-
National Auto Fleet	142,690.88	-
Navia Benefit Solutions	25,319.32	550.39
Neopost	3,950.00	300.00
NewEgg Inc	1,981.47	-
North Bay Pensions	1,500.00	-
Occasions, ETC.	1,063.12	64.75
Office of Water Programs	998.63	-
Office Team	8,072.00	-
Ogasawara Landscape Maint.	13,550.00	400.00
Omega Industrial Supply, Inc.	-	2,190.33
Otterbox	-	-
OverStock.Com	289.06	-
PARS	635,000.00	-
P&F Distributers	1,035.69	-
PG&E	68,664.87	-
Palo Alto Staffing	1,309.60	-
Albert Patino	433.54	-
Paytrace	3,945.88	682.95
Peninsula Building Materials	4,440.36	-
Peninsula Property Group	1,602.75	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
06/2/2020)

	TOTAL BY	WITHDRAWAL
	VENDOR	
	7/1/2019- 6/2/2020	6/2/2020
REGULAR PAYABLES		
Perotti and Carrade	750.00	-
Phil Scott	3,202.20	-
Pier 2 Marketing	3,350.00	-
PJ's Rebar Inc.	2,752.87	-
PollardWater	180.26	-
Ponton Industries, Inc.	23,952.68	1,862.67
Town of Portola Valley	32,000.00	-
Portola Valley Property Owner	160,453.44	127,464.02
Precise Printing and Mailing	20,534.53	-
Precision Engineering	1,050,022.46	126,191.64
Preferred Alliance	3,283.58	-
Principal Life Insurance Co.	63,322.55	5,044.76
Priority 1 Public Safety	8,225.20	-
Project Graphics	4,037.00	-
Quadient Leasing USA, Inc.	268.25	-
Sergio Ramirez	5,458.31	-
R.A. Nosek Investigations	3,225.00	-
Ranger Pipelines	106,849.79	-
Readyrefresh By Nestle	3,110.01	215.70
Recology Peninsula Services	12,530.00	-
Red Wing Shoe Store	5,967.11	-
Redwood General Tire Co., Inc.	213.75	-
Reg Solutions	200.00	-
Rich Voss Trucking	2,405.00	-
Rite Aid	32.75	-
Roberts & Brune Co	23,391.41	-
Round Table Pizza	44.77	-
SVCW Bond - 2009 Bond	656,144.00	-
SVCW Bond - 2014 Bond	1,145,613.40	-
SVCW Bond - 2015 Bond	1,019,906.45	-
SVCW Bond - 2018 Bond	1,834,712.50	-
SVCW Cash Contribution on 2018 Bond	6,416,002.01	-
SVCW SRF Loan - WWTP Phase 1	726,842.68	220,077.48
SVCW - Monthly Operating Payment	7,598,964.00	633,247.00
SWRCB	14,557.00	-
Sacramento Airport Parking	20.00	-
Sacramento State	360.05	-
Safety Center Inc	5,308.00	-
Safety-Kleen, Corp.	3,656.02	-
Safeway	161.75	-
San Mateo County	21,567.00	2,455.00
San Mateo County Assessor	610.00	-
San Mateo County Clerk	1,317.00	172.00
San Mateo CO Health Dept	2,473.00	-
San Mateo County Tax Collector	924.30	-
Rupert Sandoval	1,113.46	-
Santa Clara Valley Water Dist.	100.00	-
Santa Clara County	587.00	-
Robert J. Scheidt	263.86	-
Seekzen Systems	16,920.00	475.00
Shape Incorporated	39,335.47	-
Sharp Business Systems	11,418.70	1,036.78
Sharp Electronics Corporation	1,186.81	-
Signa Mechanical	18,321.16	-
Sitech Norcal	460.95	-
Smart and Final	187.91	-
Snap On Industrial C/O	1,293.44	542.72
Desiree S Slater	28.00	-
Solarwinds	57.00	-
Spartan Tool LLC	4,257.10	-
Stacks	134.57	-
Staples Credit Plan	15,459.23	1,480.06
Stevens Creek Quarry, Inc.	692.99	-
Stockton Metropolitan	20.00	-
Summit Aerial Services Inc	9,250.00	-
SuperShieldz	7.64	-
Sutter EAP	1,249.25	-
Target Specialty Products	3,638.28	-
Tap Plastics Inc.	419.65	-
Teamsters Local No. 350	12,390.00	-
Teletrac Navman US LTD.	2,115.05	-

WEST BAY SANITARY DISTRICT

SUMMARY OF FY2019-20 PAYMENTS
(Through Withdrawal Order
06/2/2020)

	TOTAL BY VENDOR 7/1/2019- 6/2/2020	WITHDRAWAL 6/2/2020
REGULAR PAYABLES		
The Concept Genie	2,550.78	-
TFS-Zoom Imaging Solutions Inc	802.99	-
TigerSeal Products	197.70	-
TOGO's	96.85	-
Toshiba Financial Services	801.78	-
Towne Ford Sales	14,426.23	-
TPX Communications	22,893.27	-
TriTech Software Systems	13,059.96	-
Underground, Inc.	321,504.72	-
Underground Service Alert	10,828.20	-
United Rentals Northwest, Inc.	1,082.58	-
USA Blue Book	1,051.78	-
US Bank	2,184.36	-
U.S. Jetting, LLC.	3,089.09	-
V & A Consulting Engineers	21,768.75	-
Valley Heating & Cooling	1,883.00	-
Vallombrosa Center	4,230.00	-
Verizon Wireless	19,141.32	-
Vision Communications Co.	13,331.16	-
VizoCom	2,390.00	-
V.W. Housen & Associates	47,709.50	-
Watereuse Association	(475.00)	-
WeatherTech Direct	225.46	-
Weco Industries, Inc.	149,013.91	-
West Yost & Associates	42,927.96	-
Wex Bank	843.87	213.67
Wiley Price & Radulovich	61.81	-
Woodard & Curran	131,242.57	-
Town of Woodside	3,000.00	3,000.00
Young's Auto Supply Center	739.16	-
Zanker Recycling	3,451.58	-
Zip's AW Direct	118.31	-
Zoom	63.99	-
Zoom Imaging Solutions, Inc.	1,215.54	-
TOTAL REGULAR PAYABLES	35,591,475.46	1,697,476.89
SALARIES, WAGES & WITHHOLDINGS		
Salaries/Wages - Net Pay	1,952,895.47	103,040.82
Directors Fees - Net Pay	21,492.79	3,136.22
PrimePay Fees	5,449.94	-
IRS - Federal Payroll Taxes	406,807.91	22,703.12
EDD - State Payroll Taxes	137,609.56	6,844.36
ICMA	202,021.97	10,481.39
Performance Merit Program - Net Pay	124,143.65	-
TOTAL SALARIES RELATED	2,850,421.29	146,205.91
TOTAL PAYABLES	<u>38,441,896.75</u>	<u>1,843,682.80</u>
SUMMARY		
TOTAL CHECKS		842,613.80
TOTAL CORP CARD		-
TOTAL WIRES		1,001,069.00
TOTAL PAYABLES		<u>1,843,682.80</u>

WEST BAY SANITARY DISTRICT
Schedule of Cash Receipt Deposits
5/19/2020-6/2/2020

RECEIPT NUMBER	DEPOSIT DATE	DESCRIPTION	AMOUNT
461195	6/2/2020	Estimated Volume Permit 2020 325 Middlefield Rd., MP	\$175.00
461196	6/2/2020	Refund for Mario Mendoza Grade 2 application	\$150.00
461197	5/15/2020	EVP 2020 - 20 Kelly Ct., MP	\$175.00
461198	5/15/2020	Permit: 1304 University Dr, MP	\$290.00
461199	5/15/2020	Permit: 1412 Hill Ave, MP	\$290.00
461200	5/15/2020	Permit: 1124 Werth Ave, MP	\$290.00
461201	6/2/2020	Inv 2019/20-077: 333 Ravenswood Ave, MP	\$1,296.60
461202	5/19/2020	Permit: 530 Laurel Ave, MP	\$355.00
461203	5/19/2020	Permit: 62 Fair Oaks Ln, MP	\$355.00
461204	5/19/2020	Permit: 2191 Valparaiso Ave, MP	\$355.00
461205	5/20/2020	Permit: 2736 Gonzaga St, EPA	\$260.00
461206	5/20/2020	Permit: 1001 Olive St, mp	\$290.00
461207	5/19/2020	Permit: 2124 Cedar Ave, MP	\$290.00
461208	5/21/2020	Two salvage boardroom chairs	\$20.00
461209	5/21/2020	Permit: 1327 Johnson St, MP	\$290.00
461210	5/22/2020	Permit: 2895 Illinois St, EPA	\$290.00
461211	6/2/2020	Permit: 1701 Bay Laurel Dr, MP	\$3,860.00
461212	5/26/2020	Permit: 1200 Chestnut St, MP	\$290.00
461213	5/26/2020	Permit: 149 Corte Madera Rd, PV	\$290.00
461214	6/2/2020	Permit: 1036 Oakland Ave, MP	\$170.00
461215	5/26/2020	Permit: 2040 Valparaiso Ave, MP	\$290.00
461216	5/27/2020	Permit: 1245 Lemon Ave, MP	\$200.00
461217	5/27/2020	Permit: 535 Central Ave, MP	\$355.00
461218	5/27/2020	Permit: 1380 Corinne Ln, MP	\$290.00
461219	5/27/2020	Permit: 1735 Poppy Ave, MP	\$290.00
461220	5/28/2020	Permit: 1127 Castle Way, MP	\$170.00
461221	5/28/2020	Permit: 2741 Georgetown St; EPA	\$65.00
461222	5/28/2020	Permit: 2141 Mills Ave, MP	\$290.00
461223	5/28/2020	Permit: 700 Hermosa Way, MP	\$290.00
461224	6/1/2020	Permit: 1720 Holly Ave, MP	\$200.00
Total Deposits			<u>\$12,221.60</u>

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WEST BAY SANITARY DISTRICT AGENDA ITEM 7C

To: Board of Directors
From: Sergio Ramirez, Operations Superintendent
Subject: WBSD Operations and Maintenance Report – May 2020

Month	Basin PM Pipe Cleaning	High Freq. PM Pipe Cleaning	Un-Sche. Pipe Cleaning	WBSD CCTV Insp.	Pipe Patch Repairs	Open Trench Repairs	Pump Sta. PM	Pump Sta. Unsch. Repairs	SSO	SSO	Service Calls- Unit 208			
	Miles	Miles	Miles	Miles	Qty.	Qty.	Qty.	Qty.	Cat. 1	Cat. 2&3s	Call Outs	Sch PM	Unsch. PM	USA's
January	6.9	4.1	0.0	3.0	6	7	72	1	0	0	90	11	0	206
February	5.0	7.8	0.9	2.5	2	9	69	0	0	0	95	12	0	177
March	17.3	0.1	0.4	1.3	4	8	70	0	0	0	94	9	0	156
April	15.7	3.1	1.3	0.0	0	0	57	1	0	0	54	9	0	152
May	8.5	9.6	0.0	0.2	0	0	50	0	0	0	71	11	0	236
* Oct.	3.9	4.1	0.3	4.3	5	8	95	1	0	0	94	0	1	309
Nov.	0.8	8.2	0.1	3.2	4	8	83	0	0	0	105	0	3	269
Dec	13.7	0.0	0.0	4.6	6	8	76	1	0	0	88		10	160
Yr to date	71.9	37.0	3.0	19.0	27	48	572	4	0	0	691	52	14	1665
2020 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
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 7D**

To: Board of Directors

From: Sergio Ramirez, Operations Superintendent

Subject: Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – May 2020

	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	0.5	0.8	0.2	0.8	4	1	0	0	0
February	1.3	0.2	0.1	1.2	4	1	0	1	0
March	0.0	1.2	0.0	0.0	4	0	0	0	0
April	3.2	1.8	0.0	0.0	4	0	0	0	0
May	3.3	1.3	0.1	0.1	4	0	0	0	0
June									
July									
*August	0.0	1.2	0.0	0.5	4	0	0	0	0
Sept.	0.0	1.5	0.0	1.1	4	0	0	0	0
Oct.	0.5	1.7	0.2	1.2	4	1	0	0	0
Nov.	1.0	1.0	0.0	0.0	4	2	0	0	0
Dec	0.0	1.7	0.1	1.2	4	0	0	0	0
** Yr to date	9.8	12.4	0.7	6.1	40	5	0	1	0
FY19/20Goals	17.4	16.9	n/a	9.3	52	n/a	n/a	n/a	n/a

* = August- Start of Contract

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WEST BAY SANITARY DISTRICT AGENDA ITEM 8

To: *Board of Directors*

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

Subject: *Consideration of Authorizing the District Manager to Consent to the Abandonment of Right-of-Way at Terminal Ave, Menlo Park*

Background

Currently, a portion of the Right-of-Way (ROW) known as Terminal Avenue in the Belle Haven neighborhood extends into the property at 100 Terminal Avenue as an unused cul-de-sac as seen on Exhibit A.

To free up the land for a future development, the City seeks to abandon this portion of the ROW, and has requested no objection letters from all affected agencies and utilities. The District currently has a sewer main within this portion of the ROW and initially objected.

The City has proposed to add a new manhole on the main within the ROW and convert the segment upstream of this into the private lateral extending into the property to serve the future development. In order to conform to the District's current standards, the developer would replace the portion of sewer to be converted to the lateral and install a sampling manhole within 5-feet of the newly established property line. This concept is depicted on Exhibit B.

Analysis

District staff has reviewed the proposed concept design, and recommends the abandonment of the ROW contingent on the following conditions:

- A Class 3 Sewer Permit is issued for the abandonment of the sewer main and installation of a new termination manhole.
 - An exclusive sanitary sewer easement is dedicated to the District in the event that the main is not abandoned for any reason.
 - A Class 2 Sewer Permit is issued for the installation of the new sewer lateral and sampling manhole.
-

Fiscal Impact

None

Recommendation

The Projects and IT Manager recommends the District Board authorize the District Manager to provide a “no objection” letter with the conditions described above.

Attachment: Exhibit A – Existing Site Map
Exhibit B – Proposed Site Map
Exhibit C – Letter from the City of Menlo Park (with accompanying exhibit)

EXHIBIT A EXISTING SITE MAP

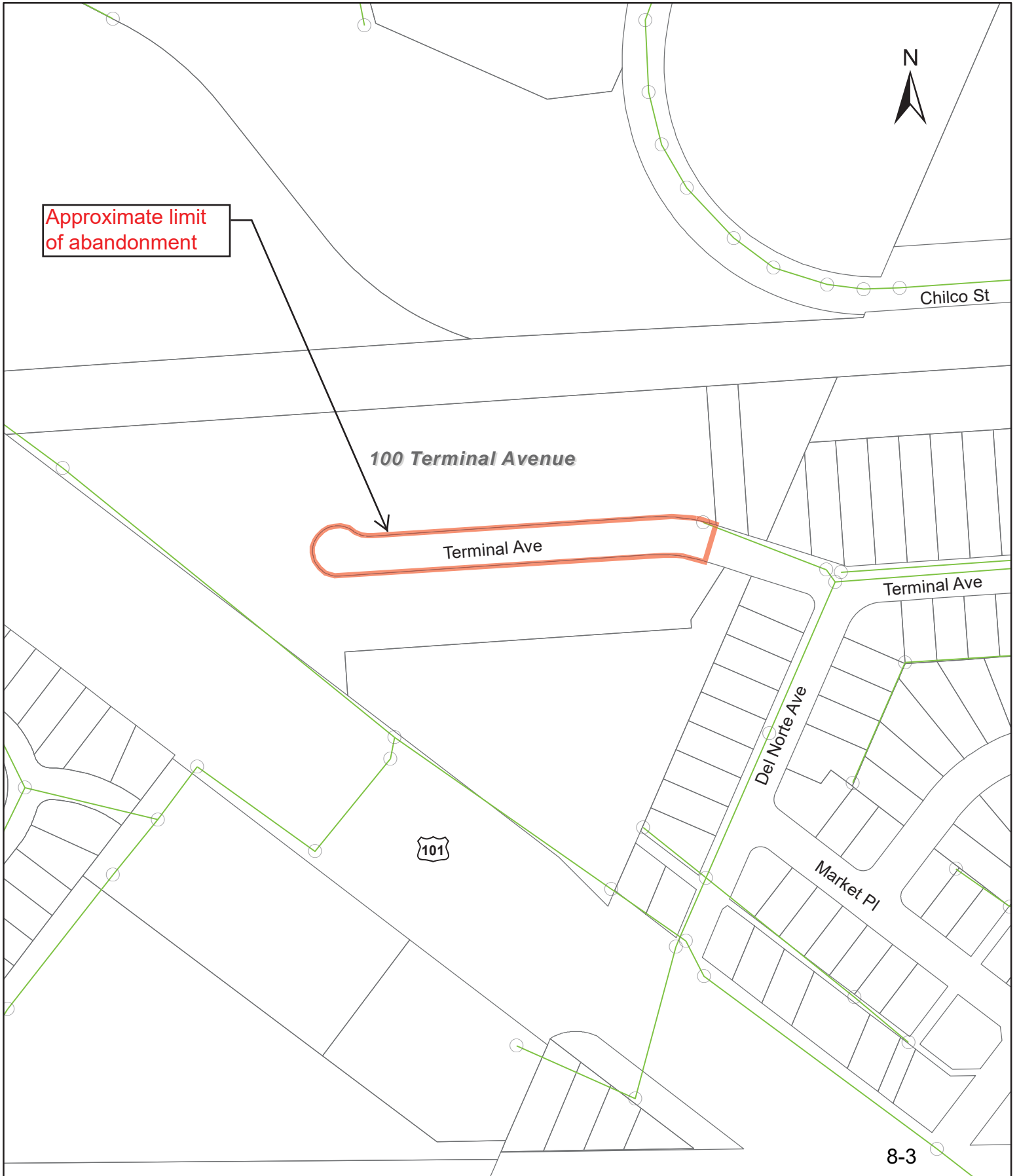
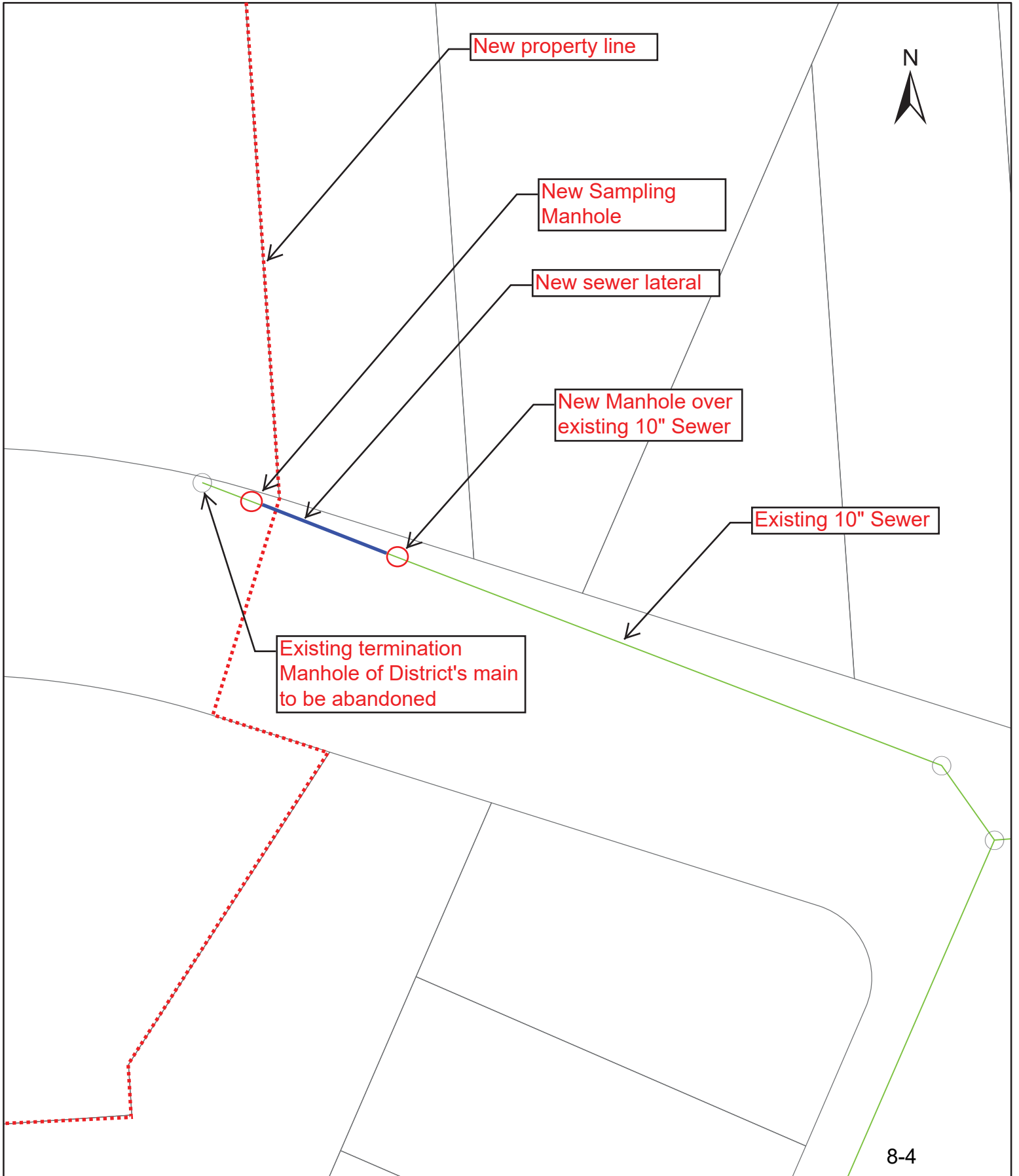


EXHIBIT B PROPOSED SITE MAP





January 28, 2020

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

RE: RIGHT OF WAY ABANDONMENT AT 100 TERMINAL AVENUE

Dear Mr. Kitajima:

We are in receipt of a letter dated December 17, 2019 from Jonathan Werness objecting to the proposed right of way abandonment at 100 Terminal Avenue. We understand that the District has an existing gravity sanitary sewer main in the vicinity of the abandonment area. Upon further review, it appears that one manhole and approximately 25 feet of sewer main are within the area to be abandoned.

To address the District's concerns, the City is proposing to relocate the manhole downstream as shown on the attached exhibit, and assume ownership and maintenance of the newly created upstream lateral. We would be happy to meet to discuss the details and to ensure that we are meeting all requirements of the District.

We hope that this solution addresses your concerns regarding the right of way abandonment. If you have any questions please feel free to contact me at (650) 330-6741.

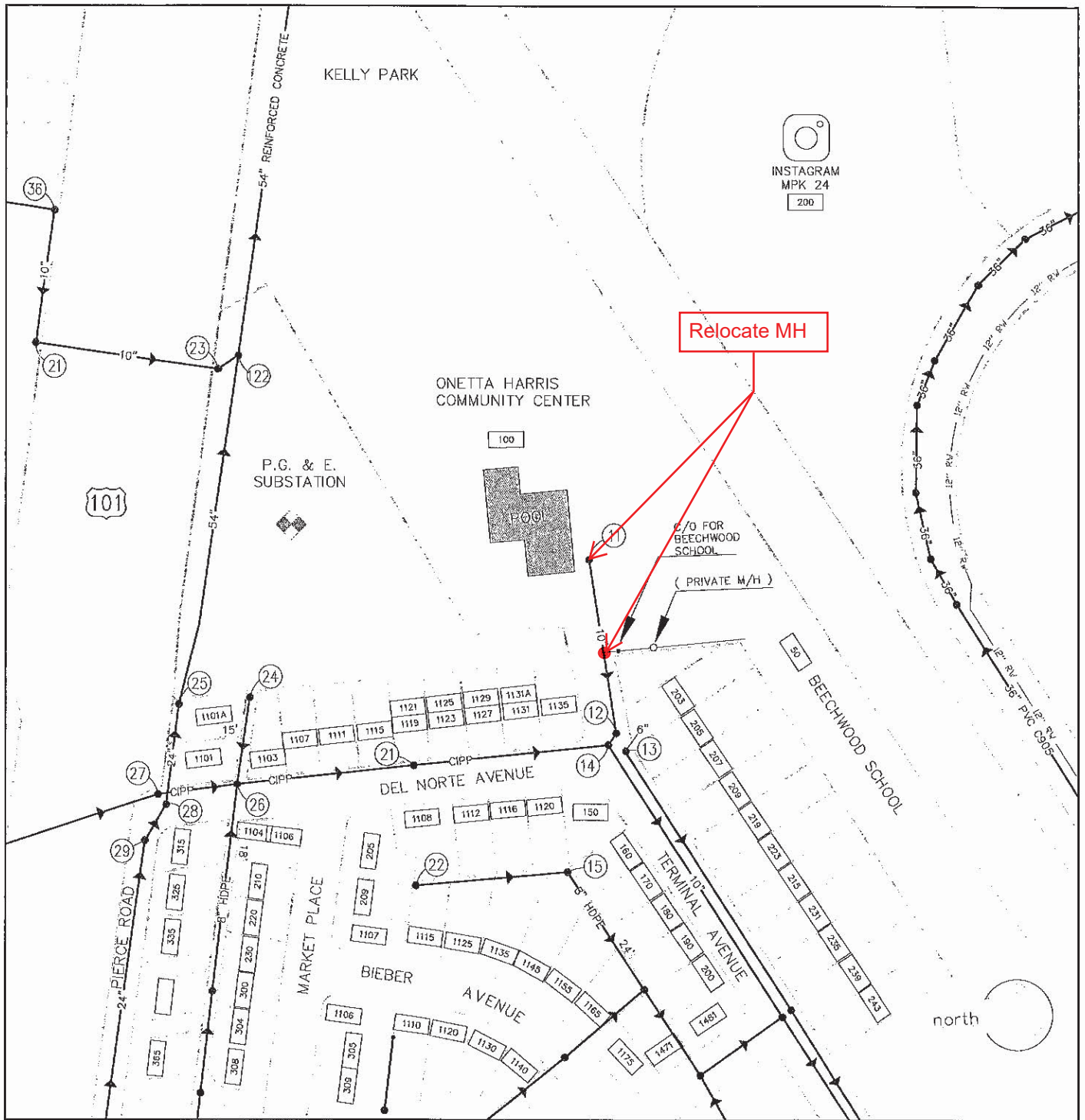
Sincerely,

Chris Lamm
Assistant Public Works Director

Attachment

EXHIBIT A

WEST BAY SANITARY DISTRICT COLLECTION SYSTEM MAP NEAR 100 TERMINAL AVENUE





**WEST BAY SANITARY DISTRICT
AGENDA ITEM 9**

To: Board of Directors

From: Phil Scott, District Manager

Subject: Consideration of Resolution Appointing the District Manager as the Deputy Secretary/Deputy Treasurer of the District Board, the Chief Fiscal Officer of the West Bay Sanitary District, and Granting the District Manager Authority to Open Accounts and Invest Funds

At the regular meeting of May 27, 2020, the District Board appointed Sergio Ramirez as the District Manager effective July 1, 2020.

This resolution transfers authority for the stated functions to the new District Manager to insure continuity.

WEST BAY SANITARY DISTRICT

Resolution No. ____ (2020)

Resolution Appointing the District Manager as the Deputy Secretary/Deputy Treasurer of the District Board, the Chief Fiscal Officer of the West Bay Sanitary District, and Granting the District Manager Authority to Open Accounts and Invest Funds

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

- A. The appointment of the District Manager as the Deputy Secretary/Deputy Treasurer of the District Board, the Chief Fiscal Officer of the West Bay Sanitary District, and granting the District Manager authority to transfer funds to and from the Local Agency Investment Fund (LAIF), to open accounts and invest funds in certificates of deposit at certain financial institutions, and to reinvest funds at maturity of deposit are necessary to ensure continuity of the District's operations, processes and procedures.
- B. Pursuant to Health & Safety Code § 6487, the District Board acting by resolution may authorize the District Manager to sign releases, receipts and similar documents in the name of the District.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED as follows:

1. Effective July 1, 2020, the District Manager of West Bay Sanitary District, Sergio Ramirez, is appointed the Deputy Secretary/Deputy Treasurer of the District Board, the Chief Fiscal Officer of the West Bay Sanitary District and authorized to act for and on behalf of the District and the District Board to transfer funds to and from the Local Agency Investment Fund (LAIF), and to open accounts in the name of the District, to liquidate accounts and to reinvest at maturity funds coming due to the District by reason of previously authorized investments; provided, however, that all such accounts, investments and reinvestment shall be limited exclusively to negotiable certificates of deposit meeting the requirements of Government Code § 53635(h). The District Manager is expressly authorized to sign and execute on behalf of the District such applications, receipts and other documents as may reasonably and necessarily be required to conduct these activities, and to give directions telephonically regarding these matters.

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 10th day of June, 2020, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 10**

To: Board of Directors

From: Phil Scott, District Manager

Subject: Consideration Authoring Certain District Officers to Affect the Deposit and Withdrawal of Funds from the Local Agency Investment Fund

Background

The Local Agency Investment Fund requires that the position titles of persons who may be authorized to deposit or withdraw funds be on record via District resolution. Additions and deletions of authorized personnel can only be made if the position he/she holds is on record. With the change in District Manager effective July 1, 2020, the retirement of another authorized Management personnel, one position of District Coordinator no longer existing, and change in another Management title, a current Resolution is needed in order to insure the timely transfer of District funds for operations and investment and these other Management position titles and those persons holding the positions be added.

Recommendation

Staff recommends the Board adopt the Resolution as presented.

RESOLUTION NO. ____ (2020)

A Resolution Amending Resolution No. 1599(06) and Resolution No. 1664 (2008), A Resolution Authorizing Investment of West Bay Sanitary District Monies in Local Agency Investment Fund

Whereas, pursuant to Chapter 730 of the Statutes of 1976
Section
16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

Whereas, the District Board does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for purposes of investment as stated therein as in the best interests of the West Bay Sanitary District.

Now therefore, be it resolved that the District Board does hereby authorize the deposit and withdrawal of West Bay Sanitary district monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein.

Be it further resolved that, effective July 1, 2020, the following District Officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Sergio Ramirez, District Manager; Roy Thiele-Sardina, Treasurer; Fran Dehn, President; Bill Kitajima, Projects & IT Manager; Jed Beyer, Water Quality Manager.

Passed and adopted by the District Board of West Bay Sanitary District at a Regular meeting thereof held on the 10th day of June, 2020 by the following vote:

.)

Ayes:

Noes:

Abstain:

Absent:

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

Attest:

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 11

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *Consideration of Approving Resolution to Modify the Investment Policy to include the Public Agency Retirement System (PARS) Irrevocable Trust Account and Authorize the District Manager (Chief Fiscal Officer and Plan Administrator for PARS) to make deposits as directed by the Board, as well as withdrawals and reimbursement of expenses paid on behalf of eligible recipients by PERS*

Background

At the July 13, 2016 Board meeting, the Directors approved and authorized the District Manager to execute documents to implement an irrevocable trust with the PARS for the purpose of pre-funding the Other Post-Employment Benefits (OPEB) Liability.

Analysis

The proposed amendment mainly reflects the Board's decision to establish an irrevocable trust for OPEB with PARS and designates the District Manager as the Plan Administrator authorizing the District Manager to make deposits as directed by the Board, as well as withdrawals and reimbursement of expenses paid on behalf of eligible recipients by PERS.

Fiscal Impact

An OPEB Irrevocable Trust could partially offset the OPEB liability and the amount of liability reportable under GASB Statement No. 75 and enhance the District's bond rating.

Recommendation

The District Manager recommends the Board Approve the Resolution to amend the investment policy to include the PARS Irrevocable Trust and authorize the District

Manager (Chief Fiscal Officer and Plan Administrator for PARS) to make deposits as directed by the Board as well as withdrawals and reimbursement of expenses paid on behalf of eligible recipients by PERS.

Attachments: Resolution ____2020

RESOLUTION NO. ____ (2020)

A RESOLUTION ESTABLISHING INVESTMENT AND PROCEDURE POLICY FOR THE WEST BAY SANITARY DISTRICT AND AMENDING RESOLUTION NO. 1996 2016)

To ensure sound investment practices, which also meet legislative guidelines, the District Board of the West Bay Sanitary District finds and determines as follows:

WHEREAS, the District's Deferred Compensation Investment Funds are specifically excluded from this Policy and:

WHEREAS, the District's operating funds and bond proceeds may be invested in securities authorized by California Government Code Section 53601 and the Local Agency Investment Fund (LAIF), and Bank of the West Investment Management & Trust pursuant to Government Code Section 53630, and:

WHEREAS, with respect to investments with banks and/or savings and loan associations:

1. It is the policy of the District Board to satisfy the requirements of California Government Code Section 53637 by investing with those banks and savings and loan associations agreeing to pay the highest rate of interest, and:
2. Investments and deposits shall comply with all requirements of California Government Code §§ 53600 et seq. and §§ 53630 et seq. Notwithstanding this section, and with the exception of those funds deposited with the Local Agency Investment Fund, the Chief Fiscal Officer shall invest only in the instruments specifically authorized and approved by the District Board and recorded in the minutes of a meeting thereof, and:
3. All deposits shall be secured with eligible securities as provided in California Government Code §§ 53651, except that real estate secured promissory notes, as described in Section 53651(m), shall not be acceptable, and provided, further, that security may be waived to the extent that deposits are insured by the FDIC, and:
4. The total amount of all funds deposited in any single bank or savings and loan association shall not exceed \$500,000.00 in the aggregate at any time. The only authorized exceptions to this policy are those accounts required as holding accounts for other investments (i.e. Bank of the West Investment Management & Trust and the PARS Irrevocable Trust) or accounts required to process accounts payable and accounts receivable (i.e. Checking Account or Money Market account with Bank of the West) and:
5. The District adopted the Public Agency Retirement Service Irrevocable Trust account for the proposed pre-funding of Post-Employment Benefits and designated the District Manager as Plan Administrator to make deposits as directed by the Board as well as withdrawals and reimbursement of expenses paid on behalf of eligible recipients by PERS.
6. Notwithstanding the exceptions provided here. it is the intent of the District Board that funds shall be invested and deposited into those institutions which provide the highest possible interest rate. Funds in these accounts shall be carefully monitored by the Chief Fiscal Officer to ensure compliance with this policy. and:

WHEREAS, deposits with the Local Agency Investment Fund in the State Treasury shall be made pursuant to California Government Code § 16429.1, and:

WHEREAS, the appointment of the District Manager as the Deputy Secretary/Deputy Treasurer of the District Board, as Chief Fiscal Officer of the West Bay Sanitary District and granting the District Manager the authority to transfer funds to and from the LAIF, the Bank of the West Investment Management & Trust, the Public Agency Retirement Service, and to open accounts and invest funds in approved financial institutions, and to reinvest funds at maturity of deposit is necessary to ensure continuity of the District's operations, processes and procedures, and:

WHEREAS, pursuant to Health and Safety Code § 6487, the District Board acting by resolution may authorize the District Manager to sign releases, receipts and similar documents in the name of the District, and:

WHEREAS, the District Manager shall be deemed the Chief Fiscal Officer for the purposes of Section 53646 of the California Government Code.

NOW, THEREFORE in consideration of the foregoing, the District Board hereby establishes the following procedures for the transfer and investment of District monies:

1. The District Manager, without the prior approval of the District Board, may transfer to and from LAIF and the Bank of the West Money Market funds designated by the District Board as short-term operating reserves, which are required to meet the current expenses of the District. The District Manager shall provide the District Board with a written statement showing each transfer at the next regular meeting of the District Board following the date of such transfer.
2. The District Manager shall transfer to and from LAIF, and Bank of the West Investment Management & Trust those monies designated by the District Board as long-term investment funds, as recommended by the Bank of the West Investment Advisor, and as approved by the District Board. The District Manager shall make such transfers only upon a specific instruction to do so, given by the District Board at a public meeting thereof. The District Manager shall provide the District Board with a written statement showing each transfer at the next regular meeting of the District Board following the date of such transfer.
3. The District Manager (Plan Administrator) may make deposits to PARS as directed by the Board. The District Manager (Plan Administrator), without prior approval of the District Board, may make withdrawals from PARS for the reimbursement of expenses paid on behalf of eligible recipients by PERS for Post-Employment Benefits.
4. The District Board shall annually review and approve the District's Investment Policy.
5. The District Manager (Chief Fiscal Officer) shall render a quarterly report to the District Board showing the type of investment, institution, date of maturity, amount of deposit, and rate of interest. The quarterly report shall specify in detail investments made pursuant to subdivision (i) of Section 53601, Section 53601.1, and subdivision (i) of Section 53635. The report shall also state its relationship to this statement of investment policy. The report shall be presented to the District Board within 30 days of the end of the quarter reported.
6. In carrying out the functions of these policies and procedures, the District Manager (Chief Fiscal Officer) shall consult regularly with the Board Treasurer and/or Board President. In consideration of the foregoing findings and

determinations,

IT IS RESOLVED as follows:

The District Manager of West Bay Sanitary District effective July 1, 2020, Sergio Ramirez, is appointed Deputy Secretary/Deputy Treasurer of the District Board, the Chief Fiscal Officer of the West Bay Sanitary District and authorized to act for and on behalf of the District and the District Board to transfer funds to and from the Local Agency Investment Fund, the Bank of the West Investment Management & Trust, and the Public Agency Retirement Service, in accordance with this resolution.

The District Manager is authorized to open Certificate of Deposit accounts in the name of the District, when instructed to do so by the District Board. Within 60 days of maturity of a Certificate of Deposit, the District Manager shall advise the Board of the rates offered for redeposit. Pursuant to instructions by the District Board, the District Manager is authorized to liquidate or redeposit Certificates of Deposit as instructed, provided, however, that all such deposits and redeposit shall be limited exclusively to negotiable certificates of deposit meeting the requirements of Government Code §53635 (h).

The District Manager is expressly authorized to sign and execute on behalf of the District such applications, receipts and other documents as may reasonably and necessarily be required to conduct these activities, and to give directions telephonically regarding these matters.

PASSED AND ADOPTED by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the June 10, 2020, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 12

To: *Board of Directors*

From: *Phil Scott, District Manager*

Subject: *June 10th Update Report on District Response to Corona Virus*

Background

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

Analysis

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

Shelter in Place: The District as a wastewater agency has been designated as an “Essential Service” and supplied employees with letters drafted by legal counsel that can be shown to legal authorities, if required, to justify their travel to, during and from work. In addition, the District has developed a Modified Work Schedule that requires individuals to stay at home or telecommute in order to reduce interaction and thus the potential of any spread of the virus among District staff. The District has also implemented the use of Zoom for meetings to reduce the need for consultants, partners, the public and Board member to attend in person. A camera and large screen have been 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 June 10, 2020

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 expected to re-open in the next week or two. 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.

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 can thus far be absorbed in the Operating budget due to staff's constant frugal spending practices. The FY2020-21 Budget won't be substantially impacted by the effects of the national COVID 19 response but the following FY2021-22 Budget will be affected to a yet undetermined amount in loss of revenue in the Commercial sector due to the current Shelter in Place mandate.

Recommendation

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

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WEST BAY SANITARY DISTRICT AGENDA ITEM 13

To: *Board of Directors*

From: *Phil Scott, District Manager*

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

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

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

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

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 14**

To: Board of Directors

From: Phil Scott, District Manager

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

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



BOARD OF DIRECTORS
THURSDAY, May 28, 2020 at 2:00 p.m.

VIA ZOOM VIDEO OR TELECONFERENCE MEETING ONLY

Link to Join: <https://us02web.zoom.us/j/86201418108>

Phone number for voice access: 1 (669) 900 9128

Meeting ID: 862 0141 8108

Password: 254115

PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20, THE MEETING WILL BE HELD BY TELECONFERENCE AND/OR VIDEO CONFERENCE ONLY. THE PUBLIC MAY PARTICIPATE BY SUBMITTING COMMENTS ON ANY AGENDA ITEM VIA EMAIL PRIOR TO OR DURING THE MEETING BY SENDING THOSE COMMENTS TO RETHINKER@RETHINKWASTE.ORG.

TELECONFERENCE PARTICIPANTS

ALL BOARDMEMBERS WILL PARTICIPATE BY TELECONFERENCE AND/OR VIDEO CONFERENCE PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-25-20

PURSUANT TO RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES SHALL BE BY ROLL CALL DUE TO ALL BOARDMEMBERS PARTICIPATING BY TELECONFERENCE AND/OR VIDEO CONFERENCE

ANY REQUEST FOR REASONABLE ACCOMMODATION SHOULD BE ADDRESSED TO CYNDI URMAN AT CURMAN@RETHINKWASTE.ORG.

AGENDA

1. Call to Order/Roll Call

2. Public Comment

Persons wishing to address the Board on matters NOT on the posted agenda may do so. Each speaker is limited to three minutes. If there are more than five individuals wishing to speak during public comment, the Chairman will draw five speaker cards from those submitted to speak during this time. The balance of the Public Comment speakers will be called upon at the end of the Board Meeting. If the item you are speaking on is not listed on the agenda, please be advised that the Board may briefly respond to statements made or questions posed as allowed under The Brown Act (Government Code Section 54954.2). The Board's general policy is to refer items to staff for attention, or have a matter placed on a future Board agenda for a more comprehensive action or report and formal public discussion and input at that time. *Speakers may also submit comments via email prior to the meeting by sending those comments to rethinker@rethinkwaste.org.*

3. Adjourn to Closed Session: Pursuant to Government Code Section §54956.9 – Conference with Legal Counsel – Anticipated Litigation (one case).

4. Call to Order/Roll Call (Open Session)

5. Public Comment

6. Executive Director's Report

A. Discussion Cost impacts of COVID-19 Shelter-in-Place Order

p. 5

p. 9

7. Approval of Consent Calendar

Consent Calendar item(s) are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Board, staff or public request specific items be removed for separate action. *Items removed from the Consent Calendar will be moved to the end of the agenda for separate discussion.*

- A. Approval of the Minutes from the April 23, 2020 Board of Directors Meeting **ACTION p. 19**
 - B. Resolution Approving Calendar Year Financial Statements for 2019 **ACTION p. 27**
 - C. Resolution Approving Revised SBWMA Investment Policy for 2020 **ACTION p. 37**
 - D. Approval of Quarterly Investment Report for the Quarter Ended March 31, 2020 **ACTION p. 53**
 - E. Resolution Confirming and Ratifying the Declarations of a Local Emergency by its Member Agencies and Proclaiming a Local Emergency Within its Jurisdiction **ACTION p. 59**
- 8. Administration and Finance**
- A. Resolution approving the Work Plan Transitioning the South Bayside Waste Management Authority's Financial Systems from a Fiscal Year Accounting Period Ending June 30, to Calendar Year Accounting Period Ending December 31 **ACTION p. 65**
 - B. Resolution Approving Property Insurance for FY20/21 **ACTION p. 71**
 - C. Review of draft FY 20/21 budget and 6-month (July 1, 2020 – December 31, 2020) Transition Budget and Cap-Ex Review **p. 97**
- 9. Collection and Recycling Program Support and Compliance**
No Items
- 10. Shoreway Operations and Contract Management**
- A. Resolution Approving a Contract with GreenWaste Recovery, Inc. for a not-to-exceed amount of \$203,037.12 for Limited Time Recyclables Processing **ACTION p. 131**
 - B. Resolution Authorizing the MRF IPS Baler Refurbishment Project for a Not-To-Exceed amount of \$156,794 **ACTION p. 135**
- 11. Public Education and Outreach**
No Items
- 12. Informational Items Only (no action required)**
- A. 2020 Legislative Session Update **p. 147**
 - B. 2020 Finance and Rate Setting Calendar **p. 167**
 - C. Check Register Detail for April 2020 **p. 169**
 - D. Potential Future Board Agenda Items **p. 179**
- 13. Board Member Comments**
- 14. Adjourn**

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**WEST BAY SANITARY DISTRICT
AGENDA ITEM 15**

To: Board of Directors

From: Phil Scott, District Manager

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

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

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M E M O R A N D U M

AGENDA ITEM 17

June 5, 2020

TO: Board of Directors, West Bay Sanitary District
FROM: Anthony Condotti, District Legal Counsel
RE: Consider resolution to hire retiring District Manager as transition coach

I. Background

Prior to the March 13, 2020 regular Board of Directors meeting, Phil Scott informed the Board of his decision to retire as District Manager effective June 30, 2020. At the March 13, 2020 Board of Director's meeting the Board directed the District's Legal Counsel to prepare a resolution for the Board's consideration, authorizing the retention of Phil Scott on a temporary basis to serve as a Transition Coach.

At the May 13th, 2020 Board of Directors meeting, the board hired current Operations Superintendent Sergio Ramirez to serve as the new District Manager. To assure the efficient transition of the organization, the Board of Directors has determined that Phil Scott should continue to serve West Bay Sanitary District as a Transition Coach to the newly hired District Manager.

California Government Code Section 21224(a) allows a special district to hire a retired person to a position requiring specialized skills on a temporary basis. Ordinarily, the retired person will not be subject to reinstatement from retirement or suffer a loss of retirement benefits so long as such employment does not exceed 960 hours in a fiscal year. However, in view of the COVID-19 pandemic Governor Newsom's Executive Order No. N-25-20 suspends reinstatement and work hour limitations Government Code sections 21220, 21224(a), and 7522.56(b), (d), (f), and (g), and the time limitations in Government Code section 19888.1 and California Code of Regulations, title 2, sections 300-303. These suspensions will remain in effect until lifted, and provide an additional layer of security in ensuring that Phil can continue on as a West Bay employee on a temporary basis, during the COVID-19 pandemic.

II. Recommendation:

Consider adoption of the resolution approving employment of retiring District Manager, Phil Scott for temporary transition coach services.

RESOLUTION NO. _____ (2020)

**A RESOLUTION OF THE WEST BAY SANITARY DISTRICT APPROVING
EMPLOYMENT OF RETIRING DISTRICT MANAGER PHIL SCOTT FOR
TEMPORARY TRANSITION COACH SERVICES**

RECITALS

- A. District Manager Phil Scott recently announced his retirement as District Manager effective June 30, 2020; and
- B. On May 13th, 2020, the Board of Directors hired current Operations Superintendent Sergio Ramirez to serve as the new District Manager, commencing July 1, 2020; and
- C. To assure the efficient transition of the organization, the Board of Directors has determined that it is necessary for Phil Scott to continue to serve West Bay Sanitary District as a Transition Coach to the newly hired District Manager under Government Code section 21224, a position deemed to be of limited duration and requiring specialized skills; and
- D. California Government Code Section 21224(a) allows a special district to hire a retired person to a position requiring specialized skills on a temporary basis. The retired person will not be subject to reinstatement from retirement or loss of benefits so long as such employment does not exceed 960 hours in a fiscal year; and
- E. On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and
- F. On March 12, 2020, Governor Newsom issued Executive Order No. N-25-20, which suspended reinstatement and work hour limitations in Government Code sections 21220, 21224(a), and 7522.56(b), (d), (f), and (g), and the time limitations in Government Code section 19888.1 and California Code of Regulations, title 2, sections 300-303; and
- G. At its regular meeting of March 13, 2020, the Board of Directors directed the District's Legal Counsel to prepare a resolution for the Board's consideration, authorizing the retention of Phil Scott on a temporary basis to serve as a Transition Coach as set forth herein.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WEST BAY SANITARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That all facts as set forth in the Recitals of this Resolution, are true and correct.

Section 2. Pursuant to the requirements of California Government Code Section 21224, the Board of Directors has determined that it is necessary to retain Phil Scott as a retired annuitant to continue temporary service to the District as Transition Coach, owing to his extensive experience and specialized skill, and to assist the District in its response to the COVID-19 pandemic related state of emergency, for a period not to exceed 960 hours for fiscal year 2020-2021, and at a rate not to exceed \$125 per hour, and with no benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate.

Section 3. The Board of Directors further finds and determining that Phil Scott's retention as a Transition Coach is particularly necessary in order to assist the District Manager in the District's response to the COVID-19 pandemic emergency.

PASSED, APPROVED AND ADOPTED this 10th day of June, 2020

Ayes:

Noes:

Abstain:

Absent:

Fran Dehn, President

ATTEST:

David Walker, Secretary

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